



EMPLOYEE HANDBOOK



This Handbook is intended as a general guideline on employment and workplace policies and procedures that GNA University has put in place. It is not intended to set forth either express or implied contractual obligations of GNA University. GNA University retains the right to amend, alter, or abolish any or all of these policies as circumstances warrant with or without notice to employees, except as requires under law.



ABOUT EMPLOYEE HANDBOOK

- This document shall be called GNA University's "Employee Handbook".
- The rules, policies given in this employee handbook shall apply to all employees of GNA University.
- GNA University reserves the right to amend (delete, add or modify) the handbook from time to time and such amendment shall be binding on all the employees from its effective date.

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PRESIDENT'S MESSAGE

Dear Staff Member

I welcome you to the GNA University family. I believe you will find a congenial, exciting and an environment full of opportunities to work.

As a member of GNA university family you have become an integral part of this institution. We as a university are committed to quality teaching & making a difference in the lives of students

This handbook will acquaint you with our employment policies and procedures. More detailed information is available in the University's Office of Human Resources.

I sincerely hope that you will find your work pleasant and rewarding too and hope that your association with the GNA University will be a satisfying one.

Sincerely,

Gurdeep Sihra
President
GNA University

ABOUT GNA Gears

It was in 1946, when founder Sardar Amar Singh, the relentless pillar of Sihra family initiated GNA Axles Ltd. The enthusiasm, since continued unabated, Sardar Gursaran Singh (MD GNA Duraparts Ltd) , paved his way further, and GNA continued to add to its might towards nation building and commenced Rear Axle Shaft Manufacturing. The years since have been a time of astounding growth, consolidation and branching out. Today over 5000 dealers are associated with this colossal tree, that has bloomed from a seedling sown over seven decades ago.

The GNA Group today is amongst India's foremost and largest automotive transmission component manufacturers with the world's top most OE manufacturers as customers. The Group has one of the largest, integrated facilities of its kind in the Asian subcontinent, spread across Bundala and Mehtiana and comprises of 3 Group companies, all TS 16949 and ISO 14001 Certified: GNA Axles Ltd., GNA Duraparts Limited (GNA Gears) and GNA Udyog Ltd.

Consistently stepping up to the challenge of manufacturing products that are world-class, reliable and cost efficient for over 73 years, we are still ahead and having a way to go.

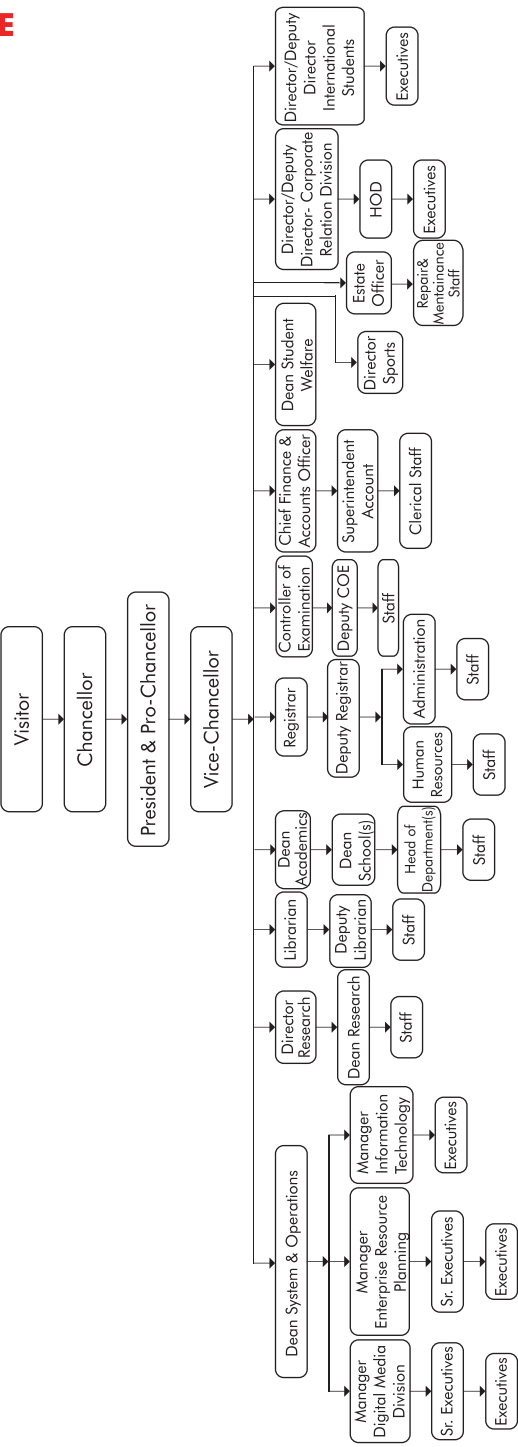
ABOUT GNA UNIVERSITY

GNA University (GU) is designed to be a leading organization of higher education engaged in creating, preserving and imparting knowledge to a diverse community of students.

The unique feature of the programs conducted at the University is to focus on experiential learning, industrial internships, learning to learn principles, flexible, credit based study programs and holistic development of personality which in turn will ensure employability of the students. The GNA University benchmarks itself with leading institutions across the world in terms of intellectual capital, academic quality, delivery practices and industry linkages. The University credo includes focus on meritocracy, transparency, accountability, ethical behavior and service orientation.

VISION OF THE UNIVERSITY

"GNA University aspires to nurture value based leaders having knowledge and skills to attain success in their organizations. The university seeks to improve the quality of life through eclectic blend of science, technology and humanities for innovative solutions to real life problems. The university is engaged in imparting, creating, preserving and propagating knowledge in the global context"



 HUMAN RESOURCE OFFICE MISSION STATEMENT

The mission of the Office of Human Resource at GNA University is to assist the employees by developing and interpreting human resources policies and by providing timely and accurate information on human resources issues. The main areas of service include hiring and staffing procedures, training and development programs, compensation administration, employee relations, records management systems and affirmative action.

 GU VALUES

The GNA University community has developed the following values. The community expects members to follow these values called 'T3PFD' which stands for:-

- T- Trust
- T- Transparency
- T- Team work
- P- Passion
- F- Freedom
- D- Dignity

Trust

Trust is a value essential to the success of any organization. Trusting others is a key to organizational success. GU members must have the firm belief that the other person truly keeps consideration of their best interest at heart. We understand that any human being is not "entitled" to others' trust; everyone has to earn it. At GU, we believe in the following:

- Be trust worthy
- Follow through with what you say you will do
- Walk the talk and keep your promises
- Actions are consistent with stated values
- Do the right thing even when there is pressure not to do so
- Make decisions based on consideration what is good for the organization
- Have faith in co-workers that they can do the task without any surveillance, don't doubt them
- Maintain the confidentiality of the organization

Transparency

At GU, transparency embodies open communication. This value builds confidence amongst its members. Being transparent is hard, but at GU Transparency is rewarding. We believe that it helps in keeping the things simple. Transparency is ensured through

- Operating in such a way that it is easy for others to see what actions are performed
- When receiver knows the perceived quality of intentionally shared information from a sender.

Team Work

The best solutions come from working together with the colleagues. Effective teamwork demands strong relationships, respect and sharing. At GU, we are committed to a teamwork environment where every person is a valued member, treated with respect, encouraged to contribute and recognized and rewarded for his/her efforts. Team Work is visible in the organization:

- All the members work together to achieve credibility for the organization
- Members do not lose trust while working together
- Strengths of each employee are optimally utilized

Passion

It is the passion that brings success in any job. At GU, our core motivation is not the carrots we get, nor the sticks that we fear. It's about the passion that lies within us. Passion is an internal motivator, following of one's values, a regard of one's intrinsic and unique desires. It is an energy that comes from within - it is not something that is forced from outside. Passion is always visible, when

- You take initiatives
- You interact with students, peers and everyone around you about the learnings of your subject
- When you feel excited about 'what you do'
- You read a lot about 'what you love to do'
- You never feel burdened when someone asks you to pursue

Freedom

At GU, all members have freedom to express their ideas before management in a responsible way. They have freedom to carry their job they feel in the best possible way but to the extent that does not hamper the smooth functioning of the organization. Freedom is a sense that you can personally determine what you want to be while respecting your fellow man. A sense that gives you wings to fly and boost your sense of self-esteem. Freedom is not right bestowed on the members but virtue to be followed in it's true sense and maintaining the spirit of accountability.

Dignity

We believe that each person is unique in talents and abilities. We believe that everyone deserves respect. We celebrate the diversity of ideas amongst the people who live and work at GU. Every GU member respects his/her co-workers. They give high value to the dignity of all that makes the work culture healthy.

- Always respect your colleagues.
- Do not mix dignity and ego.

EQUAL EMPLOYMENT OPPORTUNITY

GU is committed to provide equal opportunity to all the present and prospective employees of the university. GU hire and recruit employees based on their individual qualifications. GNA University do not encourage any discrimination based on age, color, disability, gender, marital status, race, religion, or such like considerations.

IDENTIFICATION CARDS

All the staff members are issued the identity cards within one week of joining which enables them

to use the various facilities where staff identification is required.

