

EMPLOYEE SERVICE MANUAL

Version 3.0



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens
Sonapur - 782 402
Assam, India

Airport Road, Azara
Guwahati - 781 017
Assam, India



**ASSAM DON BOSCO UNIVERSITY
GUWAHATI**

**EMPLOYEE SERVICE MANUAL
Version 3.0**

*This 'Employee Service Manual' is both an expression of the educational philosophy of **Don Bosco** and an instrument to ensure that the code of conduct of our employees reflect the values that Assam Don Bosco University stands for in its commitment to excellence in all spheres – education, research, human resource management, interaction with society and community.*

Assam Don Bosco University reserves the right to add, delete, or modify the policies and procedures in this manual, as it deems appropriate. Any change in the policies and procedures, however, must be approved, in writing, by the Governing Body and promulgated by the Competent Authority.

Proposals for changes in this policy document can be initiated by any department or an employee through her/his Departmental head. The proposed changes will be routed to the Governing Body through the Competent Authority with its critical assessment and recommendations.

A copy of this Employee Service Manual will be made available to all employees on appointment. The employees will be notified of revisions as policies or procedures change. Notices will be distributed through the campus mail system (including email) and posted on bulletin boards.

CONTENTS

1. Preface	7
------------------	---

UNDERSTANDING OUR EMPLOYEE SERVICE MANUAL

2. Introductory Note and Definitions	11
--	----

UNDERSTANDING OUR POLICIES AND PROCEDURES

3. Recruitment – Eligibility Criteria	16
4. New Employee Orientation.....	18
5. Code of Conduct	19
6. Conditions of Appointment and Policy Guidelines.....	29
7. Professional Development Allowances Fund (PDAF)	38
8. Emoluments, Benefits and Compensation Management.....	42
9. Leave Norms	45
10. What the University Expects of A Faculty Member.....	54
11. Performance Management.....	56
12. Training and Development.....	61
13. Mentoring	63
14. General Information	66
15. Disciplinary Norms and Procedures	70
16. Amendments and Jurisdiction.....	77

LIST OF ANNEXURES

1. Recruitment and Eligibility Criteria	78
2. Emoluments, Benefits and Compensation Management.....	83
3. Vision, Mission and Objective Setting	85
4. Application for Career Advancement.....	88
5. Application for Professional Development Allowance	90
6. Annual Self-Assessment for the Performance Based Appraisal System (PBAS)	95

CHAPTER 1 PREFACE

Welcome to Assam Don Bosco University!

Assam Don Bosco University, like all other Don Bosco institutions worldwide (in over 132 countries), has a rich heritage of educational philosophy and praxis based on **Don Bosco's** system of education. As employees of Assam Don Bosco University, you represent this tradition that has been valued and appreciated the world over for the last 150 years or so. Further, as a member of the **Don Bosco** community, you will be working with other professionals to ensure that Assam Don Bosco University remains a centre of excellence in teaching, research and extension.

We are delighted that you have brought your talents to Don Bosco University, to contribute to our unique mission of building a unique university. The essentials of our mission are the transmission of knowledge through teaching and mentoring, the discovery of knowledge through research and scholarship, and the integral formation of our students' intellect, heart and spirit. We offer an education that is rooted in faith - in the innate goodness of the human spirit, in the providence of God guiding our lives and our destinies, and in the shared belief that service of the underprivileged is service of God.

We believe that our people remain at the heart of everything we do and the concept of community is fundamental to **Don Bosco's** system of education; the campus community embraces staff, faculty and students, as well as alumni, parents, benefactors, and visitors. As an "engaged" University, we believe in nurturing of synergy in reciprocal learning and action based on student led initiatives, continuous dialogue among concerned stake holders including University faculty, staff, alumni, parents, government and non-governmental organizations and community participation towards alleviation and resolution of issues afflicting communities and environment.

Our vision, mission and values statement, our graduate attributes, and our achievements encapsulate what we stand for as a University and what we offer to students, staff and the wider community. We are committed to providing an education that cultivates a spirit of creativity and initiative and equips tomorrow's leaders and innovators; engaging community; maintaining diversity and inclusion among our students and staff; and providing equitable access to education. We also have a robust policy in place that addresses the issues of safeguarding children and vulnerable adults at workplace, in the university community and in the larger community that we interact with outside the campus.

This Employee Service Manual contains important information concerning your employment at Assam Don Bosco University. If you have any questions concerning University policies, benefits, or any other aspect of your employment, please speak to your reporting authority or contact the Office of Human Resources.

Finally, we pray that you will experience both professional and personal growth as a member of this community.

Again, welcome!

Fr (Dr) Stephen Mavelly SDB
Rector & Vice Chancellor

Vision of the University

"To mould intellectually competent, morally upright, socially committed and spiritually inspired persons at the service of India and the world of today and tomorrow, by imparting holistic and personalized education."

Mission of the University

- i. *This university is a centre for culture, knowledge, research, intellectual ferment; for critical thinking and analysis of whatever shapes and impacts human life; that influences thinking, planning and policy making on vital aspects of social life: religion, culture, society, politics, governance, education, health care; and engages in dialogues across the board - THAT is our role.*
- ii. *This university strives to make professional and higher education accessible to the weaker sections of society - THAT is our solemn commitment.*
- iii. *This university spares no effort to ensure that our graduates become dependable and true human leaders with a strong sense of commitment to the poor, the disadvantaged and the needy - THAT is the goal embedded in our vision.*
- iv. *This university strives for excellence in every process and undertaking; and, among many other things, it specialises in research with social relevance - THAT is our approach.*

The University has been set up as a response to the felt educational needs of the people of North-East India and its **modus operandi** is characterized by the distinctive educational philosophy and method of Don Bosco institutions worldwide:

- i. *a preferential option for young people from the lower strata of society, providing them with an education and preparing them for their insertion into the world of work;*
- ii. *a sustained effort to promote in society formative programmes that impact educative processes as well as strategies and policies for youth;*
- iii. *a continuous attempt, through research and services, to understand better the situation of the youth in India, especially the most disadvantaged, and to frame and implement strategies to bring about their positive transformation;*
- iv. *an emphasis on the formation of educators, and the world of communications;*
- v. *a close attention to the inter-relationship between culture, religion, science, technology, education, professional ethics and integrity of life.*

INTRODUCTORY NOTE AND DEFINITIONS

2.1 SHORT TITLE AND COMMENCEMENT

2.1.1 Name

This shall be called the Employee Service Manual

2.1.2 Applicability

- (a) It shall come into force from the date of its adoption by virtue of a resolution passed by the Governing Body of Assam Don Bosco University and will be applicable to all employees of Assam Don Bosco University.
- (b) In the case of persons appointed on honoraria, or on a part time basis, or on contract, the applicability of this manual shall be subject to such special terms and conditions as may be decided by the Governing Body from time to time.
- (c) It shall not apply to:
 - Employees under deputation to the University from the government or any other organization, who shall be governed by the terms of deputation; and
 - Employees who are appointed on contract basis and specifically excluded from the purview of this manual by the Governing Body.
- (d) However, the Code of Conduct shall apply to all without exception.

2.1.3 Interpretation

In case of contradictory interpretations, the Governing Body of Assam Don Bosco University shall give the authoritative interpretation, and its decision shall be final.

2.1.4 Delegation

Powers may be exercised or delegated under this manual after approval by the Governing Body. The powers already delegated by the Governing Body to the different functionaries shall be deemed to have been delegated also under this manual.

2.2. DEFINITIONS

2.2.1 Definitions

In this Employee Service Manual, unless the context otherwise requires:

2.2.2 'Society' means the Don Bosco Society, Azara.

2.2.3 'University' or 'Don Bosco University' means Assam Don Bosco University sponsored by the Society.

2.2.4 'Appointing Authority' in relation to an employee means authority empowered by Assam Don Bosco University to make appointment(s) to the grade in which the employee is for the time being included, or the post which the employee for the time being holds.

2.2.5 'Governing Body' means the Governing Body of Assam Don Bosco University.

2.2.6 "Board of Management" means the Board of Management of Assam Don Bosco University.

- 2.2.7** “**Performance Assessment Committee**” is a Committee set up by the Board of Management to review and take relevant administrative decisions with respect to Performance Management feedback.
- 2.2.8** “**Selection Committee**” is a Committee set up by the Vice Chancellor to review, interview, evaluate and select applicants for positions in the University.
- 2.2.9** “**Expert Committee**” is a Committee of Subject Experts set up by the Board of Management to review, interview, evaluate and select applicants for career progression.
- 2.2.10** “**Appointment Committee**” is a Committee set up by the Board of Management and chaired by the Vice Chancellor to review the recommendations of the Selection Committee and make appointments to positions in the University.
- 2.2.11** ‘**Employees**’ mean all persons working as teaching and non-teaching paid staff at Assam Don Bosco University and its Schools, and who are in the full-time employment of the University and its Schools.
- 2.2.12** ‘**Employer**’ means Assam Don Bosco University.
- 2.2.13** ‘**School**’ means an Institution established by the University and directly governed, maintained and administered by the University.
- 2.2.14** ‘**Rector**’ means the overall Head and he is the representative of the Society.
- 2.2.15** ‘**Director**’ means the Academic Head of the School duly authorized to manage the School on a day to day basis.
- 2.2.16** “**Designated Supervisor**” in case of faculty means the ‘**Director**’ of the School.
- 2.2.17** “**Designated Supervisor**” in case of non teaching staff means the “Immediate Supervisor”.
- 2.2.18** ‘**Employees**’ shall be classified as:
- i. **Regular employee**
 - ii. **Probationary employee**
 - iii. **Temporary (ad hoc/part time) employee**
 - iv. **Contractual employee**
 - v. **Apprentices/trainees**
 - vi. **Volunteer**
- i. ‘**Regular employee**’ means an employee who has been confirmed as an employee on a permanent basis by an order in writing by the employer or any person authorized on its behalf.
 - ii. ‘**Probationary employee**’ means an employee who is currently employed to fill a permanent vacancy or post, and has not been confirmed by the employer.
 - iii. ‘**Temporary (ad hoc/part time) employee**’ means an employee who has been appointed for a limited period, for work which is of a temporary nature, or who is employed in connection with temporary increase in work of a permanent nature and includes an employee who is appointed in a temporary vacancy of a permanent employee.
 - iv. ‘**Contractual employee**’ means an employee who is appointed for a specified period and for a specific work. Contractual employee can also be appointed on a daily wages basis for the completion of specific work.
 - v. ‘**Apprentice/Trainee**’ means an employee who is a learner and who is paid a stipend during the period of his/her training.

- vi. **“Volunteer”** means a person who renders service to the University on a voluntary basis.

2.2.19 “Non-Regular Faculty” means a person whose skill and expertise will augment teaching, training and research in the University and may include the services of superannuated academics, reputed scientists, engineers, physicians, advocates, artists, civil servants including skilled professionals both serving and retired. Non-Regular Faculty shall be appointed by the Governing Body based on the recommendation of a committee and the period of empanelment may vary as decided by the University on mutually agreed terms and conditions.

2.2.20 ‘Competent Authority’ means:

- i. The Vice Chancellor: for all employees of the University.
- ii. The Rector: for all employees of a School.
- iii. Director: for all teaching faculty of a School.

2.2.21 ‘Disciplinary Authority’ means:

- i. The Vice Chancellor: for all employees of the University.
- ii. The Disciplinary Authority may be delegated by the Vice Chancellor to :
 - a) Director for all teaching staff of a School;
 - b) Administrator for all non teaching staff of a School.

