



Nims University Rajasthan, Jaipur

Handbook for Teachers

Chapter - 4

Appointment of teachers and employees and service conditions of officers of University, teacher and employees of University:

4.1 Designation of Teachers:

4.1.1The teachers shall include the following:

- (i)**Professors / principles / directors of Institutes / equivalent conducting teaching and guiding the research.
- (ii)**Associate professor / equivalent conducting teaching and guiding research.
- (iii)**Assistant professors / equivalent conducting teaching and guiding research.
- (iv)**Demonstrators/ tutors / seniors residents conducting teaching.
- (v)**Director Deputy Director and assistant director of physical education.
- (vi)**University Librarian, Deputy Librarian and assistant librarian.

4.1.2Manner of Appointment.

(1)Whenever vacancies arise when new posts are created comma the appointment on such teaching posts shall be made through direct recruitment or by promotion of candidates available in the university.

(2)All the appointments to permanent post posts of teacher in the university shall be with the approval of chairperson on the Recommendation of a selection committee in accordance with the provisions of these statutes after such posts have been duly advertised with such qualifications as have been prescribed by University Grant Commission / respective Council for each category of teaching posts and the candidates concerned have been interviewed by the selection committee comma except in case where search committee decides to consider the case of a candidate, otherwise then by interview.

(3) The selection committee shall consist of:

- i. president
- ii. Pro president
- iii. Nominee of chairperson
- iv. Dean of faculty.
- v. To experts in the concerned discipline:

Provided that for making temporary appointments 2 posts of teachers for the temporary vacancy an appointment shall be made on the recommendation of a local selection committee consisting of president; dean of faculty and director / principal / head of the department.

(4) The president or in his absence, the pro presidential preside at the meetings of the selection committee.

(5) Notwithstanding anything contained in the following clauses of these statutes comma the chairperson may invite a person of high academic distinction and professional attainment to accept the post of Professor in the university, on search terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post. (6)The chairperson of the University May appoint a teacher or any other Academic Staff working in any other university or institution for undertaking a joint project in accordance with the Manor prescribed in the ordinances.

4.1.3 Appointments on contract basis:

(1)The teachers share as far as possible is appointed in substantive capacity. However the chairperson may on the urgent basis authorize appointment of teachers on contract basis, when it deems it necessary and urgent provided that such appointments shell as far as possible be in accordance with the selection norms and procedure laid down here in.

4.2 Administrative / ministerial / other non-teaching employees:

4.2.1 Appointment:

(1)The employee of university for the purpose of these statutes means administrative / ministerial / other non-teaching employees. It excludes persons working on contract or casual basis.

(2)Whenever vacancy of Administrative / ministerial / other non-teaching employees arises all new is created.

(i) appointment on such post in the universities shall be made by the president with the approval of the chairperson on the Recommendation of a selection committee in accordance with the provisions of these statutes after such posts have been duly advertised with such qualification as have been prescribed for the post.

(ii) The selection committee for appointment to the administrative / ministerial / other non-teaching employee's posts shall consist of the president, Registrar and one nominee of chairperson or any other committee constituted by the chairperson.

Provided that the president in his absence comma the pro president shall proceed at the meetings of the selection Committee.

4.2.2 Appointments on contract basis:

(1) The employees shell as far as possible is appointed to substantive post. However, the university may, on urgent basis authorize appointment of employees on contract basis when it deems it necessary and urgent:

Provided that such appointments shallas far possible be accordance with the selection norms and procedures laid down herein.

4.3 Terms and conditions of service of offices of University, teachers and administrative / ministerial and other non-teaching employees:

4.3.1 General:

(1) All the offices / teachers / employees of the university or any of its Institutions shall, in the absence of any agreement to the contrary comma be governed by the terms and condition of service as specified in this statutes.

4.3.2 Functions and Responsibilities:

(1) Professor in a Department:

(i)Teaching, including laboratory development.

(ii) Research and Research guidance.

(iii)Consultancy and training programs.

(iv)Providing academic leadership in both undergraduate and postgraduate courses in relevant field of specialization.

(v)Initiation and participation in continuing educational activities.

(vi)Students counseling.

(vii)Interaction with other institutions Universities at state National and international levels.

(viii)Publishing papers in National and international journals.

(ix) Examination work such as organizing supervision and assessment etc.pertaining to the department and University examinations.

(x)Curriculum development and developing resource material.