- Wearing Identity card is compulsory in GU premises.
- This Identity card shall also facilitate entry at other institutions and organizations, in some restricted areas etc.
- Employees must return their Identity card at the time of separation from the University.
- It is expected from employees to take proper care of the ID card including its safe preservation.
- This Identity card is the property of GU and shall be surrendered immediately when demanded by the Management.
- It is expected that employees do not misuse the Identity card in any manner.

ORIENTATION OF THE EMPLOYEES

Orientation shapes the employee's attitudes toward the University, the job and colleagues. By systematically providing new employees with information about GNA University and their Key Responsibility Areas, the office of Human Resource also provides the basis for their knowledge, commitment and engagement.

Purpose: Each of the new employees at GNA University will participate in an orientation program structured to meet four basic objectives:

- To acquaint new employees with the culture of GNA University.
- To acquaint new employees with necessary guidelines.
- To acquaint new employees with specific job requirements.
- To acquaint new employees with co-workers and the physical layout of University.

Orientation program has two aspects: University Level and Department / Faculty Level

Procedure:

- A meeting with the Office of Human Resources to complete paperwork and obtain initial information.
- A centralized program conducted by the Office of Human Resources to address University's policies and procedures and complete the following :
 - Vision and Mission of University
 - Organizational Structure and the Hierarchy
 - Access to Building / facilities
 - Leave rules
 - Job Description
 - Bio Metric Enrollment
 - E-mail account
 - GU – MS Log In
 - General rules
 - Reporting structure
 - Current Phone directory / Intercom List
 - Tour of Group companies
 - Introduction with all departmental or heads

iii. Academic Orientation by the Head of the concerned department : Head of the department will share the following documents :

- a. Vision, Mission and Focus Areas
- b. Key responsibility areas
- c. Daily responsibilities
- d. Academic Regulations (for teaching members)
- e. GU Governance system (for teaching members)
- f. Pedagogies to be followed (for teaching members)
- g. Lesson Plan format (for teaching members)
- h. GU – Campus management system

KEEPING DISTANCE WITH STUDENTS

A faculty member must keep a reasonable distance with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

MENTORSHIP

The value and purpose of a mentoring program for new employees is to increase employees' retention and transition of new employees into an organization. Employees who are newly recruited, transferred or rehired are considered to be in an induction period for the first 90 days in their position. During the mentorship period, the employee learns the duties and functions of the job, and their mentor ensures that the employee can effectively perform the assigned job / duties. The goals of mentorship are to :

- a. Accelerate an employee's perspective/understanding of the University and adaptation to a new position/environment
- b. Increase employee's loyalty
- c. Connect employees with one another (formal and informal/professional and social networking)
- d. Open the lines of communication
- e. Enable employees to feel honored and to believe that they have a career or career path

It is vitally important that the relationship between a mentor and mentee be based on four key factors:

Trust, Respect, Commitment and Confidentiality

Individuals who are selected as mentors by HR Head / respective faculty or department Head should possess the following characteristics:

- a. Leadership qualities
- b. People oriented behavior
- c. Success track record
- d. Knowledgeable of the Faculty's mission, values, vision, and strategic priorities
- e. Committed to developing talent
- f. Willingness to assist others to be successful

ATTENDANCE AND WORK SCHEDULES

Hours of work

The normal working hours of the University are 9:00 am to 4:00 pm Monday through Saturday except first and third Saturdays which are off days. Offices under the administrative control of the University are normally open for services from 9:00 a.m. to 4:00 pm from Monday to Saturday except first and third Saturdays which are off days or as decided by University. University encourages staff members to spend as much time as is required to complete the assigned work.

Lunch period

The lunch period provided to staff members is half an hour between 12:30 p.m. and 1:30 p.m. Whenever possible and when practicable offices should remain open during this period, in the event more than one person is assigned to an office operation. To the extent possible, all staff members are encouraged to leave their respective work areas during their lunch period so as to enjoy this opportunity to relax. It is not in the best interest of all concerned for staff members to partake of lunch in working and academic offices that are open and accessible to the public.

Procedure for reporting absence & illness

When an employee is unable to report to work as scheduled, the employee's immediate superior or another designated person should be notified as early as possible prior to the start of the workday.

Excessive absence or failure to properly notify the employee's immediate superior / reporting authority of an absence may invite a disciplinary action.

General Attendance Rules

- a. For all working days, office timings are 9.00 am to 4:00 pm. Every employee must record his/her attendance in the Biometric Attendance Machine every day. Attendance for all categories of staff irrespective of level would be through a formal procedure of the Biometric machine. All employees are expected to punch once they reach university. Similarly, in the evening while leaving the office they have to punch the attendance on biometric machine.
- b. Official Duty is only allowed to employees for doing an official work outside university premises such as sitting in any other Location for admissions & counseling of students or in case an employee is going for any official meeting outside university. Official Duty can be of half day also where employee is going during any time of the day for meeting. There is no such Limit for such Leaves as they are admissible to employees as long it is required or as approved by the approving authority. Official Duty Leave can also be availed at any time of the day during office hours depending upon the emergency of the work.
- c. Employees on official duty outside office must inform Deputy Registrar - Establishment through an email. They must also submit a duly approved Official duty slip to security staff at the gate. In the event an employee is required to leave office for visiting a client or to attend any official duty, employee is required to mark his / her attendance on biometric machine, each time he / she enters / leaves office or by filling the Staff gate pass duly signed by the Sanctioning Authority and submitting the same at security office failing which the employee will be marked absent. Sanctioning authorities for staff is respective Dean or HOD. For HOD/Dean, ViceChancellor (For Teaching and regular Non Teaching)
- d. Late Reporting /Early Going from office on account of Official duty, in normal circumstances,

direct visit is to be avoided. One should plan the visits in a way that his presence is first marked in office, unless and until it is unavoidable to have direct visit.

- e. Any employee going on Official duty directly from home shall get permission from his immediate superior mentioning the dates on which he/she will be out and will simultaneously inform the office of human resources for attendance purpose. The approval has to be in place before proceeding for official work.
- f. Employee going out during the working hours for whatever purpose is also required to submit the Staff Gate Pass on Security gate duly signed by the sanctioning authority.
- g. For more than three days in a month if an employee reports for work later than 9.15 am, Half day casual Leave shall automatically be deducted (fractions will be added up to a whole day). If reporting after 9:15 am reporting in a month counts 5 or more than that a full day Leave will be deducted from employees Leave account. Thereafter for subsequent late coming after 9:15 the ratio at which the leave is be deductive will be 3:1.
- h. If an employee comes after 12.30 pm it will be considered as half day leave.
- I. Any employee may request for short Leave for maximum of two hours in a month with prior permission. Two such time-offs will be treated as half day Causal Leave.
- J. Employees are advised to plan their work & its time allocation to finish their work within office timings. Employees are encouraged to come and leave office on time.

Workload

The workload of the teachers in full employment should not be less than 40 Hours a week for 30 Working weeks (180 teaching days) in an academic year. It should be mandatory for the teacher to be available for at least 6 Hours daily in the University. The minimum teaching-learning process hours per week should be as follows:

- Assistant Professor - 20-22 Hours
- Associate Professor - 16 Hours
- Professor - 12 Hours
- Professor & Dean/HOD - 10 hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

RESEARCH POLICY

Preamble

Reputation of any educational institution depends on research productivity and innovation. The success of a University in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the university. Therefore, the present research policy aims to help GNA University and faculty achieve excellence in research.

Objectives

The research policy has been formulated with the objective of setting the direction and standards of research besides assurance of quality and ethics in research processes. The main aim of this research policy is to provide predictable benefits based upon achieving specific measureable outcomes. The benefits are in the form of:

- I. Financial support for publication

- ii. Conference Grant
- iii. Earned Monetary Benefits to be used for academic enhancement activities
- iv. Leave Benefits of research
- v. Academic Leave
- vi. Research awards

Whenever any staff member will publish any paper in the Scopus / WoS indexed journal with SJR or Impact factor, he is eligible for monetary benefit, Points to earn research award and leave points. The leaves earned through leave points can be used for further academic career growth.

Terms and Conditions

- i. Any grant/incentive/award/leaves cannot be claimed as a right and acceptance or rejection of any such request shall be solely at the discretion of the University.
- ii. All the achievements claimed for awards or any other benefit mentioned in this document, should have affiliation of "GNA University"
- iii. University reserves the right to exclude any journal indexed in WoS or Scopus for benefits/ grants/ awards.
- iv. University reserves the right to exclude any publisher for publication of Books/Book Chapters for Benefits/grants/awards.
- v. University reserves the right to modify or amend this policy in whole or in part, at any time, and with/without notice.
- vi. Where any doubt arises as to the interpretation of this policy, it shall be referred by the GNA University Research Division to higher authorities for a final decision.
- vii. One leave point is equal to one leave which can be used for the purpose of academic growth only.
- viii. All benefits will lapse if the faculty/staff leaves the organization.
- ix. All the benefits cannot be encashed.
- x. For papers being published through conferences in Scopus/WoS indexed journal, conference grant can be applied.
- xi. For awards, no major or serious disciplinary case executed against faculty/staff in the academic year.
- xii. Wherever students are involved in the research work, authorship shall be given to the students also.
- xiii. In case any candidate is found guilty at any stage of any Mal practice or academic dishonesty or misconduct or plagiarism, copyright infringement but not limited to misuse of his / her authority or position, misrepresentation, suppression of facts etc. or contravention of the university policy, then any or all of the awards, benefits, entitlements etc. already awarded to such candidate may be withdrawn.