2.2.22 ‘Members of the family’ in relation to an employee include:

- i. The wife or husband, as the case may be, of an employee residing with him/her but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a Competent Court.
- ii. Sons or daughters of an employee wholly dependent on him/her but do not include a child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived of by any law.
- iii. Dependent parents of an employee residing with him/her.

RECRUITMENT AND ELIGIBILITY CRITERIA

Here at Assam Don Bosco University, we are looking for individuals who are committed to teaching, research and consultancy, who are prepared to share our vision of building Don Bosco University into a centre of excellence in these fields, and who are comfortable with regular auditing of their performance.

3.1 In order to provide equal employment and advancement opportunities to all individuals, employment decisions in Assam Don Bosco University will be based on merit and qualifications.

3.2 ACADEMIC STAFF

- a. The University shall normally adopt the designations, minimum qualification and experience prescribed by the UGC, AICTE, MCI, NCTE, etc. for recruitment / promotion for its teaching faculty/academic posts.
- b. The Governing Body shall, from time to time, prescribe the minimum qualifications and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the UGC/AICTE for similar positions if any.

3.3 ACADEMIC NON-TEACHING STAFF

- a. The University shall adopt the minimum qualification and experience prescribed by UGC for eligibility for consideration for recruitment/promotion for its non- teaching posts.
- b. The Governing Body shall, from time to time, prescribe the minimum qualification and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the UGC for similar positions if any.

3.4 NON-ACADEMIC STAFF

The Governing Body shall, from time to time, prescribe the minimum qualifications and experience in respect of such positions.

(Refer Annexure 1)

NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employees feel comfortable, informed about the University and be prepared for their position. New employee orientation is conducted by Human Resources and includes an overview of the history, an explanation of core values, vision, and mission; goals and objectives of the University.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace and are expected to complete any necessary paper work. The new employee's Head of Department/ Designated Supervisor then introduces him/her throughout the University, reviews his/her job description and scope of position, explains the evaluation procedures, and helps the new employee to get started on specific functions. The new employee will also have an opportunity to chat informally with the Heads of Departments to gain an understanding of what value each of the Departments bring to the table.

CODE OF CONDUCT

5.1 INTRODUCTION

The work rules and standard of conduct are important, and the University regards them seriously. Effective discharge of duties implies acceptance of a certain standard of conduct by all members of staff. Further, it is important that the staff be aware of the violations which can lead to formal disciplinary proceedings being initiated against them, particularly those violations deemed to be gross misconduct, in which proceedings may result in dismissal.

5.2 GENERAL NORMS

- a) Every employee shall, at all times, maintain integrity and devotion to duty, and also be honest and impartial in his/her official dealings.
- b) An employee shall, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.
- c) Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Competent Authority, beyond scheduled working hours and on closed holidays and Sundays. These duties inter-alia shall include attendance at meetings of committees to which he/she may be appointed by the University.
- d) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of duty.
- e) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.
- g) Whenever leaving the station, an employee shall inform the Competent Authority to which she/he is attached, the address where she/he would be available during the period of her/his absence from station.

5.3 ATTENDANCE / TIMEKEEPING AND PUNCTUALITY

Accurately recording the time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties. Faculty is expected to work to regular hours on working days which are non class days.

Every employee is expected to record the time of her/his arrival and departure at and from the work place. Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by her/his Designated Supervisor. Questions regarding the timekeeping system should be directed to the appropriate authority.

5.4 ABSENCE FROM DUTY

- a) An employee shall not absent herself/himself from her/his duties without having first obtained the permission of the Designated Supervisor, nor shall absent herself/himself

in case of sickness or accident without submitting medical certificate within three days of such absence provided that in the case of temporary indisposition the production of a medical certificate may, at the discretion of the Designated Supervisor, be dispensed with.

- b) An employee who absents herself/himself from duty without leave or overstays her/his leave, except under circumstances beyond her/his control for which she/he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowance for overstay.
- c) All such unauthorized absence would be treated as misconduct and the employee shall further be liable to such penalties for the misconduct as the Designated Supervisor may deem fit.
- d) The period of such absence or overstay, if not followed by termination of services or dismissal under the rules, shall be treated as leave with loss of pay or half-pay-leave as the Designated Supervisor may determine.
- e) An employee who is in charge / custody of stores and designated as 'Store Keeper' or by whatever name, in charge of cash and designated as 'Cashier / Accountant' or by whatever name or who keeps watch over the property of the University designated as 'Watchman/Security Guard' or by whatever name, shall not remain absent from duty without sanction of such leave or prior written permission of the Designated Supervisor, who shall make alternative arrangement before permitting the employee to avail of leave or remain absent from duty.
- f) An employee who is late in attendance, unless she/ he has given prior information to the Designated Supervisor, shall in addition to such penalties as may be imposed by the Designated Supervisor, forfeit one day casual leave/earned leave for every three days of late attendance in a month.

5.5 HOURS OF ATTENDANCE

The Competent Authority shall notify the office hours from time to time. An employee may be required to work beyond office hours if the business of the University so demands.

5.6 ATTENDANCE REGISTER

Every employee is required to record the time of arrival at and departure from the place of work in the manner prescribed.

5.7 REVIEW OF ATTENDANCE

At the close of the month the position with regard to the punctual attendance, late attendance or otherwise will be reviewed by an authorized official.

5.8 ISSUE RESOLUTION

- a) **Policy:** The University values an environment that is open and respectful for all. It is extremely important that employees are treated fairly and that they receive prompt responses to issues or complaints that may arise in the course of their employment. Employees and supervisors are expected to make every reasonable attempt to work together in resolving problems.
- b) **Procedures:** When issues arise between an employee and his or her supervisor, it is ideal if resolution can be reached directly by the parties involved. When this is not possible,

the issue may be raised with the next level of authority. When necessary, a final response will be provided by the office of the Competent Authority.

5.9 EMPLOYEE COMMUNICATION

a) STAFF / FACULTY MEETINGS

Staff/ faculty meetings will be held once a month or as decided by the Competent Authority. These informative meetings allow employees to be informed on recent activities, changes in the workplace and employee recognition.

b) BULLETIN BOARDS

- i. Bulletin boards placed in designated areas provide employees access to important information and announcements.
- ii. The employee is responsible for keeping himself / herself abreast of necessary information on the bulletin boards.

5.10 PROFESSIONAL IMAGE

- a) Each employee represents the University when interacting with students, visitors, and other employees. The University expects employees to report to work neatly and dressed appropriately for the job.
- b) Employees with problems or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without any fear. Anyone found to be engaging in unlawful discrimination/ misconduct will be subject to disciplinary action, including termination of employment.

5.11 NON-DISCLOSURE

- a. The protection of confidential business information and trade secrets is vital to the interests and success of the University. Such confidential information includes, but is not limited to, compensation data, financial information, marketing strategies, pending projects and proposals, personnel files, on-going research work, details of research / pending patents.
- b. Employees who improperly use or disclose trade secrets or confidential business information shall be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

5.12 CONFIDENTIALITY

The University respects the individual's right to privacy and, to the extent possible, preserves confidentiality of employee data and employment information.

5.13 PERSONNEL DATA CHANGES

It is an important responsibility of each employee to promptly notify the Administrative Office of any changes in personal data such as:

- legal name
- change in marital status
- personal mailing address
- home telephone / mobile number
- number and name(s) of dependents
- individual(s) to contact in case of emergency

- any other personal information needed for income tax, benefits, or other employment purposes.

This notification should occur within 30 days following the change.

5.14 SCOPE OF AN EMPLOYEE'S SERVICE

Unless it is otherwise distinctly provided, an employee is fulltime at the disposal of the University, and she/he shall serve the University in such capacity and at such places as she/he may, from time to time, be directed.

5.15 USE OF UNIFORMS AND IDENTITY CARDS

The Campus Identity Card (ID) provides access to a variety of resources at the University. It is required for all staff and currently enrolled students at the University. The ID card is the property of the University and must be presented upon the request of an appropriate University official, and may be revoked at any time by the University. Certain categories of employees may be required to wear uniforms.

5.16 MISCONDUCT

Without prejudice to the generality of the term 'misconduct', the following acts of omission and commission shall be treated as misconduct:

5.16.1 Major Misconduct

- a. Theft, fraud or dishonesty in connection with the business or property of the University or property of another person within the premises of the University.
- b. Taking or giving bribes or any illegal gratification.
- c. Furnishing false information regarding her/his name, age, father's name, qualifications, caste, ability or previous experience or services or any other matter relevant to the employment at the time of employment or during the course of employment.
- d. Furnishing confidential business information/ trade secrets to any agency outside the University including print and electronic media.
- e. Acting in a manner prejudicial to the interest of the University.
- f. Wilful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior.
- g. Causing damage to work in progress or to any property of the University either willfully or through negligence.
- h. Gambling within the premises of the University.
- i. Collection without the permission of the competent authority of any money within the premises of the University except as sanctioned by the authorities.
- j. Commission of any act which amounts to a criminal offence involving moral turpitude.
- k. Commission of any act subversive of discipline or of good behaviour.
- l. Abetment of or attempt at abetment of any act which amounts to misconduct.
- m. Unauthorized communication of information.
- n. Gross unprofessional conduct with respect to an employee or student (e.g. sexual harassment).
- o. Striking work alone or in combination with other employees or inciting them to strike work in contravention of the provisions of any law or rules having the force of law.

5.16.2 Minor Misconduct

- a. Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient ground or proper/satisfactory explanation.

- b. Habitual late or irregular attendance.
- c. Negligence of work in performing duty including maligning or slowing down of work.
- d. Interference or tampering with any safety devices installed in the premises of the University.
- e. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment.
- f. Improper use of amenities supplied to facilitate the discharge of her/his duties.
- g. Canvassing or putting outside influence to further her/his interest.
- h. Smoking, consumption of alcohol or use of drugs within the premises of the University.

5.17 NOTE

- i. The above instances of misconduct are illustrative in nature and not exhaustive. The punishment for proved charges of misconduct shall depend upon the gravity of the offence and its consequential effect.
- ii. The terms and conditions of appointment as contained in the service agreement/letter of appointment/code of conduct of the employees are supplementary to these norms of conduct and will apply conjointly.

5.18 GIFTS

With reference to her/his employment in the University, no employee shall, except with the prior sanction of the Competent Authority, accept or permit her/his spouse or any other member of her/his family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

5.19 PRIVATE TRADE OR EMPLOYMENT

No employee shall, except with the prior permission of the Competent Authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

5.20 VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

- a) No employee shall, except with the prior sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- b) Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done in private capacity.

5.21 PART-TIME WORK FOR OUTSIDE BODIES

No employee shall undertake any part-time work from any private or public body or a private person or accept fee thereof, without the sanction of the Competent Authority, who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to her/his official duties and responsibilities.

5.22 USE OF UNPUBLISHED DOCUMENTS

No employee shall make use of unpublished documents or letter of the University for communication to the public, press or to unauthorized persons whether official or not, without prior sanction of Competent Authority.

5.23 REMOVAL OF FILES FROM OFFICE

No file / document / paper shall be removed outside the office premises by any employee unless permitted by the Competent Authority in writing.

5.24 EMPLOYEE ARRESTED FOR DEBT OR CRIMINAL CHARGE

An employee who has been in police/judicial custody for 48 hours or more shall be suspended forthwith, and/or dismissed from service.

5.25 FACULTY-STUDENT INTERACTION

Faculty will mentor students in their professional capacity as Teacher, Counselor and Guide. An environment of mutual respect, collegiality, fairness, and trust is essential. Although both faculty and students bear significant responsibility in creating and maintaining this environment, faculty also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modelling appropriate professional behaviour. Faculty must be ever mindful of this responsibility in their interactions with students, whose education has been entrusted to them. Any infringement of the sanctity of teacher-student relationship shall be subject to disciplinary action by the Disciplinary Authority.

