

1. RECRUITMENT:

Process:

The recruitment of teachers and non teaching staff will be as per requirement of the University in the respective departments from time to time. However, Dean of Schools and other Head of the Departments are expected to submit a manpower Plan for the next three years by the January of each year to enable the authorities to take appropriate decision accordingly.

The vacancies will be advertised in two State level news papers of Rajasthan, and one leading national daily for attracting talented teachers. After the receipt of applications, they will be suitably screened by a committee and placed before the president /Registrar for conducting the meeting of the selection committee. President /Registrar will maintain a list of expert in each subject. In consultation with the President and subject experts the interviews will be arranged in Delhi / University Campus, as per demographic distribution of the candidates to be called for.

The selection committee will generally consist of:

Chairperson	:Chairman
President	: Alternate Chairman
Three / Two Subject Experts	: Expert Members
Registrar	: Member Secretary.

It will be the responsibility of the Registrar to complete all documentation and place the same before the selection committee, draw the minutes and issue the appointment to the selected candidate (s). The President may also induct any other member if he so desires from either Academic Council or Board of Management.

2. INDUCTION

2.1: Scope:

All the newly appointed teachers and non teaching staff will be provided with a one day Induction program for familiarization with the colleagues and about the University as a whole. President / Registrar and the concerned Dean will arrange the induction program, as required.

3. RESIGNATION

3.1 Time frame:

Any employee may, in his own volition, submit the resignation to the Registrar. The faculty and non-teaching staff will submit the notice of one months' period for resignation. If he fails to give the notice of one month period, he will have to deposit one month's salary in lieu of notice period. The notice period can be waived by the Management with the approval of Chairperson.

4. TERMINATION / DISMISSAL

4.1: Time Frame:

Generally if any employee is found to be involved in continuous indiscipline, embezzlement of official funds, commits theft of official items, found to be non transparent in his dealing with the authorities / public / staff, or is imprisoned for any criminal case s/he may be dismissed from service by the President by giving him one month's notice after conducting proper enquiry by a committee. However for authorities this will be carried out in accordance with the provisions of Acts and Statutes of the University.

4.2: Office Timing:

The University will observe six days week from Monday to Saturday between 8.45AM and 5.00PM. Sunday will be a closed Holiday. Other Holidays will be announced in the beginning of each calendar year.

The authorities may review the office timing from time to time depending upon the interest of the University and its better functioning and also watch and consider the interest of the employees.

RULES AND REGULATIONS OF MEWAR UNIVERSITY

16.1: Discipline & Bond for abiding with Rules & Regulations:

Like every Institution, Mewar University has also its own set of rules & regulation which every staff member has to comply with for maintaining the discipline, dignity and decorum in the University. Indemnity Bond has also been proposed to be executed by all the staff whether teaching or non-teaching at the time joining the University. Bond is nothing but bonding of relations between employee and

employer so that every member of the university must know his role and rules for regulating the discipline in the University.

Rules & Regulations for Faculty shall be as under:

16.2: Rules and Regulations for Faculty Members:

1. All the faculty members will be full time employee of the University in addition of Teaching/ Tutorial/ Practical classes as assigned to them, their job responsibilities shall include-
 - Student's assessment and evaluation, counseling, collection of feedback and its Processing. Assisting in consultancy and R&D services.
 - Developing resources material & laboratory development.
 - Co- curricular activities i.e. conducting sports events, cultural programmes, other functions as per list prescribed by the University.
 - Assisting in Department / Hostel administration.
 - Preparation of study material, editing, processing and its publication.
 - Conducting tutorials presentation, term papers and other categories of self evaluation/ tests of the student.
 - Conducting University examinations, sessional tests, practical exams, and all other duties as per norms.
 - Any other work assigned by the competent authority.
2. In addition to feedback from students about classroom teaching, the performance will be also evaluated on the basis of targets set on each of the items mentioned in the respective work plan and targets for the academic year should be submitted within a week of joining the University.
3. At the end of each examination and when results are declared the faculty will have to give analysis of the results of the students to whom s/he has taught in the concerned subject for the academic year. A faculty member is also not expected to leave the university during the semester.
4. All the faculty members will be initially appointed on probation for a period of one year from the date of joining of each faculty. The period of probation may be extended by one more year. After satisfactory completion of probation, the faculty will be informed in writing to this effect. During probation period the services are liable to be terminated without giving any reason or notice, which may please be noted. After the confirmation, this appointment can be terminated by either party by giving one month notice or salary in lieu thereof.
5. The services of any faculty is liable to be terminated for any Physical/ Mental disability rendering one incapable in performing the duties assigned. Physical/ Mental disability includes continuous illness resulting in prolonged absence from duties.

