



Service Manual

**(Terms of Appointment and Service
Conditions of Officers and Staff of the
University)**

DEFINITIONS

1. **Short title extent & commencement** – This document duly approved by Governing Body on 21/07/2012 shall be called **Service Manual** and provision in this manual will be applicable to all officers and staff of AISECT University. The Service Manual comes in to force with effect from 22/07/2012.
2. **'Sponsoring Body'** means All India Society for Electronics and Computer Technology in abbreviated form AISECT.
3. **'Chancellor'** means Chancellor of AISECT University duly appointed as per statute no 2 of AISECT University
4. **'Vice Chancellor'** means Vice Chancellor of AISECT University duly appointed as per statute no 6 AISECT University
5. **'Pro Vice Chancellor'** means Pro Vice Chancellor appointed by the Chancellor of AISECT University.
6. **'Registrar'** means Registrar of AISECT University appointed as per statute no 4
7. **'Governing Body'** (GB) Means Governing Body of the AISECT University formed vide section 22 of the MP Private University Act.
8. **'Academic Council'** (AC) means Academic Council of AISECT University duly constituted as per statute no 11 of AISECT University.
9. **'Board of Management'** (BoM) means Board of Management of AISECT University formed as per statute no 10 of AISECT University.
10. **'Faculties'** means Faculties of AISECT University as per defined in statute no 15 and constituted as per statute no 17.
11. **'Teacher'** and **'Teaching Staff'** means teaching positions in the AISECT University. This includes Lab Technicians for the purpose of the service manual.
12. **'Non Teaching Employees'** means all non teaching position in the AISECT University.
13. **'Dean'** mean Dean of the faculty of AISECT University and all Departments in the faculty will fall under justification of the respective Dean.
14. **'HoD'** means head of teaching departments under the faculty of AISECT University.
15. **'AR'** means Assistance Registrar and DR means Deputy Registrar of the AISECT University appointed by due process.

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VISION

To be valued as a coveted centre for nurturing talent, imparting skill based quality education and promoting research driven advancement of knowledge for creating responsible professionals who will build a progressive nation.

MISSION

- To foster research oriented culture in the university.
- To provide education through extensive and innovative use of technology
- To nurture talent, stimulate thinking, impart skills and create competent and inspired professionals for the industry.
- To forge collaborations with academic and corporate bodies across the world.
- To be recognized as a premium national university providing dedicated services for the social and economic development of the nation.

CORE VALUES

INTEGRITY

Personal and institutional integrity in AISECT University implies coherence between thoughts, words and action in the best interest of the nation.

HONESTY

It connotes positive and virtuous attributes such as truthfulness, straight forwardness and absence of lying, cheating and theft that the AISECT University expects in every one in the University.

RESPECT

It makes one fully understand unique contribution that every person in the University makes and values all diverse perspective.

INNOVATION

Sparkling the intellect of the youth in the AISECT University where ever possible to take unbeaten path and develop new methodology & process to empower the society.

EXCELLENCE

It implies that both individuals and the University as whole will consistently strive for outcomes that are exemplary rather than simply satisfactory.

SERVICE

Service calls us to use our calibre talent, abilities and capabilities for well being of our countrymen.

HOSPITALITY

It draws everyone in the AISECT University to do daily work with a positive spirit and welcome new ideas and people with open arms and reassuring smile.

FREEDOM OF THOUGHT AND EXPRESSION

The AISECT University permits everyone to think freely and express views within the framework of the Indian Constitution and in the best traditions of rich Indian culture.

SECTION 1

APPOINTMENT SERVICE CONDITION AND CODE OF CONDUCT OF THE OFFICERS OF THE UNIVERSITY

1.1 APPOINTMENT SERVICE CONDITION AND CODE OF CONDUCT OF THE VICE CHANCELLOR

1.1.1 The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the selection committee constituted for the purpose.

1.1.2 The selection committee referred to in clause 1.1.1 above shall consist of the following members, namely :

- (i) Two eminent academicians nominated by the Sponsoring Body; and
- (ii) One eminent person nominated by the State Government.

1.1.3 The Chancellor shall appoint one of the members of the selection committee as Chairman.

1.1.4 The selection committee shall submit a panel of at least three eminent academicians for the appointment of Vice-Chancellor, provided that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.

1.1.5 Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the private university.

1.1.6 The Vice-Chancellor shall, subject to the provision contained in clause 1.1.5 above, hold office for a term of four years according to the provisions of clause (6) of Section 17 of the Act.