5.26 PROTECT ASSAM DON BOSCO UNIVERSITY ASSETS

All University assets in the care of employees must be protected from loss, damage, misuse or theft. All University assets must be used strictly in accordance with administrative norms.

5.27 COMMITMENT TO SUSTAINABILITY

As a University with a definite commitment to sustainability, we will ensure through our policies and activities that we act responsibly and work to make a positive contribution to the environment and in the communities we operate. Requisitioning items and planning for activities will need to be necessarily guided by “Reduce-Reuse-Recycle” with a view to minimize and curb wastage of resources.

5.28 LIMITATIONS

This Employee Service Manual does not cover every situation that may arise; however it establishes principles to be followed by all Employees. The Code is designed to give a broad and clear understanding of the conduct expected by Assam Don Bosco University staff.

CONDITIONS OF APPOINTMENT AND POLICY GUIDELINES

6.1 APPOINTMENT

- 6.1.1** All appointments shall be made by the Governing Body through a Selection Committee constituted by the Board of Management and in accordance with and upon such conditions as the Governing Body may decide from time to time.
- 6.1.2** All employees shall be required to submit correct and complete details on the Personal Data Form prior to being appointed and shall be liable to disciplinary action if a material omission or discrepancy is discovered on examination of original certificates in respect of educational qualification and experience.

6.2 ACCEPTANCE OF TERMS & CONDITIONS OF APPOINTMENT

No person shall be appointed to the service of the University unless she/he gives in writing that she/he has accepted the terms and conditions contained in the offer letter issued to her/him and the Employee Service Manual.

6.3 AGE

An employee must declare at the time of her/his appointment her/his date of birth according to the Christian Era and produce documentary evidence such as birth certificate or School Leaving Certificate or such other evidence as may be acceptable to the Governing Body. The date of birth of an employee once entered in the records of the University shall be the sole evidence of her/ his age in relation to all matters pertaining to her/ his service.

6.4 COMMENCEMENT OF SERVICE

- 6.4.1** Except as otherwise provided by or under this Manual, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered by these Rules at the place intimated to him by the Competent Authority, provided she / he reports before noon, otherwise her/his service shall commence from the following working day.
- 6.4.2** "Service" includes the period during which an employee is on duty as well as on leave duly sanctioned by the Competent Authority, but does not include any period during which an employee is absent from duty without permission or overstays leave, unless specifically permitted by the Competent Authority.
- 6.4.3** Selected employees would be required to join duty within a specified date, failing which the offer of appointment would stand withdrawn.

6.5 PROBATION

- i. All persons appointed to posts in the University, excluding the posts in the category of Maintenance and Support Staff shall be on probation initially for a period of 2 (two) years from the date of appointment. The period of probation may be further extended at the sole discretion of the Board of Management, on the basis of the performance of the employee. Probationary employment may be terminated by the employer or the

- employee by giving one month's prior notice in writing or with a month's salary in lieu of prior notice.
- ii. All persons appointed to posts in the category of Maintenance and Support Staff shall be on probation initially for a period of 1 (one) year from the date of appointment. During the period of probation, every incumbent shall be under observation of the Competent Authority for his/her performance including conduct and behavior. If any incumbent does not complete the probation period successfully, the probation may be further extended by the Competent Authority. Probationary employment may be terminated by the employer or the employee by giving one month's prior notice in writing or with a month's salary in lieu of prior notice.
 - iii. Newly recruited teachers having less than five years of experience in AICTE recognized technical institutions and in Universities (including deemed to be Universities) for such programmes which have been approved by AICTE need to register in the portal of National Initiative for Training of Technical Teachers (www.nittt.ac.in) and complete the programme within three years of registration at www.nittt.ac.in
 - iv. The probation of the newly recruited teachers having less than five years of experience in AICTE recognized technical institutions and in Universities (including deemed to be Universities) for such programmes which have been approved by AICTE shall not be confirmed until they successfully complete the three phases of training in adherence to the requirements of www.nittt.ac.in

6.6 REGULARIZATION

- i. On successful completion of the probationary period and subsequent intimation in writing, an employee is treated as regular. Only employees who meet all the minimum eligibility criteria for their post will be regularized in service. For employees who do not fulfill the minimum eligibility criteria, the period of probation may be extended correspondingly.
- ii. On regularization the employee becomes eligible for all the benefits and allowances as available to regular employees of the University according to the Manual on the subject.
- iii. Regularized employment may be terminated by the employer or the employee by giving three months' prior notice in writing or with three months' salary in lieu of prior notice.

6.7 TERMINATION

The contract of employment may be terminated and an employee may be released from service under any of the following conditions:

- 6.7.1** If, by reason of sickness or other disability, the employee is incapacitated from rendering the services required of her/him.
- 6.7.2** The employee is found guilty of insubordination, immoral character, inefficiency, incompetence, neglect of duty or breach of terms and conditions laid down under these and other applicable rules.
- 6.7.3** At any time during the period of probation, including extension thereof, if any, or at the end of such periods, an employee's service may be terminated by one month's notice in writing or payment of one month's notice pay in lieu thereof. Confirmed employment may be terminated by three months' notice in writing or three months' notice pay in lieu thereof.
- 6.7.4** Nothing in this Employee Service Manual shall affect the right of the Board of Management to terminate the services of an employee without notice or pay in lieu thereof on her / his

being certified by a Medical Officer to be physically unfit (permanently incapacitated) for further continuance in the service of the University.

- 6.7.5** The power to terminate the services of an employee shall be exercised by the Board of Management.

6.8 RESIGNATION/NOTICE PAY

- 6.8.1** An employee on probation may resign from service by giving one month's notice or notice pay in lieu thereof.
- 6.8.2** The Confirmed employee may propose to resign by giving three month's written notice or notice pay in lieu thereof to the University; and by giving the reason for the decision.
- 6.8.4** In case of any new employee joining, there will be a monthly deduction of one month's salary, in equal installments, over a period of six months towards a refundable notice period pay fund. This amount will be refunded to the employee on separation, provided that the notice period given is as per the norms of the Employee Service Manual or on completion of **two** years of service, whichever date is earlier.
- 6.8.5** The vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
- 6.8.6** During the notice period the employee will hand over full charge of the work assigned to her / him to the person authorized by the Competent Authority for the purpose.

6.9 RETURN OF UNIVERSITY PROPERTY

- 6.9.1** Before leaving the service of the University an employee shall return to the University in good order and condition all property or equipment including documents, papers and files belonging to the University or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to him/her on any account or shall be recoverable otherwise, and the employees shall be responsible for all costs and consequences thereof.
- 6.9.2** If any employee is in occupation of any residential premises, whether University owned or leased, the employee shall hand over to the University the vacant possession of the Premises , within a week of the termination of her/his employment with the University, failing which the University shall have the right to recover possession of the premises by any process of eviction considered appropriate in the circumstances by the University.

6.10 SUPERANNUATION & RETIREMENT

- 6.10.1** An employee shall retire at the age of 60 (Sixty) years. The teaching staff shall retire at the academic session-end immediately following her/his attaining the age of superannuation.
- 6.10.2** The Board of Management, in its discretion and if considered necessary in the interests of the institution, may grant extension to any employee beyond the age of 60 (Sixty) years on such terms and conditions as may be decided by it.

6.11 RECORD OF SERVICE

Record of service including a continuous Performance based Assessment Report in respect of each employee shall be maintained in such form and in such manner as may be prescribed / approved by the Board of Management from time to time.

6.12 SENIORITY

Inter-se seniority of employees appointed to each grade shall be regulated by the joining date and by the order in which their names are included in the selection merit list for the grade irrespective of their dates of appointment.

6.13 PROMOTION

6.13.1 The eligibility of an employee for promotion shall be determined primarily with reference to performance and merit and availability of vacancy in the higher grade. For the purpose of promotion to a higher grade within the University, an employee's seniority alone shall not confer upon the employee a right to promotion. Performance appraisal reports shall be given due weightage in deciding on promotions.

6.13.2 Posts falling vacant for non-teaching staff shall be filled through direct recruitment. Qualified employees may also apply for the same.

6.14 CAREER ADVANCEMENT

Career advancement in the University is not merely a function of years of service - it is directly linked to the performance of the individual at every stage of her / his career and the number of vacancies available. Performance appraisal reports by the Performance Assessment Committee appointed for this purpose will be the key determining factor that the University will rely on to decide on promotion of employees from one designation to another. Non-performance may lead to stagnation in one grade while high motivation and quality of performance may be rewarded with accelerated career advancement.

Subject to this proviso, the normal career advancement plan is described below.

6.15 CAREER ADVANCEMENT FOR FACULTY

- i. In keeping with Career Advancement for Faculty, years of service for career progression to a faculty post will be considered from the date of eligible qualification attained for the post.
- ii. An Assistant Professor (Academic Level 10) shall be designated as Assistant Professor (Senior Grade/Academic Level 11), after fulfilling other conditions laid down in the regulations of Assam Don Bosco University, on the completion of 6 years of service as an Assistant Professor (Academic Level 10). However, persons who possess a Ph. D. degree in the relevant discipline shall be designated as Assistant Professor (Senior Grade/Academic Level 11) on the completion of 4 years of service as an Assistant Professor (Academic Level 10), and persons who possess M. Phil / M. Tech. degrees recognised by the relevant statutory bodies/councils shall be designated as Assistant Professor (Senior Grade/Academic Level 11) on the completion of 5 years of service as an Assistant Professor (Academic Level 10). The Assessment Criteria and Methodology for University Teachers as developed by the University (*Refer Annexure 6*) in accordance with the relevant regulations of the UGC (2018) will be applicable.
- iii. An Assistant Professor (Senior Grade/Academic Level 11) shall be designated as Assistant Professor (Selection Grade/Academic Level 12), after fulfilling other conditions laid down in the regulations of Assam Don Bosco University, on the completion of 5 years of service, provided that only persons with a Ph. D. Degree in the relevant discipline may be designated as an Assistant Professor (Selection Grade/Academic Level 12). The Assessment Criteria and Methodology for University Teachers as developed by the University (*Refer Annexure 6*) in accordance with the relevant regulations of the UGC (2018) will be applicable.

- iv. An Assistant Professor (Selection Grade/Academic Level 12 shall be designated as Associate Professor (Academic Level 13A), after fulfilling other conditions laid down in the regulations of Assam Don Bosco University, on the completion of 3 years of service as an Assistant Professor (Selection Grade/Academic Level 12), provided that only persons with a Ph. D. Degree in the relevant discipline may be designated as an Associate Professor (Academic Level 13A). A candidate shall be required to appear before a selection committee and the Assessment Criteria and Methodology for University Teachers as developed by the University (*Refer Annexure 6*) in accordance with the relevant regulations of the UGC (2018) will be applicable.
- v. An Associate Professor (Academic Level 13A, shall be designated as a Professor (Academic Level 14), after fulfilling other conditions laid down in the regulations of Assam Don Bosco University, on the completion of 3 years as an Associate Professor (Academic Level 13A). A candidate shall be required to appear before a selection committee and the Assessment Criteria and Methodology for University Teachers as developed by the University (*Refer Annexure 6*) in accordance with the relevant regulations of the UGC (2018) will be applicable.
- vi. A Professor (Academic Level 14) may be designated as a Professor (Academic Level 15) after the completion of 10 years of service as a Professor (Academic Level 14) after fulfilling other conditions laid down in the regulations of the University. Additional credentials are to be evidenced by:
 - (a) post – doctoral research output of high standard;
 - (b) awards/honours/recognition/patents and IPR on products and processes developed/technology transfer achieved; and
 - (c) additional research .