(xi)Promotion of ethics comma values and Indian Ness amongst Students by setting his / her oven role model.

(2) Associate professor in a department:

(i)Teaching including laboratory instructions.

(ii) Research activities and Research guidance.

(iii) Curriculum development and developing resource materials.

(iv)Participation in continuing education activities.

(v)Academic and administrative Planning and development work at departmental level and assisting at institutional level.

(vi)Students counseling and interaction.

(vii)Participation in co-curricular and extracurricular activities.

(viii)Assisting in administration and departmental, institutional and university level.

- (ix)**Contributing effectively in identifying live projects for the students wherever applicable.
- (x)**Participating in programs need to improve his / her communication skills computer literacy, personality and confidence.
- (xi)**Conducting himself / herself in a manner, befitting the noble profession of teaching by desisting himself / herself from the Temptation of private tuitions and unfair practices.
- (xii)**Promotion of ethics, values and Indianness amongst Students by setting his / her one role model.
- (xiii)**Effective resource generation for the department / faculty through consultancy, testing and projects.
- (xiv)** Examination work such as organizing supervision and assessment etc. Pertaining to the department, University examinations.
- (xv)**Any other functions assigned by the dean from time to time.

(3)AssistantProfessor in a Department:

- (i)**Teaching in lecturer, Practical, tutorials.
- (ii)**Planning and implementation of instruction in laboratory.
- (iii)**Design and developing of innovative laboratory experimental setup.
- (iv)**Student assessment and evaluation.
- (v)**Developing resource material for teaching and learning.
- (vi)**Assisting in continuing educational activities.
- (vii)**Leading co-curricular and extracurricular activities.
- (viii)**Participating in students counseling.
- (ix)**Liaison with parents and community.
- (x)**Participating in programs means to improve his / her communication skills, computer literacy, personality and confidence.
- (xii)**Promotion of ethics, values and Indianness among Students by setting his / her own role model.
- (xiii)** Examination work such as organizing, supervision and assessment etc. pertaining to the department, University examination.
- (xiv)** Any other functions assigned by the dean of faculty from time to time.

(4) Administrative / ministerial / other non-teaching employees: The functions and work of each administrative / ministerial / other non-teaching employee shall be determined by the president in consultation with chairperson. However, an employee can be assigned any work

or he may be called upon to perform any extra work as may be assigned to him / her in the interest of the university.

4.3.3 Service Agreement, Probation and Physical Fitness:

(1) At the time of recruitment a service agreement shall be signed between the university and the officer / teacher slash employee concerned and a copy of the same shall be deposited with the registrar.

(2) except as otherwise provided for in his / her contract of service every officer slaps teacher slash employee appointed shall be placed on probation for a period of 1 years, one on the expiry of probation period he / she shall be confirmed in his / her post comma if he / she found otherwise suitable.

(3) If he / she is not so confirmed the chairperson may if it deems it dispense with his / her service as soon after the expiry of his / her profession period or extend the period of his / her probation period for extend the period of his / her probation if he / she is not confirmed comma his / her services Shall be dispensed with after expiry of the period of extension of his / her probation.

(4) The service of a officer / teacher / employee appointed on probation may be terminated at any time during the probationary period.

(5) All officers / teachers / employees shall be required to produce a physical fitness certificate signed by chief medical superintendent NIMS Hospital before joining the post.

4.3.4 Age of Entry / Age of Retirement:

(1) A person whose age is less than 18 years may not be appointed to any post in the university. Upper age limit for entry into service shall be as prescribed by the University. The president shall also be competent to relax the age limits.

(2) All officers/teachers/employees of the university shall if they are not employed for a fixed period, retire from the university service with effect from the afternoon of the last day of the month in which they attain the age as prescribed by university grants commission or respective statutory body or government (as applicable). However, the university can relax the upper age limit of retirement in special cases.

4.3.5 Number of Post (creation and abolition of posts):

The number of posts of teachers/employees shall be such as may be determined by the President with the approval of the Chairperson, provided that the President may obtain the recommendation of the Academic Council. The proposal for creation of new posts and abolition of post(s) shall be submitted to the Academic Council the proposal shall be submitted for approval to the Chairperson.

4.3.6 Qualification:

The Academic and other qualification of officers/teachers/administrative post shall be such as may be prescribed by University Grants Commission or respective Councils. The Academic and other qualifications of ministerial and other non-teaching posts shall be such as may be laid down by the President with the approval of the Chairperson.

