

RIMT UNIVERSITY,

Delhi-Jalandhar GT Road (NHI), Sirhind Side, Mandi Gobindgarh, Punjab-147301(Punjab)



HR POLICY (SERVICE RULES)

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PREFACE

RIMT University commit to utilize optimally the human and other resources and apply fair labour practices in keeping with relevant labour legislation. Before creating a post for any newly defined job or filling any vacancy, Management shall satisfy itself that; the posts are required and necessary to carry out the functions and that sufficient funds have been budgeted for the posts. For each post, Management shall establish a job description and specifications, job title; remuneration scale; the job profile indicating the key performance areas of the post or posts; primary outcomes to be achieved by the incumbent and the minimum level of skills, knowledge, attributes and competencies required of the incumbent. At least once a year, Management shall: Review the job description, job titles and where necessary redefine them to ensure that they remain appropriate and accurate and make the necessary adjustments to the performance management system to ensure compatibility with the job descriptions. Management shall apply the performance appraisal system to ensure that work of equal value receives equal remuneration and reward; to assist in achieving effective organization of work and to determine appropriate remuneration of work.


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HR POLICY (SERVICE RULES)

1. About the HR Policy (Service Rules)

RIMT University, Mandi Gobindgarh has been established with a vision to become one of the most preferred learning places and a centre of excellence to promote and nurture future leaders who would facilitate the desired change in the society. The mission statement, among other things, refers to impart teaching and learning through cutting-edge technologies supported by the world class infrastructure with a view to empower and transform young minds into capable leaders and responsible citizens of India instilled with high ethical and moral values. The HR policy covers in detail the human resource philosophy, equal employment opportunity, code of conduct, work culture, planning recruitment, selection process and terms and conditions of services, working times, annual appraisal system, training and development, seed money scheme, staff welfare policy and grievance redressal system.

2. Human Resources Philosophy

- RIMT University recognizes the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:
- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Team Spirit, interpersonal communication and bonding amongst the employees is promoted through birthday celebration, picnics and festival celebration
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.


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3. Equal Employment Policy

It is the policy of RIMT University to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization.

The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment, selection and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment. The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.

All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

4. Code of Conduct

4.1 All employees of RIMT-University are expected to follow the code of conduct prescribed by the University in letter and spirit. An employee is expected to conduct himself/herself in an exemplary manner in public and private life. It may not be possible to list all aspects of the code, but the following acts are clearly regarded as the violation of the code of conduct.

1. Habitual late coming and negligence of duty.
2. Use of abusive language, quarrelsome and riotous behavior.
3. Insubordination and defiance of lawful authority.
4. Disrespectful behavior, rumor-mongering and character assassination.
5. Making false accusations or assault either provoked or otherwise against any fellow employee.
6. Use of liquor or narcotics in the University premises.

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7. Embezzlement of funds or misappropriation of University property or theft or fraud.
8. Mutilation/ destruction of University records and property.
9. Possession of weapons, explosives and other objectionable material in the University premises.
10. Indulging in or encouraging any form of malpractice connected with examination or other University activities.
11. Divulging confidential matters relating to University.
12. Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the University authorities.
13. Carrying on personal monetary transaction with the students and/ or with their parents.
14. Taking active part in politics without approval from authorities.
15. Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
16. Sustained neglect in correcting class work or homework.
17. Sharing of any sensitive/secret information about the department or university with anyone outside the university.
18. Absence of prudence, dignity, honesty and discipline in day to day conduct and behavior in or outside the university which may adversely affect the reputation of the university.
19. Availing leave without following the prescribed procedure
20. Failure to ensure safekeeping and return in good condition of all university property including funds obtained for any purpose.
21. Undertaking any coaching work on commercial basis without written permission of the authority.
22. Publishing any document anonymously or otherwise in one's own or any other person's name or in any communication to press or any public utterance or statement of fact or opinion:
 - i) Which involves an adverse criticism of any policy or action of the University.
 - ii) Which exploits the name of the University.
23. Organizing or attending any meeting during University hours except when he or she is required or permitted by the Head of the Department to do so.