A candidate shall be reviewed by an Expert Committee and the Assessment Criteria and Methodology for University Teachers as developed by the University (*Refer Annexure 6*) in accordance with the relevant regulations of the UGC (2018) will be applicable.

6.15.1 In each case an Application for Career Advancement shall be submitted to the Director of the relevant School or Designated Authority to present the case for review and consideration by the Appointments Committee through an Application Form for Career Advancement (*Refer Annexure 4*). The format will enable the individual to highlight initiative and contribution made towards institution building, achievement of the departmental action plan and academic development. After consideration of the Application for Career Advancement, the Appointments Committee may call for a personal interview before a designated committee.

6.15.2 Without prejudice to clause 6.15.1, career advancement from Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A), Associate Professor (Academic Level 13A) to Professor (Academic Level 14) and Professor (Academic Level 14) to Senior Professor (Academic Level 15) shall be after an interview before an Expert Committee.

6.15.3 At each stage of career advancement, the minimum criteria as stipulated in the Assessment Criteria and Methodology for University Teachers as developed by the University (*Refer Annexure 6*) in accordance with the relevant regulations of the UGC (2018) will be considered.

6.16.1 The services of non-teaching staff at Assam Don Bosco University will be classified under the following categories (*Refer Annexure 7*):

- i. Maintenance and Support Staff
- ii. Technical-Scientific Staff
- iii. Administrative Staff
- iv. Academic Staff

6.16.2 Further, all non-teaching staff are considered as ***“Essential Services”***

6.16.3 Aligned with the University’s vision and growth, the Vice Chancellor in consultation with the Board of Management as the case may be:

- i. Add new services to any of the above mentioned categories of services
- ii. Create new category of services
- iii. Merge two or more services or divide one or more services as deemed fit
- iv. Make such alterations, variations and other modifications in the existing categories of services as deemed fit
- v. Issue specific rules and orders from time for *“Maintenance of Essential Services”* in the campuses as and when required.

6.17 CAREER ADVANCEMENT FOR NON TEACHING STAFF

- i. Assam Don Bosco University will provide opportunities for high potential employees to be trained to prepare them for more challenging roles/ assignments. Designated Supervisors are responsible for identifying employees with high potential and for identifying an individual’s skills and abilities which can be utilized effectively in other work areas.
- ii. Each Designated Supervisor in conjunction with Human Resources will be responsible for identifying relevant career paths for key positions within respective Departments/ Divisions and in designing suitable training and development programmes so that individuals with necessary potential can progress through their career at the University.

6.18 SALARY INCREMENT

6.18.1 All annual increments accruing while in service shall be due from the next July 1. However, any increment accruing due to career advancement shall be due from the next July 1 or January 1, whichever is earlier. Such increment due in the months of July and January also shall be reviewed and effected, if approved, from July 1 or January 1 as the case may be.

6.18.2 Those who are on probation will get their first increment on successful completion of their probationary period and regularization in service. The increment will be sanctioned from July 1 subsequent to regularization in service.

6.18.3 Regularized Faculty members who complete their PhD Degree in service will be awarded three non-compounded increments on their current consolidated salary. This increment will be with effect from the date of publication of the award of the degree. The increment for completion of PhD in service will be valid till 01-07-2021.

6.19 APPOINTMENTS ON CONTRACT

- 6.19.1 Teachers will be appointed on contract (fixed term period) on the recommendation of the Selection Committee subject to approval of the Governing Body.
- 6.19.2 The number of such appointments shall not exceed 10% of the total number of faculty positions in the University
- 6.19.3 Contractual Teachers will be appointed to fill vacancies arising due to vacancy against leave, requirements for faculty not extending for more than one academic session or part of a session.
- 6.19.4 The performance of any such contractual teacher should be reviewed for academic performance before reappointing him/her on contract basis for another term/session.
- 6.19.5 Leave permissible during the tenure of employment will be restricted to casual leave and sick leave which will be prorated at the rate of one day of leave per month of service completed in either type of leave. Sick leave cannot be clubbed with casual leave and must be supported by a medical certificate from the attending physician. Any application of leave must be approved by the concerned authority.

6.20 NON-REGULAR FACULTY APPOINTMENTS

- 6.20.1 For promotion of quality education and maintenance of standards of teaching and research in the University, the Appointment Committee on the recommendation of the Board of Management under approval by the Governing Body of the University will also ensure strengthening the faculty base with eligible and competent candidates from among the given categories of non-regular faculty posts.
- 6.20.2 A recommendation for appointment of eligible and competent candidates to the post of non-regular faculty posts may be forwarded by the Head of the Department to the concerned Director of the School for review and validation in the required form of "Requirement of Non-Regular Faculty Post" (*Annexure 8*). The validated form is to be then submitted to Human Resources for screening by the Selection Committee.
- 6.20.3 The categories of non-regular faculty posts are:
- i. Emeritus: Highly qualified and experienced, superannuated teachers of recognized universities/colleges/institutions are eligible to be recommended for this post. The candidate should have a notable service record and published research work during his/ her tenure of service. The duration of an Emeritus faculty post in the University is for a period of two years. Any extension in tenure will be based on the contribution to academic and extension work of the University during the period of association, subject to review by the Competent Authority.
 - ii. "Distinguished" Visiting Faculty: Senior Academicians, senior Government Officers, senior Industry Personnel and eminent personalities who have made significant contribution to the knowledge in the concerned/relevant/applied disciplines. The "Distinguished" Visiting Faculty can be invited for single lecture / series of lectures. The invitation to "Distinguished" Visiting Faculty shall be extended with the approval of the Vice Chancellor.
 - iii. Visiting Professor: Generally a person who has held or is holding the post of a Professor or a person who has achieved distinction outside the University sector may be considered for appointment as Visiting Professor. An eligible person working abroad on a permanent basis may be appointed as a Visiting Professor. A

superannuated person may also be eligible for consideration to the post of Visiting Professor. The maximum tenure of appointment for a Visiting Professor is two years and the minimum not less than three months. Any extension in tenure will be based on the contribution to academic and extension work of the University during the period of association, subject to review by the Competent Authority.

- iv. Visiting Fellow: A candidate for Visiting Fellow must be a scholar of eminence in his/her subject. The minimum tenure for a Visiting Fellow should not be less than a week and more than three months.
- v. Guest Faculty: The Guest Faculty will be appointed only against sanctioned post. The qualification of Guest Faculty shall be same as those prescribed for regular Assistant Professors by the University. A Guest Faculty may not be a member of any statutory body of the University. Superannuated teachers up to the age of seventy years may also be considered for engagement as Guest Faculty.
- vi. Adjunct Faculty: Distinguished individuals who have excelled in their field of specialization such as science and technology, industry, commerce, social research, media, literature, fine arts, civil service and public life may be considered for nomination as Adjunct Faculty to enrich the overall learning processes of the University by bringing external perspectives to regular teaching.

- a. Qualification and experience of Adjunct Faculty

An Adjunct Faculty/ Resource person shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/ she add value to the Education and academic activities of the Institution. He/ She shall satisfy the following norms:

- Teaching and research Organizations of State/ Central government Institutions/ Universities
- Central and State Public Sector Undertakings (PSUs)
- Reputed Industries
- Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and
- Officials from professional Councils
- NRIs and PIOs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues.

- b. Limitation on appointment of Adjunct Faculty

In an academic year, an Adjunct Faculty shall work in 4 institutions (maximum). At the time of engagement, the resource person has to submit a declaration on the number of institutions he/she has been appointed as Adjunct Faculty in the current academic year.

- c. Strength of Adjunct Faculty

Generally, the number of Adjunct Faculty can be up to a maximum of 10% of the required Faculty members as per the "approved intake" for a period not exceeding the academic session. However, the University may appoint more

number of Adjunct Faculty for the benefit of students to get industrial/field exposure.

d. Period of empanelment

The period of empanelment of Adjunct Faculty may vary between six months to three years

e. Monitoring

Any extension in tenure will be based on the contribution to academic and extension work of the University during the period of association, subject to review by the Competent Authority.

PROFESSIONAL DEVELOPMENT ALLOWANCE FUND (PDAF)

7.1 PURPOSE

Don Bosco University is committed to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research. We have a special interest in bringing critical theory, social and scientific research and educational practice to bear on one another in the enrichment of knowledge for faculty, students, staff, educational policymakers and all those passionate about knowledge, learning, educational and social justice.

In pursuit of these goals and to establish and maintain a vibrant research climate in the University, it has been decided to institute a Fund under name and title of 'Professional Development Allowance Fund' with an initial contribution from the funds of the university. It is intended to build up a sizeable corpus fund for the purpose by canvassing for contributions from industrial houses and foundations. The University will augment the fund with receipts from consultancy provided by the University and reimbursement of overhead charges realised from research projects.

The Professional Development Allowance Fund is our testament to:

1. Support and deliver research excellence ;
2. Continue research in critical grass roots and global issues which require cross disciplinary co-operation;
3. Explore collaborations with high quality research Universities in the country and internationally;
4. Establish centres of excellence with a thriving and innovative research culture which connect our academics to industry, business, government and the third sector nationally and internationally;
5. Equip our students with the required entrepreneurial capacity so that they can contribute to the growth of the knowledge economy.
6. The purpose of this policy document is to set out the principles and procedures governing Professional Development Allowance.

7.2 ELIGIBILITY

- The policy is applicable to Faculty members who have completed two years of continuous service in Assam Don Bosco University and have subsequently been regularised in service.
- The applicant must have a consistent record of performance in teaching, research and extension activities with evidence for the same.
- The applicant must have a consistent track record of deliverables achieved towards department and Institution building.
- The applicant will need to make a formal application for availing Professional Development Allowance in the prescribed format (**Refer Annexure 5**) which is recommended by Head of Department and Director of concerned School, vetted by Research Committee and approved by Board of Management.

- Any application for Professional Development Allowance will be prioritized and based on the record of research income/funding for University projects which have been brought on board by the Applicant including research output and patents achieved.

7.4 TERMS

1. A Professional Development Allowance of up to Rs. 1 lakh (Rupees One Lakh Only) is made available to a faculty member on reimbursable basis to enable:
 - Presentation of their research work in prestigious national (outside the State) and international level conferences/ workshops / seminars / symposia / meetings;
 - Filing for national and international patents;
 - Making research visits to prestigious national (outside the State) and international Institutions/Universities/Research Organizations to develop research collaborations
 - Contingent expenses related to specific research work such as purchase of
 - i. Books
 - ii. Stationery
 - iii. Chemicals
 - iv. Minor laboratory instruments
 - v. Computer peripherals
2. Acceptance of a paper is a requirement for approval of expenses towards conferences. Expenses for a conference include cost of travel, local transport, overseas medical insurance, cost of visa, registration fee and living expenses.
3. Application for Professional Development Allowance for filing a patent must be evidenced by Application for Filing the Patent.
4. The contingent expenses cannot exceed the limit of Rs. 30,000 (Rupees Thirty Thousand Only) from the total amount of Professional Development Allowance.
5. Sanction of funds under Professional Development Allowance at any given time will be subject to availability of funds for the scheme at the time of Application.
6. Allocation of funds under this scheme is at the discretion of the Board of Management and the allotment of funds under this scheme will be carried out by the Research Committee in consultation with the Director of the School.