4.3.7 Grades of pay and Allowances:

(1) The grades of pay of officer/teaching posts shall be such as prescribed by University Grants Commission from time to time.

(2) The grades of pay of the administrative/ministerial/other non-teaching employees shall be such as may be determined by the Chairperson on the recommendation of the President. The pay scale may be such as prescribed by University Grants Commission from time to time or on Government pattern.

(3) A officer/teacher/employee can grant advance increment(s) on the basis of his/her good work and conduct by the Chairperson on the recommendations of Head of Department, Principal/Director, Dean and President (on the recommendation of President in case of officer of University).

(4) Officers/teachers/employees appointed on ad hoc basic or for a specific period or on contract will receive emoluments as may be agreed upon between them and the appointing authority:

Provided that the appointing authority will ensure that they possess minimum qualification and /experience as prescribed by the University Grants Commission/respective council/government.

(5) Allowances:

Allowances such as Dearness Allowance, Special compensatory Allowances, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, etc. applicable to officers/teachers/employees shall be such as fixed by the university, taking into account the practice of other similar universities in the State. For retired persons government rules will be applicable for Dearness Allowance and other allowance.

4.3.8 Increment:

(1) Each annual increment shall be as prescribed in the applicable pay Scale.

(2) There shall be a review of performance of the officers/teachers/employees before grant of each increment. The officers/teachers/ employees shall have a right to be heard.

(3) Where an efficiency bar has been prescribed in a time scale the increment next above the efficiency bar, shall not be given without the specific sanction of the President.

4.3.9 Leave

Casual Leave:

(i) Casual leave admissible to the officers/teachers/employees of the university shall be 15 days in a calendar year. It cannot, however be combined with any other leave or vacation

but can be combined with holidays provided that the total period, including holidays does not exceed 8 days at a time.

(ii) Casual leave should always be applied for and sanctioned before it is taken, except in case of emergency.

(iii) Following system of leave will be followed:

(a) Maximum number of admissible Casual Leave in a quarter – 05

(b) Officers/teachers/employees belonging to distant place can avail leaves for longer duration for going to native place, on the basis of leaves available in their credit with the special permission of the President on the recommendations of the Dean of Faculty/Controlling Officer concerned.

(c) In case Casual Leave application is received when there is no leave due in the credit, leave will not be recommended or sanctioned by the Dean of Faculty/Controlling officer concerned. Such application shall invariably be put before president for taking decision.

(3) Medical Leave:

(i) Total 10 Medical Leaves in a calendar year shall be admissible.

(ii) Medical Leave shall not be sanctioned during first six months of joining of service. In special cases sanction of Medical leave can be considered during first six months by the President on the specific recommendation of Dean of faculty/Controlling officer. The sanction of Medical leave shall be subject to submission of Medical Certificate.

(4) Earned Leave:

The earned leave admissible to a officer/teacher/employee of the University shall be 20 days for complete one year of service. Earned leave can be accumulated to 150 days but the maximum leave that may be given at a time shall not exceed 30 days.

(5) Extra-ordinary leave:

Extra Ordinary leave may granted to any university officer/teacher/employee in special circumstances:

(i) When other leave is admissible but the university officer/teacher/employee concerned applied in writing for the grant of extra ordinary leave.

OR

(ii) Specified by the competent authority such leave shall be without pay.

The President may commute retrospectively period of absence without leave into extra ordinary leave. It may also commute extra-ordinary leave granted into leave of different kinds if the latter type of leave was admissible at the time extra-ordinary leave was granted.

(6) Other leaves rules:

(i) If the officer/teacher/employee absent himself/herself from duty without permission or overstays after his/her leave, his/her salary during the period of absence shall be forfeited and if he/she remains absent or overstays for more than 2 weeks, his/her office shall be declare vacant:

Provided that the officer/teacher/employee has been asked to explain within reasonable time the reasons of his/her absence from office and such explanation has been found unsatisfactory by the competent authority.

(ii) Leave account of each officer/teacher/employee of the university shall be maintained by concerned department /office and office of the Registrar.

(iii) Leave cannot be claimed as a right.

4.3.10 Resignation, Termination of Service:

(1) The service of a officer/teacher/employee shall be liable to terminate on any of the following grounds:

(i) Gross negligence in the discharge of duty;

(ii) Misconduct;

(iii) Insubordination or any breach of discipline;

(iv) Physical or mental unfitness for the discharge of duty;

(v) Any act prejudicial to the University or its property;

(vi) Conviction by a Court of Law for offence involving moral turpitudes and

(vii) Guilty of activity which is anti-secular and which tends to create communal disharmony.

(2) If a temporary officer/teacher/employee wishes to resign from service he/she shall give one months' notice in writing to the university. If the officer/teacher/employee fails to give such a notice, the university shall be entitled to recover one month's salary from due salary or any deposit in account of university, from him/her in lieu such notice. The period of one month notice will be counted from the date of receipt of the notice in the university office. However, the notice of one month period should be for working days of 1 month, no leave will be entitled in this period.

(3) If the university decides to relieve an officer/teacher/employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one month salary but if the services are terminated on any ground as mentioned in sub-clause (1) above, then university can terminate the services of the officer/teacher/employee immediately without giving him/her one month salary.

(4) A permanent officer/teacher/employee shall be required to given three months' notice in case he/she desires to resign or he/she shall pay to the university three months' salary, in lieu of such notice but if the university terminates a permanent officer/teacher/employee on any ground mentioned in sub-clause (1) above then university can terminate the services of the

officer/teacher/employee immediately without giving him any notice and university shall not be liable to pay him/her any salary.

(5) A officer/teacher/employee before leaving the university service shall hand over the change of his/her post to a duly authorized officer/teacher/employee as designated by the President or Registrar and shall return to the university all books, apparatus, furniture, computers and peripherals, mobile phone, etc. issued to him/her for his/her personal use and shall pay all the charges due against him/her for occupation of residential quarters, water and electricity charges, etc. If he/she fails to do so, the university shall recover the amount due from him/her on account of the above items from his/her last salary or from the university contribution to his/her provident fund or any of his deposits lying with the university.

(6) A officer/teacher/employee who is in the occupation of residential accommodation of the university shall on leaving the service of the university vacate the residence allotted to him/her by the university and shall handover his/her complete articles/furniture in the allotted house to a person designated by the president. In the absence of this, if there is any damage or loss of articles from the house noticed at the time of vacation, the university shall have the right to recover the amount from his/her salary or deposit with the university.

(7) The President may suspend a officer/teacher/employee against whom any misconduct is alleged but before any orders for dismissal are passed by the competent authority, the officer/teacher/employee shall be informed about the allegations made against him/her and shall be given a reasonable opportunity to the president/chairperson. The decision of the President shall be final and binding on the officer/teacher/employee.

(8) Appeal:

A person is entitled to prefer an appeal to the President (Chairperson in case of Officer of university) and may submit his/her appeal to the Registrar within one month of the date on which the decision by which he/she has been aggrieved is duly served on him/her.

4.3.11 Provident Fund:

Officers/teachers/employees of the University shall be given the benefit of subscribing to the Contributory Provident Fund.

4.3.12 Record of service:

(1) There shall be a personal file for every officer/teacher/employee in which shall be placed all papers, records and other documents relating to his/her service in the university. The file shall contain in particular, a Service Book giving a history of his/her service from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service-book shall also contain a leave account form for the officer/teacher/employee showing a complete record of all leave (except casual leave) earned as well unearned taken by him/her.

(2) A confidential reports file shall also be maintained for each officer/teacher/employee.

4.3.13 Other Conditions:

(1) An officer/teacher/employee of the university may be called upon to perform any extra work as may be assigned to him/her in the interest of the university.

(2) Official information obtained in course of employment must not be communicated by any officer/teacher/employee to any outsider or the press without the prior written permission of the President/Chairperson.

(3) The President shall be competent to allot such type of residential accommodation to a officer/teacher/employee of the university as he/she deems fit, provided that the officer/teacher/employee shall vacate such accommodation when called upon to do so by the President.

(4) Any matter regarding conditions of service not covered by the provisions of these statutes may be decided in accordance with the rules laid down by the university for officer/teacher/employees or in such other manner as the president with the approval of the Chairperson.

(5) The university shall have the right to verify the character and antecedents of the officer/teacher/employee at the time of his/her first appointment or otherwise.

(6) Code of professional ethics:

The university shall evolve its own professional and general ethics after full discussion in the Academic council and incorporate the same in its Regulations, for strict observance by the academic and other staff of the university.