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24. Absenting from work even though present in the University premises or absent without leave.
25. Indulging in acts and behavior in public and private life which shows the employee in bad light and a person of doubtful integrity and character.
26. Inadequate attention and lack of proper lecture preparation with regard to class work and de-motivating students in their academic pursuits.
27. Indulging in any kind of sexual harassment among the various categories of the staff and the students in the University. As per the guidelines of the Hon'ble Supreme Court of India, the sexual harassment shall include such unwelcome determined behaviors or by implications, as:
 - a) Physical contact and advances;
 - b) A deemed act or request for sexual favors;
 - c) Sexually colored remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4.2 Compliance of Policy

The University will monitor and promote compliance through various methods, including but not limited to, institutional activities and reports, implement programs to further members' awareness, internal and external audits and feedback to Management.

Any exception to this Code of Conduct Policy must be approved by the competent authorities only. All students, teaching or non-teaching staff including the competent authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non – discrimination.

All questions and concerns about the legality or propriety of any action or failure to take action by or on behalf of the University should be referred to reporting authority or by the Head of the institution.

The monitoring committee will comprise of the following:

- (i) Director IQAC - Convener
- (ii) One Dean/HoD of any faculty -
Member (To be nominated by the Vice - Chancellor)

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- (iii) Two Faculty Members - Member(Nominated by President)
- (iv) Registrar/Nominee- Member Secretary

The minutes of the committee will be forwarded to the Vice Chancellor for approval.

5. Work Culture

There is a strong work culture in the University helping to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of belongingness towards it.

The University offers a positive ambiance to the employees for them to focus on their work and follow the organizational rules and regulations.

To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one
- Encourage discussions at the workplace
- Promote team building activities

The University aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to feel free to ask questions, discuss, give suggestions, and address problems and concerns with the management.

6. Planning, Recruitment, Selection Process, Terms and Conditions of service.

6.1 HR Planning

Recruitment and selection process is centralized at the university. Before initiating the recruitment selection procedure, an intensive human resource planning is done to ensure that University is able to:

- Acquire and retain the optimum number of employees with the requisite skills, expertise and competence.
- Assist in optimum resources allocation so that potential human resource surplus or shortage can be anticipated and alleviated as much as possible.

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In order to optimize human resources utilization and to maintain cost effectiveness, a stringent HR control is exercised. Recruitment is carried in accordance with the bases of operational needs and approved manpower requirements.

6.2 Recruitment & Selection Process

The Recruitment and Selection process in the University is carried out as per the Guidelines of UGC/ Statutory and Regulatory Bodies.

The Recruitment & Selection Process is conducted in following steps –

1. Requirements from the Departments/Dean/HoD
2. Advertisement Published through Newspaper and Website
3. Shortlisting Process by Committee
4. Selection Committee (constituted as per Act.)
5. Interview Conduction (by Selection Committee)
6. Selection Done (Minutes of Selection Committee)
7. Offer Letter Issued
8. Joining of New Faculty / Staff

6.2.1 Recruitment Process

The purpose of recruitment is to acquire the optimum number of high-quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates.

- The external sources for recruitment include: University website, Newspaper advertisements, various job portals, like, Naukari.com etc.
- As a part of internal recruitment - promotions and transfers (from sister concern institutions) are a part of internal recruitment.

Whenever an employee leaves the organization, the replacement is necessary. Where a replacement is required, internal transfer or promotion is considered before pursuing external recruitment.

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6.2.2.1 Recruitment Policy

I. **Appointment and Duties of the Officers of the University.**

a) Appointment to the Teaching Posts.

1. University teachers shall be of the following categories.

- (i) Professor, Associate Professor and Assistant Professors.
- (ii) Honorary Professors.
- (iii) Visiting Faculty members
- (iv) Professor of Eminence/ Professor Emeritus

The University Teachers shall be appointed on merit through any of the following modes:

- (i) Through open advertisement and interview by a selection committee constituted as per relevant ordinance of the University. It required a written test may also be conducted to short list the candidates.
- (ii) Through promotion by a screening committee constituted by the Vice-Chancellor or by transfer from other department of the University.
- (iii) Through invitation by the Board of Management.