7.5 LIMITATION

1. The Professional Development Allowance cannot be claimed as a right by every faculty member as it is based on a prescribed process detailed in the Policy for Application of Professional Development Allowance.
2. Professional Development Allowance cannot be availed during the period in which a faculty member is on leave or on lien.
3. The applicant agrees that the person shall refund to Assam Don Bosco the amount (*without interest*) availed as Professional Development Allowance if the person leaves the University prior to the completion of 2 consecutive years of service, from the date of availing Professional Development Allowance.

4. A person availing of the fee waiver for PhD at the University is entitled to apply for a limit of only 10% of the Professional Development Allowance.

EMOLUMENTS, BENEFITS AND COMPENSATION MANAGEMENT

The salary structure of the University will be revised from time to time to reflect the prevalent pay compensation packages in similar institutes. However, this revision will be subject to performance, dedication to duty and professionalism evidenced by research papers, consultancy and further qualifications, all of which will be reviewed by competent bodies. Such an assessment will be an ongoing process in the University and will be applicable to all members of the staff.

At the time of joining, employees are offered remuneration in accordance with the pay structure of the University. Career advancement will be subject to performance, dedication to duty, involvement in institutional activities and professionalism evidenced by research papers, consultancy and further qualifications, all of which will be reviewed by competent bodies. Such an assessment will be an ongoing process in the University and will be applicable to all members of the staff.

(Refer Annexure 2)

8.1 DEDUCTION FROM WAGES/SALARIES:

The University shall be entitled to make deductions from the wages/salaries of an employee for all or any of the following purposes:

- a) Recovery of advances or for adjustment of overpayment.
- b) Income tax or any other tax levied by the Government to be deducted at source.
- c) Deduction required to be made by law or by orders of a court or other authority competent to make such an order.
- d) Refund of any advance taken from the Employees Provident Fund.
- e) Deductions made with the written authorization of an employee for payment of Life Insurance Premium, refund of loans of any kind etc.
- f) Deduction to make good employee's unauthorized absence from duty.
- g) Deduction to make good willful damage of University property
- h) Any other legitimate deductions.

8.2 INCOME TAX LIABILITY:

- a) According to the provisions of Section 192 of the Income Tax Act 1961, the employer shall deduct Tax at Source from the salary of the employee after considering any other declared income. The University shall deduct such tax spread over the financial year.
- b) Each employee should submit to the Accounts Officer, on or before 30th April of each year, the declaration form giving details of other income and proposed investments so that monthly Tax deductions for the ensuing financial year can be planned.
- c) Employees are advised to make their investments on or before 15th January each financial year and submit copies of these along with the final declaration forms on or before 20th February every year so that final reconciliation of TDS can be made.

8.3 COMPENSATION MANAGEMENT

8.3.1 When Payable

Subject to the provisions of these Rules, pay and allowances shall accrue from the commencement of the service of an employee and shall become payable within the first working week of the month following the month in which the services were performed.

8.3.2 When It Is Ceased

Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the University's service, they shall cease from the date of her / his dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which death occurs.

8.4 SPECIAL PAY / EXTRA REMUNERATION

The Board of Management may grant special pay / increments / allowances, extra remuneration to an employee on the following grounds:

- (a) Special nature of duties.
- (b) A special and significant addition to the work or responsibility.
- (c) Consultancy services through the University and governed by the Consultancy Policy of the University.

Such payments will be determined on the basis of performance, adherence to University policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

LEAVE NORMS

9.1 GENERAL PRINCIPLES AND POLICY GUIDELINES

The following general principles shall govern the grant of leave to the employees.

- a) Leave cannot be claimed as a matter of right.
- b) The period for calculating and availing of leave will be from July to June.
- c) The leave will have to be sanctioned by the respective sanctioning authority as given in the Leave Approval Procedure below.
- d) Any Faculty or Staff Member availing of leave will need to apply through **Assam Don Bosco University ERP Account**.
- e) An employee who desires to obtain leave of absence, other than casual leave and sick leave, shall apply through **Assam Don Bosco University ERP Account** to the sanctioning authority not less than 15 days before the leave is to commence except in urgent cases or unforeseen circumstances when it is not possible to do so. The sanctioning authority shall issue orders on such applications as soon as practicable. If the leave is granted, an order showing the date on which the employee will have to resume duty shall be issued to him. Applications may be refused without assigning any reason thereof.
- f) Leave shall be availed of only after it is sanctioned by the sanctioning authority; but one day's casual leave may be availed of without prior sanction in case of unforeseen circumstances provided the sanctioning authority is promptly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.
- g) In case of exigencies of work, it will be open to the sanctioning authority to refuse, postpone, revoke, or reduce leave of any description.
- h) During the period of leave, an employee shall not take up or accept any employment or work with or without remuneration.
- i) Before proceeding on leave, an employee shall intimate to his sanctioning authority his address and other contact details while he is on leave and shall keep the said authority informed of the changes in address, if any.
- j) If an employee, after proceeding on leave, desires an extension thereof, she/he shall make an application in writing to the sanctioning authority with reasons. Such application shall contain full postal address and shall be made in sufficient time to enable the office to process the application and to communicate the decision to him.
- k) No leave or extension of leave shall be deemed to have been granted unless an order to that effect is communicated to the employee concerned.
- l) Over-stay beyond the sanctioned leave shall be treated as leave on loss of pay unless the extension of leave is sanctioned before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the Competent Authority shall satisfy itself that there were no extenuating circumstances which prevented the employee from obtaining prior sanction for the overstay.
- m) An employee is expected to fully avail of leave granted before resuming duty unless she/he is recalled for office exigencies. An employee on leave cannot return on duty before the expiry of such leave except with the express permission of the authority granting leave.

- n) An employee on leave on medical grounds may not return to duty without producing a medical certificate of fitness. The sanctioning authority, if considered necessary, may require an employee who has availed of long leave, to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.
- o) The Competent Authority may, at her/ his discretion and if considered necessary, secure a second medical opinion from a medical examiner of her/ his choice, either for grant of leave or for satisfying that the employee is fit to resume duty. The cost of such second medical examination will be borne by the University. An employee not submitting herself/himself for such a medical examination will be liable for appropriate disciplinary action.

9.2 TYPES OF LEAVE

- a) Sick leave
- b) Casual leave
- c) Maternity leave
- d) Paternity Leave
- e) Duty Leave
- f) Study Leave
- g) Earned leave (for non-teaching staff)
- h) Special Leave

9.3 SICK LEAVE

- a) All employees will be eligible for 15 (Fifteen) days sick leave in a year. For those employees joining mid-session, the sick leave will be calculated on a pro-rata basis.
- b) Sick leave can be taken for half a day also.
- c) Intervening Sundays/holidays and weekly off days will not be included while calculating sick leave availed by an employee.
- d) Sick leave in excess of 3 (three) days at a stretch will have to be supported by a medical certificate from the attending physician. This certificate must be appended to the leave application.
- e) Sick leave has to be sanctioned on the day of resumption of work. However, information must reach the Competent Authority at the earliest possible to facilitate the adjustment of classes/work.
- f) Sick Leave cannot be clubbed with Casual Leave or any other Leave. However in cases of surgery or any other illness requiring long period of recuperation, the employee may be allowed to club the sick leave along with Casual Leave or any other leave at the discretion and prior sanction of the sanctioning authority subject to approval of Competent Authority.

9.4 CASUAL LEAVE

- a) All employees will be eligible for 12 days casual leave in a year. For those employees joining mid-session, the casual leave will be calculated on a pro-rata basis.

- b) Unavailed casual leave during the year will automatically lapse at the end of the year on 31st June. Casual leave can be taken for a maximum of only 5 (Five) days at a time.
- c) Intervening Sundays/holidays and weekly off days will not be included in calculating casual leave availed by an employee.
- d) Casual leave can be taken for half a day also.
- e) Casual leave cannot be pre-fixed or suffixed to any other type of leave or period of vacation except with Special Leave or Duty Leave as approved by Competent Authority on a case to case basis.
- f) Casual leave should be approved prior to proceeding on leave.
- g) Causal leave for emergency causes will have to be sanctioned on the day of reporting back for work. However information must reach the sanctioning authority at the earliest possible to facilitate the adjustment of classes/work.
- h) Any absence of more than the number of days allowed for casual leave shall, when not due to sickness, be treated as unauthorized absence from duty.

9.5 VACATION LEAVE

- a) All Faculty members will be eligible for Vacation Leave as per the Academic Calendar.
- b) During vacation leave, faculty members may be required to report for duty due to exigencies related to work.

9.6 MATERNITY LEAVE

- a) All female employees (except Part-Time and Contractual Employees) of the University are entitled to Maternity leave benefits.
- b) A maximum of 180 calendar days of paid leave will be permitted. This includes both prenatal and postnatal periods.

9.7 PATERNITY LEAVE

- a) All male employees (except Part-Time and Contractual Employees) of the University are entitled to Paternity leave benefits.
- b) A maximum of 10 calendar days of paid leave will be permitted.

9.8 DUTY LEAVE

9.8.1 Any application for duty leave entailing domestic travel will be forwarded to the Director of the School for approval by of the Head of the concerned Department having taken into account the academic needs of the said Department. In case of any application for duty leave entailing overseas travel, the application will be forwarded to the Vice Chancellor for approval by the Director of the School having taken into account the academic needs of the said Department.

9.8.2 Duty leave may be granted to regularized member of staff only for the following purposes based on the submission of an invitation:

- a) Attending orientation programme, refresher course, research methodology workshop, faculty induction programme, conferences, congresses, symposia and seminars as a delegate nominated by the University or with the permission of the University.

- b) Delivering lectures in institutes and colleges at the invitation of such institutions and colleges received by the University and accepted by the Vice Chancellor.
- c) Attending conferences and scientific gatherings of professional societies in the interest of the University when deputed to do so.
- d) Attending meetings in the UGC, DST, AICTE or regulatory academic body where a teacher is required to share his/her expertise with the academic body, government agency or NGO
- e) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University.
- f) Participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission or any other academic body
- g) Answering summons to serve as a Juror or Assessor or to give evidence
- h) before a court of law as a witness in a civil or a criminal case in which employee's private interests are not at issue

9.8.3 Duty Leave will also apply to study tours/field trips as prescribed by the academic curriculum or any other duty requested by the University

9.8.4 The duration of duty leave shall not exceed 15 working days in a year.

9.8.5 Duty leave may be combined with casual leave or earned leave.

9.8.7 Any extension of Duty leave for faculty members engaged in consultancy work of the University /field trips/study tours as prescribed by the academic curriculum beyond the standard norm of 15 working days in a year will be based on recommendation by the Director of the concerned School and prior approval by the Vice Chancellor. This extension will be considered on case by case basis and is only applicable to faculty members engaged in consultancy work of the University/ field trips/study tours as prescribed by the academic curriculum.

9.8.8 Duty leave is granted on full pay. However, if the employee receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, employee may be sanctioned duty leave on reduced pay and allowances.

9.9 STUDY LEAVE

- a) Study leave, without pay, may be granted to a regularised member of staff only to pursue a special line of study or research directly related to her/his work.
- b) Any application for Study Leave will be aligned with University priorities.
- c) Study leave shall be granted by the Vice Chancellor based on the recommendation of the Director of the School concerned and the Research Advisory Committee.
- d) Study leave will be admissible for a period of 2 years. This is extendable by a year on request. This extension will be only granted in exceptional cases as reviewed by the Research Committee in the interest of the University. The study leave shall not be granted more than twice during one's entire career at the University. The maximum period of study leave admissible during the entire service shall not exceed three years.
- e) The teacher on study leave shall submit to the Registrar and Director of his/her concerned School six-monthly reports of progress in his/her studies from his/her Supervisor.

