

# Service Rules



# Mewar University

Gangrar, Chittorgarh,


Rajasthan



  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

## Service Rules

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## **1. Human Resource Administration**

### **1.1 Human Resource Philosophy**

1. We think that Human Resources at Mewar University is an asset that requires regular grooming, encouragement for lifelong learning, and a commitment to facilitate teaching, research, and administration that lasts a lifetime.
2. We believe that treating individuals fairly at work leads to a healthy workplace culture and that policy should be founded on a performance-based evaluation of competence, dedication, and flexibility, all of which are necessary for organizational effectiveness.
3. We value and respect each person as an individual, and we promote cultural, thought, and behavioral diversity, limited only by our code of ethics and overall performance.

### **1.2 Human Resource Policy**

1. We regard our teaching and non-teaching staff as a vital part of who we are, as well as the repository of our vision, mission, competency, and value system.
2. We are looking for young, intelligent, and lively people who are full of values and devotion.
3. We are looking for people who are enthusiastic about teaching and the general development of pupils into excellent people.
4. We recognize and support dedicated and passionate staff employees for their unwavering commitment to the University's overall success.
5. We anticipate a dedication is lifelong learning and knowledge application to improve the quality of human life.

### **1.3 Recruitment Policy**

Our recruitment policy strives to ensure that:

1. We select the best among the available candidates through a fair selection process as per norms.
2. In addition to academic credentials, we give appropriate weight to industry and research expertise when considering candidates for teaching jobs.
3. Our recruitment process is solely based on merit, qualification, trait, and competency required for the given job profile; and it is not based against an applicant's or employee's gender, caste, religion, age (as determined by statutory norms), marital status nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability, proximity to another employee or other factors.
4. Mewar University is committed to providing equal chances to all applicants and to fostering diversity and capability among its staff in terms of qualification, experience, and skills.
5. Teaching personnel requirements in each Faculty or Department, as well as all Internal promotions due, must be presented to the President for approval, whereas non-teaching staff issues must be presented to the Registrar for consideration and determination.
6. All regular/contractual appointments of teaching and non-teaching personnel must be made on the recommendation of the duly established Selection Committee.

  
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In extreme situations, appointments/promotions over the sanctioned strength may be made with the approval of the Chairman, Board of Management approval.

7. Selection Committee recommendation will be presented to the Board of Management for approval; however, if the Board of Management disagrees with the selection committee's recommendation, the matter will be referred to the Chairperson for decision; and finally, the Board of Management may authorize the President to approve the minutes of the Selection Committee and present them to the Board of Management at its next meeting.
8. The University will post job openings on its website/social media/print media in accordance with the UGC's or any other regulatory body's requirements.
9. The University shall have the authority to appoint a selected individual on the terms and conditions that the University determines.

## **2. Recruitment and Qualifications for Appointment**

Appointment of officers to the functional positions in the University shall be in accordance with UGC/Statutory Bodies norms & the provisions laid down in the Act and/or Statutes.

### **2.1 Teaching**

1. The University will appoint Assistant Professors, Associate Professors and professors, based on merit through an all-India advertisement, followed by selection by a duly constituted Selection Committee in accordance with the University Act, Statutes, Ordinances, and Regulations.
2. The minimum qualifications required for the posts of Assistant Professors, Associate Professors, and professors will be those as specified by the University Grants Commission or any other relevant statutory authority.

### **2.2 Non-Teaching**

Appointment to all non-teaching positions (including statutory positions) shall be in conformity with the regulations prescribed by the UGC or the Statutes of the University, following a staffing pattern as decided by the Competent Authority from time to time.

### **2.3 Recruitment through Promotion**

1. No applicant will be promoted automatically if they meet the basic requirements.
2. A candidate's minimum eligibility will comprise a consistent rating of at least 'GOOD' in his or her annual performance, in addition to meeting the standards of Faculty Eligibility Criteria. Excellent, Very Good, Good, Average, and Poor are the annual performance ratings, with Excellent at the top.
3. A properly constituted Selection Committee will assess each case on its own merits.
4. Only once a year will a process of promotion recruiting be done, assuming there is a vacancy and a sufficient number of appropriately qualified individuals have applied.
5. Candidates who are eligible and wish to be considered for promotion should submit an application to the Registrar before the commencement of the new Academic Session or when notified, along with documentation evidence to support their claim



6. The constitution of the Selection Commons for promotion recruitment shall be the same as for direct recruitment.
7. It is preferable to give 50 percent weight to the candidate's cumulative annual performance appraisal ratings during his or her time at the university, and 50 percent weight to the Selection Committee's interview/interaction with the applicant. To be considered for promotion, a candidate must have a total score of at least 70%.
8. Candidates that have completed significant/substantial research work of repute will be ranked higher in the selection list in order of merit.