6. Faculty members are being appointed as full time employee of the University, therefore, no faculty will undertake any assignment either on honorary basis or otherwise without the written consent of the competent authority.
7. Every Faculty will be present in the University during the working hours of the University. One may also be required to attend the office on Sunday/ holiday (s) and late hours on any working day, if required by the controlling authority for curricular/ co-curricular activities or any emergency work for which no additional compensation will be admissible.
8. All the faculty members will be required to compulsory attend official functions, celebration of important days and other official programmes planned by the University which may fall even on holidays or Sunday. Being absent in these functions without prior permission would amount to violation of discipline and code of conduct. Such act of indiscipline may invite discipline act.
9. The leave without pay / duty leave etc. will be sanctioned only when a faculty member applies for the same in accordance with rules and regulations framed for sanctioning of the leave which is available in the office for reference.
10. Any faculty member going out of the station will have to obtain station leaving permission.
11. If faculty members want to apply for higher / similar positions in any other organization they will have to inform the competent authority of the University and route all applications through the Registrar / President of the University.
12. All the Faculty members are expected to maintain highest standard of decorum befitting the position held by each one of them. In the event of any inappropriate behavior including acts omissions namely insubordination, riotous behavior, act of moral turpitude, indiscipline, defying the authority of the office of the reporting officer, the services are liable to be terminated without any prior notice.
13. As a part of duty or otherwise members of the faculty will come across many confidential matters. No one will divulge the same to any person, firm or institute or company during the tenure of one's services with the University or thereafter.
14. All the Faculty members will have to be abide by all the rules and regulations framed by and decision taken by the Competent Authority including leave, timing, discipline etc. and any change made therein from time to time.
15. Upon completion of one's tenure or severance of relationship for one reason or other, the concerned faculty will hand over the charge of her / his office to the Registrar or his authorized staff along with all papers, articles, books & documents and any other official information which was in one's possession relating to the affairs of the University and members of the faculty will not retain any copy or extracts thereof.
16. At present, all the faculty members are required to join at the University campus located at Chittorgarh. However, any faculty member may be posted/ transferred at any center of the Mewar University, as and when established, as per the requirement.

16.3:

ACCEPTANCE LETTER

I have read the rules and regulation of the University and agree to abide by the same and I hereby accept the Terms and Condition of the Appointment offer.

Date:

Signature

Place:

Name:

Department:

16.4: Indemnity Bond:

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Indemnity bond

(To be executed on non-judicial stamp of Rs.10/-)

I _____ S/D of _____ resident of _____ do hereby declare and state that I have been appointed as _____ in the Muzir University on the monthly salary of Rs. _____ p.m. and accept the offer of appointment along with terms and conditions mentioned therein. I also declare and abide by the following conditions as part of the University employee:

- 1) I have been initially appointed on probation for a period of one year from the date of joining. The University is authorized to extend the period of probation; if my services are not found satisfactory. During the period of probation the University is also authorized to terminate the services without giving any reason or notice. Once, the confirmation orders are issued, the termination of services will be by either party giving one month's notice or salary in-lieu thereof.
- 2) The University will be authorized to terminate the services in case any physical/mental disability rendering me incapable in performing the duties assigned. Physical/mental disability includes continuous illness resulting in prolonged absence from duties.
- 3) Being full time employee of the University, I will not undertake any assignment either on honorary basis or otherwise without the written consent of the competent authority;
- 4) The normal working days of the University are Monday to Saturday of the week. I shall also attend the office/University on Sundays/holidays(s) and late hours on any working day, if required by the controlling authority for Curricular/Co-Curricular/Extra-Curricular/ Examination activities or any emergency work for which no additional compensation will be admissible.
- 5) As a member of the University, I shall abide by all the rules and regulations framed by and decisions taken by the competent authority including leave, timing, discipline etc. And any change made therein from time to time;
- 6) During the course of service I may be coming across many confidential matters and will ensure that nothing is divulged to any person, firm or Institute or company during the tenure of the University or thereafter;
- 7) At the end of each examination and when results are declared I shall have to give analysis of the results of the students for whom I have taught in the concerned subject for the academic year. I shall not leave the services of the University during the Semester.
- 8) I declare that 10% of the amount shall be deducted from my salary for first 10 months which will be kept with the University as a security. In the event of resignation the security shall be returned only after completion of the one month notice period.
- 9) I stand indemnified that in case I am found violating the rules and regulations of the University or the conditions of the Indemnity Bond, the security deposit with the University shall stand forfeited.