Provided that, on the expiry of his term; the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing Body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval the Vice Chancellor will be reappointed by the Chancellor for another term. The age limit for the Vice-Chancellor shall be 70 years as per UGG norms.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice Chancellor, the Chancellor shall assign the duties of the Vice Chancellor to a senior Professor of the University. However this period of interim arrangement shall not exceed more than six months.

- 1.1.7** Apart from exercising all such powers as described in Section 17 of the Act, the Vice Chancellor shall also exercise powers prescribed in the different Statutes.
- 1.1.8** The Vice Chancellor shall receive pay and other allowances as decided by the sponsoring body from time to time.
- 1.1.9** The Vice Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University.
- 1.1.10** The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office.
- 1.1.11** The Vice Chancellor shall adhere to following principles to maintain standards in Public Life.
- Selflessness
 - Objectivity
 - Accountability
 - Openness
 - Leadership
- 1.1.12** The Vice Chancellor shall uphold core values accepted by the University as listed below
- Integrity
 - Honesty
 - Respect
 - Innovation
 - Excellence
 - Service
 - Hospitality
 - Freedom of Thought and Expression
- 1.1.13** The actions of Vice Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.
- 1.1.14** Decisions taken by him with consent of the VC must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.
- 1.1.15** The Vice Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

- 1.1.16** The Vice Chancellor shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.
- 1.1.17** The Vice Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.
- 1.1.18** The Vice Chancellor shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.
- 1.1.19** The Vice Chancellor shall conduct in an orderly, fair, open and transparent manner.
- 1.1.20** The main function of the Vice Chancellor is to implement strategic policy approved by the GB in consultation and with concurrence of the Vice Chancellor.

1.2 APPOINTMENT, TERMS AND CONDITIONS AND CODE OF CONDUCT OF THE REGISTRAR

- 1.2.1** The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 1.2.2** The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- 1.2.3** The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of :
- (i) Vice Chancellor - (Chairman)
 - (ii) Nominee of the Chancellor
 - (iii) One expert member approved by the Governing Body
 - (iv) One observer, nominated by the Chairman Regulatory Commission.

1.2.4 Selection of Registrar:

The University will follow the following procedure for the selection of the Registrar:

- (i) The University would invite applications for the post through the process of an advertisement in important Newspapers having wider circulation.
- (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (v) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

1.2.5 When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

1.2.6 If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final. Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard before the Chancellor.

1.2.7 The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

1.2.8 The age of retirement of Registrar shall be sixty five years.

1.2.9 Duties of the Registrar shall include :

- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.

- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member-secretary but he shall not have a right to vote.
- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body I Board of Management from time to time. He will render desired assistance.
- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
- (v) He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.
- (vi) The registrar shall have powers to take disciplinary action against the non teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice Chancellor.
- (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.

1.2.10 The Registrar may by writing under his hand addressed to the Chancellor, resign his office.

1.2.11 The Registrar shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

1.2.12 The Registrar shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence

- Service
- Hospitality
- Freedom of Thought and Expression

1.2.13 The actions of Registrar should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

1.2.14 Decisions taken by him with consent of the Registrar must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

1.2.15 The Registrar shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

1.2.16 The Registrar shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

1.2.17 The Registrar shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

1.2.18 The Registrar shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

1.2.19 The Registrar shall conduct in an orderly, fair, open and transparent manner.

1.2.20 The main function of the Registrar is to implement strategic policy approved by the GB in consultation and with concurrence of the Registrar.

1.3 APPOINTMENT, TERMS AND CONDITIONS AND CODE OF CONDUCT OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

1.3.1 The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.

1.3.2 The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.

1.3.3 The appointment of the CFAO shall be made by the Chancellor on the recommendation of the Sponsoring Body.

1.3.4 When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

1.3.5 If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.

1.3.6 The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice, provided. That before taking such action of removal, the CFAO shall be given an opportunity of being heard by the chancellor.

1.3.7 The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.

1.3.8 The age of retirement of CFAO shall be sixty five years.

1.3.9 Duties of the CFAO shall include:

1.3.9.1 The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.

1.3.9.2 The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.

1.3.9.3 Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.

1.3.9.4 He shall discharge all such functions as assigned to him by the Governing Body Vice Chancellor of the University.

1.3.10 The CFAO shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

1.3.11 The CFAO shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

1.3.12 The actions of CFAO should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

1.3.13 Decisions taken by him with consent of the CFAO must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

1.3.14 The CFAO shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

1.3.15 The CFAO shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

1.3.16 The CFAO shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

1.3.17 The CFAO shall conduct in an orderly, fair, open and transparent manner.

1.4 CODE OF CONDUCT COMMON TO ALL EMPLOYEES OF THE UNIVERSITY

1.4.1 The All the Employees of the University shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

1.4.2 The All the Employees of the University shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect

- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

1.4.3 The actions of All the Employees of the University should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

1.4.4 The All the Employees of the University shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

1.4.5 The All the Employees of the University shall conduct in an orderly, fair, open and transparent manner.

SECTION 2

APPOINTMENT AND SERVICE CONDITIONS OF TEACHING EMPLOYEES

2.1 APPOINTMENT OF TEACHING STAFF OF THE UNIVERSITY

- 2.1.1** For the teaching positions in the University namely the Professors, Associate Professors, Assistant Professors and Lab Technicians the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments of the University based on the requirements & justification presented by respective Deans/Heads.
- 2.1.2** The Governing Body shall assess the recommendations of the Board of Management and approve filling up of vacancies through an open advertisement and selection process from time to time.
- 2.1.3** Teaching positions (Professors, Associate Professors, Assistant Professors, and Lab Staff) shall be advertised in the national daily I News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other Regulatory Body.
- 2.1.4** An Screening Committee consisting of three members, appointed by the Vice Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- 2.1.5** Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- 2.1.6** The Selection Committee shall consist of the following members;
- 2.1.6.1** The Vice-Chancellor : Chairman
- 2.1.6.2** One observer, not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
- 2.1.6.3** Three subject experts nominated by the Vice Chancellor from a panel of experts approved by the Governing Body.
- 2.1.6.4** One observer nominated by the Chancellor.

2.1.7 The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause 2.1.6 mentioned above, are present in the Selection Committee meeting.

2.1.8 After the approval of appointments, as recommended by the Selection Committee, by the Governing Body, appointment letters will be issued by the Registrar.

2.1.9 In addition to full-time teachers, the Board of Management I Chancellor may also decide to engage for a fixed period, part-time, contractual and I or assignment based positions, either through direct recruitment or outsourcing. The terms and conditions (such as honorarium, TA/DA: conveyance charges etc) of such engagements will be decided by the Governing Body of the University, from time to time.

PAY SCALE OF TEACHING STAFF

Sr. No.	Designation	Scale of Pay	Remarks
1	Professor	37400-67000	Other benefits like GP, DA etc will be as per placement in the scale at the time of appointment subject to approval of BoM
2	Associate Professor	37400-67000	
3	Assistant Professor	15600-39000	

Normally appointments will be done on Probation for a period of one year during which teacher may be placed on scale at specific stage on consolidated pay which will be regularised for other benefits/perks on satisfactory performance. If a candidate lack in minor QR & experience requirement, Selection Committee may recommend placement of the candidate of lower consolidated pay with some time period allowance to make up the deficiency in QR subject to approval of BoM.

The pay will be fixed for **Basic in the scale**, plus the **grade pay if permitted**, plus the **Special Allowances**. However for the period of probation it will be treated as consolidated. After probation increment will be based on the above fixation in each aspect of the structure.

SECTION 3

APPOINTMENT AND SERVICE CONDITIONS OF NON-TEACHING EMPLOYEES

3.1.1 The following types of non-teaching employees will be employed by the University

3.1.1.1 Permanent/Probationary employees

3.1.1.2 Contractual employees

3.1.1.3 Casual employees

3.1.2 Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.

3.1.3 Contractual employee means an employee who is appointed on contract for a specified period.

3.1.4 Casual Employee means an employee who is engaged on the basis of a Muster Roll.

3.1.5 The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the BoM of the University with the approval of the Sponsoring Body.

SECTION 4

OTHER OFFICERS OF THE UNIVERSITY

4.1 The following shall be the other Officers of the University:

4.1.1 Controller of Examination :

4.1.1.1 Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.

4.1.1.2 When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

4.1.1.3 The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

4.1.2 Librarian :

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

4.1.3 Dean Student Welfare (DSW):

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

4.2 The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified by the BoM of the University.

SECTION 5

SERVICE CONDITIONS OF THE STAFF

- 5.1.1** Following will be the service condition of the staff.
- 5.1.2** Normally an employee will be on probation for a period of 1 to 2 years. The probationary period could be extended if required by the appointing authority. Services may be discontinued on unsatisfactory performance with due warning after probation period.
- 5.1.3** His/her gross pay during the probation period will be as decided by the selection committee.
- 5.1.4** The regularization of the probationary period would depend upon the suitability of His/her work performance during the period of probation. The decision of the appointing authority on the suitability confirmation/ probation shall be final and binding. There is no right with period to be confirmed on completion of probation.
- 5.1.5** He/she will not be allowed to leave the job during the academic year. He/she will have to get NOC from AISECT University Bhopal for applying for any job in any other organization.
- 5.1.6** Experience certificate will be issued to an employee after service of minimum one academic year.
- 5.1.7** He/she will have to submit the proof regarding His/her date of birth, educational qualifications, two passport size photographs, and physical fitness certificate from an approved registered medical practitioner at the time of joining.
- 5.1.8** His/her continuous unauthorized absence from the duty after 7 days will lead to the termination of his/ her services from the date of absence.
- 5.1.9** He/she will be under disciplinary control of the Registrar/Deans of various departments of AISECT University. His/her duties and assignment will be fixed by the Registrar/Dean/Principal.
- 5.1.10** His/her leave will be governed by AISECT University leave Rules, as Amended from time to time.

5.1.11 He/she will join within date specified in appointment letter and is required to submit his joining report to the Registrar, AISECT University, Bhopal on the 1st day of joining duties. If He/she does not join the duty within the assigned date the appointment letter will be automatically cancelled.

5.1.12 He/she will not be allowed for running teaching /coaching classes without prior permission of appointing authority.

5.1.13 His/ her service can be terminated without assigning any reason by giving one month salary/notice during probation period and three months' salary/notice after confirmation.

5.1.14 He/she can resign from the service by giving one month salary/notice during the probation period and three months salary/notice after confirmation.

SECTION 6

LEAVE POLICY

6.1 Policy for Leave Entitlement

AISECT University will enforce the annual leave policy with effect from **1st of July**. For the purpose of counting, 'year' would mean 'academic year', that is from **1st July to 30th June** of every year.

All employee leaves will be monitored strictly and exceeding the quota allocated is not permissible.

All leaves will be subject to approval from the competent authority and should not be taken as a right. Any unauthorised (unapproved) leave shall be taken as leave without pay. Employee shall not proceed on leave unless leave has been approved by the competent authority. It is the responsibility of employee to ascertain that leave has be approved before proceeding on leave.

The following will be the types of leaves and their allocation.

Category	Teaching	Non Teaching
Public Holidays	16	16
Earned Leave	11	21
Casual Leave	06	06
Semester Break / Year Break (B.Ed.)	5 - 5/10	None

6.2 Supporting Staff will be eligible for 1 day leave per month which is a total of 12 days flat leave apart from the Public Holidays.

6.3 Absence from duty without intimation will be counted as double leave for the duration of absence.

Unless in emergent conditions-

- Unsanctioned and uninformed leaves may be considered as an act of indiscipline and may adversely affect performance appraisal.

Leaves of VC/Pro VC/Registrar will be sanctioned by the Chancellor.

6.4 Types of Leaves

6.4.1 Earned Leave

On completion of one full year of service with the University one can avail Earned Leave during the next one year.

Earned Leave as other leaves has to be recommended in written by your Department Head. When you intend to take leave for more than 2 days at a stretch please discuss the issue with HOD at least 15 days in advance. If there is an important activity you are involved with, the Registrar has the right to reject your leave application. Please keep the University's calendar of activities in mind while considering taking leave.

If you take EL combined with a Sunday, the Sunday will not be deducted as leave.

6.4.2 Casual Leave

On completion of one full year of service with the AISECT University one can avail Casual Leave during the next one year. These leaves need to be used during the year and cannot be carried forward.

6.4.3 Semester Break

On completion of one full year of service with AISECT University the teaching staff is eligible for semester Break of five (5) days twice in a year and 10 days yearly break for B.Ed teaching Staff. This leave is permissible for first two children.

6.4.4 Maternity Leave

Married female employees of the University are entitled to Maternity Leave not exceeding 12 weeks. Maternity leave can be granted in conjunction with other leaves provided the total period of absence does not exceed 14 weeks. The application for leave should be supported with a copy of Medical Certificate from a registered Medical Practitioner. This leave is permissible for first two children.

6.4.5 Paternity Leave

Married Male employees of the University are entitled to Paternity Leave of 6 days. Paternity Leave can be granted in conjunction with other leaves provided the total period of absence does not exceed 10 days. The application for leave should be supported with a copy of Medical Certificate from a registered Medical Practitioner. This leave is permissible for first two children.

6.4.6 Other Permissible Absence

6.4.6.1 Faculties fulfilling the criteria of one year of service can attend maximum of 2 International and 2 National Conference / Seminar /Workshop for paper presentation during an academic year. For this, academic leave can be availed for actual number of days only after due approval.

6.4.6.2 Faculty absent for official job of the university after due approval may avail duty leave subjects prior approval of the absence.

6.4.6.3 He / she can attend one Refresher Course during the tenure of 2 year of his/her service (The actual number of days of refresher course has to be approved by the concerned sanctioning authority)

6.4.6.4 Semester break is permitted to those faculties who have completed one year in the University as on date to avail this facility semester break can be availed only after due approval.

6.5 Leave encashment after resignation

If the employee has any earned leave left over post his resignation, he is entitled to encash the amount for the same number of days provided the same is not greater than 10 days. To avail himself of this amount he needs to serve the **mandatory notice period of 1 month at Teaching Staff levels and 2 months for HOD, Management In charge, Dean and Principal Levels.**

6.6 New Employees Leave Policy

New employees are entitled to a maximum of 1 day per month leave during the 1 year probation period. In case a new employee takes more than 1 day per month leave during this period, it will be Leave without Pay (LWP). After the probation period, all employees are entitled to the standard leave for the following year.

6.7 Leave application Procedure

6.7.1 Step 1: An application in the prescribed format is to be submitted to respective HOD for recommendation at least 5 days in advance (15 days in advance for leave greater than 2 days continuously). HOD might decide not to recommend leave in which case the issue ends there and employee is not entitled to the applied leave. Merely forwarding the leave application will be considered as not recommended.

6.7.2 Step 2: On recommendation from the HOD the application will be forwarded to Dean of Faculty who may approve/reject the application. Merely forwarding the leave application will be considered as not recommended.

6.7.3 Step 3: For teaching staff leave sanctioning authority will be respective Deans and in his/her absence the Pro VC. For non teaching staff sanctioning authority will be Registrar.

6.7.4 Step 4: Authority of leave sanctioning for deans will be Pro VC.

6.7.5 Step 5: AR (HR) will compile application form in concerned personal files leave records for year end reconciliation.

6.8 List of Public Holidays

By 30th June every year, the Registrar will notify list of Public Holidays for forthcoming academic year. The number of holidays will depend on days on which festivals and national holidays are falling.

SECTION 7

DISCIPLINARY ACTION AGAINST TEACHING AND NON TEACHING EMPLOYEES

7.1 ACTION AGAINST TEACHING STAFF

- 7.1.1** Base on report of performance below minimum level of satisfaction by the HoD/Dean the Vice Chancellor may proceed with suitable remedial action including show cause and removal after notice /pay in line against teaching staff.
- 7.1.2** Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- 7.1.3** Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
- 7.1.4** An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

7.2 ACTION AGAINST NON-TEACHING EMPLOYEES

- 7.2.1** Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- 7.2.2** Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.
- However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- 7.2.3** An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

7.4 Termination of Employee

- 7.4.1** On continuous unsatisfactory performance by an employee due process of two notices will be followed. If there is no improvement HoD or Dean may recommended termination of the employee to the appointing authority.

7.4.2 In case any severe indiscipline activity by an employee a Board of Inquiry will be constituted by the Registrar. The Board of Inquiry will give full opportunity to employee to put forth his/her defense. If employee is found guilty by the BoI it may recommend termination, based on which appointing authority may terminate the employee.

7.4.3 In case of reported gross misconduct of an employee he/she may be terminated by the appointing authority after giving due chance to defend his/herself.

7.4.4 If case of continuous absence of an employee without any approval his/her services may be terminated.

7.5 REDRESSAL OF GRIAVENCES

7.5.1 Any employee aggrieved by action of his/her superior, may apply to next superior in writing. The application will have to be disposed off within two working days.

7.5.2 If the employee is not satisfied by the answer to his application to superior he/she may apply successively Dean, Registrar, Pro VC and VC to redress of his/her grievances. At each stage the application has to be disposed off within 2 working days.