#### **2.4 Resignation. Termination and Retirement of the Teaching and Non-Teaching Employees**

If the University wishes to terminate an employee's employment at the end of the academic year, one month's notice must be given, or one month's salary must be paid in lieu of notice. Every employee may resign after giving the University one month's written notice or one month's salary in lieu of notes in the case of Teaching staff. Non-Teaching personnel, on the other hand, will have a one-month notice period. The resignation and waiver of the notice period will be approved by the President as recommended of Registrar & Reputed Officer. All regular workers of the University must retire at the end of the month which they reach the age of superannuation, as per state government norms & concerned regulatory authority norms. To ensure that teaching activity is not disrupted the Board of Management may allow teaching employees to continue to serve after retirement as mentioned until the end of the academic year.

Teachers in the positions of Assistant Professor, Associate Professor, Professor, and Director may be re-employed on a contract basis beyond the age of superannuation, up to the age of 70, depending on the availability of vacant posts and fitness.

#### **2.5 Re-employment of Retired Persons**

The University may contract with any person who has retired to serve the University in teaching and other academic activities or non-teaching, subject to such guidelines as the Board of Management may issue from time to time in this regard, and pay will be determined based on qualification and experience in their relevant field. During this appointment, the candidate's qualifications will be considered. The Board of Management has the authority to select any such individual on the advice of a Selection Committee established in this regard, provided that in the case of teaching staff, no one beyond the age of seventy years is chosen under this option.

### **3. Time and attendance rule**

All the faculty and staff are to be punctual and report on time. All faculty members and staff members must be present in the university from 0900 hrs to 1700 hrs on all working days. They must put their biometric impression in the machine placed at reception and also write in and out time in the register placed at the reception on all working days. 15-minute grace

can be granted to staff members if it is coming late twice in a month, thereafter half-day CL will be deducted on each late coming. If a faculty member is asked to report on holiday or Sunday a compensatory off leave may be given.

The President reserves the right to cut down or eliminate compensatory leave of any or all faculty members. Staying beyond the duty hours just for the sake of gaining compensatory off leave shall not be practiced by faculty/staff members.

For attending special events like- Independence Day, Republic Day, or University Fest, do not put your attendance since these are special days(in case these days are declared holidays or non-working days). Presence is mandatory on National holidays.

#### 4. Leave Rules

##### 4.1 Definitions

**Holiday:** A holiday means a day declared by a notification of the University to be a non-working day for all employees except those otherwise specifically asked to attend the University.

**Salary:** Salary means the monthly remunerations drawn by an employee including basic pay and other allowances.

**Average pay:** Average pay means the average salary of the last 10 calendar months.

**Retirement:** The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government department including pre-mature retirement.

##### 4.2 General

**Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise. Leave will be calculated on a Calendar Year basis i.e. 1<sup>st</sup> January to 31<sup>st</sup> December.

**Leave Application:** The Application shall be submitted on the prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

**No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanction makes the employee liable to disciplinary action besides penal deductions.



**No leave will be sanctioned by telephone** except in case of extraordinary circumstances/ sudden illness etc. This shall however be regularized immediately upon joining the duty in writing.

**Continued absence of more than six days**, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

**Note: All Leave other than Casual Leave applies to those staff only, who have successfully completed their probationary period.**

#### **4. 3 Kinds of Leave:**

- Casual Leave (CL)
- Compensatory Casual Leave (CCL)
- Medical Leave (ML)
- Leave Without Pay (LWP)
- Extra-ordinary Leave (EOL) Without Pay
- Academic Leave
- Study Leave
- Maternity Leave

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or the rarest of rare circumstances may be considered by the Board of Management (BOM) in its sole discretion. The decision of the BOM in this regard shall be final and binding.

#### **Casual Leave (CL)**

Every employee held on the roster of the University is entitled to (one) 01 day of casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.

In the beginning of every six months, i.e. 1<sup>st</sup> January and 1<sup>st</sup> July 6 CL will be credited to the employee leave account

A minimum of half a day ( ½ ) or a maximum of five (05) days of CL can be availed of at one time. Half-day CL will not be granted on half-working days if any.