Place:

Dated:

Signature

16.5: Rules & Regulations for Non-Teaching Staff:

- 1) All the non-teaching staff members will be initially appointed on probation for a period of one year from the date of joining. The period of probation may be extended by one more year if considered proper by the competent authority. After satisfactory completion of probation, the staff will be informed in writing to this effect. During probation period the services are liable to be terminated without giving any reason or notice, which may please be noted. After the confirmation, the

appointment can be terminated by either party giving one month notice or salary in lieu thereof.

- 2) The services of any employee can be terminated for any Physical/Mental disability rendering her /him incapable in performing the duties assigned to her/him. Physical/Mental disability includes continuous illness resulting in prolonged absence from duties.
- 3) All the employees are being appointed as full time employee of the University, therefore, it is advisable not to undertake any assignment either on honorary basis or otherwise without the written consent of the competent authority.
- 4) All the employees will be present in the University during the working hour's office of the University, except in case of sanctioned leave including duty leave, attending seminar etc. The Staff members may also be required to attend the office on Sunday/holiday(s) and work for late hours on working day, if required by the controlling authority for any emergency work (academic, non academic, extra curricular , as the case may be; for which no additional compensation will be admissible.
- 5) All the staff will be required to compulsorily attend official functions, celebration of important days and other official programmes planned by the University which may fall even on holidays or Sundays. Being absent in these functions without prior permission would amount to violation of discipline and code of conduct.
- 6) For all categories of non-teaching staff (full time or part time) the attendance in meetings called by the Chairperson /President /Pro President or any other designated official is compulsory, except in the case of sanctioned leave, or any sudden emergencies.
- 7) The leave without pay/duty leave etc. will be sanctioned only when one applies for the same in accordance with rules and regulations framed for sanctioning of the leave which is available in the office for reference.
- 8) In case, any staff is going out of the station (out of Headquarters) the concerned will have to obtain station leaving permission.
- 9) If an employee wants to apply for higher/similar positions in any other organization s/he will have to inform the competent authority of the University and route all applications through the Registrar/President of the University.
- 10) All staff members are expected to maintain highest standard of decorum befitting the position held by them. In the event of any inappropriate behavior including acts of omissions namely insubordination, riotous behavior, act of moral turpitude, indiscipline, defying the authority of the reporting officer, the services are liable to be terminated without any prior notice.
- 11) As a part of one's duty or otherwise staff members will come across many confidential matters. A teacher will not divulge the same to any person, firm or institute or company during the tenure of her /his services with the University or thereafter.
- 12) staff members will have to abide by all the rules and regulations framed by and decision taken by the Competent Authority including leave, Office timing, discipline etc. and any change made therein from time to time.

- 13) Upon completion of tenure or severance of relationship for one reason or another, s/he will hand over the charge to the Registrar or her/his authorized staff along with all papers, articles, books & documents and any other official information which was in possession relating to the affairs of the University and the teacher not retain any copy or extracts thereof.
- 14) Primarily all the staff members are required to join at Chittorgarh University campus; however, one may be posted/ transferred at any centre of the Mewar University as per the requirement in future
- 15) All employees have to sign an Acceptance Letter.

16.6:

ACCEPTANCE LETTER

I have read the rules and regulation of the University and agree to abide by the same and I hereby accept the Terms and Condition of the Appointment offer.

Date:

Signature

Place:

Name:

Department: