

# NETAJI SUBHAS UNIVERSITY POKHARI, JAMSHEDPUR



APPROVED BY AICTE, PCI, BCI AND NCTE  
**RECOGNIZED BY UGC**

## HR POLICY (SERVICE RULES)

*(Approved by Governing Body Dated: 15Feb,2019)*



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# HR POLICY (SERVICE RULES)

## **1. Introduction**

Netaji Subhas University, Jamshedpur has been established with a vision to promote it as a centre of excellence for higher education and research committed towards quality education, skill development, industry integration and holistic eco-system for global competencies among youth and sustainable development of the Nation. The mission statement, among other things, refers to inculcating a culture of excellence among students and faculty and developing a sense of ownership and pride among employees to achieve organizational targets as well as their personal goals. The HR policy covers in detail the human resource philosophy, equal employment opportunity, code of conduct, work culture, planning recruitment and selection process, working times, annual appraisal system, exit policy, staff welfare policy and grievance redressal system.

## **2. Human Resources Philosophy**

- Netaji Subhas 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.

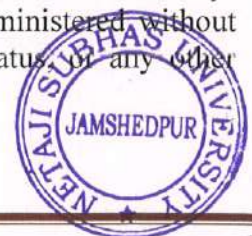
## **3. Equal Employment Policy**

It is the policy of Netaji Subhas 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 layoffs, 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**

### **Preamble**

The primary purposes of the University are the advancement and application of knowledge and the education of its members; its central activities being teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions, which permit freedom of thought and expression within a framework of respect for the rights of other persons. All the members of the university must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work culture. Every member is individually accountable for one's own actions and is collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws, regulations and policies.

Hence, the Board of Management decided to prepare a Code of Conduct for all the stakeholders of the university and hereby passed this code called as "Code of Conduct/Ethics" of Netaji Subhas University.

### **Applicability**

The Code applies to members of the University as under:

- Members of various Statutory Bodies
- Vice – Chancellor
- Pro – Vice Chancellor
- Registrar
- Deans/Head of the Departments
- Teaching Faculties
- Non-teaching staffs
- Students
- Others

### **Board of Management**

The function of the Board of Management is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would -

1. Work in the best interest of the University.
2. Keep the interest of quality education as of highest priority compared to any other priority.
3. Work co-operatively with fellow members in carrying out their responsibilities.
4. Act honestly and in good faith at all times in achieving institute's intended outcomes.

Maintain the confidentiality of information.

### **University Level Academic Administration**

It would include VC, Pro-VC, IQAC, Deans of Various Faculty, Heads of Departments, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc.

The authority would –



1. Be responsible, as the principal academic and administrative officer of the Netaji Subhas University, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the University is duly observed and processes of the university are carried out in strict adherence thereto.
2. Comply with laws, rules, and regulations of the government applicable to the University.
3. Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University.
5. Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the University to the maximum extent.
6. Maintain the confidentiality of the records and other sensitive matters.
7. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
8. Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

#### **Staff Disciplinary Rules**

The following acts of exclusion and instruction which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

#### **Minor Misconducts**

- Negligence or failure to perform assigned duties
- Unauthorized absence / Habitual late/irregular attendance
- Habitual indebtedness, insolvency
- Smoking within premises
- Disorderly conduct

#### **Major Misconducts**

Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining University;

##### a. Taking/giving bribe:

- Dishonesty; theft, fraud or damage concerning any business/documents/property of University
- Drunkenness, riotous or indecent or disorderly behavior;
- Gambling within premises of University
- Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication
- Commission of any act which amounts to a criminal offence or involving moral depravity

##### b. Unauthorized communication of any official document/information of University or borrowing money or accepting expensive gifts from person/firm having official dealing





with University

- c. Conviction by court of law, sexual harassment, threatening or intimidating other employees
- d. Possession of illegal/unauthorized weapons or firearms
- e. Engaging in business other than that of the organization
- f. Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University
- g. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline
- h. Being found in possession of or attempting to punch another employee's attendance card;
- i. Deliberately spreading false information or rumors
- j. Refusal to accept any communication or warning in writing, etc.
- k. Unauthorized absence beyond 03 days

### **Disciplinary Action**

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

#### **1. Warning**

Punishment may be awarded in the following forms:

For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

#### **2. Suspension**

The Disciplinary Authority has power to suspend any staff member during pending enquiry.

#### **External Experts as Member of Various Committees**

External experts/Invitees would -

1. Support decisions with an approach such that they have no axe to grind.
2. Help to take the right decision through their expertise and impartial views.
3. Help the University to enable attaining highest quality and standards.

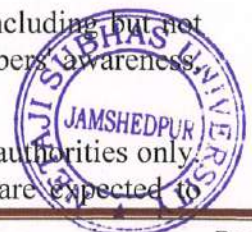
#### **Adherence to the Ethical Standards**

Every member of the University shall at all times, conduct his/her activities in accordance with the highest professional ethical standards. Every member of the University is expected to become familiar with those laws, regulations, and University rules, which are applicable to his/her position and duties, and to comply with both in letter and spirit.

#### **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 approval of honorable chancellor.

## **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 and Selection Process**

### **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.

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.