CL can be pre-fixed/suffixed with all types of holidays /leave.

CL will not be carried forward to the next calendar year and will lapse at the end of the ensuing calendaryear.

#### **Compensatory Casual Leave (CCL)**

  
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Those who work with prior approval from competent authorities on Sundays or Holidays or after office hours for more than 6 hours will be eligible for one day Leave as CCL. If they worked minimum 4 hours, then they will be given half a day Casual Leave as CCL. CCL will be carried forward to next calendar year.

#### **Medical Leave (ML)**

Six days of Medical leave in a year may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from a Doctor would be required in case of absence of three days or more.

For every year of service, 3 days of medical leave shall be credited to the leave account of the employee (on the 1st of Jan in the calendar year). Medical leave may be combined with other leaves. Medical leave cannot be carried forward for the following year.

#### **Leave with-out Pay (LWP)**

No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he may be granted, "Leave without pay " at the discretion of the President or Chairperson subject to exigencies of service.

The absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

Leave without pay shall also be sanctioned in advance as any other leave.

#### **Extra Ordinary Leave (EOL) - Without Pay**

As the name suggests, this leave is granted under extraordinary circumstances only. The Extra Ordinary Leave will be without Pay. This may include the following:-

- Prolonged sickness of self or a family member
- Higher education
- Forced exile /renunciation.

The duration of such a leave shall not exceed 365 (Three hundred sixty five) days at the time.

#### **Academic Leave**

An activity of an employee which can bring recognition to the University, or which has to be performed for academic work of the University may be considered for grant of Special Leave to the extent of 7 days in a year.

Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

Special leave cannot be availed of unless previously sanctioned/approved by the President. There is no provision for post facto approval of Special Leave.

Special leave may be granted for one or more of the following purposes:

- To deliver academic lectures or conduct examinations or evaluations in highly



reputed/ranked organizations.

- To present a research paper in a conference /symposium at the National/ International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the Vice Chancellor.
- To attend selection committee or other such committee meetings provided they are convened by a statutory body/university recognized by the Government.
- Any other special case on merit as approved by the Board of Management on the basis of the recommendation of the President.
- The Special leave will normally be restricted to a maximum of 2 days during a Semester But may be extended subject to the approval of the Board of Management on the basis of the recommendation of the President.

#### **Study leave**

The Study leave will be granted to Regular faculties who have served in the University for at least 1 year. The faculty on the production of Ph.D. admission evidence may be given leave for a period of up to 3 years. The time period may be extended after undertaking to serve Mewar University for 3 years after completion of the Ph.D. degree. After rejoining the individual, the period of study leave will not be counted in experience but at the same time, it will not be interpreted as a break in service. In case of non-adherence to the terms & conditions, the security deposit will be forfeited as well as the time of study leave will be interpreted as a break in service.

#### **Maternity Leave / Paternity Leave**

As per the Maternity (Amendment) Bill 2017, to be eligible for the Maternity leave benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days within the past 12 months. Payment during the leave period is based on the average daily wage for the period of actual absence. The duration of paid maternity leave shall be 12 weeks (i.e. 6 weeks before and 6 weeks after the expected date of delivery).

#### **5. Welfare measures & Facilities for Faculty and Staff Members :**

- Well-furnished 32-one BHK, & 16 - Two BHK Staff quarters for all employees on a regular basis are available within the campus for allotment.
- High-speed Internet connectivity through Wi-Fi is available on the entire Campus.
- The mess facility is available to all employees on a payment basis.
- Cafeteria, General Provision Store, Grocery Shop, Milk Parlor, Bank & ATM available on the Campus.
- Children's Park & Creche is also available for the children of the Employees.
- Reverse Osmosis (R.O.) Water is available for safe drinking water.

- Excellent outdoor and indoor recreational facilities for various sports including Lawn Tennis, Basketball, Volley Ball, Badminton, Table Tennis, etc.
- The University will set up a proper medical facility in the campus by establishing Health Centre with the availability of a medical officer, Lady Medical Consultant, Nurse, Compounder, etc. Primary health Checkup and availability of normal medicines will be made available at the center.
- Round the clock, In Campus Medical facilities are available at Mewar University Hospital with the availability of a Medical Officer, Lady Medical Consultant, Nurse, Compounder, etc. Medicines are also available at Discounted Rates for Employees.
- For emergency cases, an ambulance facility is available.
- Medical Insurance & Term Life Insurance for all employees.
- The University campus is monitored with CCTV cameras along with Round-the-clock security.
- ESI & Provident Facility is available as per Government of India norms.

## **6. Code of Conduct for Employees**

### **6.1 Rules and Regulations for Teaching Staff**

All the Dean/Principal/HOD/faculty members will be full-time employees of the University in addition to Teaching/ Tutorial/ Practical classes as assigned to them, their job responsibilities shall include-

1. Student assessment and evaluation, counseling, collection of feedback, and its Processing.
2. Assisting in consultancy and R&D services.
3. Developing resource material & laboratory development.
4. Co-curricular activities i.e. conducting sports events, cultural programmers', other functions as per list prescribed by the University.
5. Assisting in Department / Hostel administration.
6. Preparation of study material, editing, processing and its publication.
7. Conducting tutorials presentation, term papers and other categories of self evaluation/ tests of the student.
8. Conducting University examinations, sessional tests, practical exams, and all other duties as per norms.
9. Any other work assigned by the competent authority.
10. 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.
11. 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 he/ she has taught in the concerned subject for the academic year. A faculty member is also not expected to leave the university during the semester.



12. All the faculty members will be initially appointed on probation for a period of two 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. After the confirmation, this appointment can be terminated by either party by giving one month notice or salary in lieu thereof.
13. The services of any faculty are 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.
14. 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.
15. 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.
16. All the faculty members will be required to compulsory attend official functions, celebration of important days and other official program 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 disciplinary action.
17. 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.
18. Any faculty member going out of the station will have to obtain permission for station leaving.
19. 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, not more than twice in an year.
20. 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 assigning any prior notice.
21. 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.
22. 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.
23. 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.

## **6.2 Rules & Regulations for Non-Teaching staff:**

1. All the officers and other non-teaching staff members will be initially appointed on probation for a period of two 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 member will be informed in writing to this effect. During probation period the services are liable to be terminated without giving any reason or notice. 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 hours of the office of the University, save in case of sanctioned leave including duty leave, attending seminar etc. Non- Teaching Staff may also be required to attend the office on Sunday/holiday(s) and work for late hours on working day or holidays, if required by the controlling authority for any emergency work (academic, non academic, extracurricular, as the case may be; for which no additional compensation will be admissible.
5. All the staff member will be required to compulsorily attend official functions, celebration of important days and other official program 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 President/Pro-President/Registrar or any other designated official is compulsory, save 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 member is going out of the station (out of Headquarters) the concerned will have to obtain permission for station leaving.
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 of the University, not more than twice in an year.
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. He/ she 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, he/she will hand over the charge to the Registrar or his/her 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 staff will not retain any copy or extracts thereof.

## 7. TRAVEL POLICY & TA/DA NORMS

### 7.1 General

1. **Purpose:** In the course of the performance of their duty, employees at times are required to undertake travel on University work within the country. This policy outlines the procedure to be followed for official travel and claiming of travel-related expenses.
2. **Scope:** This travel policy applies to all employees of Mewar University and its constituent units undertaking travel for official purposes at the expense of the organization. For the purpose of this policy, all such officials shall be termed as travelers.

### 7.2 Travelling Allowance & Daily Allowance (TA/DA Rules)

In order to provide for the officials (teaching and Non-teaching) of the University to undertake Official journeys. The entitlement towards Travelling Allowance and Daily Allowance to defray the expenditure shall be as per the following table.

#### ENTITLEMENT & MODE OF JOURNEY:

<b>Category-I</b>	President /Pro President/Member BOM (AIR/AC 1 <sup>ST</sup> Class)
<b>Category-II</b>	Registrar/Dean/Professor/Director/OSD/COE. (2 <sup>nd</sup> /3 <sup>rd</sup> AC/Taxi/Deluxe Bus)
<b>Category -III</b>	Asst. Registrar/Asst. Professor/Lecturers/Asst. Director/ACED/AO (1 <sup>st</sup> Class/Sleeper/Deluxe Bus)

<b>Category-IV</b>	Ministerial Staff/Supporting Staff (2 <sup>nd</sup> Class/Sleeper/Bus)
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**Entitlement of Journey by Road (Continued TA/DA)**