2. The nature of the Appointment of the teachers may be in any of the following forms:

- (i) Appointment or Probation
- (ii) Contract appointment for fixed terms
- (iii) Adhoc/ temporary appointment by Vice- Chancellor/ Chancellor for terms not more than six months. Such appointment can be extended by another six months. Such appointment can be extended by another six months.

3. The University teachers shall teach engages conduct research and consultancy work, guide research and perform administrative duties under the direction of the Vice-Chancellor.

4. Vice- Chancellor/ Chancellor shall have the authority to make, in special case, short-term or temporary appointment of teachers with special terms and conditions of service.

5. The salaries and grade of Professor, Associate Professor, Assistant Professor and other persons holding teaching posts in the University shall be fixed by the Board of Management on the recommendations of Academic Council and Finance Committee.

6. Whenever a post of a University Dean/ Director, a University professor Associate Professor or a University Assistant Professor is to be filled up, it shall be advertised and applications invited: Provided that for the post of a University teacher, the Vice-Chancellor shall have the power to place before the selection committee the name of a suitable person for the consideration along with the applications received in response to the advertisement but such persons shall not be from amongst those who are in the

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service of the University or those who have retired from its services.

Provided further that the name of an applicant from abroad may be considered by the Selection Committee in abstention if full particulars of the person are available.

7. Recruitment of Associate Professor or Professor may also be made by promotion form amongst the Assistant professor / Associate professor as the screening cum promotion Committee constituted by the Chancellor.
8. Qualification and other requirements for appointment of the University Professor, Associate Professor and Assistant Professor shall ordinarily be same as those prescribed by the University Grants commission.
9. A member of the teaching staff holding permanent or temporary post shall not be allowed to resign his post before the end of a semester i.e. November 30th or April 30th. However, the Management may in special cases, waive the notice period to such an extent as it may think fit.
10. The Board of Management may confer the title of Professor Emeritus on any distinguished Teacher of the University at or offer his retirement is recognition of his scholarship and conspicuous service to the University for a period of not less than 10 Year.
11. The Board of Management may appoint a distinguished Professor as Professor of Eminence or such terms and conditions as it may think appropriate.
12. The conditions of service of university teachers shall unless otherwise defined in there statutes A Class be the same as of other Officer of the University.

II Guidelines for Appointment of Visiting Faculty at RIMT-University

Visiting faculty is required to strengthen teaching either because there may not be a faculty member for a particular subject, or a need is felt to improve the quality of teaching. Sometimes it is desirable to associate an expert from profession or industry to supplement theoretical teaching by the internal faculty members. The association of a visiting faculty may be for a few days or a semester or full year.

Any plan for the association of a visiting faculty should be formulated considering the current scenario as well as future needs. The policy for the association of visiting experts should consider various issues like teaching load to be allotted to such a faculty, programmes and semester where such experts are required, compensation financial

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implication, etc. The manner and terms and conditions of such appointment should be very clear.

Procedure for Approval of Visiting Faculty:

1. The Dean of the School, prior to the commencement of the semester, taking into consideration the regular expertise available, will identify the gaps and requirements of visiting faculty.
2. Efforts shall be made to meet the requirement from other Departments of various faculties available within the University (From other Schools)
3. The requirement for appointing visiting faculty will be put up to the Vice- Chancellor at least two weeks prior to the commencement of the semester.
4. After the approval by the Vice-Chancellor/ Chancellor, the HR will offer an appointment.
5. Once the appointment of Visiting Faculty has been approved by the Vice-Chancellor/Chancellor, the Dean may in subsequent semester request for the renewal of appointment of such faculty. In case of renewal, student feedback and a report on regularity should be enclosed.

III Rules for the appointment of Dean of Faculty

Appointment of Dean of Faculty: -

1. Dean of the faculty will be appointed by the Vice-Chancellor from amongst the Professors in the faculty normally on the basis of seniority.
2. If no professor is available in a given faculty the senior-most Associate Professor may be considered for appointment as Dean on a special case.
3. In case of non-availability of an eligible and suitable person, the Dean Academic affairs will officiate as Dean Faculty.
4. If no person under 1 to 3 above is available or found suitable, the Vice-Chancellor will appoint a Professor from some other faculty as Dean Faculty on temporary basis. Provided that if a person is appointed under clauses 2, 3 and 4 above then he will relinquish the charge as soon as a person joins the faculty as a professor on regular basis.
5. Normally the term of the Dean will be two years but the person can be re-appointed.

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IV Rules for the appointment of Head of Department

Appointment of Head of Department: -

1. Head of the department will be appointed by the Vice-Chancellor from amongst the Professor and Associate Professor working in the department normally on the basis of seniority.
2. If no Professor or Associate Professor is available in the Department the senior-most Assistant Professor may be considered for appointment as head of department as a special case.
3. In case of non-availability of an eligible and suitable person in the Department the Dean of faculty will officiate as Head of Department.
4. If no person under 1 to 3 above is available or found suitable the Vice-Chancellor will appoint a Professor/ Associate Professor from some related Department as Head of Department on temporary basis. Provided that if a person is appointed as head of department under clauses 2, 3 or 4 above, he will relinquish the charge as soon as a Professor or Associate Professor joins the department on regular basis.
5. Normally the terms of Head of Department will be three year, but the person can be re-appointed.

V Appointment and Duties of Administrative Officers of the University (Non-Teaching Officers).

1. The manner of appointment, qualification and functions of the Vice-Chancellor, the Registrar and the Chief Finance & Account Officer shall be as proscribed in the RIMT-University Act.
2. Other Officer of the University shall be appointment by the Chancellor on the recommendation of the duly constituted Selection Committee after the vacancy has been advertised.
3. The Selection Committee will be constituted by Vice-Chancellor/ Chancellor.
4. Appointment against various vacancies of offices can also be made through internal promotions and transfers.
5. Internal promotions shall be made on the basis of duly constituted Screening Committee.
6. In case of Clerks, Steno, Data Entry Operators and other such positions a written test may be conducted, if required before the interview, in order to evaluate their skills.

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7. The appointment against administrative positions may be:

- (i) On probation
- (ii) On contract basis for a fixed term
- (iii) On adhoc basis for a short period or against a leave vacancy.

8. Mode of Appointment:

- (i) The appointment of all A Class and B Class Officers shall rest with the Chancellor.
- (ii) The appointment of all C Class Officers excluding the posts involving promotion channels will rest with the Vice-Chancellor except.
- (iii) Appointment against the posts involving promotions channel shall be made by the Registrar.

9. Delegation of Powers:

- (i) Notwithstanding anything contained in the Act and the Statutes/ Ordinance the Chancellor may delegate any of its powers to the Vice-Chancellor for a specified period.
- (ii) Notwithstanding anything contained in the Act and the Statutes/ Ordinances, the Vice-Chancellor may delegate any of its powers to Registrar (for administrative matters) and to the Dean Academic Affairs (for academic matters) for a specified period or to any other office of the University of the status of a University profession.
- (iii) Notwithstanding anything contained in the statutes and Ordinances, the Registrar may with the approval of the Vice-Chancellor delegate any of the powers vested in him to an officer in the University not below the rank of an Assistant Professor for a specified period.

10. Non-Teaching staff may be transferred from time to time to any other department or administrative office depending upon the requirements of the University.

11. The duties of non-teaching staff will be as specified in the terms and conditions of service.

12. No person in any of the non-Teaching category will be below the age of 18 years. Non-teaching staff will superannuate at the age of 60 year.

13. An employee may be given extension/ re-appointment for a maximum period of 5 years, 3 years in the first instance and 2 years after the expiry of first extension provided that the concerned employee is in good health.