I. FINANCIAL SUPPORT FOR PUBLICATION

GNA University provides financial support to GNA University members for publishing their research papers in journal of repute.

The journals covered under this grant are as follows:

- i. Only the Journals "indexed" in Scopus and WoS are covered under this policy.
- ii. Journals should make their standard fee schedules publicly accessible.

Eligibility

- i. All accepted papers in journals indexed in WoS / Scopus.
- ii. Faculty Members / Researchers / Staff of GNA University who have given their affiliation as "GNA University" in the accepted paper are eligible to apply.
- iii. Authors who do not have other sources of funding are only eligible for funding.
- iv. If the external funding agency does not allow PI/Co-PI to utilize funds to pay article processing charges are eligible.
- v. In case of multiple authors either the first author or corresponding author can apply

Process

Faculty and staff members should submit their application with all necessary proofs (Full paper, acceptance letter, plagiarism report, proof of indexing information and proof of payment).

Extent of Financial Support

- i. 50% of the publication fee will be borne by author(s).
- ii. 50% of the publication fee will be borne by GU.
- iii. Maximum cap of this fee is Rs. 5000 /- if candidate's association with GU is of less than two years and it will be Rs. 10000 if the candidate's association with GU is two or more than two years which will be paid by GU.

II. Conference Grant

GNA University is committed to increase the exposure of its student, faculty and staff by encouraging them to attend and present paper in national and international conferences for their professional growth and excellence in research.

Eligibility

- i. All accepted papers in journals indexed in WoS / Scopus.
- ii. Faculty Members / Researchers / Staff of GNA University who have given their affiliation as "GNA University" in the accepted paper are eligible to apply.
- iii. Authors who do not have other sources of funding are only eligible for funding.
- iv. No other agency is funding the same paper in the same conference

Process

- i. Faculty and staff members must plan their travel at least fifteen days in advance for national travel and one month in advance for international travel.
- ii. Conference grant as per entitlement will be reimbursed after submission of expenditure statement along with proofs (receipts, train ticket, boarding pass etc) along with prior approval of Conference grant.

Entitlement

Conference grant include following components.

- i. Registration Fee with maximum cap of Rs. 5000 per paper / per participant.
- ii. Travel and accommodation as per University TA/DA policy.

- iii. Where the distance is more than 700 Kilometers, the earned Travel Grant (Research Awards) can be used for air travel in economy class.

Terms

- i. Faculty can avail only one conference grant per year for travel within India and one conference grant once in two years for travel outside India.
- ii. For subsequent conferences, registration fee of up to Rs. 10000 will be provided by the University.
- iii. Only the author who is presenting will be eligible for conference grant. Co- author may use the earned benefits to accompany the presenter.
- iv. Conference grant (if eligible) would be provided after exhausting the earned benefits.
- v. Conference grant for International visit shall be recommended to only one person

III. Leave Benefits

Faculty and staff members shall earn Research and Academic Extension Leave through various research and its allied activities.

- i. There is no limit on the leave points that could be earned by the faculty member.
- ii. Faculty can avail 8 days for international travel or 5 days for national travel during teaching period per semester. Rest of the leaves can be availed during non-teaching period.
- iii. The leaves can be availed for conferences/workshops/seminars/symposia/faculty development programs/evaluation/appearing in examination/ visiting funding agencies, lab, library, university for research work/data collection/data analysis/writing grant proposal (discussion or collaboration) / guest lecture / research paper writing (if there is deadline) / PhD Course work classes.

IV. Academic Leave

In order to encourage teaching & administrative staff in research and academic activities, as a goodwill gesture University provides Career Enhancement Leaves.

Extent

SERVICE PERIOD (GU)	LEAVES
Less than 2 years	2 Leaves in each semester
2 years to less than 5 years	3 Leaves in each semester
5 years and above	5 Leaves in each semester

Eligibility

The leaves can be availed for:

- i. Examination
- ii. To attend training programs
- iii. Acting as Resource Person / subject expert for development of educational e-learning delivery process/material e.g audio-video lectures for institutions recognized by UGC / equivalent regulatory body. Relevant document from hosting institution, specifying visit schedule would be required.
- iv. Sports events (District, State, National, Senior national, International level sports).
- v. Research work in relation to attend conference, seminar, symposia and of similar nature, data collection, laboratory experiments, field survey, library study. Relevant document from hosting institution, specifying visit schedule would be required.
- vi. Unavailed Academic Leaves will be lapsed at the end of the semester.

Terms

Leave should be applied at least one week in advance. This leave cannot be entitled for travelling dates.

V. Earned Monetary Benefits/Publication Points and Leave Points For Publication

Achievement	Number of Authors		Earned Monetary Benefits	Publication points	Leave Points
Paper in Scopus indexed refereed journal without SJR	Single Author		Earned Monetary benefits / Incentive Rs. 8000	15	1
	Two Authors			7.5 each	1
	More than two Authors	First / Corresponding Author		7.5	1
		Co-Authors		3.75 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor (IF) <= 1 or SJR<=0.13	Single Author		Earned Monetary benefits / Incentive Rs. 10000	20	1
	Two Authors			10 each	1
	More than two Authors	First / Corresponding Author		10	1
		Co-Authors		5 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor 1 < IF <=2 or 0.13<SJR<=0.3	Single Author		Earned Monetary benefits / Incentive Rs. 12000	25	1
	Two Authors			12.5 each	1
	More than two Authors	First / Corresponding Author		12.5	1
		Co-Authors		6.25 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor 2 < IF <=5 or 0.3<SJR<=1.0	Single Author		Earned Monetary benefits / Incentive Rs. 15000	30	1
	Two Authors			15 each	1
	More than two Authors	First / Corresponding Author		20	1
		Co-Authors		10 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor 5 < IF <=10 or 1<SJR<=2	Single Author		Earned Monetary benefits / Incentive Rs. 20000	35	1
	Two Authors			17.5 each	1
	More than two Authors	First / Corresponding Author		17.5	1
		Co-Authors		8.75 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor 10< IF <=20 or 2<SJR<=4 or Australian Business Deans Council (ABDC) (A rated) indexed in Scopus/WoS	Single Author		Earned Monetary benefits / Incentive Rs. 30000	40	1
	Two Authors			20 each	1
	More than two Authors	First / Corresponding Author		20	1
		Co-Authors		10 each	0.50
Paper in refereed journal indexed in	Single Author		Earned Monetary benefits / Incentive Rs. 50000	45	1
	Two Authors			22.5 each	1
Scopus or WoS with Impact factor 20< IF <= 40 or 4 < SJR <=8	More than two Authors	First / Corresponding Author		22.5	1
		Co-Authors		11.25 each	0.50

Earned monetary benefits/Incentives will be divided as follows:

- Single author – 100%, two authors – 50% each, More than two authors – 35% to First author and corresponding author each and co-authors shall share the remaining 30%. If the first author is also corresponding author then 70% to first author and 30% to remaining co-authors.
- If a faculty member is writing a paper with a student, both faculty and student will get 50% of the incentives each.

Earned Monetary Benefits can be used to attend and present paper in national and international conferences indexed in Scopus/WoS, for carrying out collaborative research work, Visiting laboratories, for visiting scientist in funding agencies, workshops, seminars, faculty development programs, membership to professional bodies, purchase of consumables, purchasing software, books, paying fees for open access journals (indexed both in Scopus/WoS, MOOCs certification fees).

VI. Research Awards

Research awards shall be presented to the achievers every year. The awards shall be based on the bonus points earned by the faculty/staff member through various activities mentioned below:

Research Award Category	Publication Points				Other Conditions	Award Amount (Rs.)
	Research Intensive Faculty	Research Faculty	Teaching Faculty	Administration		
A+	120	100	80		Research Grant Approved upto the value of Rs. 20 lakhs and two research papers in Scopus / WoS	1 Week visit(including travel dates) to any one International University
A	100	80	70			Cash Award of Rs. 50000
B	90	70	60			Cash Award of Rs. 40000
C	80	60	50			Cash Award of Rs. 30000
D				20		Cash Award of Rs. 10000

LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the competent authority. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both Teaching and Non-Teaching Staff of the University. Certain rules and norms have been stipulated specifically with reference to Teaching Staff of the University. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature

Applicability

These leave rules shall be applicable to all the regular employees of GNA University.

Commencement and termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

Combination of leave

- i. Except as otherwise provided, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

Grant of leave in the event of resignation

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily be asked to relinquish.
- ii. If any employee of the University resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the VC/Registrar may, in any case, grant leave to an employee prior to his/her resignations, if in the opinion of the VC/Registrar, the circumstances of the case justify such a grant of leave.

Conversion of one kind of leave into another kind

- iii. Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after availing of the leave by the employee, and at the discretion of the leave sanctioning authority, subject to adjustment of leave salary.

General Provisions

1. The authorities competent to grant leave (other than casual) shall be –
 - i. Vice-Chancellor for all the employees for leave more than one week.
 - ii. Respective Heads / Deans for all the employees working in their department.
 - iii. Registrar for all the Non-Teaching employees working in University.
2. A leave account shall be maintained by the Head of the HR department.

3. Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.
4. All leave entitlement is on Calendar year basis i.e. 1st January to 31st December.
5. An employee who desires to take leave shall apply in advance.
6. While on leave, no employee shall take up any kind of employment or occupation what so ever outside the university. If he/she does so, suitable disciplinary action will be taken.
7. An employee proceeding on leave shall properly hand over the charge of work to his/her reporting authority or to the employee who has been identified by the reporting authority to take over his/her duties during his/her absence.
8. Leave will not be deemed to be granted unless sanctioned.
9. In case where HR Department does not receive the information about the leave, it will be treated as absent.
10. In case of any emergency employee must inform sanctioning authority regarding the emergency situation. Only three such emergency leaves in a semester will be allowed and rest of such will be treated as Leave without Pay.
11. An employee who remains absent without proper sanction of leave will not earn salary for twice the period of absence. Further he/ she will be liable for disciplinary action as well. In case of planned leaves like for examination, marriage etc. Leave must be approved at least one week in advance.
12. If any employee remains absent for four consecutive days without sanctioning of leave and without information to concerned department, he/ she shall be deemed to have abandoned the employment and his services will be considered as terminated automatically from the date of absence.
13. It is the responsibility of every employee to apply for Leave and obtain prior sanction well in advance for the commencement of leave period.

Types of leave

1. Leave treated as duty - Casual Leave, Sick Leave, Academic Leave and Duty Leave.
2. Leave earned by duty – Earned Leave
3. Leave not earned by duty – Extra ordinary Leave and Leave not due
4. Leaves not debited to leave account –
 - a. Leave on grounds of Health viz. maternity leave
 - b. Leave for academic pursuits; Study Leave

Casual Leave (CL)

- a. All employees will be eligible for Total 12 days of CL during a year. Six Leaves will be credited each semester before the start of a semester.
- b. Those who join the University after 1st of January will be eligible for CL on pro rata basis for the

period for which they have worked during the Calendar year. Those joining on or before 15th of the month will be eligible for the credit of leave for that month. However, no leave will be granted in the first month of service.

- c. For grant of CL, the employee should apply at least two days in advance to the sanctioning authority and get the leave sanctioned failing which he/she will be marked absent without leave. In case of emergency, the concerned staff member should intimate the sanctioning authority well in advance.
- d. CL cannot be combined with any other type of Leave.
- e. Unavailed CL shall not be encashed or carried to the next year and will lapse at the end of every Year.
- f. Public holidays falling within the period of casual leave shall not be counted as part of casual leave.

Academic Leave (AL)

- a. All Teaching employees will be eligible for 10 days of AL during the calendar year which again is restricted the Length of Service :-
 - Less than 2 years – 2 Academic Leaves each semester
 - 2 years to 5 years – 3 Academic Leaves each semester
 - More than 5 years – 5 Academic Leaves each semester
- b. This leave is meant for attending conferences, seminars, paper presentation on behalf of the University or with the permission of the university.
- c. This leave can also be availed for delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor.
- d. For performing any other academic duty for the university.
- e. Those who have not availed earlier will be given preference.
- f. Granting of Academic Leave is at the discretion of Vice Chancellor.
- g. Unavailed Academic Leaves will be lapsed at the end of the semester.

Official duty leaves (OD)

- a. If any employees take leave for official purpose e.g going on attending some work, he/she will not be marked with leave. Leave must be approved by Head of the Department.
- b. For taking viva in other academic institutions, six leaves in a year are allowed.

Earned Leave (EL)

- a. All regular employees will be eligible for availing EL. EL shall accrue to employees at the rate of 1 EL for every 20 days worked up to a maximum of 15 ELs per annum. New employees shall get their first credit of EL after completion of one year of continuous service in the University. Further credits will take place on 1st of January in proportion to the service period

from the completion of one year.

- b. Employees can avail any number of Earned Leaves subject to approval by sanctioning authority.
- c. If EL/ part of EL coincides with paid/public holidays, such holidays shall not be included in the period of EL.
- d. Granting of any EL to an employee while serving notice period after resignation is at the sole discretion of the sanctioning authority. If such leave is permitted, the notice period may be extended by the number of days of leave, if desired by the sanctioning authority.
- e. EL can be accumulated up to a maximum of 15 days in a year and 90 days during the full service. Any EL accrued beyond this number shall automatically lapse on 1st January of the following year.
- f. EL cannot be encashed every year. These can be encashed on attaining the age of retirement or at the time of getting relieved from the services of GNA University.
- g. Absence for more than five working days beyond the sanctioned EL period shall be interpreted by the University as voluntary abandonment of services by the employee. Appropriate action will be initiated which may result into loss of his/her employment with the University.

Extraordinary Leave or Leave without Pay (LWP)

- a. The LWP is granted to any employee if it exceeds the Leave Quota of employee, or whether no other Leave is admissible.
- b. The LWP is also granted to an employee when other Leave is admissible but the employee applied in writing for LWP.
- c. The Leave without Pay shall be discouraged by approving authority until it is very much required.
- d. In case a staff member avails more than 20 LWP in a year which shows that employee is habitual of taking too many Leaves, he/she shall not be granted annual routine increment.
- e. A minimum 1 year of service is required for applying for more than 1 month LWP leave must be sanctioned by VC.

Sick Leave (SL)

- a. All employees will be eligible for 6 days of SL during the Calendar year. Three Leaves will be credited each semester before the start of semester.
- b. Those who join the University after 1st of January will be eligible for SL on pro rata basis for the period for which they have worked during the year. Those joining on or before 15th of the month will be eligible for the credit of SL for that month. However, no leave will be granted in the first month of service.
- c. SL can be taken through information over the phone but the employee shall at the earliest inform the reporting authority / sanctioning authority before 8:00 am in the morning for the

smooth running of the department functions.

- d. An employee who avails SL for more than 3 days will be required to produce a medical certificate from a registered medical practitioner. The sanctioning authority reserves right to refer an employee to any doctor to ascertain genuineness of the sickness.
- e. Misuse of SL will be treated as a breach of discipline and suitable action may be taken against the employee. Such days of leave shall be treated as leave without pay.
- f. Unavailed SL shall be carried to the next calendar year and can be accumulated up to maximum of twenty days, beyond twenty-days it will lapse.
- g. SL can be availed for half day also.

Maternity Leave (ML)

- a. The ML to any female employee may be granted up to 180 days with pay subject to medical fitness at the time of joining.
- b. As per the Maternity Benefit Act, 1961 leave of a total of 24 weeks, inclusive of delivery date can be availed by the Female employee.
- c. All intervening holidays will be counted for the purpose of ML.
- d. ML is restricted to first two living children only. Application for ML must be approved at least 30 days prior to of the start of leave.
- e. ML cannot be accumulated or encashed.

Compensatory Leave (CO)

There may be certain occasion in the University when one has to put an extra working hours after office hours or on declared holidays, to cope up with the workload. To keep up the efficiency and high morale of the individuals spending extra time the following norms will be followed to financially compensate them.

- a. For holiday working, compensatory leave is permitted.
- b. Working on holidays should be approved by the leave sanctioning authority either in advance or on the spot.
- c. Sundays will be considered as holidays for compensatory leave calculations.
- d. Minimum Six hours working is required for availing compensatory Leave.
- e. Compensatory leaves will be lapsed every month but may carry forward after getting necessary written consent from the Vice chancellor.

Study Leave

- a. Study Leave can be granted to any employee for two to three years for pursuing PhD / PDF from reputed institutions.

- b. Any employee will be eligible for the same after continuous service of three years.

- c. Study leave can be granted with half pay (if he / she's not getting any scholarship).

- d. Further extension of one more year can also be given without pay.

- e. The one who will avail the study leave will be required to serve the GNA University double the tenure of leave after they rejoin.

TRAVELLING RULES

- Transport Petrol and Diesel : Voucher of any revenue expense on Petrol / Diesel must be signed by Transport manager and Registrar, GU – and be forwarded for final approval of the President SASECT.
- Transport Maintenance : Voucher of any revenue expense on Maintenance must be signed by Transport manager and Registrar, GU – and be forwarded for final approval of the President SASECT.
- Marketing expense : Voucher of any marketing expense is to be signed by Assistant Dean, Academic Outreach, Registrar, GU – and be forwarded for final approval of the President SASECT.
- IT expense : Voucher of any IT expense is to be signed by Head of IT Dept, then by Registrar, GU – and be forwarded for final approval to President SASECT
- Library Expenses: Any expenses incurred by Library on the recommendation of Library committee must be signed by Librarian and then forwarded for recommendation of the Vice Chancellor and for the final approval of the Pro Chancellor / President SASECT.
- Examination Expenses : Any expenses incurred by examination branch must be signed by CoE and then forwarded for approval of the Registrar and final approval of the President SASECT.
- CRD expenses : Any expenses incurred by CRD must be signed by Head, CRD and then forwarded for approval to Vice Chancellor and final approval will be given by the President SASECT.
- Admin expense : Any expenses incurred by Admin must be signed by Head, Admin and then forwarded for approval of the Registrar and final approval of the President SASECT.
- HR expenses : Any expense incurred by HR must be signed by Head, HR and then forwarded for approval of the Registrar and final approval of the President SASECT.
- Faculty expenses : Any expenses incurred by any specific faculty must be signed by Dean/ HOD/ Program Manager of the respective faculty and then forwarded for approval by the Vice Chancellor and final approval of the President SASECT.
- Research: Any revenue expenses incurred by any specific faculty on research must be signed by Dean/ HOD/ Program Manager of the respective faculty and then forwarded for approval of the Vice Chancellor and final approval of the President SASECT.