### **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. Short listing 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



## **Categories of Posts for Recruitment & Selection**

### **Teaching Staff**

- Dean/HOD's
- Professors
- Associate Professor
- Assistant Professor
- Tutor
- Teaching Assistant
- Research Associate

### **Classification of Teaching Staff**

The University inducts various teaching positions as per UGC Regulations as mentioned below-

- (1) Core Faculty
- (2) Visiting Faculty
- (3) Adjunct Faculty
- (4) Emeritus

### **2. Administrative Staff**

- Registrar
- Controller of Examinations
- Assistant Controller of Examination
- Chief Librarian
- Deputy Librarian
- Assistant Librarian
- Accounts Officer/Finance Officer
- Training and Placement Officer
- Estate Officer
- Sports Officer
- Such other officers as may be decided by the Board of Management time to time

### **3. Technical Staff**

- System Administrator
- Lab Assistants
- Web Developer
- Web designer
- Workshop Supervisor
- Gardner





- Electrician
- Plumber
- Carpenter
- Welder
- And such other officers/staff as may be decided by the Board of Management time to time

#### **4. Supporting Staff**

- Personal Assistant
- Typist
- Accounts Clerk
- Store In charge
- Driver
- Peon
- Helper
- House Keeping Staff
- Security Guards
- Nurses
- And such other officers as may be decided by the Board of Management time to time

#### **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 includes: University website, Newspaper advertisements, and various job portals, like, Naukri.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.

#### **Eligibility, Selection and Remuneration**

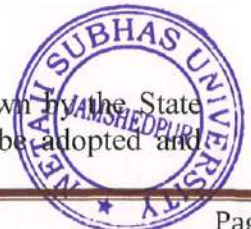
1. Selection Committee formed as per the Act/Statute of the University.
2. Shortlisted candidates appear before selection committee for PI by filling up the interview form (ANNEXURE – 1)
3. Short listing and final selection is based on the basis of eligibility as per the Guidelines of UGC/Regulatory Body/Statutory body -

#### **i. For Category (1) Posts and Category (2) Posts**

Selections are done on the basis of UGC Guidelines, Respective Regulatory Body Guidelines and Statutory Bodies. Where any of these is not specified by the regulatory body, these shall be adopted and approved as per the University Act/Statute

#### **ii. For category (3) and (4) Posts**

These shall be adopted by the University keeping in view the norms laid down by the State Government and where not specified by the State Government, these shall be adopted and



approved as per the University Act/Statute.

### **iii. Background Check**

Employees are required to provide reference of at least two people for the purpose of background check. An employee is offered appointment on the belief that the particulars furnished in his/her application/personal data form and otherwise are factually correct and nothing material has been concealed. In case it is subsequently found through reference check that material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void.

### **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.

### **Placement and Induction**

#### **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 (ANNEXURE -2) and Personal information form (ANNEXURE -3) along with all the requisite documents as mentioned below –

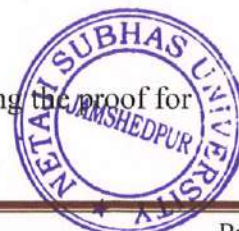
- a. Resume
- b. Mark sheets (10th, 12th, graduation, post-graduation, Ph.D (if required) or any other degree obtained),
- c. Certificate (academic and participation in other activities),
- d. Copy of PAN and Aadhar card,
- e. 3 photographs
- f. Experience/ relieving certificate letter from the previous organization.

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.

#### **Employee Record and Information**

- The employee information including the joining report, all testimonials and any other document as mention above in joining formalities is maintained in the form of a personal file.
- The information of all the employees is regarded as confidential and is 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 Registrar Secretariat 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 Registrar Secretariat.





### **Medical Fitness**

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employee's physical or mental fitness necessary for the efficient discharge of the duties of his/her post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding.

In case the employee is found medically unfit or is suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

### **Employee Probation - Confirmation**

All newly appointed employees (teaching & non-teaching) will be on Probation for six Months (depending upon experience and interview performance) from the date of their appointment. During this period the performance will be reviewed and on completion of one year, there would be a performance evaluation done through a formal feedback session.

On satisfactory performance the services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, he/she will be either counseled to improve the performance and the probation period would be extended or the services may be terminated depending on the circumstances (as deemed fit by the competent authority).

### **Payment of Salary**

The salary will be credited directly to the bank account in bank designated by the institution on or before 10th of every month.

The pay scale of both teaching and non-teaching staff shall be as per UGC norms.

## **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 6 days' week.

## **8. Annual Appraisal System**

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

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

The components of appraisal system for teaching staff are - (ANNEXURE – 4)

1. Self-Appraisal Form
2. Evaluation by students





### 3. Performance Appraisal by the final Reviewer and Appraiser

The components of appraisal system for non-teaching staff are - (ANNEXURE – 5)

1. Self-Appraisal Form
2. Performance Appraisal by the final Reviewer and Appraiser

#### **The Performance Appraisal Cycle**

1. The appraisal is conducted once in a year that is in the month of September.
2. The Appraisal is strictly based according to the Regulatory Norms like UGC, AICTE, and NAAC etc.

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

#### **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 in (ANNEXURE – 4). 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 / 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 performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

#### **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 fulfillment of eligibility criteria as per the UGC norms.

##### **A. For Teaching Staff**

The promotions of teaching staff are based on the eligibility criteria e.g. overall performance, research contribution, and any other significant contribution done for the University as per the following guidelines:





- From Assistant Professor to Associate Professor, a faculty member must have minimum 8 years of teaching experience with Ph.D. and from Associate Professor to Professor, eligibility criteria is minimum 10 years of teaching experience with Ph.D. is required and subject to any rule/guideline of UGC or any regulatory body.
- He / She must have high level of research contribution in his / her area of specialization.
- Apart from hardcore teaching he / she must have contributed significantly for the all-round development of the University.
- He / She must have good overall performance.

#### **Procedure for Promotion -**

The promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor the procedure is as followed:

- The Faculty members eligible as per the above guidelines may apply to the registrar in a prescribed format along with all the desired documents for the promotion.
- In first instance the application received from the faculty member for the promotion shall be scrutinized by the Registrar Office.
- After successful completion of the scrutiny process, if the faculty member is eligible for the promotion then his / her candidature shall be placed before a selection committee duly constituted by the Vice-Chancellor as follows:
 

o Vice-Chancellor	Convener
o Pro-Vice Chancellor	Member
o Minimum 2 External Subject Experts	Member
o Dean of the Faculty	Member
o Registrar	Member Secretary
- The faculty member has to appear before the selection committee for interview. On the basis of the performance of the faculty member in the selection committee and the desired documents, the selection committee finally recommends his / her candidature for the promotion to the Board of Management for its approval.
- After approval of the Board of Management, an Office-Order regarding the promotion shall be issued to the faculty concerned.
- After promotion, the sanctioned post of the concerned faculty shall be upgraded from Assistant to Associate and Associate Professor to Professor. However, if any vacancy will arise in future the new post will be filled-up against the sanctioned post prior to the promotion. The faculty continues to have lien on the original post.

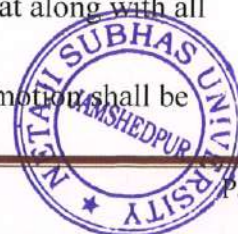
#### **B. For Non-Teaching Staff**

The promotions of a non-teaching staff are based on the eligibility criteria as per UGC / AICTE / Regulatory Body Norms and overall performance and any contribution done for the University.

Procedure for Promotion -

For the promotion of Non-Teaching Staff, the following procedure may be followed:

- The staff members eligible may apply to the Registrar in a prescribed format along with all the desired documents for the promotion may be annexed.
- In first instance the application received from the staff member for the promotion shall be scrutinized by the registrar office.



- After successful completion of the scrutiny process, if the staff member is eligible for the promotion, then his / her candidature shall be placed before a selection committee duly constituted by the Vice-Chancellor as follows:
 

o Vice-Chancellor	Convener
o Pro-Vice Chancellor	Member
o Minimum one External Expert	Member
o Registrar	Member Secretary
- The staff member has to appear before the selection committee. On the basis of the performance of staff member in the selection committee and desired documents, the selection committee recommends his / her candidature for promotion to the Board of Management for its final approval.
- After the approval of the Board of Management, an Office-Order regarding the promotion shall be issued to the concerned staff member.

### 8.3.2 Increment

Annual Increment determined from time-to time will be awarded based on Annual Assessment of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff member/s, advance/special increment or one-time award or on pro-rata basis according for an outstanding performance/ potential of an employee at any time.

### Best Teacher Award

1. Best Teacher (s) Award shall be given on Teacher's Day (5<sup>th</sup> September). The performance shall be calculated on the basis of past academic year i.e. July to June.
2. Faculty Members must be in service to be eligible for award.
3. A duly constituted Jury shall make final decision.
4. Awards are at the discretion of the Management. The Management reserves the right to alter/delete, revise or modify any part of the award scheme.
5. The faculty members shall be given cash prizes

The first prize winner shall be given a certificate of Best Teacher for the year. The parameters for the same are given in ANNEXURE - E

## 9. Exit Policy

This is provided guidelines to be followed when the employee leaves the University either due to Resignation or termination before Exit Interview Board.

The Board shall consist of:

- o Vice Chancellor
- o Pro-Vice Chancellor
- o Registrar
- o Director, IQAC
- o Dean Academics





### **Termination of Service**

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

### **Resignation**

- Staff will be required to give compulsorily one month's prior notice in case of separation from the University.
- Faculty, whether confirmed or not, will not resign from the services of the University in the middle of the teaching term once he / she accepts a course for teaching in a particular term.
- In case he / she fail to do so, the faculty will be liable to pay one month's salary, in addition to serving the notice period as per rules of the University.
- For all teaching staff, the resignation must be forwarded to the Chancellor through respective Dean/HoD. However, for non-teaching staff the same may be forwarded to the Registrar through the reporting authority.
- Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the office of Chancellor/Registrar.
- During the notice period the employee will help to complete all formalities, pending work, handing over the charge and submitting no dues form (ANNEXURE – 6).
- On receipt of No Dues Certificate the full and final settlement of account would be prepared and cheque issued. Once the duly completed no dues certificate reaches the office it will take up to 30 days to clear the account.
- Failure to comply with any of the above provisions shall entitle the management to withhold the employee's due to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

### **Retirement**

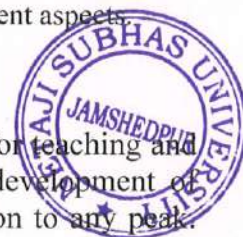
Staff shall retire from service of the University on attaining the age of superannuation as per UGC norms. To determine age of retirement, the official record of age available with the University shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

### **Rehire**

Employees who leave the University in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will not be given credit for prior service for purposes of leaves, vacation eligibility and other pertinent aspects.

## **10. 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.





## 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.
- Provide healthy and recreational environment through Yoga practice and gym facility to the staff.
- Free medical check-up camps are organised 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 Jamshedpur.
- Organize staff picnic once in a year.

## Leave Policy

### Leave Rules for Teaching Staff

The teaching staff is entitled to the following leave:

**1. Casual Leave** - 12 per annum

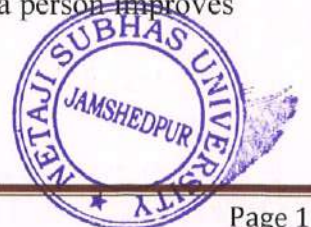
#### Total: 12 Leaves

- 1 CL would be adjusted per month for the faculty members. The faculty members are entitled for 1 CL per month from the joining month but 12 CL as total can be availed only after completion of 1 year of service with the University.
- CL shall not be combined with any other leave or vacation except for holidays. Provided that total period including the holidays at one time does not exceed 7 days.

**2. Summer Vacation** - The teaching staff is entitled to 10 days of summer vacation, beginning from Sunday and ending on Sunday in a single block during the months of May and June. Summer vacation can be availed in two installments of equal periodicity beginning with Sunday or he/she may avail 1 week of winter vacation. (Applicable for the employees already completed one year of service with the University) The faculty members have to submit 1-month additional advance cheque to the Accounts Department before proceeding for the leave and serve atleast one semester to the University after the vacation. Under any circumstances, any type of leave can't be clubbed with Summer Vacation.

**3. Academic Leave (AL)** - All those faculty members who are pursuing higher studies, such as Ph. D, M. Phil, M. Tech, participating in Seminar/FDP/MDP/Paper Presentation etc. are entitled to 7 Academic Leaves from January to December (One per month) subject to. The staff member must inform the specific purpose such as visit to the library or meeting with the guide, test/examination while availing this leave. A written proof is required for availing such leave only after completion of one year of service with the University.

**4. Study Leave** - An employee who has put in at least 5 years' service may be given study leave without pay, subject to maximum 2 years during the whole tenure of service. However, the Vice chancellor may relax the condition of 5 years in exceptional circumstances as he/she deems fit. Benefit of increment may be given at the discretion of Board of Management, if a person improves his/her Technical/Academic Qualification.





## 5. Sabbatical Leave

- a) Permanent, full time teachers of the University who have completed six years of service may be granted sabbatical leave to undertake research solely for the purpose of increasing their proficiency and usefulness to the University and higher education system.
- b) The duration of leave shall not exceed one year in the entire career of teacher with 10 days for each completed year of service. The leave will be sanctioned at the discretion of the Board of Management.
- c) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training program of duration of one year or more.
- d) A faculty shall, during the period of sabbatical leave, be paid salary as may be decided by Board of Management time to time.
- e) A faculty on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however be, allowed to accept a fellowship or a research scholarship or adhoc teaching & research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced salary or without pay.

## 6. Extra-Ordinary Leave without Pay

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 3 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the Board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

## 7. Maternity Leave Policy

Maternity leave of 90 days may be granted to those who have completed 3 year of service; and 180 days who have completed 5 year of service with the University. However, in extreme circumstances this leave may be extended as leave without pay.

### Leave Rules for Non – Teaching Staff

1. Casual Leave - 12 per annum

#### Total: 12 Leaves

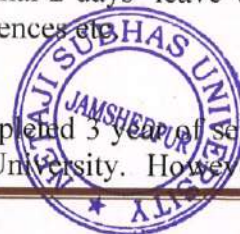
- 1 CL would be adjusted per month for the faculty members. The faculty members are entitled for 1 CL per month from the joining month but 12 CL as total can be availed only after completion of 1 year of service with the University.
- CL shall not be combined with any other leave or vacation except for holidays. Provided that total period including the holidays at one time does not exceed 7 days.

#### Academic Leave - 7 per annum

- Staff Members may avail 7 academic leave in a year only for the purpose of examination and a proof for the same is required for availing such leave only after completion of one year of service with the University. Additional 2 days' leave would be granted over and above 7 days for attending Seminar/ Conferences etc.

## 2. Maternity Leave Policy

Maternity leave of 90 days may be granted to those who have completed 3 year of service; and 180 days who have completed 5 year of service with the University. However, in





extreme circumstances this leave may be extended as leave without pay.

### 3. Extra-Ordinary Leave without Pay

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 2 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

#### Leave Accumulation

1. All staff members who complete at least one year of service are entitled either to carry forward facility of casual leave or encash only the accumulated CL
2. An employee can avail such carry forward leave in subsequent years of service. However, there is no provision of accumulation of academic leaves and Compensatory Casual Leave.
3. The accumulation of casual leaves shall be done on the basis of a five year block i.e. in this five years' period, an employee shall either avail his/her entire accumulated leave (casual and earned) or get it encashed.

#### Holidays

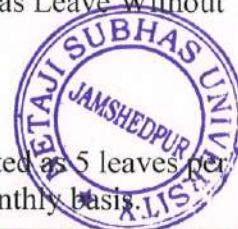
All employees are entitled to gazetted holidays (ANNEXURE – 7) and other holidays as declared by the management from time to time. The holiday calendar shall be available before starting of calendar year.

#### General Note:

- a. All kinds of leave are at the sole discretion of the Management. Leave should always be applied for and sanction obtained through the prescribed leave application format (ANNEXURE – 8) from competent officer, before it is availed, except in case of emergency and for unforeseen eventualities. In such cases the competent officer must be informed by phone/SMS at the earliest and immediate after joining he/she has to submit the leave application otherwise it would be treated as LWP (Leave without Pay).
- b. Casual Leave can be availed in “half-day” units. 2-half-day leave amounts to one-day casual leave. Half-day means either forenoon (i.e. till lunch) or afternoon.
- c. Sundays or other holidays may be prefixed or suffixed to leave, also holidays falling within the period of Casual Leave shall not be counted as leave i.e. if a person is on Casual Leave on Saturday and Monday, then the Sunday will not be counted as leave.  
Leave will be calculated on prorata basis with reference to date of joining.
- d. Allowing any faculty/staff for attending any Seminar/Workshop/FDP/MDP are at the sole discretion of the management.
- e. Late coming up to 15 min. more than 4 times a month will be debited as one day casual leave.
- f. In case of gross negligence of duties, the staff members would be treated as Leave Without Pay (LWP) for that day(s).

#### Leave Rules For Hostel Wardens/Medical Officer

1. Total 60 days' leaves would be permitted in a year which would be adjusted as 5 leaves per month otherwise this would be encashed on the basis of gross salary in monthly basis.





2. Seven days' additional leave may be granted in a single block during the year

### **Guidelines Regarding Reimbursements**

#### **(A) For Teaching Staff - Guidelines Regarding Participation in Seminar/ Conference/ Workshop/FDP, Etc.**

In order to encourage participation in co-curricular activities, the University offers various facilities to faculty members for participating in Seminar/ Conference/ Workshop/FDP etc.

#### **Fee Concession Policy**

Fee concessions 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:**

Concessions may be granted to applicants who satisfy the criteria set out, in order to undertake relevant programmes 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.

#### **Guidelines -**

- The concession covers up to 50% to the staff members and 25% to their blood relation on the tuition fee.
- The concession ceases if the staff member leaves employment in Netaji Subhas University.

#### **Free Transportation**

- The staff travelling in the University bus will have fee concession. This is applicable to all teaching and non-teaching staffs.
- The staffs will have to get prior approval from the transport in charge for avail of transport facility.
- The staffs will have to get prior approval from the transport in charge to leave transport facility.

#### **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.

## **11. Grievance Reddressal Policy**

Grievance redressal mechanism for Teaching and Non-Teaching Staff

### **Introduction:**

In order to redress individual as well as collective grievances of the staff of the University, a grievance redressal mechanism has been devised.

Staff refers to all academic and non-academic staff members. It includes faculty (full-time, part-time or visiting), teaching assistants, Deans, HODs, academic support staff members, full-time or





Procedure for filing the formal complaint/grievance:

1. Any staff of the University may lodge a complaint.
2. Complaint should be made to Grievance Redressal Committee.
3. Complaint may be in writing or by email
4. Upon receipt of complaint by any member of GRC, the member should forward it to grievance@nsuniv.ac.in

Procedure for filing a complaint / grievance without revealing identity:

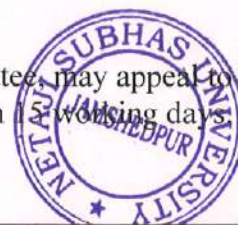
If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed outside the Registrar Office.

Process for addressing the Grievance:

1. Upon receipt of complaint, the Secretary of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.
2. At this stage, based on the nature of the complaint and severity of its possible impact, the Secretary may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:
  - a. Option 1 which can be exercised on matters that could be more routine operation:
    - i. The Secretary of the Committee may address the issue directly with the help of the concerned department.
    - ii. In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
    - iii. Once the matter has been resolved the Secretary will send a final update to the complainant on the matter with a copy to all members including the chairperson.
  - b. Option 2 which can be exercised in matters of very serious concern, in consultation with the Chairperson:
    - i. The Secretary may also call for a meeting of the GRC. The quorum for the meeting is 3 (three).
    - ii. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
    - iii. Final decision of the GRC has to be communicated to the staff within 15 days of the receipt of the complaint.
    - iv. The Secretary of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the President (Vice Chancellor)
3. The Secretary will maintain an updated record of all complaints, actions taken and closure status.
4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

**Re-appeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the Appeal Committee for GRC for a reconsideration and review within 3 working days.
2. The members of the Appeal Committee are follows:





- a. Pro-Vice Chancellor
  - b. Dean - Academics
  - c. Registrar
3. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

**Note:**

1. The committee will recommend appropriate action against complainant(s), if complaint made are found to be baseless or trivial.
2. Board of Management (BOM) of the University may revise the procedure from time to time.

**12. Policy Amendment / Declaration**

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





## NSU EMPLOYEE JOINING FORM

PERSONAL DETAILS											
Name:										PHOTOGRAPH	
Father's Name:											
Correspondence Address:											
Permanent Address:											
Telephone:				Mobile:				Email ID:			
Date of Birth:		DD	MM	YYYY	Marital Status:						
Pan Card No:				Blood Group:							
Emergency Contact Details:						Aadhaar No:					
Name:				Relation:				Contact No:			

EDUCATIONAL DETAILS					
Degree	University/ Institute	From	To	Percentage/ Grade	Specialization

PH.D DETAILS (IF ANY)			
DISCIPLINE	TITLE	STATUS (Awarded/Not awarded)	YEAR OF AWARD

HR Policy

YE	N
----	---





WHETHER QUALIFIED IN NET/SET:

WHETHER QUALIFIED IN JRF:

RESEARCH EXPERIENCE			
SL. NO.	AREA	EXPERIENCE IN YEARS	NAME OF THE INSTITUTION/ ORGANIZATION

RESEARCH & PUBLICATION DETAILS DETAILS OF LAST FIVE ARTICLE(S) PUBLISHED IN JOURNALS (IF ANY)				
SL. NO.	ARTICLE & JOURNAL NAME	VOLUME, ISSUE & PAGE NO.	ISSN NUMBER	MONTH & YEAR OF PUBLICATION

DETAILS OF LAST FIVE CONFERENCE(S) IN WHICH PAPERS PRESENTED (IF ANY)				
SL. NO.	THEME OF CONFERENCE	CATEGORY	TITLE OF PAPER PRESENTED	YEAR OF CONFERENCE

DETAILS OF LAST FIVE BOOK(S) PUBLISHED AS SOLE AUTHOR/EDITED VOLUME/CHAPTERS(IF ANY)				
SL. NO.	TITLE OF BOOK	CONTRIBUTION	NAME OF THE PUBLISHER & ISBN NO	YEAR OF PUBLICATION



**DETAILS OF LAST FIVE RESEARCH PROJECT(S) UNDERTAKEN (IF ANY)**

SL. NO.	TITLE OF RESEARCH PROJECT	POSITION	YEAR OF APPROVAL	WHETHER FINAL PROJECT REPORT SUBMITTED	IF SUBMITTED, YEAR OF SUBMISSION

**EMPLOYMENT DETAILS (LAST THREE ORGANISATIONS)**

S. No	Organization	Designation	Period of Service		Annual CTC
			From	To	
1					
2					
3					

**FAMILY DETAILS**

S.No	Name	Relation	Occupation	Date of Birth
1				
2				
3				

**BANK DETAILS**

NAME OF THE BANK	
ACCOUNT NO	
BRANCH	
IFSC CODE / BRANCH CODE	





PROFESSIONAL REFERENCES	
Name:	Name:
Organization:	Organization:
Designation:	Designation:
Contact No:	Contact No:

DECLARATION	
I hereby declare that the above statements made in my application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my services are liable to be terminated without notice.	
D.O.J.: .....	SIGNATURE
Place: .....	



**ANNEXURE – C (i)**

**SELF – APPRAISAL FORM (TEACHERS) (Session: 2018-19)**

**Note: To be submitted by every teacher and forwarded by the Dean/HOD upto 31<sup>st</sup> July of the year. Data may be filled up for the period 1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2020)**

**A. General Information :**

- (i) Name : \_\_\_\_\_
- (ii) Date of Birth : \_\_\_\_\_, Gender \_\_\_\_\_, Marital Status \_\_\_\_\_
- (iii) Address: \_\_\_\_\_
- (iv) E-Mail ID : \_\_\_\_\_ Mobile No. : \_\_\_\_\_
- (v) Present Designation : \_\_\_\_\_
- (vi) Department : \_\_\_\_\_
- (vii) Area of Specialization : \_\_\_\_\_
- (viii) Whether acquired any degree /academic qualification during the year : \_\_\_\_\_  
Ph.D. \_\_\_\_\_, PG \_\_\_\_\_, UG \_\_\_\_\_, Diploma \_\_\_\_\_, Certificate \_\_\_\_\_
- (ix) Date of Appointment \_\_\_\_\_ (in the Institution) \_\_\_\_\_ (in the Present Post)
- (x) Honours/ Award, etc. Conferred : \_\_\_\_\_

**B. Teaching :**

(i) Classes Taught

	Class	Program	Semester	Course	Periods Taught per week					Steps taken for the teaching of periods missed during absence of leave	Feedback (out of 6)
					L*	P*	T*	S*	Pr*		
	U.G. -										
	P.G. -										
	Any Other										

\* L-Lecture

P-Practical

T-Tutorial

S-Seminar

Pr-Project





- (ii) Details of course teaching plan, synopses of lectures and reading lists supplied to students – Attach separate sheet.
- (iii) Details of participation in the following (Give Details):

		Description
i.	University Evaluation	
ii.	Internal Evaluation	
iii.	Paper-Setting	
iv.	Assessment of Home Assignments	
v.	Conduct of Examinations	
vi.	Evaluation of Dissertation/ Internship Project etc.	