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6.2.2 Eligibility, Selection and Remuneration

1. Selection Committee formed as per the Act/Statute of the University, hence recruitment to the posts for the various types or categories of the employees shall be made as decided by the University, in accordance with the Regulations and Rules framed from time to time.\
2. The qualifications and experience for appointment to the posts in the various types or categories or cadres of the University shall be such as may be prescribed, in the Rules or otherwise for each category of posts, from time to time.
3. Every employee shall be required to upgrade his educational qualification as and when specified University from time to time, at his own cost and own time.
4. Shortlisted candidates appear before selection committee for personal interview.
5. Short listing and final selection is based on the basis of eligibility as per the Guidelines of UGC/Regulatory Body/Statutory body/RIMT act, statutes, ordinances and regulations

6.2.3 Terms and Conditions of Service

Every employee of the organization shall be bound by the Statutes, Ordinances and service regulations for the time being in force in the organization.

6.3 Placement and Induction

6.3.1 Joining Formalities

The selected candidates are provided with offer letter, mentioning the check list of documents to be submitted at the time of joining. On the day of joining, the employee has to fill the requisite forms as the part of the joining formalities e.g. Joining report and Personal information form along with all the requisite documents as mentioned below:

- a. Resume
- b. Mark sheets (10th, 12th, graduation, post-graduation, Ph.D (if required) or any other degree obtained)

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- c. Certificate (academic and participation in other activities),
- d. Copy of PAN and Aadhar card,
- e. 3 photographs
- f. Experience/ relieving certificate letter from the previous organization.
- g. Covid Vaccination Certificates

The other formalities including the Appointment Letter, ID card, email id and formalities related to the salary account are completed, the details of which are sent to the newly joined employee within one week of their joining.

6.3.2 Employee Record and Information

- The employee information including the joining report, all testimonials and any other document as mentioned above in joining formalities is maintained in the form of a personal file.
- The information of all the employees is regarded as confidential and are maintained in the office of Registrar. However, the information may be obtained by any department with the prior permission of the Registrar.
- The employee record is regularly updated by the HR with respect to:
 - Academic achievement,
 - Research work,
 - Promotions,
 - Additional assignments etc.

The employees can also make changes in personal data by informing and submitting the proof for the same to HR Department.

6.3.3 Security Deposit: The University may decide to take a security deposit in form of a guarantee at the time of appointment or afterwards, as deemed necessary to ensure that the University would not suffer even if the employee left in the midstream or otherwise in contravention to the terms of his employment and/or the policy of the University for the time being in force.

6.3.4 Declaration and Indemnification

Every employee or person, at the time of appointment or joining the University, will be required to sign a declaration that, he or she submit himself or herself to the disciplinary jurisdiction of the officers or authorities or other persons of the University who may be vested with such powers.

6.3.5 Joining Time: The joining time to join any post in the University shall be allowed.

6.3.6 Emoluments and other Allowances

- The emoluments and other allowances payable to the employees and other persons of the University and its institutions shall be in such pay scales or at such stage of such pay scales as the University may approve or decide from time to time, in accordance with the guidelines of statutory apex bodies, if any.
- The appointing authority or officer may, at its discretion, decide the higher number of emoluments and/or additional benefits and/or perks to the respective employee(s) and person(s) in the University, as desired, in view of the stature of employee or person concerned and/or as per the requirements of the University.
- The Chancellor shall be empowered to decide the higher number of emoluments and/or additional benefits and/or perks to any employee and person in the University, as deemed necessary, at any time.

6.3.7 Declaration of age: Every employee shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate and in the case of non-matriculates, such other documentary proof as may be acceptable to the appointing authority based on which the age will be accepted. After the declaration of age and acceptance of the same by the authority, it shall be legally binding on the employee and no revision of the age shall be allowed to be made at a later date for any purpose whatsoever, except with the approval of the competent authority.

6.3.8 Record of service:

There may be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the University. In addition, a

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Service Book may, if deemed necessary, also be maintained in respect of each employee.

6.3.9 Whole time employee

- Unless otherwise expressly provided for, the whole time of an employee shall be at the disposal of the University and he shall serve the University in such capacity and in such manner and at such places as he may, from time to time, be directed by the University.
- An employee of the University may be called upon to perform any work as may be assigned to him in the interest of and for the purposes of the University.

6.3.10 Increments and Promotion:

The increments, incentive, promotion and likewise shall be granted to each employee, as decided by the University, in accordance with the Rules framed by the University from time to time. However, an increment, incentive, promotion and likewise may be withheld from an employee if his conduct has not been good or his work has not been satisfactory or otherwise, at the discretion of the appointing authority. No employee or person shall claim the increment, incentive, promotion and likewise as a matter of right and it shall be subject to the sole discretion of the competent authority.

6.3.11 Probation and Confirmation

1. Purpose:

This policy seeks to provide the procedure and guidelines for extension of probation and confirmation/ termination of an employee who have been appointed on probation.

2. Scope

- 2.1. This policy is applicable to all employees of: RIMT-University
- 2.2. It is applicable to all employees, who had joined the University on or after 1st May 2017.

3. Pertinent aspects of the policy.

- 3.1. Employees shall be appointed on probation for a period of one year; this period may be extended for further period not exceeding another one year.
- 3.2. The probation period of an employee shall be extended by the number of days of leave of whatever nature taken by the employee (except the CL or holidays as per

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the University calendar) during the probation period or any extension thereof.

- 3.3. During the initial one year of employment at RIMT-University the employee's performance and adherence to RIMT-University policies & procedures will be closely monitored.
- 3.4. The appointment on probation shall be deemed to continue even after the expiry of probation period until the concerned employee is notified in writing by the H.R. Deptt that his/her probationary appointment:
- i) Has been confirmed or
 - ii) Has been extended for a further period.
- 3.5. The work performance of the concerned employee under probation would be evaluated by the HOD or the competent authority in a transparent and fair manner and further submitted to the HR. The same must also be regarded as confidential matter between the parties involved.

6.3.12 Seniority:

Seniority of the employees in the University shall be determined according to the various parameters defined in the rules, as may be framed from time to time.

6.3.13 Retirement and re-employment of employees:

The policy regarding the retirement and re-employment of the retired employees of the University shall be in accordance with the Statutes and Rules of the University as may be framed from time to time.

6.3.14 Resignation/Termination:

- Subject to the provisions of the Act, Statutes, Ordinances, Regulations, Rules, Policies and such other documents of the University, as may be promulgated and amended from time to time
- An employee may resign or the services of an employee shall be liable to termination at any time by a notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee as per the terms of appointment and/or the rules or the policy of the University for the time being in force, as applicable;

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- In the event of breach of any of the terms and conditions of the appointment, indiscipline, anti-organization behavior, violation of code of conduct, breach of trust and/or any conduct on part which is inconsistent with the employer-employee relationship; or in case of unsatisfactory performance or discharge of duties; or in case of any altitudinal problem, the University shall be at liberty to terminate the services of an employee without any notice and without compensation and without prejudice to its other rights and remedies for such breach or conduct on his part and shall be authorized to take appropriate legal action; and
- In case of any resignation/termination policy not expressly provided for, an employee shall be governed by the following policy:
 - The services of an employee will be liable to termination/resignation by giving a one month notice on either side; or
 - The services of an employee may be discontinued by giving him the above-mentioned period of notice or payment of salary as compensation in lieu of the notice period by the University.
 - An employee may resign by giving the above-mentioned period of notice or deposit Salary in lieu of the notice period subject to the condition that he, in case of a teaching Employee will complete the respective academic term i.e. up to the last teaching day in a particular term.
 - If an employee chooses to resign, the University can relieve him at its discretion at any time within the notice period without compensation. Similarly, in case the University serves a notice for termination of the services of an employee, he may also leave at any time within the notice period without depositing salary.

6.3.15 Annual/Periodical confidential reports:

The competent authorities of the University shall report confidentially, as may be directed, to the appropriate authority or officer of the University on the performance appraisal, conduct of the employees and likewise.

All such reports shall be submitted in the manner as laid down in the Rules.