Ceiling on Pre - Approved Items in Budget

- Marketing : Upto Rs. 2000/- can be spent on refreshment in consultation with Head, Marketing by any authorised marketing personnel without any prior approval.
- Following rates are approved grade wise :

DESIGNATION	APPROVED TRAVELLING EXPENSE	APPROVED HOTEL EXPENSE
Officer / Executive / Assistant Manager / Assistant Professor	Tier 3 AC fare or Actual Bus expense	Upto Rs. 1000 per day per room
Manager / Sr. Manager / Associate Professor	Tier 2 AC fare or travel by Air with prior permission	Upto Rs. 2000 per day per room
Professor / Above Sr. manager	On actual basis	On actual basis

- Travelling Allowance to visitors : TA @ Rs. 10 per km for car for external visitors who is of designation of Professor & @ Rs. 6 per km by car to all others and @ Rs. 2.50 by bike and actual (if travelled by bus) is allowed to be incurred without prior approval.
- Event Budget : Budget of any planned event must be signed by coordinator of respective event, Program Manager/ Head/ Dean of respective faculty and must be forwarded for approval of the Vice Chancellor and then to be approved by Pro Chancellor / President SASECT.
- Intra Faculty activities : Expense of Rs. 1000 on Intra Faculty/ GU activities can be incurred without prior approval.
- Paper Presentation for Conferences : Reimbursement of Rs. 2000 per faculty member is allowed without prior approval. Registration form must be signed by respective faculty members and then forwarded for approval of the Vice Chancellor.
- Honorarium for External examiners @ Rs. 10 per student (if students are more than 50) and Rs. 500 (if students are less than 50) can be incurred without prior approval.

PERSONAL APPEARANCE AND ATTIRE

All the employees are expected to wear decent and elegant clothes. Clothing and Appearance should be neat and clean. Employees shall always project a professional Public Image. Employees shall practice good personal hygiene and should select attire that is clean and in good condition. Management may make exceptions for special occasions, and will work with Human Resources.

For Women

Female staff can wear decent and smart Indian suits, kurtis or Sarees. Those who wish to wear western can choose collared shirt with sleeves. Female staff can also choose to wear Business Suits but Tops should never hang below the hem of the suit jacket, or be so short. Always be cautious that dress shirts are not too revealing. Appropriately fitted clothing for body should be chosen.

For Men

Men should wear a button-up collared shirt, paired with a tie. Refrain from wearing bold and bright colors or patterns in dress shirts; white, beige or light blue are "safe" colors for collared shirts with matching dark color Pants. Choose a tie with colors and tones that match your suit and dress shirt; bolder colors and patterns are acceptable for ties.

Accessories

Depending on the color or tone of your suit, a black or brown belt should be worn. Colored or white belts are not recommended. Never wear white socks with a suit. Dress socks should always be worn, preferably in a tone matching your suit and shoes. When in doubt, wear black dress socks. Optional accessories for men include cufflinks or a pocket-square. The material should match the tie. If desired, women may wear simple jewelry; dangles, chunky and/or bright accessories are not recommended.

Footwear

Shoes, boots, flats, open-toed and closed-toed shoes in a leather or dress material are appropriate and should be clean and polished.

Examples of unprofessional attire include but are not limited to:

- Clothing with a printed message or image
- Dresses or blouses that are backless, strapless, or have spaghetti straps unless such garments are covered by another article of clothing (e.g. a sweater or jacket)
- Overpowering fragrances
- Excessive visible body piercing
- Offensive tattoos
- Camouflage apparel
- Mini skirts
- Athletic shoe
- Flip flops and sandals

Casual attire

Employees may wear "casual" attire on working Saturdays. "Casual" attire does not mean that employees may look sloppy or unprofessional. All employees shall look professional at all times.

Examples of acceptable casual attire include :

- Jeans
- Collared T-Shirts / Tops
- Casual footwear

Examples of unacceptable casual attire include :

- Shirts with inappropriate depictions
- Tank tops, muscle shirts, and crop tops
- Shorts
- Flip-flops

An employee unsure of what is appropriate should check with Human Resources Department.

CONFIDENTIALITY AND SECURITY OF UNIVERSITY PROPERTY

It is the policy of the University to maintain strict control over access to work locations, records, computer information, and cash or other items of monetary value. Employees who are assigned keys, given special access or assigned job responsibilities in connection with the safety, security or confidentiality of such records, materials, equipment, or items of monetary or business value will be required to use sound judgment and discretion in carrying out their duties and will be held accountable for any wrong doing or acts of indiscretion.

Information about the GNA University, its students, vendor or employees should not be divulged to anyone other than persons who have a right to know and are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosures be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel.

This basic policy of caution and discretion in the handling of confidential information extends to both external and internal disclosure. Confidential information obtained as a result of employment with the GNA University is not to be used by an employee for the purpose of furthering any private interest or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for individuals involved and for the University.

EMPLOYEE CODE OF CONDUCT

Personal and Professional Behaviour

All the members of the staff must:

- maintain and develop knowledge and understanding of their area of expertise or professional field
- carry out their duties and functions with integrity and objectivity
- act diligently and conscientiously
- act fairly and reasonably
- treat students, colleagues and visitors with respect, impartiality, courtesy and sensitivity
- avoid conflicts of interest
- maintain a co-operative and collaborative approach to working relationships

Secondary Employment and Outside Earnings

All staff members engaged in paid University work must ensure that any non-University work they perform

- does not conflict with their University work;
- does not adversely affect their University work performance
- does not involve the use of University resources
- is performed outside their normal University working hours, unless, in the case of academic staff, the work has been approved by Vice Chancellor

Acceptance of Gifts and Benefits

GU Staff must not solicit nor accept gifts or benefits, either for themselves or on behalf of another person, which might in any way, directly or indirectly, influence them in their official capacity or motivate to compromise. Cash or gift vouchers must not be accepted from any third party which derives a commercial benefit from a contractual relationship with the University under any circumstances. Any gift or benefit that cannot be considered as occasional and token should be declined stating that it is the University's requirement that such gifts or benefits should not be accepted. If this is not possible because of the environment in which the gift or benefit is offered, the gift or benefit may be accepted on behalf of the University, and it should then be retained by the relevant Faculty or Administrative Department.

Political Donations

University funds and other resources must not be used to support any political party or candidate.

Do's

- All Employee must handle University equipment's carefully.
- Employee must switch off computers, Monitors, unwanted lights and electricity operated appliances before leaving University Premises or while attending lectures and Practical's, in meeting, during lunch etc.
- Employee must Focus on their work while they are in University.

Don't's

Employees must refrain (Not to do) from the following:-

- Speaking in a language not understood by others, while on work which look offending to others.
- Making / having long personal conversation on telephone / mobile etc. during Office hours.
- Usage of Internet for requirements not pertaining to job during the Office hours.
- Smoking, gambling or consuming alcohol or tobacco or pan masala, chewing gum in any form while at work or anywhere in GU premises or on official duty.
- Leaving University premises for smoking / Tea / chewing tobacco etc. and remaining absent during working hours.
- Usage of GU property for personal requirement.
- Accessing personal emails / personal chatting during official work hours.
Usage of absurd ring tones / SMS tones / caller tune on mobile phones leading to disturbance in the University.

SOCIAL MEDIA ETIQUETTES

Social Media has become an intrinsic part of everybody's life. In today's life, it has also become extremely relevant to maintain a clear cut demarcation between one's personal presences and professional presence on social media in order to ensure that work ethics are upheld. Reason being that, other members of social media who are aware of an employee's association with GNA University, are likely to associate an employee's conduct on social media with his / her association with GNA University. While we all undeniably enjoy the liberty of voicing our

personal opinion at various social media platforms, it is pertinent to maintain ethical conduct on social media. The freedom of expressing one's views on social media meets a corresponding duty towards other members of the social media as well as the professional organization one is associated with.

Do's And Don'ts of Using Social Media:

- Confidentiality: Avoid discussing any GNA Group related information that is considered confidential and comes under the category of trade secret(s), potential business strategy(ies) etc.
- Identity: Ensure transparency and clarity as regards to your identity on social media. Refrain from using anonymity and fake names to carry out wrongful acts as per law and in terms of this Policy.
- Responsible Behaviour: Ensure that you are polite, discreet, respectful and sensible in your conduct on social media. You must be sensible and responsible in your conduct on social media.
- Accuracy: Refrain from making speculative, baseless and unfounded statements on social media.
- Privacy: Refrain from sharing any personal information about other individuals which impinge their privacy. As regards personal details pertaining to self, refrain from sharing such information on social media unless you expressly want to publicize such details.
- Make Up For Your Mistakes: If a mistake is committed while sharing any information on social media, be the first one to voluntarily admit the misrepresentation/mistake/error, correct it at the earliest.
- Don't Let Social Media Activities affect your Work: Prioritize work over social media activities and ensure that work commitments are not affected. Refrain from using social media activities during office/University hours.