9.10 SPECIAL LEAVE

- a) Special Leave up to 7 days may be granted depending on the situation to allow absence for demise/ grievous illness of an employee's immediate family member or employee's marriage.
- b) Intervening Sundays/holidays and weekly off days will not be included in calculating Special leave availed by an employee.
- c) Special Leave can be combined with Casual Leave as approved by Competent Authority on a case to case basis.

9.11 EARNED LEAVE FOR NON TEACHING STAFF

- a) All non teaching staff will be eligible for earned leave at the rate of 30 days for every academic year.
- b) The number of days of Earned Leave available will be proportionate to the number of days of service rendered by the employee in the academic year.
- c) Earned leave shall not be granted for half-day.
- d) All intervening holiday(s) and /or weekly off day(s) shall be excluded while calculating the earned leave availed by the employee.
- e) Earned leave may be accumulated up to a maximum of 90 days.

9.12 SUMMARY OF ALL LEAVES

Details of the leave to be granted to teaching and non-teaching staff:

TYPE OF LEAVE	TEACHING	NON-TEACHING
Sick Leave	15 working Days on approval	15 working Days on approval
Casual Leave	12 working Days on approval	
Vacation Leave	As per Academic Calendar	
Maternity Leave	180 calendar Days	180 calendar Days
Paternity Leave	10 calendar Days	10 calendar Days
Earned Leave		30 working Days on approval
Duty Leave	15 working days on approval	15 working days on approval
Study Leave	Calendar Days on approval	Calendar Days on approval
Special Leave	7 working days on approval	7 working days on approval

9.13 LEAVE APPROVAL PROCEDURE FOR SCHOOL

TYPE OF STAFF	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Teaching	Head of the Department	Director of School
Academic Non-Teaching	Head of the Department	Director of School
Non-Teaching	Administrative Officer	Rector

9.14 LEAVE APPROVAL PROCEDURE FOR UNIVERSITY

TYPE OF STAFF	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Administration	Registrar/ Administrative Officer	Vice Chancellor
Teaching	Head of Department	Registrar

WHAT THE UNIVERSITY EXPECTS OF A FACULTY MEMBER

As a University committed to “value based education”, Assam Don Bosco University expects all faculty members to be productive scholars and to remain current in the theory, skills and pedagogy of their respective specializations and Departments. An underlying premise that unites faculty across Departments and Schools is the commitment to interdisciplinary research and learning and the conviction that research and teaching are complementary; and that innovations in research output augment and sustain our work as educators. Therefore, decisions related to faculty recruitment and progression are based on criteria which include teaching, research and Institution Building.

In addition, Faculty members are expected to serve as advisors and mentors to undergraduate and postgraduate students, including collegial and contributing members of the University fraternity. As a faculty member, you can propose new courses as electives in your area of expertise. Such proposals go through a process of approval at the level of the Department, School and at the level of Board of Studies.

Assam Don Bosco University continually assesses faculty performance through a “Continuous Improvement for Success” as detailed in **Chapter-11** of the Employee Service Manual. Assessments of teaching ability are based on student evaluations and observation of classroom teaching. Student evaluations, which are anonymous are completed twice in a semester. The feedback from the evaluations by the students is shared with every faculty member on one-on-one basis and are referenced for information about teaching effectiveness. Each faculty member further has the opportunity to self-appraise their efforts towards teaching-learning and evaluation related activities; co-curricular; extension; professional development related activities and research and academic contribution. Every department also charts an action plan to be initiated or executed by the department in the course of one academic year. This plan is either reviewed during the academic year based on priorities or annually. Apart from the departmental review of action plan and self-appraisal, the review of priorities and performance by designated supervisors ensures the “Continuous Improvement for Success” at the University therefore stretches beyond annual performance horizons.

As we know educators play the key role to actualize the vision of the University and so the educators of the University are trained in crucial personal and professional development aspects through Faculty Development Programmes/ Workshops/Awareness Programmes as conducted by the University. The policy on the Professional Development Allowance of the University is a testament of the University’s commitment to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research.

In return, to ensure that the University sustains its endeavour towards achieving its vision, the specific expectations from every Faculty member are:

- A minimum of two Grant proposals submitted per year and research funding secured
- Independent handling of teaching intensive courses as assigned
- Mentoring of students in a way to ensure that they are availing holistic and value based education.
- Demonstrated research productivity in terms of laboratory development and publications as relevant to the faculty member’s nature of work, as well as evidence of research guidance

(in the form of PhD Scholars and completed Masters' projects) within a reasonable time period.

- Proactive and sustained initiatives toward Department and Institution building

PERFORMANCE MANAGEMENT

- 11.1** We believe in giving everyone in the University the opportunity to grow and develop in their roles. We place high importance on providing a great place to work and inculcating an environment of continuous learning and ask all our staff to help us achieve this goal.
- 11.2** Performance Management is about getting better results from the work place, teams and individuals by understanding and managing performance within an agreed framework of planned goals and standards. Performance management is focused on measurable objectives that individual members of the staff are trying to achieve in their assigned tasks and to identify ways to improve it.
- 11.3** Aligned with our University's commitment to "Excellence in Higher Education", our Performance Management System ensures that we effectively communicate and support each other in achieving the Assam Don Bosco University vision, through a multi-source feedback system for "**Continuous Improvement for Success**". Our Performance Management System is designed to:
- Facilitate the process of setting targets and assignments, both qualitative and quantitative
 - Set clear expectations and measures for performance review and evaluate performance throughout the year.
 - Be aware of Self - Appraisal
 - Identify areas of development, improvement and enhancement
 - Link individual objectives to Team/ Department and overall University objectives
 - Evaluate working behavior with Don Bosco values
 - Give constant support and feedback with regard to review of assignments and defined targets.
 - Performance review at the University is an ongoing process and is aligned to University objectives.
- 11.4** Performance appraisal reports are used to make decisions on pay and benefits, personal development planning, staffing pattern and career advancement.

11.5 PROCESS OF PERFORMANCE MANAGEMENT

11.5.1 Teaching Staff

- i. Performance Appraisal is based on the criteria of The Assessment Criteria and Methodology for University Teachers which defines the academic/research score as required by Faculty in Assam Don Bosco University.
- ii. Feedback from students/Head of Department/Director
- iii. Extent to which departmental plan of action has been achieved based on the said department's vision and mission.
- iv. Review of the Department's Vision, Mission and Plan of Action by:
 - a. Representative from Industry/ Potential Employer
 - b. Representative from Alumni
 - c. Representative from Students

- a. The Performance Management System is designed to highlight the career achievements of the employee, indicate the factors that hinder performance and identify areas for improvement.
- b. Students' feedback / Head of Department's feedback / Director's/ feedback will be fed into the appraisal system to evaluate individual performance on the basis of both the quality and quantity of contributions and compiled in an Appraisal Report by the Designated Supervisor.
- c. In the performance assessment process, due weightage is given to the individual's contribution towards formulation and execution of the Department's annual objectives in accordance with the Vision and Mission of the said Department.
(Refer Annexure 3)

11.5.2 Non teaching Staff

Performance Appraisal is based on defined assignments and targets

- a. In July each year, designated Supervisor shall define assignments and targets with her/his individual Team Members.
- b. The assignment/ target setting process clarifies what the employee is expected to deliver by the end of the appraisal year or beyond.
- c. Three to five assignments shall be defined for a period. To prioritize, each assignment may be percentage weighted with the total weightage being 100%.
- d. Each assignment shall be subdivided into "SMART" targets – Specific, Measurable, Attainable, Relevant and Time Bound. If a concrete measure cannot be defined for the target, it needs to be ensured that it is controllable.
- e. It is crucial for every employee to be involved in the individual target setting process and is encouraged to first define and discuss her/his own assignments/targets with her/ his designated Supervisor.
- f. All assignments/ targets must contribute to the overall University objective.
- g. To summarize, the assignment and target setting process should be approached from two directions – top down with respect to University vision, mission, strategy and bottom up with respect to individual assignments/ targets.
- h. The "time line" should indicate the month or quarter for the realistic completion of the target.

11.6 MID YEAR REVIEW

Though performance should be reviewed on a continuous basis, Mid Year Review by November of the year gives the opportunity to the Designated Supervisor and the Appraisee to assess the performance to date, analyze challenges, if any and redefine assignments/ targets, if necessary.

Following points should be kept in mind at the time of Mid Year Reviews :

- i. Progress should be viewed with reference to set assignments/ targets
- ii. Factors which hinder the achievement of the assignments/targets should be analyzed and addressed
- iii. Assignments and targets should be reviewed for the purpose of modifying and reprioritizing where circumstances so demand

11.7 ANNUAL REVIEW

The Annual Review is held by the end of the review period in June of the year. The focus is on the evaluation of the individual performance and providing individual feedback. Our expectation of staff in this process is to take responsibility for their performance by recognizing and evaluating their areas of contribution and development.

11.7.1 Procedure for Annual Review

- i. The designated Supervisor submits Appraisal Reports to Human Resources.
- ii. Human Resources submits the Appraisal Reports to the Performance Assessment Committee.
- iii. The Performance Assessment Committee reviews the Appraisal Reports and provides feedback to Human Resources and Appraisers.
- iv. The Performance Review Feedback is then communicated individually to staff members in review meetings with Designated Supervisor and facilitated by Human Resources.
- v. The review meeting provides specific feedback to the staff on achievement of objectives, areas of development and a measurement of what has been done.
- vi. Based on the review meeting, remedial action, fresh objectives, plans for development and training needs will be decided by the Designated Supervisor.

At Assam Don Bosco University, we believe that all of our staff have the ability to rise to challenges and new experiences in an entrepreneurial way.

TRAINING AND DEVELOPMENT

12.1 GENERAL GUIDELINES

Training and development is a way to safeguard the ethos and value systems prevalent in Don Bosco institutions. As such, professional development and learning programs are offered throughout the year with a view to encourage both teaching and non-teaching staff in the University to develop an environment of positive competition, learning and sharing in addition to developing the spirit of team work which contributes to collective action and creativity.

- a) Professional development and learning programmes are designed to meet specific needs and learning objectives of campus departments. This may involve a wide range of strategies including the development of a department mission statement and goals, specific course content, and instructional strategies to assist departments in achieving success.
- b) Employee development planning is designed to be a collaborative effort between an employee and his/her supervisor. The following steps are suggested to help formulate a Training and Development Plan :
 - i. Review of Job Description and Targets/ Assignments - The knowledge, skills and expertise required for the role should be considered and any gaps that may exist should be identified, including strengths which the employee may have acquired in the role.
 - ii. A list of skills required to be developed in the year should be made. These skills should be relevant to the role and beneficial for employee development within the role.
 - iii. Identification of "Areas of Strength" and planning of assignments around these "Areas of Strength" can maximize utility of Employee potential. In consultation with Director/ Head of Department, employees are encouraged to support people/ projects which require their individual "Areas of Strength".
 - iv. Employees should consult with their Designated Supervisors to discuss skills that they would like to develop in the coming year as well as their strengths which they would like to utilize. Designated Supervisors should be able to provide their direct reports with an objective perspective on Areas of Development as well as opportunities for maximizing "Areas of Strength".
 - v. Designated Supervisors and Employees should be committed to an agreement of a realistic Training and Development Plan to facilitate Employee Development in identified areas.
- c) The University encourages its employees in their efforts to grow both professionally and personally as participation can result in the development and enhancement of skills necessary for success in present or future positions. While the University will endeavor to provide access to training programs that are relevant to roles, it is expected of all staff to proactively engage in self training to build professional and personal skills. There is an abundance of relevant information in books and available on the internet.
- d) During the period of vacation leave, faculty members may be required to attend Faculty Development programmes.