7.5.3 A **University Grievances & Complaint Committee (UGCC)** Common for the employee and Student may be constituted by the VC. In such case the employee may lodge the grievances directly to the **UGCC**. The UGCC is required to redress the grievances within two working days. UGCC shall meet once in three months or on occurrence of grievances whichever is earlier.

7.5.4 If any employee feels that he/she is aggrieved by action at all levels then he/she may apply to the Chancellor through a written application for redressal.

SECTION - 8

UNIVERSITY FACULTY ANTI SEXUAL HARASSMENT POLICY

8.1 SEXUAL HARASSMENT STATEMENT

8.1.1 The AISECT University of South Alabama is committed to an environment in which students, faculty, staff and guests are free from sexual harassment. Sexual harassment threatens the legitimate expectations of all members of the campus community that academic achievement or employment progress is determined by classroom and job performance. Particularly unacceptable in a university setting, sexual harassment seriously undermines the atmosphere of trust essential to the academic enterprise.

8.1.2 Sexual harassment is illegal and violates as well as the University's Nondiscrimination Policy. All members of the University community (including faculty, staff and students) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy. Persons who engage in sexual harassment are subject to discipline up to and including termination.

8.2 DEFINITION OF SEXUAL HARASSMENT

8.2.1 GENERAL DEFINITION

For the purposes of University policy, sexual harassment includes, but is not limited to, verbal or non-verbal conduct with an inappropriate focus on gender or sexual history, individual characteristics or individual orientation that is intimidating, demeaning, hostile or offensive; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands.

Sexual harassment is further defined as unwelcome 1) sexual advances or 2) requests for sexual favors, or 3) other behavior of a sexual nature « where:

- (a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in a University sponsored program or activity; and/or if such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning, or
- (b) Submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment or other University decision affecting that individual, or
- (c) Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in University sponsored programs or activities or it creates an intimidating, hostile or offensive working, educational or residential environment provided by the University.

8.2.2 EVALUATIVE FACTORS FOR SEXUAL HARASSMENT ALLEGATIONS

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location and duration of the questioned behavior. Unwelcome conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it as unreasonable, severe or pervasive as to interfere with academic, educational or employment performance or participation in a University program or activity or residential environment.

8.2.3 PERSONS WHO CAN BE VICTIMS OF SEXUAL HARASSMENT.

Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the University.

8.2.4 ACADEMIC FREEDOM, THE FIRST AMENDMENT AND SEXUAL HARASSMENT

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other educational programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted above and (1) is reasonably regarded as non-professorial speech (i.e. advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objective of the course), or (2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

8.3 GENERAL POLICY GUIDELINES

8.3.1 PERSONS COVERED BY POLICY

All faculty members of the University are required to act in accordance with this policy. For the purposes of this policy, "faculty" shall include all full or part-time University personnel who teach or carry out research, including graduate teaching assistants and research assistants and administrators with faculty status. Teaching assistants and research assistants are considered both faculty and students for the purposes of this sexual harassment policy. Teaching assistants and research assistants may file a complaint as a student or have a complaint Filed against them as faculty pursuant to this policy.

8.3.2 COMPLIANCE OFFICERS

Designated Compliance Officers (CO's) in the offices of the Senior Vice President for Academic Affairs and Vice President for Medical Affairs are responsible for administering these guidelines and procedures.

8.3.3 CONFIDENTIALITY PROVISIONS

The University will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual

complaints and their disposition is considered confidential and will be shared only as determined to be appropriate in the University's discretion.

8.3.4 ASSURANCE AGAINST RETALIATION

This policy seeks to encourage students, faculty and other employees to express freely, responsibly and in an orderly way, opinions and feelings about any problem or complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behavior that might constitute sexual harassment is strictly prohibited.

Any act of reprisal, including internal interference, coercion and restraint, by a University employee or by one acting on behalf of the University, violates this policy and will result in appropriate disciplinary action. The University Senior Vice President for Academic Affairs and Vice President for Medical Affairs and/or his/her designee are authorized to take all necessary steps to ensure persons acting in good faith are not subject to sexual harassment.

8.4 SEXUAL HARASSMENT COMPLAINT REPORTING REQUIREMENT

8.4.1 WHO MAY FILE A COMPLAINT

Any person who believes he or she has been subjected to sexual harassment by a member of the faculty of the University may file a sexual harassment complaint pursuant to this policy.