NO SMOKING

Smoking, is prohibited within the university premises failing which a strict action will be initiated against the offender.

MOBILE PHONE POLICY

GNA University has the policy to provide mobile phone facility to Dean or HODs and members of Academic Outreach Division. However exceptions may be there on the discretion of the President / Vice Chancellor.

1. At the time of joining of any employee, Admin IT form will be filled by the HR department and forwarded to HOD / Dean or reporting authority who will mark whether the person will be issued with mobile facility or not.
2. If handset is also required to be issued, it must be as per the policy.
3. HR executive will get the terms and conditions of usage signed from the user.
4. Sim and Handset will be issued and record of the same will be kept by the IT department.
5. In case of theft / misplacement / damage of SIM card / mobile phone, the IT department must be immediately informed. The replacement / repair will be borne by the user.

ADVANCE FROM UNIVERSITY

Eligibility for Loan

- All employees who have completed one year of service in the organization are eligible for an interest/interest free loan subject to availability of funds.
- Any kind of tax liability applicable on the loan amount will be borne by the employee.
- The basic criterion for eligibility, is a genuine verifiable purpose for which the employee seek a loan.

Eligibility amount and repayment

- The maximum amount to be sanctioned will be equivalent to two months gross salary currently drawn by the employee.
- The loan amount application should be recommended by the Dean/HoD/Departmental Head and the same has to be submitted to Deputy Registrar, HR for Approval
- The loan will be repayable to the maximum of 24 months only in equal monthly deductions from salary of every month.
- The deduction of installments from salary will start from the subsequent month on which the loan has been sanctioned.
- If an employee wants to repay the balance amount in an installment lesser than the sanctioned installments or in a single installment anytime within 24 months, employee can inform HR about his intent and office of HR shall facilitate the repayment.
- The mode of payment will be only by cheque.
- For Employees who have been in the organization for more than 4 years, loan requests higher than the eligibility have to be recommended by the Reporting Head and have to be approved by the Head of Finance , Head HR , Vice Chancellor and the President
- Any employee will be eligible for loan once in one year e.g. if a loan is taken in the the month of January 2019, this employee cannot apply for another loan before January 2020.
- Process: The applicant has to fill a loan application form available with HR department .The duly filled in form is thereafter forwarded to HR department with the comments/recommendation of the respective department heads.
- The HR Department verifies the eligibility amount and forwards the, application to the President for approval. The sanction / rejection of loan is finally at the discretion of the President.
- After the loan is sanctioned, an advice is given by HR to Accounts department to process the payment.
- If an Employee leaves the organization before the repayment of the full loan amount, the employee is liable to pay the balance of the loan amount before being relieved.

SPECIAL SCHOLARSHIP TO EMPLOYEES' CHILDREN

Special scholarship is given to the children of GNA employees in addition to their meritorious scholarship.

GRIEVANCE REDRESSAL MECHANISM

As per the regulations on Grievance Redressal 2012, issued vide the Gazette of India on 23 March 2013, GNA University has set up a Grievance Redressal Mechanism to address the complaints / grievances of students and staff in judicious manner.

All the complaints which may affect the performance and general development of a student are admitted for redressal.

Grievance Redressal Committee is constituted from time to time.

Grievance Redressal Mechanism for Teaching Staff

- i. In case of teachers, the grievances will be settled in the first instance by the Dean of the Faculty with in five working days.
- ii. In case the grievance remain unattended for five working days at the level of Head of Department/ Dean of the Faculty, or the teacher is not satisfied with the outcome, he/ she may represent his/ her case to the Registrar who will refer the case to the Grievance Redressal Committee.

Grievance Redressal Mechanism for Non-Teaching Staff

- i. In case of a non-teaching employee the grievance will be settled in the first instance, at the level of Head of the concerned Section with in five working days.
- ii. In case the grievance remain unattended for five working days at the level of the Head of the concerned section, or the employee is not satisfied with the outcome, he/she may represent his/ her case to the Registrar, who will forward the case to the Grievance Redressal Committee.

GROUP MEDICLAIM INSURANCE

To take care of employees' who are not covered under ESIC or any other Govt. Scheme, group medical insurance is provided.

Eligibility & Applicability

Mediclaim Insurance coverage is applicable for all the regular employees and their family members. "Family members" include parents, spouse and dependent children. The employee has to declare his/her dependents under this scheme in the prescribed format at the time of joining.

Employees' parents , spouse and dependent children will be covered under Employees' Group Medical Insurance Policy along with employee for a maximum coverage amount of 1,00,000/- (Rupees One Lakh only) per annum. The premium for the insurance coverage shall be borne by the employee. The premium for the insurance coverage will be Rs. 300/- per month, the amount may vary depending on the renewal of policy term and condition.

BRING YOUR OWN DEVICE

Teaching employees of GNA University may have the opportunity to use their personal electronic devices for work purposes when authorized in writing by IT Department. Personal electronic devices include personally owned laptops/Net books and Tablets. GU emphasis on BYOD policy just to make employees more comfortable in the University by using their own handy device. This document provides policies/ standards for the use of personally-owned laptops/Net books and Tablets by individual employees to access GU resources and IT services. Access and continuity of use is granted on condition that each user reads, signs, respects, and follows the BYOD policy. This policy is intended to protect the security and integrity of GU data and technology infrastructure.

Procedure

All teaching staff / faculty will bring their personal device for official use. The employee has to get the device registered with IT department for Internet Log In. All the registered device holders will get the monthly maintenance charges.

Privacy/GU access

IT department has the right to monitor and preserve any communications that use the GNA University networks in any way, including departmental data. IT Department reserves the right to review or retain University related data on university storage devices. IT resources of GNA University will be used according to GU - IT policy. Regular checks by IT department will ensure that the policy is being adhered to. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool. Devices must be presented to IT Department for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network. IT Department will respect the privacy of the personal device of all the staff members on whom this policy will be applicable and will only request access to the device by technicians to implement security controls. It is important that users connecting their own devices to University IT systems clearly understand their responsibilities.

Maintenance charges

Employees authorized to use personal devices under this policy will receive an agreed on monthly maintenance charges of Rs. 350/-. Any maintenance of the device will be the sole responsibility of the employee himself / herself.

Lost, Stolen, Hacked or Damaged Equipment

Employees are expected to protect personal devices used for work-related purposes from loss, damage or theft. GNA University will not be responsible for loss or damage of personal applications or data resulting from the use of University applications. Employees must immediately notify management in the event their personal device is lost, stolen or damaged.

On Termination/Resignation from employment

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All university data on personal devices will be removed by IT on termination of employment.

Violation of policy

Employees who have not received authorization in writing from IT department and who have not provided written consent will not be permitted to use personal devices for work purposes. Failure

to follow GNA University policies and procedures may result in disciplinary action.

⊗ PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARRASMENT

GNA University seeks to maintain safe working environment. This policy has been formulated for the prevention, prohibition and redressal of sexual harassment in the University. The University strongly encourages the reporting of Sexual Harassment and Misconduct and seeks to remove any barriers to an individual or group making a report. Any act that falls within the definition of Sexual Harassment, Sexual Misconduct, or attempted Sexual Harassment and Misconduct, is a violation of GNA University Policy. GNA University does not tolerate any form of misconduct and harassment and expects all the members of the University whether student or staff to treat each other with respect. The University is committed to foster culture which promotes equality and ensures dignity of all members of GNA University community.

The aims of this policy are to:

- a. Promote a conducive work environment;
- b. Make it clear that any kind of harassment is unacceptable;
- c. Provide a framework of support for staff and students who feel they have been subject to any kind of harassment;
- d. Provide a mechanism by which complaints can be addressed timely whenever possible.

Applicability of the policy

This Policy applies to all University employees and affiliates, as well as contractors, consultants, and temporary employees; students who are enrolled in University or any visitor of the GNA University.

Responsibility

Those in positions of authority, such as heads of division, heads of department, deans of faculty and their equivalents, have formal responsibilities under this Policy and are expected to familiarize themselves with the Policy and Procedures on appointment. All heads of department and equivalent, and all other managers, have a duty to implement this Policy and to make every effort to ensure that any kind of harassment and victimization do not occur in the areas of work for which they are responsible and, that if they do occur, any concerns are investigated promptly and effectively.

Definitions

"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either implicitly or explicitly or
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- c. such conduct has the purpose or effect of interfering with an individual's work or educational

performance; or creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

- d. "Sexual Harassment" includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:
 - i. Physical contact or advances;
 - ii. A demand or request for sexual favours;
 - iii. Making sexually coloured remarks;
 - iv. Showing pornography;
 - v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

General Procedural Principles Applicable to all Cases

The following general principles shall govern all procedures (whether informal or formal) under this policy, to the extent consistent with the University's legal obligations.