- e) An entrepreneurial attitude to personal and professional development is very much in keeping with the **Don Bosco** spirit.
- f) Departments are advised to approve employee requests to participate in development programs offered in the University and elsewhere in the country or abroad whenever possible.

MENTORING

- 13.1** Mentoring is a **Don Bosco** way of reciprocal learning relationship which fosters an environment in which people work together and assist one another in their aspiration to develop skills, abilities, knowledge or thinking. The Mentoring partnership also provides an opportunity to share experience and wisdom and enable development of consistent, dependable individuals.
- 13.2** **Don Bosco's Way** is a **student-centered** approach to education. The entire educational endeavor – the syllabus, the staff, the location, the architecture, the building, the playground, the facilities – is planned with a view to the holistic development of the young person for whom and in whose name it is created. The focus of **Don Bosco's Way** is therefore student-centered for self actualization and social participation. Through it, the student matures into a dynamic agent of social, political and cultural progress.
- 13.3** At Assam Don Bosco University, we adopt mentoring between:
- i. Faculty and Student to enable young people to become the best they can be.
 - ii. A senior employee and junior colleague to assist the junior colleague's learning in her/his role by sharing the insights and experience gathered by the senior colleague in her/his role.
 - iii. Peer Staff members. Employees who have a strong performance record and experience are encouraged to mentor colleagues in similar jobs by sharing their success factors
 - iv. Employee and a new recruit which enables the smooth transition of a new employee in to the work culture of Don Bosco University by allowing the new recruit an opportunity to learn from the staff member's experience and knowledge of the Assam Don Bosco University norms.
- 13.4** A mentor is an experienced individual who takes an interest in developing another person's career and well-being. The mentor advances the mentee's academic and professional goals in the direction most desired. Induction is an essential part of mentorship and a mentor should appreciate a mentee's developing strengths and abilities. The mentor adapts to the cultural background of the mentee and recognizes that there will be differences in opinions. It is important that a strong concept of Team Spirit is fostered by the mentor in her/ his attempt to inspire a mentee with the drive for achievement towards the vision of Assam Don Bosco University.
- 13.5** A mentor must thoroughly understand the skills and knowledge required by the mentee's role and objectives and is able to effectively teach these skills to the mentee. The mentor needs to be able to motivate a mentee through encouraging feedback and challenging work assignments. The mentor assumes the roles of:
1. **Teacher:** Assisting mentee in setting developmental goals and achieving them.
 2. **Counselor:** Discussing work related concerns impeding performance or career growth
 3. **Guide:** Sharing organizational knowledge gained from personal experience.
 4. **Challenger:** Providing objective and honest feedback

- 13.6** A mentee is a self motivated individual in the mentoring partnership who is willing to receive the knowledge, skills and experience of the mentor. A mentee strives to elevate her/ his level of technical skills and professional expertise to gain a greater mastery of the job.
- 13.7** The Designated Supervisor plays a critical role in the success of the mentoring partnership and can reinforce the learning by supporting the mentor and providing timely feedback and opportunities for the mentee to practice new skills. The Designated Supervisor has meetings with the mentor and mentee and provides feedback on the mentoring process to assist in the successful completion of the mentee's development plan.
- 13.8** In this collaborative learning partnership, honest and constructive feedback between participants is vital to the success of mentoring. A commitment to learn and to teach in an environment of sharing knowledge and experience to find the best way forward is the hallmark of this partnership.
- 13.9** Mentoring plays a key role in developing one's career. The Mentor and Mentee agree to a partnership where they will work collaboratively towards achievement of mutually defined goals that will develop Mentee's skills, abilities, knowledge or thinking. The mentoring conversation is an agreement between two people sharing experiences and expertise to help with professional and personal growth and focuses on:
1. Where am I now: Clarifying current situation, taking stock of personal factors, imagining future possibilities.
 2. Reflection: Gathering information, exploring options, setting goals.
 3. Action: Developing plans, considering strategies, gaining support.
 4. How am I doing: Implementing, experimenting, learning.

GENERAL INFORMATION

14.1 SUPPLIES, EXPENDITURES, OBLIGATING THE SOCIETY

Only authorized persons may purchase supplies in the name of the University. No employee, whose regular duties do not include purchasing, shall incur any expense on behalf of the University or bind the University by any promise or representation without written approval.

14.2 EXPENSE REIMBURSEMENT

Expenses incurred by an employee on behalf of the University must have prior approval by the Designated Supervisor. All completed reimbursement request forms should be turned in to the Administrative Officer.

14.3 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, students, and the facilities at the University, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

14.4 TELEPHONE USE

All telephone connections in the University are intended for work related purposes. Based on the employee's nature of work she/he will be provided with a mobile instrument and a University SIM card as a work tool. Every employee must ensure effective usage of the University phones for work related purposes only.

Personal usage of phones during working hours is discouraged except for extreme emergencies.

To respect the rights of all employees and to avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

14.5 PROVIDING A SAFE ENVIRONMENT ON CAMPUS

The University is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics will not be tolerated.

- a. If you believe you have been the victim of harassment, or know of another employee who has been, report it immediately. Employees can raise concerns and make reports without fear of reprisal.
- b. Any employee who becomes aware of possible harassment should promptly advise their supervisor/reporting authority/ HR representative who will handle the matter in a timely and confidential manner.

The University has in place a 'Policy Document on Safeguarding Children/Minors and Vulnerable Adults at workplace'. This document provides further details on policy guidelines, proactive measures to ensure a safe environment in the University campus, procedural

guidelines in dealing with reported incidents, and the contact details of designated persons, committees tasked with prompt action in every case.

14.6 SUBSTANCE ABUSE

The University is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the University while they are on University premises or elsewhere on University business.

- a. The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on University property is prohibited.
- b. Being under the influence of illegal drugs, alcohol, or substances of abuse on University property is prohibited and will result in disciplinary proceedings.

14.7 INTERNET USE

The employees of the University are allowed the use of the Internet and e-mail when necessary to perform their job.

- a. Use of the Internet must not disrupt operation of the University computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.
- b. Internet messages are public and not private. The University reserves the right to access and monitor all files and messages on its systems.

14.8 EMAIL

- a. All faculty and staff of the University are assigned official email IDs by the ERP Administrator, on joining the University. They are requested to use only these email IDs for all works and correspondence related to the University.
- b. All google documents for works related to the University must be created through each employee's official email ID.
- c. In case of specific work assignments (conferences, workshops, etc.), the concerned personnel may seek authorization from the Registrar for creation of an alternate University email ID for the specific purpose.

DISCIPLINARY NORMS AND PROCEDURES

15.1 INTRODUCTION

Without prejudice to the provisions of other rules, an employee who commits a breach of these rules of the University or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest or prestige of the University or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct or misbehavior shall be liable to the following penalties:

15.2 MINOR PENALTIES

- a) Warning
- b) Censure
- c) Withholding of normal increments or promotion
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders
- e) Deduction of Casual Leave for late attendance
- f) Suspension

15.3 MAJOR PENALTIES

- a) Demotion to a lower post or grade
- b) Removal from Service
- c) Dismissal

15.4 The following shall not amount to a penalty within the meaning of this code of conduct:

- a) Withholding of the normal increments for failure to pass a test in accordance with the rules or orders governing the service or post or the terms of the appointment.
- b) Reversion to a lower post on grounds that the employee is not found fit for the post in which he/she is officiating.
- c) Termination of service on account of terms of appointment, retrenchment, expiry of contract or temporary assignments.
- d) Non-promotion, whether in a substantive or officiating capacity of an employee after consideration of his/her case to a service or grade or post for promotion to which he is otherwise eligible.

15.5 AUTHORITY TO INITIATE PROCEEDINGS

The appointing authority or any other disciplinary authority or any other person subordinate to her/him as may be empowered by her/him, but not below the rank of the delinquent officer and / or not a party to the misconduct that may

- i. initiate disciplinary proceedings against an employee including those on deputation,
- ii. direct or suggest to the disciplinary authority to institute disciplinary proceedings against an employee.

15.6 DISCIPLINARY PROVISION FOR RETIRING EMPLOYEES

- a) The Disciplinary Proceeding will continue against an employee after her/ his retirement if the same was initiated before her/ his retirement.
- b) During the pendency of the Disciplinary Proceeding, the Disciplinary Authority may withhold payment of gratuity, of the whole or part of any pecuniary loss caused to the University, if the employee is found in the Disciplinary Proceedings or Judicial Proceedings to have been guilty of offences/ misconduct as mentioned in "Code of Conduct", Chapter 5 of the Employee Service Manual.

15.7 PROCEDURE FOR IMPOSING PENALTIES

15.7.1 Major Penalties

- a) No order imposing on an employee of any of the major penalties shall be passed except after an enquiry is held, as far as may be possible in the manner hereinafter provided.
- b) Every order, notice and other process made or issued under these Rules shall be served in person on the member of the staff concerned or communicated to her/ him by Registered AD/ Courier at his last known address with the University. If the member of the staff refuses to accept a communication addressed to her/ him, a copy of the same will be put up on the University Notice Board after recording the refusal in the presence of 2 (two) witnesses and the same shall be deemed to be effective service.
- c) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is to be held. Such charges together with the allegations on which they are based shall be communicated in writing to the employee and she/he shall be required to submit within such time as may be specified by the disciplinary authority, a written statement of her/his defense and also to state whether she/he desired to be heard in person.
- d) The employee shall be permitted for the purpose of preparing her/his defense and for her/his reference to inspect and take extract from all the relevant official records as she/he may specify. However, permission may be refused if, for reasons recorded in writing, in the opinion of the disciplinary authority, such records are not relevant for the purpose or it is against the University's interest to allow access there to.
- e) On receipt of the written statement of defense from the employee, or if no such statement is received within the time limit specified in the charge sheet, the disciplinary authority may order inquiry into such of the charges as are not admitted by the employee, or if the disciplinary authority considers it necessary to do so, appoint a Board of Enquiry / Committee or an Enquiry Officer for the purpose.
- f) The disciplinary authority may nominate any person whom it deems fit to present the case at the enquiry in support of the charges made either to be heard by him or by the authority enquiring into the charges (hereinafter referred to as the Enquiry Authority).
- g) The Enquiry Authority shall in the course of the enquiry consider such documentary evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross-examine witnesses who are called to give evidence in person. The person presenting the case in support of the charges shall be entitled to defense. The Enquiry Authority may decline to examine a witness on the ground that the evidence is not relevant or material to the enquiry and in such cases record its reasons in writing.

- h) At the conclusion of the enquiry, the Enquiry Authority shall prepare a report on the enquiry recording its findings on each of the charges together with the reasons. If in the opinion of the Enquiry Authority, the proceedings of the enquiry establish a charge(s) different from that/those originally framed, such authority may record its findings on those fresh charges provided the findings on the charges are not recorded unless the employee has been given an opportunity of defending herself/ himself against them.
 - i) The record of the enquiry shall include :
 - a. the charges framed against the employee on the basis of allegations as furnished in the charge sheet to her/him and as required under sub-rule (ii) of this rule
 - b. his/her written statement of defense, if any
 - c. the oral evidence taken in the course of the enquiry
 - d. the documentary evidence considered in the course of the enquiry
 - e. the observations, rulings, etc., if any, made by the disciplinary authority and /or the Enquiry Authority in the course of the enquiry
 - f. the report setting out the findings on each charge and the reasons thereof.
 - j) The disciplinary authority having considered all the findings from the record of the enquiry shall record her/his judgment on the report of the Enquiry Authority.
 - k) If the disciplinary authority having cancelled all the findings is of the opinion that any of the penalties mentioned above shall be imposed, she/he shall have to pass appropriate orders.
 - l) Orders passed by the disciplinary authority shall be communicated to the employee, who shall be given on request a copy of the report of the Enquiry Authority and a statement of the findings to enable her/him to prefer an appeal, if she/he so wants to.