Although this policy specifically applies to situations in which a faculty member is being charged with sexual harassment, faculty members, also, are protected from such conduct by staff employees and non-employee third parties such as students, patients, vendors, contractors, etc., with whom the University is doing business.

Complaints of harassment of a faculty member by a student may be filed with the Chairman Anti Sexual Harassment Committee or Registrar or the VC. Complaints of harassment by staff personnel or non-employee third persons may be filed with the Office of Personnel Relations.

8.4.2 INITIATION OF A SEXUAL HARASSMENT COMPLAINT AGAINST A FACULTY MEMBER

A complaint accusing a faculty member of sexual harassment, as defined in these guidelines, is initiated by submitting a written signed statement to the office of the Anti Sexual Harassment Committee, as appropriate.

If the designated compliance officer is the alleged harasser or the complainant feels uncomfortable talking to the designated compliance officer, students may file complaints with the Dean of Students, and faculty and staff may file complaints with the Office of Personnel Relations.

8.4.3 DETAILS TO BE INCLUDED IN THE COMPLAINT.

The complaint must include:

- (a) the name of the complainant,
- (b) the name of the accused,
- (c) the details of the alleged sexual harassment,

- (d) the names of any persons believed by the complainant to have
- (e) knowledge of the alleged harassment,
- (f) any other information the complainant believes pertinent to the alleged sexual harassment, and
- (g) whether the complainant seeks resolution of the complaint through the formal or informal processes described in this policy.

8.4.4 STANDARD OF PROOF REQUIRED

The complainant has the burden of providing evidence of the alleged sexual harassment, and the complainant has the burden of proving that it is more likely than not that the alleged harassment occurred.

8.4.5 FAILURE TO REPORT COMPLAINT IN GOOD FAITH

It is a violation of University policy for any member of the campus community to make an intentionally false accusation of sexual harassment.

8.5 INVESTIGATION AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS

8.5.1 INFORMAL RESOLUTION PROCESS

(a) GENERAL INFORMATION

Many sexual harassment complaints can be resolved through an informal process. The purpose of the informal procedure is to provide assistance and guidance to both the complainant and the accused in the functioning of the University's sexual harassment procedures. An informal resolution process does not involve the appointment of an investigator and the Sexual Harassment Resolution Committee, nor does it provide for any rights of appeal.

Whether to proceed with the complaint through an informal process or through the formal process is at the sole option of the complainant. If the complainant elects to seek resolution through an informal process, the complainant may attempt such resolution through either direct contact with the accused or with the assistance of a facilitator. At any time during an informal resolution process, the complainant may change his/her request for disposition of the complaint from the informal to formal process; provided, however, that the complainant notifies the Compliance Officer, or his/her designee, of that decision in writing.

(b) INITIAL MEETING WITH FACULTY COMPLIANCE OFFICER

Generally, within fifteen (15) calendar days after receiving a complaint, the Compliance Officer or a designee will meet with the complainant to discuss the complainant's concerns and clarify the University's policy and internal complaint resolution procedures. At that time, the complainant may request the appointment of a facilitator to aid in resolution of the complaint.

(c) RESOLUTION OF AN INFORMAL PROCESS

A complaint is deemed resolved when the complainant indicates to the Anti Sexual Harassment Committee that the complainant believes the matter has been resolved. If the complainant does not advise the Anti Sexual Harassment Committee of the resolution within thirty (30) calendar days after the initial meeting between the complainant and the Compliance Officer, the University will presume the

complainant has elected to dismiss the complaint. Any informal resolution reached by the parties must be in writing and acknowledged by the parties. The statement of resolution will be retained in the office of the Anti Sexual Harassment Committee

8.5.2 FORMAL RESOLUTION PROCESS

(a) INVESTIGATION OF FORMAL COMPLAINTS

- **GENERAL INFORMATION**

All written complaints reported to the Chairman & Anti Sexual Harassment Committee shall be resolved through the formal process unless the complainant expressly elects to pursue the allegations in an informal resolution process. The Chairman & Anti Sexual Harassment Committee will be responsible for conducting an investigation of all complaints and may designate other individuals to assist in that process.

- **INITIAL MEETING WITH CHAIRMAN & ANTI SEXUAL HARASSMENT COMMITTEE**

Generally, within fifteen (15) calendar days after receiving a request for a formal resolution process, the Chairman & Anti Sexual Harassment Committee or a designee will meet with the complainant to discuss the complainant's concerns and clarify the University's policy and internal complaint resolution procedures. During this meeting the complainant may elect to change the style of resolution from formal to informal by so indicating in writing. If the complainant elects to change the resolution style to informal, resolution will be sought through the informal process outlined in this Sexual Harassment Policy.