<b>Category-I</b>	Rs. 10/- Per km for own car/AC Taxi
<b>Category-II</b>	Rs. 08/- Per km for own car/AC Taxi
<b>Category -III</b>	Rs. 06/- Per km for own car/Non-AC Taxi
<b>Category-IV</b>	Rs. 04/- Per km for own scooter/Bus

**Hotel Charges + Daily Allowance:**

<b>Category-I</b>	Rs. 2000/- for Hotel Charges & 1000/- for food
<b>Category-II</b>	Rs. 1500/- for Hotel Charges & 600/- for food
<b>Category -III</b>	Rs. 1000/- for Hotel Charges & 300/- for food
<b>Category-IV</b>	Rs. 600/- for Hotel Charges & 200/- for food

(Note In case lodging & boarding arrangements are made by the University, a sum of Rs. 300/- will be paid to category No. 1 & II and Rs. 200/- to Category No. III and Rs. 100/- to category No. iv officials)

**8. Office Timing:**

The University will observe six days a week from Monday to Saturday between 09:00hrs. To 05:00 hrs. Break time is 01:00 to 02:00; Sunday will be a closed Holiday.

The authorities may review the office timing from time to time depending upon the interest of the University and the season of its functions and also keeping in view the interest of the employees.

**9. Holidays:**

A holiday List will be declared at the beginning of the academic year. However, on January 26 & August 15 of each year, the University will organize the celebration of these two National holidays at the premises and all the employees/students will have to participate in the same.

The University may also organize/celebrate any other festival or special days/Jayanti as deemed fit and all the employees are expected to join in the program wholeheartedly.

  
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**10. Allotment of staff quarters:**

Allotment of staff quarters will be done on the basis of the seniority of the staff based on their date of joining the office. If someone refuses to accept the quarter, the house identified for her/him can be allotted to the next senior most person in the same category. More detailed criteria will be worked out in due course.

**11. Hiring of services:**

All the support services like security, transport, housekeeping, canteen, etc will be arranged through outsourcing through a contractor. No liability will vest on the university about the service conditions of the workers. However, for duties, they will take instruction from the University authorities. Annual contracts based on quotations (open to all) will be entered with. A committee comprising the Registrar, FO & Dean will take the final decision on the same and engage their services.

**12. Identity Cards:**

All the staff of the University will be issued with photo Identity cards signed by the Registrar, which they will have to carry at all times during office hours and present to the security or any other authorized official as and when demanded. Loss of identity card should be reported to the Registrar and a duplicate card will be issued. However, for the second time if the card is misplaced, s/he will have to pay a fine of Rs 50/- (Rupees Fifty only) for the issuance of another card. Casual workers will be issued temporary cards. The ID card will be deposited to the issuing authority at time of leaving the university. Whether the employee is dismissed/terminated or resigned, as the case may be.

**13. Pay Scale:**

The pay scale of teaching and non teaching staff shall be applicable in accordance with the pay scale to be formulated by the University in due course.

**14. Special service:**

At the campus office bus or any other vehicle will be arranged for all employees on a subsidized basis to enable them to attend office on all working days. For attending office on holidays also the same arrangements will be made.

**15. Vacations:**

The scale of summer vacation / Winter Vacation and other semester breaks will be announced in due course. However, all the staff members will function normally during the vacation and breaks also.

**16. Extra Curricular Activities:**

The University will make all possible attempts to promote best sports and cultural activities. One teacher will be assigned the duties of coordinating this activity. There will also be a

committee to oversee this activity. The committee will organize Annual Sports Meet, Cultural Fest, National Holidays and Other Festivals like Holi, Diwali, Christmas, Eid, Guru Nank Jayanti and other festivals as notified from time to time. Participation in this programs are compulsory unless otherwise of any emergencies.

**17. University Guest House Facilities**

All university guests will be entertained in the Guest house. However, advance intimation of 24 hours is required to be put up to the Registrar's office. Any other guest will be entertained only with the prior permission of the Registrar and President in the absence of him. Other Guest will be required to pay Rs. 1500 per day including electricity charges. Meals will be charged separately as per the existing rate of the Mess Contract.

**18. Miscellaneous**

Any other areas not covered by this document will be incorporated in due course. If there is any matter arising but not covered under the above provisions of the manual, suitable direction may be sought for by the employees from the President / Registrar / FO / COE / Deans/ Librarian accordingly. The decision so taken may be communicated to the Registrar for future documentation.

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Registrar  
Mewar University  
Gangrar, (Chittorgarh)