- a. Procedures are to be fair, both in substance and in perception, to all persons concerned.
- b. All persons concerned are to be treated with respect and impartiality.
- c. The University recognizes the importance of confidentiality in handling claims of sexual harassment and sexual assault. In the handling of inquiries and complaints made under this policy, the University will protect confidentiality to the extent consistent with the University's legal obligations to take all reasonable steps to conduct an effective investigation of claims and to protect the welfare of the campus community.
- d. When a formal complaint is processed, both parties must be provided access to all charges, claims, and other relevant information that will be used at a hearing, and both parties shall have an equal opportunity to present relevant witnesses and other evidence.
- e. Persons providing advice or called upon to investigate allegations of sexual harassment will be thoughtfully chosen and properly trained.
- f. All procedures should be implemented as expeditiously as is consistent with their integrity and fairness.
- g. During the pendency of an investigation or proceedings under this policy, the University may be required to take immediate action to safeguard the University community. In the case of students, it may require a no-contact order, suspension, or removal from campus. In other cases, it may involve a suspension of employment pending conclusion of the investigation and proceedings under this policy.
- h. If, prior to resolution of a complaint under this policy, a student who is a survivor of sexual assault is concerned about the safety of her/his living situation and lives in a university residence facility, the student may request to be moved to an alternate location
- i. The University may also assist with reasonable and appropriate academic accommodations where possible.

Formal Complaint Procedure

A person who believes that she or he has been subjected to sexual harassment, including sexual assault, may choose, either initially or after having sought an informal resolution, to lodge a formal complaint. Victims are encouraged to lodge a formal complaint (if they intend to do so) as soon as possible. Although the University does not impose a limitation on period for reviewing internal complaints of alleged sexual harassment/sexual assault, the University recognizes that to conduct a meaningful investigation of allegations of sexual harassment or sexual assault and to take prompt remedial action as appropriate, a timely complaint is important. The lodging and processing of a formal complaint does not preclude the possibility of an informal or mediated resolution of the matter.

Anyone considering lodging a formal complaint should contact class anchor at first instance (in case of a student) or dean of the faculty if the complaint is against the class anchor. Class Anchor or Dean of the faculty will take the matter to the Committee for prevention, prohibition and redressal of Sexual Harassment. If the complainant is the faculty the complaint must be lodged with the Committee for prevention, prohibition and redressal of Sexual Harassment. Merely discussing an intended complaint with one of these individuals does not commit one to actually lodging the formal complaint, although the University may be required in cases where the welfare of the broader community is at issue to proceed with an investigation and lodging its own complaint even if the victim chooses not to file a complaint.

Once a formal complaint has been filed, the following procedures will apply:

1. The formal complaint procedure is initiated by a person (here termed the "complainant") signed complaint, containing the relevant allegations against the "respondent", and requesting an investigation.
2. The procedure will be managed by Committee for prevention, prohibition and redressal of Sexual Harassment.
3. The member secretary of Committee for prevention, prohibition and redressal of Sexual Harassment shall convene a committee of investigation and shall inform the complainant and the respondent of the committee's identity and charge, providing the respondent with a copy of the formal complaint.
4. The great importance of confidentiality in the (informal and formal) processes described in this policy is underscored by requiring each member of the committee to sign a pledge to respect and to preserve the confidentiality of their work. If called to serve on a Committee of Investigation, no one may serve without first signing the pledge.

The complainant and the respondent may object, for cause, to the appointment of a specific person or specific persons as member or members of the committee of investigation. The member secretary shall consider the objection and, if it is accepted, shall appoint a replacement for the affected member or members of the committee.

The function of the committee of investigation is to conduct a thorough investigation of the allegations in the complaint, with a view to:

- a. determining whether any conduct alleged in the complaint did occur in the manner and circumstances alleged or otherwise; and

- b. to the extent that the alleged conduct did occur, determining whether this conduct constitutes sexual harassment or sexual assault.

With regard to any sexual harassment or sexual assault found by the committee of investigation to have occurred, the committee shall make a considered recommendation regarding appropriate action consistent with the applicable university policies.

5. In the conduct of its investigation, the committee of investigation shall have broad access to all potentially relevant documentation, and shall hold a hearing. The committee shall make available to the complainant and to the respondent, before the hearing, the documentation in its possession that the committee regards as relevant to the complaint. All the information provided before, or elicited at, the hearing is to be regarded as confidential and treated accordingly.

The conduct of the hearing is under the exclusive control of the committee of investigation. Its proceedings are not those of a court of law. In the interest of confidentiality, the hearing is not public, and the complainant (or each individual complainant if there are more than one) as well as the respondent (or each individual respondent) may be accompanied at the hearing by at most one other person of his or her choice. The complainant and the respondent may confer with the respective accompanying person, but that person may not address the hearing unless called as a witness, and then only in that capacity. Unless permitted to be present throughout the proceedings in a capacity as complainant, respondent, or accompanying person, a witness may be present only while testifying.

1. The committee of investigation shall conduct the hearing as soon as practically possible. Complainant and respondent shall be notified of the time and place of the hearing by telephone and confirmed by e-mail.
2. The complainant (or any individual complainant for him or herself only) may withdraw the complaint by notifying the Sexual Harassment Process Coordinator in writing, at any time before the opening of the hearing; after the hearing has begun, the complaint may be withdrawn only with the consent of either the coordinator or the respondent. Where a complainant withdraws a complaint, the University may elect to pursue the matter serving as complainant as necessary to fulfil the University's obligation to conduct a full investigation and take remedial action in order to safeguard the University community.
3. After concluding its investigation, the committee of investigation shall make findings and recommendations. These findings and recommendations shall be documented in a written report which shall be submitted to management and the timing of that submission shall be communicated to the complainant, the respondent, and the Management. The report shall record any significant dissent with the committee's findings or recommendations, but not the names of the members dissenting. If the committee is unable to reach a decision by a majority regarding the central findings and recommendations to be made, the committee shall so notify the same, and the convener shall proceed to convene a new committee to investigate the matter. The newly convened committee shall have wide latitude in conducting its own investigation and may consider and give such weight to the record made before the prior committee as it deems appropriate in its discretion, or the new committee may investigate the matter de novo.

4. In the case of staff respondents, the Committee for prevention, prohibition and redressal of

Sexual Harassment shall evaluate the findings of the committee of investigation and its recommendation, and shall render a final decision and take appropriate action in accordance with the provisions of this Policy and other applicable university policies. The management can accept or reject the recommendation of the committee of investigation as well as the basis for that decision shall be communicated in writing to the complainant, the respondent, the management, and the members of the committee of investigation. The matter shall then be concluded with no further process or appeal.

The management will thereafter render a decision based on both the recommendation of the committee of investigation. The management's decision to accept or reject the recommendation of the Sexual Harassment Process Coordinator as well as the basis for that decision shall be communicated in writing to the complainant, respondent, Sexual Harassment Process Coordinator and committee of investigation.

The processing of a formal complaint shall adhere to the following timetable:

- a. Scheduling of hearing: 5 working days.
- b. Committee investigation and hearing: At the time of scheduling the hearing the Coordinator, after consulting the complainant, the respondent, and the committee of investigation, shall in each case set in writing a reasonable time period for the committee's investigation and the hearing with a view toward prompt resolution.
- c. Preparation of committee report: 10 working days following the conclusion of the hearing.

Sanctions. Appropriate sanctions will be imposed for violation of this Policy. The sanctions will depend on the circumstances and the gravity of the violation, and may range from reprimand to dismissal, expulsion, or termination.

★ PERFORMANCE APPRAISAL SYSTEM

To promote excellence of all-round performance of faculty through self-appraisal and recognition and rewards.

Annual appraisal of performance of every teaching and non-teaching staff is done. Annual increments are done on the basis of their overall performance.

Annual appraisal will be applicable to full-time teaching and non-teaching employees. Annual appraisals will not be done for visiting faculty, guest faculty, research associates, teaching assistants etc.

Promotion, extension and continuation of service of faculty members will also be linked to this performance appraisal. The normal cycle period for performance appraisal will be on the date of joining.

Parameters of Evaluation: Every staff member is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which is further reviewed by Vice Chancellor for Teaching staff and Registrar for Non-Teaching staff.

Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

- Student Feed Back: Confidential student feedback shall be collected twice in semester and reviewed by the Pro Chancellor and Vice Chancellor. This will be maintained in Academic Heads File.

- Lecture monitoring: The lecture of each faculty can be monitored any time by Vice Chancellor, Head of the Department, any Senior faculty of different department.

- Result analysis: Result Analysis of subject taught by the faculty.

Process of Performance Appraisal: Self-appraisal is the first step in the appraisal process and will be initiated by office of HR for all the staff members on completion of every one year of service in GU. It is the responsibility of the HR to ensure that the employee has at least one Performance appraisal during every twelve months of service.

- Employees are asked to fill and sign Self-appraisal forms. All staff members have to assess themselves and rate them as per the tools given in their Appraisal Forms and then submit to their heads before the due date.
- The Department head will help the staff members to ensure whether the form is filled properly and all the instructions given are followed.
- The Department Head will evaluate all the forms, attach as documentary proof and will validate.
- The remarks and ranking of staff members depends on the evaluation of the department head.
- The Department head then will forward the form to office of Human Resources for further necessary action.
- Based on the Evaluation and assessment the staff member will be given the annual increment.