**C. Details of Innovations / Contribution in Teaching during the year :**

S.No.		Description
(i)	Design of Curriculum	
(ii)	Teaching Methods	
(iii)	Laboratory Experiments	
(iv)	Evaluation Methods	
(v)	Preparation of resource material, reading materials, Laboratory manuals etc.	
(vi)	Remedial Teaching/Student Counseling (academic)	
(vii)	Any other	

**D. Improvement of Professional Competence :**

- (i) Details regarding refresher / orientation courses / MOOCS / ARPIT Course attended / participated in summer schools, workshops, seminars, symposia etc. (Please enclose list/Certificate)
- (ii) Any Other (FDP, MDP, etc.)

**E. Research Contributions :**

- (i) Number of Students guided (PG / Ph.D) :

	at the beginning of the year	Registered during the year	Completed during the year
Ph.D.			

- (ii) No. of Research Paper and Books Published with details (please enclose proof)



(iii) Research Projects / Consultancy Undertaken :

Title of the Project	Name of the funding agency	Duration

(iv) Details of Seminar, Conferences, Symposia Organized. (Please enclose list)

(v) Patents filed. If any, give a brief description

(vi) Membership of Professional Bodies, Editorship of Journals, etc.

(vii) Research Paper Published, Books Published, Books Reviewed etc.

**F. Co-curricular and Professional Development related Activities Extension Works / Community Service :**

(a) Participation in Campus /Corporate Life: (if applicable, otherwise mark NA)

Please give a short account of your contribution -

(i) Co-curricular Activities

(ii) Enrichment of Campus Life

(Hostels, sports, games, cultural activities)

(iii) Students Welfare & Discipline

(iv) Memberships / Participation in Bodies / Committees on Education and Academics at the University / State / National Levels

(v) Professional Organization of Teachers.

(b) Extension Activities :

i. Community work such as values of National Integration

ii. Secularism, democracy, socialism, humanism, peace, scientific temper etc.

iii. Professional Development Activities

iv. Member of any statutory body of the University

(c) Any additional responsibilities undertaken.

**G. Assessment :**

(i) Steps taken by you for the evaluation of the course programme taught.

(ii) Any Other aspect

**H. General Date :**

State brief assessment of your performance indicating - a. Achievements

b. difficulties faced and

c. suggestion(s) for self-improvement.

Date: \_\_\_\_\_

Signature of the Teacher





**I. Verification of Factual Data :**

**Any specific recommendations:**

**BEHAVIOURAL SKILLS AND VALUES**

1.	Health & Personality	
2.	Punctuality & Regularity	
3.	Initiate and Drive	
4.	Sense of Responsibility	
5.	Cross Functional and Team Orientation	
6.	Behavior Towards Colleagues	
7.	Relationship/ Attitude Towards Students	
8.	Willingness to learn	
9.	Temperament and Manners	
10.	Communication Skill	
11.	Reliability and Dependability	
12.	Integrity (Financial, Moral and Academic)	

**NOTE: Please give ratings on a 5-point scale with:**

**5-Outstanding , 4-Very Good, 3-Good, 2-Average,1-Below Average**

**J. Shortcoming/Weakness pointed out, if any, and improvement shown:**

Date: \_\_\_\_\_

Signature of the Dean/HoD



**SELF APPRAISAL OF NON-TEACHING STAFF FOR THE PERIOD  
FROM 1<sup>ST</sup> JULY TO 30<sup>TH</sup> JUNE**

**PART-I**

1	Name of the Employee	
2	Qualification	
3	Designation	
4	Department	
5	Reporting Authority	
6	Date of Joining Service	
7	Qualification acquired and training under gone, if any, during the period	
8	Duties discharged during the period (Details to be furnished)	
9	Disciplinary Proceedings / Absence without leave (if any) Details to be furnished	
10	Special duties entrusted, if any, during the period. Whether discharged? Details to be furnished	
11	Significant Achievements if any	
12	Would you like to share any areas of Improvements for the Department University as a whole (Details to be furnished)	

NOTE: (1) Column's which are "Not Applicable" may be indicated so by the staff.

(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

Date :

Signature of the Employee





## PART-II

**A score of one is low and score of five is high. NA – Not Applicable**

S.No.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.						
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, etc.).						
3	I develop a good report with the public especially during admission process.						
4	I respond quickly to the needs of the student, faculty and University.						
5	I get irritated when students, teachers disturb me in the middle of my work.						
6	I carryout the tasks/areas of management assigned to me in a responsible manner.						
7	My absence does not affect the system in the University.						
8	I always give proper information to my Reporting Authority during leave (planned & unplanned).						
9	I voluntarily help my colleagues when they are burdened with work.						
10	I complete the work for the day on time.						
11	If needed I extend my work timings to complete the task assigned.						
12	I positively respond to any instruction, guidance, correction and discipline by my superiors.						
13	I am able to post my views, expressions and suggestions to the management.						
14	I can immediately locate the files (for which I am responsible) when asked for data.						
15	I report on time to work.						

Date :

Signature of the Employee



## PART-III

### REPORT OF THE REPORTING AUTHORITY

A	Whether the report given in Part II is acceptable? If not, the specific item and the reason therefore.	
B	General remarks	

Date :

Signature of the Reporting Authority

**NOTE:**

- 1) Information in Part-I should be obtained from the Employee within a week from 1<sup>st</sup> July of each year.
- 2) Categorization of the various performance factors should be done to the following appraisalment

	<u>Category</u>	<u>Description</u>
1)	A	Very Good
2)	B	Good
3)	C	Average
4)	D	Below Average

- 3) Columns which are "Not Applicable" may be indicated so by the Head of the University concerned.

## PART-IV

Final Remarks by the Registrar

Date :

Signature of Registrar





**BEST TEACHER AWARD (11.4)****CRITERIA:**

Particulars	Marks
Combined Student feedback of an Academic Year	15
Research Output (Publications in refereed journals - National / International/Conference Proceedings; Books Authored/Chapter in Book; Resource Person in Conference/Seminar)	35
Conferences Attended	5
Consultancy Received; MDPs / FDPs Conducted	15
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	10
Contribution to Co-Curricular / Extra Curricular Activities of the institute	20

**MARKS PARAMETERS**

Particulars	Marks
Student Feedback:	
4.50 & above	15
4.25 to 4.50	10
4.00 to 4.25	8
3.75 to 4.00	5
Below 3.75	0
Research Output:	
Publication in Refereed Journals (Non Paid)	15
Publication in Int. Journal (Non Paid)	10
Publication in Int. Journal (Paid)	8
Publication in National Refereed Journals (Non Paid)	10
Other national journals	5
Books Authored (Single)	20
Books Authored (Co-Author)	10
Chapter in Book	5 per chapter
Resource Person Conference / Seminar (Int.)	20
Resource Person Conference / Seminar (National)	15
Paper Published in Conference Proceedings (Int.)	10



Paper Presented in Conferences (Int.)	10
Paper Published in Conference Proceedings (National)	7
Paper Presented in Conferences (National)	7
*Research Work / Publication co-authored with Ph.D supervisor shall be regarded as single author. In all other cases, co-authorship shall get half marks.	
Participation in Academic Events (Conferences, Seminars, FDPs, Workshop etc.)	
International	15
National	10
Consultancy Received; MDPs / FDPs Conducted	On the discretion of Jury
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	On the discretion of Jury
Contribution to Co-Curricular / Extra Curricular Activities of the institute	
a) In House during working hours	5
b) Outside Campus during working hours	10
c) Outside Campus after working hours	15





**NO DUES CERTIFICATE (Staff Members)**

Mr./Ms. ....S/o / D/o of .....

Working as .....in the Department of ..... has applied  
for No Dues Certificate. The concerned Heads are requested to give their remarks regarding dues, if any.

**Registrar**

- 
1. Library : .....
  2. Sports : .....
  3. Staff Residence : .....
  4. System Administrator : .....
  5. Examination Department : .....
  6. Mess/Canteen Contractor : .....
  7. Maintenance Supervisor : .....
  8. Central Store : .....
  9. Accounts : .....
  10. In Charge Concerned Lab : .....
  11. Return of ID Card to Mr. Rahul Sharma : .....
- (If the ID Card is not returned a fine of Rs. 200 would be charged)*
12. H.O.D of concerned Department : .....

*Signature of the Employee*

Address: \_\_\_\_\_

\_\_\_\_\_, Mobile No. \_\_\_\_\_

E-Mail Id: \_\_\_\_\_

.....  
**(For Office Use Only)**



## ANNEXURE – F



## Netaji Subhas University

Jamshedpur, Jharkhand

### Leave Application Form

Name : ..... Department..... Date:.....  
 Leave applied From:..... To ..... (No. of Days:.....)  
 Leave Applied for Half Day (Yes/NO) .....

Reason for Leave Applied: .....

Balance: CL..... (Signature ) .....

#### FOR OFFICE ONLY

Leave forwarded by the Department Head	Sanctioned by Dean Academics	Sanctioned by Pro – VC	Submitted to Accounts Dept.
..... <b>Sign. of HOD</b>	..... <b>Sign. of Dean Academics</b>	..... <b>Sign. Of Pro – VC</b>	No. of days..... CL: ..... days ..... <b>Sign. of FO</b>





## ON-DUTY FORM

Name of the Employee:		
Designation:		
Department:		
Duration:	FROM DATE:	TO DATE:
Purpose of Visit:		
Authorized By:	Name: Designation:	

(**Note:** This should be submitted, in case of attending duties outside the campus or on official tour & including early departures/late arrivals for such purpose)

Date:

**Signature of the Employee**  
**APPROVED BY**

**HOD**

**(Registrar)**