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6.3.16 Transfer and Postings:

Any employee of the University, its schools/institutes etc. may be posted or transferred to any school/institute or department of the University or to the Trust or its institutions or an outside agency or organization or institution, as decided by the University, on such terms and conditions as mutually agreed upon between the University and the Trust or the borrowing authority.

6.3.17 Traveling & daily allowance:

An employee of the University shall be entitled to traveling and daily allowances in accordance with the Rules and Orders, Instructions, Guidelines, etc.

6.3.18 Leave rules:

The employees of the University shall be governed by the Leave Rules as laid down by the University from time to time.

6.3.19 Personal injury or damage:

The University shall not be responsible for any damage or loss to any employee arising out of personal injury and/or death by accident or otherwise during the course of his employment with the University.

6.3.20 Fraudulent actions:

No suit or other legal proceeding shall lie against the University or any officer or employee or person of the University for any illegal or fraudulent action or malpractice done by any employee for any purpose, whatsoever, during his course of employment in the University.

6.3.21 Conduct, discipline and appeal:

The employees of the University shall be governed by the Regulations of the University with regard to conduct, discipline, penalty and appeal and such other Rules as may be prescribed.

6.3.22 Miscellaneous:

Notwithstanding anything stated in these Ordinances, for any unforeseen issues arising that is not covered by these Ordinances, or in the event of dispute/differences of opinion in

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interpretation of any provision of these Ordinances and in respect of all the matters, whether expressly provided herein or not, the University may approve to take such measures as may be necessary for removal of difficulties that shall be final and binding on all the concerned.

6.3.23 Superannuation:

The superannuation age for RIMT-University teachers is 60 years. However, in order to retain talented and experienced teachers, an extension beyond 60 years can be allowed. Such extension will be normally by granted subject to the following procedures

- As and when a faculty member attains the age of 60 year, he/ she, if interested, may formally apply for extension through the HOD.
- The concerned position will normally be advertised and all eligible applicants will be interviewed.
- If no applicant is found to be suitable then the existing incumbent who has applied for extension may be recommended for reappointment, provided he/she is medically fit as certified by the medical officer.
- The reemployment will be for a maximum period of five year, three years in the first instance and another two years based on the above criterion.
- The above process would involve the approval of the chancellor on the recommendation of the Vice-Chancellor.
- The re-appointment teacher would be designated as Professor, Associate Professor or Assistant Professor only.
- In case it is felt necessary to give any additional responsibility like Dean, Director and HOD etc to such person.

7. Work Timings

Hours of Operation and Work Schedule

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non-teaching are same. Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job. The university observes 5 days' week, with 2 alternate Saturday's off.

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Registrar
RIMT University
Mandi Gobindgarh

8. Annual Appraisal System

Objectives and Scope: -

The University has the mechanism of performance appraisal for both teaching and non-teaching staff. The objectives of the appraisal system are -

- a. To strengthen the Intellectual Asset base of the institution
- b. To align and harness employee energies towards achieving superior results for our Stakeholders
- c. To guide employees on the path to strengthening their professional capabilities
- d. To provide a rational and objective basis for identifying high potential to take on future leadership roles

The faculty appraisal system comprises of:

- a) Feedback from students
 - b) Self-appraisal by the faculty member
 - c) Appraisal by the Reporting Officer
 - d) Inputs by the Reviewing Officer
 - e) Counseling / discussion to enable the faculty member to know areas where improvement is required.
1. Student feedback should be obtained by Dean/Director at the end of each semester in a special session with the students of a class in which top 10 students and 5 weak students would participate. To be eligible to provide feedback a student should have attended at least 50% of the classes.
 2. After the feedback session, the average score of the class for each Paper/ teacher should be worked out which will be added to self-appraisal score and score given by the Reporting Officer.
 3. Self-appraisal and assessment by Reporting Officer should be conducted at the end of academic session.
 4. Whole scoring should be kept confidential and the scores given by the students should not be disclosed.


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5. On the basis of discussion of feedback form with each faculty member, the Dean/Director would list down their respective areas/ parameters of improvement and send the copy of the same to the H.R. Office.

8.1 The Performance Appraisal Cycle

1. The appraisal is conducted once in a year that is in the month of July.
2. The Appraisal is strictly based according to the Regulatory and University Norms

Thus, the individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets, on capabilities demonstrated during the course of the year. The key outcomes of performance discussions will be:

- a) An agreed set of action to be undertaken by the employee to improve performance.
- b) Identification of development needs & potential for career progression and growth
- c) Basis for deciding performance awards.

8.2 Annual Review Process

The Management of the University reviews the performance of faculty members every year and based on this, annual increment, promotion etc. will be given to the faculty.

The following are the important provisions:

- i) Every faculty member should submit his/her annual performance report in the appraisal format as mentioned. Detailed instruction issued in this regard has to be followed strictly. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of Dean / Director/HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the University shall review the performance of every faculty member and recommend annual increment; promotion if it is due to him/her and his/her performance is good. In case, a faculty member's

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performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

8.3 Promotion Policy for Teaching and Non-Teaching Staff

8.3.1. Promotion

The University has a well-defined promotion policy both for Teaching and Non-Teaching Staff. The promotions to the higher positions are given on the basis of merit and performance subject to fulfilment of eligibility criteria as per the UGC norms/Regulatory Bodies/Statutory council and RIMT University act/statutes/ordinances/regulations.

9. Staff Welfare Policy

The staff members are the most vital part of the institution. The welfare measures for teaching and non-teaching staffs are not only for the development of staff but also for the development of institution. Their well-being, satisfaction and motivation can propel the organization to any peak. The welfare measures provided for the staff and the policies are listed below.

9.1 General

- Induction programme to be conducted for the newly joined teaching and non-teaching staff
- Training program to be conducted for both teaching and non-teaching staff as and when required to improve their desired skills.
- Employees Provident Fund (EPF) vide EPFO is provided for the eligible teaching and non-teaching from the date of joining as per Govt. of Punjab Gazette notifications.
- Employees' State Insurance Scheme (ESI) is also provided to the eligible Teaching and Non-Teaching staff as per Govt. of Punjab Gazette notifications.

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- Provide healthy and recreational environment through Yoga practice and gym facility to the staff.
- Free medical check-up camps are organized in the campus from time to time.
- All the staff members of the university are given special discount on IPD/OPD in couple of renowned multispecialty hospital of Mandi Gobindgarh.

9.2 Holidays

All employees are entitled to gazetted holidays and other holidays as declared by the management from time to time. The holiday calendar shall be available before starting of calendar year.

9.3 RIMT Scholarship Scheme (For Employee's & Dependents)

RIMT Scholarship Schemes are granted to staff members, who himself/herself pursue any higher studies in the university or his/her blood relation pursue any program in the university as per the eligibility criteria and guidelines laid down below.

Eligibility:

Scholarship Schemes may be granted to applicants who satisfy the criteria set out, in order to undertake the relevant programme of study, under the following headings:

- a) staff members who are currently employed and who have completed the probation period;
- b) staff members who held permanent full-time appointments.
- c) If the staff member leaves the university/institution then concession in form of scholarship shall be withdrawn.

Guidelines -

- The scholarship covers up to 20% to 40% on the tuition fee.
- The scholarship ceases if the staff member leaves employment in RIMT University.

9.4 Accommodation

- Subsidized accommodation shall be provided for the teaching and non-teaching staff in the faculty residence.

NOTE: All these entitlements are at the sole discretion of the management.

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10. Grievance Redressal Mechanism

RIMT University is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell was set up at RIMT University in accordance with the University Grants Commission regulations for handling grievances related to staff members. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective School/Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any person with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing or lodge online on <https://rimt.ac.in/grievance-redressal-cell/>.

11. Policy Amendment / Declaration

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The authorities of the university reserve the sole discretion to make exceptions, changes and other requirements as it may deem fit from time to time.


Registrar
RIMT University
Mandi Gobindgarh