Score Awarding Criteria / Guidelines - Teaching Employees

	Teaching (20) 1. Teaching Experience (5)	·20 points (maximum) - Experience required for the position as per UGC Norms
	2. Lecture Delivered (5 points each semester)	-Total No of Lectures allocated: Number of Lectures taken (100% compliance = 5 points each semester)
	3. Teaching Instructions (5)	Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 5 points)
	Examination(20) 1. Invigilator's duty (5)	· 20 points (maximum) No complaints found during duty as Invigilator.
	2. Evaluation and CAS (10)	Question paper setting and evaluation of answer sheets and continuous assessment.
	3. Other Duties (5)	Additional examination work such as coordination, invigilation, flying squad duties etc.
	Average result of students (10)	·10 points (maximum) Avg. 90% or more: 10 points Avg. 80% - 89.9% : 9 points Avg. 70% - 79.9% : 8 points Avg. 60% - 69.9% : 2 points Avg. 50% - 59.9% : 1 points
	New course design/redesign of an existing course setting up a new Lab (5)	·5 points (maximum) Designing new course: 3 points per course Redesigning a course: 1 point per course Setting up a new Lab: 3 points per lab
	Innovations to enhance learning (5)	·5 points (maximum) (Please explain about the methodology followed, Difficulty faced, new method identified, trial period, improvement recorded etc.)
	Activities that contribute to student success in the form of improved and measurable learning outcomes (5)	·5 points (maximum) (Please provide the details of activities along with their impact)
Research		
	Publications(20)	·20 points (maximum) -For authoring books/Chapter in a book: 5 points per book -For International Journal papers with non-zero impact factor: 4 points per paper

		-For International Journal papers without any impact factor: 3 point per paper -For peer reviewed International Conference papers/ National Journal papers: 2 points per paper -For peer reviewed National Conference papers: 1 point per paper
	Research Grants (funded projects) (10)	·10 points (maximum) 50 Lakh or more: 10 points 40Lakh–49 Lakh: 9 points 30 Lakh–39 Lakh: 8 points 11 Lakh–29 Lakh: 7 points 5 Lakh–10 Lakh: 6 points Less than 5 Lakh: 5 points
	Discovery & Innovation (Patents, New Technology etc.) (10)	·10 points (maximum) Patent Granted: 10 points Patent Filed: 5 points each (Note: Creative works will be evaluated based on their visibility and impact)
	PhD/Research work supervision (5)	·5 points (maximum) -PhD awarded: 3 points each -PhD supervision: 2 points each M.Tech. project supervision: 1 point each
	Invited Research Talks delivered (5)	·5 points (maximum) -Talk delivered at a reputed (ranked) institution: 2 points per lecture -Talk delivered at other institutions: 1 point per lecture
Service		
	Research Related Service (Reviewing for journals, serving in editorial roles, organizing research seminars, conferences, etc.) (10)	·10 points (maximum) -Organizing an International Conference/Workshop etc. : 3 points -Organizing a National Conference/Workshop etc. : 2 points -Reviewing paper in an International Journal of repute : 2 points -Serving as Editor of an International Journal of repute : 5 points -Reviewing paper in a National Journal of repute : 1 point

		-Serving as Editor of a National Journal of repute : 3 point -Chairing a session in an International Conf. of repute : 3 points -Chairing a session in an National Conf. of repute : 2 point
	Mentoring/Proctor effectiveness (5)	·5 points (maximum) To be given based on the followings: -Letter correspondence with parents -Frequency of meetings with students -Initiatives taken for slow learners -Solving problems of students
	Activities that support department accreditation (5)	·5 points (maximum) To be given based on the followings: -Preparing course files in BOS or other prescribed format in time. -Updating data in IFW. -Assurance of learning and other activities in support of achieving accreditation
	Administrative support to the University (5)	·5 points (maximum) Administrative Duties such as Member of BOS, Member of Academic council, Class Anchor, Head of any club or society.
Other Contributions		
	Collaborative projects/MoU with Industry; Inviting guest speakers from Industry, research centers etc. (5)	·5 points (maximum) To be given based on the followings: -Programs conducted jointly with industry -setting up of industry sponsored labs -sending students to industry Inviting guest speakers from industry, research centers etc. for lecture, workshop etc.
	Initiate MoU with reputed universities/ research Centers/ organizations (5)	·5 points (maximum) -International: 2 points per MoU National: 1 point per MoU
	Co-/Extra curricular activities (5)	·5 points (maximum) To be given based on the followings: -Professional society related activities Taking responsibilities in university fests/clubs/event management etc.
	Student feedback (10)	·5 points (maximum) per semester : Total 10 points Excellent: 5 points Good: 3 points acceptable: 2 points Unsatisfactory: 0 points

Non Teaching Employees' Appraisal

Work performance of non teaching employees is being evaluated continuously. In the Performance Appraisal all the tasks are put down on paper.

All the non-teaching employees are evaluated regularly. The employee will be rated on overall assessment of the work or duties performed throughout the year. Every staff will be evaluated on the basis of information filled by own and evaluated by supervisor.

The rating criteria will be based as mentioned below: -

Poor Rating (1) A rating of unsatisfactory means that the employee's performance with respect to the factor under consideration is below acceptable standards.

Average Rating (2) A rating of Poor means that the employee's performance with respect to the factor under consideration no more than meets and occasionally falls below acceptable standards.

Good Rating (3) A rating of good means that the employee's performance with respect to the factor under consideration meets and occasionally exceeds acceptable standards.

Very Good Rating (4) A rating of very good means that the employee's performance with respect to the factor under consideration frequently exceeds acceptable standards. Outstanding.

Outstanding Rating (5) A rating of Outstanding means that the employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.

Each employee will be reviewed on the basis on Following points:

Job description- (expectations/objectives/duties) specific responsibilities, job assignments.

Work Orientation- (Punctuality, Managing Work schedule, Adapting GU Values, Pro activeness, Interaction with team members & Helps Team Member, Interaction with team members & Helps Team Member).

Job Proficiency – (Demonstrating Technical / Domain Knowledge at work; Adherence to Quality, Accuracy, Presentation, Reliability; Timely completion of Task Assigned; Adherence to, policies, processes & procedure; Accountability for work;)

Personal Effectiveness- (Communication; Interest in learning new technologies & concepts; Implementation of learning's at work; Trains / teaches / shares knowledge with team and peers; Open to Feedback for continuous improvement; Positive attitude; Team Player)

Managerial Competencies – (Employee Development; Change Management; Ownership and commitment; Initiatives at work; Decision making; Project Management; Handling Pressure; Attrition Management)

REVIEW OF Performance Appraisal: The Appraisal form duly filled by employee and reviewed by head will further then will submit to HR Department.



GRATUITY

An employee who leaves the service of the University on completion of at least five years of continuous service shall be eligible to the payment of gratuity at the rate of half a month of pay last drawn for every completed year of service subject to a maximum of fifteen months' pay.

If an employee dies in service, his nominee will be entitled to gratuity equal to the amount given below:

- i) Less than one year : Two times his monthly pay
- ii) More than one year but less than five years : Six times his monthly pay
- iii) More than five years but less than ten years : 12 times his monthly pay
- iv) Twenty years or above : Half a months' pay subject to 33 months' pay

The amount payable will be subject to a maximum limit of 33 months' pay.

Notwithstanding anything contained in these rules, an employee who is removed or dismissed from service for acts of misconduct will not be eligible to the payment of gratuity.

RESIGNATION



Resignation is defined as a permanent separation from employment initiated by the employee.

An employee should not leave or discontinue the service with GNA University without giving a prior notice in writing. Any employee leaving GNA University should submit the resignation in writing addressing to the Registrar GNA University, after getting it signed and recommended by the concerned Dean/HOD. All resignations will be recommended by the Registrar and will be forwarded to Vice Chancellor for necessary action. Employees if want to resign is advised to Resign only after the completion of the academic session. No resignation will be accepted or recommended by the Dean/HOD in between the academic session. The notice period for resignation will be of one month only. If any employee intends to resign before the end of the semester will be required to pay to the GNA University an amount equivalent to the salary of the remaining period of the semester. Applicable notice period shall begin on the date when the concerned employee has given the resignation in writing to the concerned Dean/HOD and is accepted by the University authorities. All employees are required to serve full notice period or pay in lieu of the remaining notice period. however, GNA University at its discretion can relieve the employee from the services earlier than the above defined notice period in case the employee has fulfilled all work commitments, or the resignation is made at the end of the academic session. If the last day of the notice period falls on a holiday or weekly-off, the employee shall be relieved on the working day prior to the holiday/ weekly off. The employee is not allowed to take any leave during the notice period. If any leave is availed during the notice period in that case the last working date will be extended by number of leaves. The separating employee shall complete his/ her work commitments before the relieving date. The employee should also hand over all returnable or leased property of GNA University which may include laptops, desktops, printer, data cards, stationary, cabinet keys, ID cards, books issued from library, various files / documents etc. To the concerned person as directed by the Dean/HOD prior to full and final settlement. The employee must complete the no dues form and submit it to HR. The experience certificate will be issued only if the employee completes all the exit formalities. Each employee separating from GU will go through an exit interview. It is HR's responsibility to initiate and complete the exit interview process for the employee. The outgoing employee must fill the exit interview form and handover the same to HR.