- **SCOPE OF INVESTIGATION**

The scope of the investigation shall be within the discretion of the investigator. An investigation report shall be completed within 3 calendar days of the complainant's initial meeting with the investigator (or as of the date the complaint resolution was amended from informal to formal process, if applicable) unless extraordinary extenuating circumstances exist as defined and determined by the Chairman & Anti Sexual Harassment Committee.

8.5.3 SEXUAL HARASSMENT RESOLUTION COMMITTEE

- **REVIEW OF COMPLAINTS BY SEXUAL HARASSMENT RESOLUTION COMMITTEE**

The Sexual Harassment Resolution Committee will meet to review complaints of sexual harassment within fifteen (15) calendar days of receipt of the investigator's completed investigation. The Sexual Harassment Resolution Committee is responsible for determining whether a preponderance of evidence suggests that the alleged sexual harassment occurred, and, if so, what the recommended sanction will be.

The Sexual Harassment Resolution Committee will review the entire investigation of the case, as reported by the investigator, prior to making its decision. Furthermore, the Committee has the right to call the parties, any witnesses or the investigator before a Committee meeting at any time during the Committee process if the Committee determines, in its sole discretion, that this would be beneficial to the Committee's consideration of the complaint. No party to the case or any witness has a right to attend a Committee.

SECTION -9

CODE OF CONDUCT FOR TEACHERS

9.1 PROFESSIONAL VALUES AND RELATIONSHIPS

Teachers should:

- 9.1.1 Be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
- 9.1.2 Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.
- 9.1.3 Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, and any further grounds.
- 9.1.4 Seek to develop positive relationships with pupils/students, colleagues, parents, University management and others in the University community, that are characterized by professional integrity and judgment.
- 9.1.5 Work to establish and maintain a culture of mutual trust and respect in their University.

9.2 PROFESSIONAL INTEGRITY

Teachers should:

- 9.2.1 Act with honesty and integrity in all aspects of their work.
- 9.2.2 Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- 9.2.3 Represent themselves, their professional status, qualifications and experience honestly.
- 9.2.4 Use their name/names as set out in the University Record, in the course of their professional duties.
- 9.2.5 Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

9.3 PROFESSIONAL CONDUCT

Teachers should:

- 9.3.1 Uphold the reputation and standing of the profession.
- 9.3.2 Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- 9.3.3 Work within the framework of relevant legislation and regulations.
- 9.3.4 Comply with agreed national and University policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection.
- 9.3.5 Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- 9.3.6 Communicate effectively with pupils/students, colleagues, parents, University management and others in the University community in a manner that is professional, collaborative and supportive, and based on trust and respect.
- 9.3.7 Ensure that any communication with pupils/ students, colleagues, parents, University management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- 9.3.8 Ensure that they do not knowingly access, download or otherwise have in their possession while engaged in University activities, inappropriate materials/images in electronic or other format.
- 9.3.9 Ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format.
- 9.3.10 Ensure that they do not practice while under the influence of any substance which impairs their fitness to teach.

9.4 PROFESSIONAL PRACTICE

Teachers should:

- 9.4.1 Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- 9.4.2 Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- 9.4.3 Plan and communicate clear, challenging and achievable expectations for pupils/students.

- 9.4.4 Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- 9.4.5 Develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students.
- 9.4.6 Inform their professional judgment and practice by engaging with, and reflecting on, pupil/ student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- 9.4.7 In a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.
- 9.4.8 Act in the best interest of pupils/students.

9.5 PROFESSIONAL DEVELOPMENT

Teachers should:

- 9.5.1 Take personal responsibility for sustaining and improving the quality of their professional practice by:
 - a. Actively maintaining their professional knowledge and understanding to ensure it is current.
 - b. Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
 - c. Availing of opportunities for career-long professional development.

9.6 PROFESSIONAL COLLEGIALITY AND COLLABORATION

Teachers should:

- 9.6.1 Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- 9.6.2 Work in a collaborative manner with pupils/ students, parents/guardians, University management, other members of staff, relevant professionals and the wider University community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- 9.6.3 Cooperate with the Inspectorate of the Department of Education and Skills and other statutory and public non-statutory educational and support services, as appropriate.
- 9.6.4 Engage with the planning, implementation and evaluation of curriculum at classroom and University level.