15.7.2 Minor Penalties

No order imposing any of the minor penalties shall be passed except after the employee is informed in writing of the allegations made against her/ him and is given an opportunity to make any representation she/he may wish to make and such representation, if any, is taken into consideration by the disciplinary authority.

15.8 SUSPENSION

An employee may be placed under suspension by the competent authority

- a) Where disciplinary proceedings against him/her are contemplated or are pending
- b) Where a case against him in respect of criminal offence is under investigation or trial.
- c) Except in suspension due to custodial detention, a member of the staff under suspension shall be entitled to draw subsistence allowance equal to 50% of his basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation.
- d) No payment of subsistence allowance shall be made unless the concerned member of the staff furnishes a certificate stating that she/he has not taken up any other employment.
- e) The amount of subsistence allowance may be reduced to 25% of basic pay, if in the opinion of the said authority the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee under suspension.

- f) When the employee under suspension is reinstated, the University may grant her/ him the following pay and allowances for the period of suspension:
- i. If the member of the staff is exonerated and not awarded any of the penalties, she/ he shall be given full pay and allowances which she/ he would have been entitled to if she/ he had not been suspended, less the subsistence allowance already paid to her/ him.
 - ii. If otherwise, such proportion of pay and allowances as the University may prescribe.
 - iii. In a case falling under (i.) the period of absence from duty will be treated as a period spent on duty. In case falling under rule (ii.) it will not be treated as a period spent on duty unless so directed.

15.9 PAY AND ALLOWANCES OF AN EMPLOYEE DISMISSED/REMOVED FROM SERVICE

The pay and allowances of an employee who is dismissed or removed from service shall cease from the date of his dismissal or removal from service.

15.10 COMMON PROCEEDINGS

When two or more employees are involved in any case, the Competent Authority may make an order directing that disciplinary action against all of them may be taken in common proceedings.

AMENDMENTS & JURISDICTION

16.1 REMOVAL OF DOUBTS

Where a doubt arises as to the interpretation of any provision in this Employee Service Manual, the matter shall be referred to the Competent Authority for final decision up to the level of Governing Body.

16.2 CHANGES IN POLICY

The Governing Body reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of these policies, procedures, and benefits at any time. These changes will be effective on the dates determined and notified by the University. No individual supervisor or manager has the authority to change these policies at any time.

16.3 IMPLEMENTATION

The Governing Body may issue such instructions or directions as may be necessary from time to time to clarify, to give effect to and carry out the provisions of this Employee Service Manual.

16.4 AMENDMENTS

The Governing Body may suitably amend, modify or add to this Employee Service Manual from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

16.5 JURISDICTION

Any dispute arising out of this Employee Service Manual shall be under the jurisdiction of the Courts at Guwahati only.

RECRUITMENT AND ELIGIBILITY CRITERIA

Designations and Eligibility criteria for the Academic Staff

The eligibility criteria for the academic staff at present are the following:

1.1 ASSISTANT PROFESSOR

1.1.1 Engineering and Technology

BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech.

1.1.2 Computer Application

BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech

OR

BE/ B Tech and MCA with First class or equivalent in either BE / B Tech or MCA

OR

MCA with first class or equivalent with two years relevant experience.

1.1.3 Business Administration

First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.

1.1.4 General

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. The candidate must have passed the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Candidates who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree Regulations, 2016), shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
- v. The candidate has published at least one research paper in a refereed journal
- vi. The candidate has presented at least two papers based on his/her PhD work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

1.2 ASSOCIATE PROFESSOR

1.2.1 Engineering/Technology, Computer Applications and Management

- i. Qualifications as above for the post of Assistant Professor as applicable and Ph.D. or

equivalent in the appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.

- ii. Minimum eight years' experience teaching and/or research and/or industry of which at least three years shall be post Ph.D.
- iii. Minimum of seven publications in peer reviewed journals and a total research score of Seventy Five (75).

1.2.2 General Subjects

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of teaching and/or research in academic/research position equivalent to that of Assistant Professor, of which at least five years shall be post PhD, in a University, College or Accredited Research Institution/Industry excluding the period of PhD research with evidence of published work and a minimum of five publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

Minimum of seven publications in peer reviewed journals and a total research score of Seventy Five (75).

1.3 PROFESSOR

1.3.1 Engineering/Technology, Computer Applications and Management

- i. Qualifications as above for the post of Associate Professor, as applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
- ii. Minimum of 10 years teaching and/or research and/or industrial experience of which at least five years should be at the level of Associate Professor or minimum of 13 years' experience in teaching and/ or Research and/or Industry.
- iii. In case research experience is considered, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in the Selection committee.
- iv. If experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with a record of active participation in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.
- v. Minimum of 10 research publications in peer reviewed journals and a total research score of 120.

OR

An outstanding professional, having a PhD Degree in the relevant/allied/applied disciplines from any academic institution/ industry who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

1.3.2 General Subjects

- i. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iii. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- iv. The candidate is expected to have minimum API scores as required by the relevant UGC regulations.

OR

An outstanding professional, having a PhD Degree in the relevant/allied/applied disciplines from any academic institution/ industry who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

1.4 DIRECTOR

- i. Qualifications as above for the post of Professor, as applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
- ii. Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/or Research and/or Industry.
- iii. In case research experience is considered, good academic record and books / research paper publications / IPR /patents record shall be required as deemed fit by the expert members in Selection committee.
- iv. If experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR /patents, etc. as deemed fit by the expert members in Selection committee.
- v. Flair for Management and Leadership is essential.

EMOLUMENTS, BENEFITS AND COMPENSATION MANAGEMENT

- 2.1. The salary will consist of
A consolidated amount.

Or

Basic Pay within a pay-band.

The Governing Body may recommend from time to time other allowances and benefits.

2.2 EMPLOYEE PROVIDENT FUND & EMPLOYEES' STATE INSURANCE

The schemes of Employee Provident Fund and Employees' State Insurance will be applicable to those employees coming under the purview of these schemes. The University will also contribute to the schemes as stipulated by the respective provisions of these schemes.

2.3 GRATUITY

- a) All employees of the University who retire, die while in service or whose services have been terminated for reason other than disciplinary measures, after having served the University for five (5) consecutive years, shall be entitled to a gratuity (equal to half a month's pay for each completed year of service).
- b) For the purpose of the above rules, 'pay' in case of employees who retire or die while in service shall be the pay last drawn by them on the month immediately preceding the day of retirement or death and in all other cases, the pay shall be the average of the pay drawn during the last six months immediately preceding the date of cessation of service.

2.4 ANNUAL INCREMENTS

- a) The salary scheme of the University envisages an annual increment for every employee as maybe determined by the Board of Management on the basis of the performance appraisal report submitted by the Performance Assessment Committee appointed for this purpose.
- b) Such increments will generally be implemented every year with effect from 1st July, and will be available only for those employees who have completed 6 months or more of service on the 1st of July.

VISION, MISSION AND OBJECTIVE SETTING

The Vision, Mission and Objectives of every Department is a critical reference for how Departmental objectives and activities have been evaluated in the past. Based on this, the Department can identify areas of improvement and relevant focus areas for required expertise/research.

Every Department will need to derive its Vision, Mission and Objectives from the Vision and Mission of the University.

The points to consider framing the vision and mission of the Department are:

- **Vision:** is an aspirational description of what the Department would like to achieve or accomplish in the mid-term or long term future or over time. It is intended to serve as a clear guide for choosing current and future courses of action. Department members should essentially understand that their work every day contributes towards accomplishing the vision over a period of time. It is written succinctly in an inspirational manner that makes it easy for all employees to repeat it at any given time.
- **Mission:** defines the present state or purpose of the Department and answers three questions why the Department exists- what it does; who it does for; and how it does what it does.

Generally, a vision statement expresses a hoped for future-reality, while a mission statement declares the practical commitments that a Department believes are needed to achieve its vision.

The vision and mission of the Department is derived from close introspection and successive meetings in the Department with:

- i. Faculty Members
- ii. Alumni
- iii. Parents/ Guardians
- iv. Society/Industries
- v. Employers
- vi. Students

The objectives of the Department are established from the vision, mission statements and feedback/suggestions from stakeholders including Faculty, Students and their parents, Alumni, Board of Studies and Industry Experts. These objectives are analyzed and evaluated each year with a view to ensuring the enhancement of the Department with emerging trends and changes in technical world and society. The factors which contribute to achievement of Department objectives are:

- i. **Curriculum:** The structure of the curriculum should be designed to encourage students to have enquiring minds and seek opportunities to become global citizens. An innovative curriculum with depth of subject matter and breadth of related interdisciplinary subjects should be developed with the aspirations and interests of the student at the centre, making effective use of ICT and new technologies to motivate and inspire students.
- ii. **Tests, quiz and mid-end semester examination:** The distribution of marks in tests, quiz and mid-end semester examination gives the faculty a close understanding of the assimilation of the teaching-learning process and subject matters by students
- iii. **Assignments/tutorials:** Assignments and tutorials are given in each course to cover the complexities of the subject matter.

- iv. Laboratories/practical: The inclusion of laboratories/practical along with theory subject is to provide insights to students through application of theory into practice and further develop the observational and investigative skills of students.
- v. Seminar: Paper presentation in seminar helps in imparting broad knowledge of research topics and relevance of their application in real – world scenarios.
- vi. Industry training: Industry training is compulsory in the curriculum to imbibe and comprehend the technical changes in industry.
- vii. Project: The objectives of project work is to provide an opportunity for the student to develop personally and professionally by arranging and performing a project of his/her own choice; establish levels of knowledge, or skills, behaviours, values, beliefs about a specific topic and; learn the importance of planning and time management in carrying out the project required timelines for report submission and presentation.
- viii. Invited talks: Experts/Professionals are invited from different industries, organizations and institutions to deliver recent innovations and practices in concerned areas.
- ix. Student feedback: The time to time feedback from students online and verbally helps in reviewing areas of strength and development for the Department.

The degree of achievement of each objective of the Department is then graded based on the weightage given to each objective towards achievement of the said Department's vision and mission and the rating based on the execution of each objective. This evaluation of the objectives is evolved through a process of discussion and deliberation coordinated by the Head of the Department and all faculty members of the Department.

ANNEXURE 4

APPLICATION FOR CAREER ADVANCEMENT

Name:	Designation:
Department/School:	API Score (last academic year):
Date of joining:	Date of application:
Position applied for:	

Assam Don Bosco University is committed to excellence in teaching, research and consultancy. Please highlight assignments/ projects undertaken by you in these specific areas and mention research publications during the period of service in the University/ after the last placement. Please mention areas of initiative taken and contribution made towards institution building and department action plan results achieved.

(You may kindly attach photocopy of any document which may not have been submitted with the PBAS- Performance Based Appraisal Form in the last annual performance review)

1. Assignments/ Projects

--

2. Research Publications

--

3. Participation in seminars/colloquia/symposia

--

4. Extension/ Co-curricular activities

--

5. Department/ Institution Building

Signature of Applicant

Comments by Director of School/ Designated Authority

Signature of Director of School/ Designated Authority

APPLICATION FOR PROFESSIONAL DEVELOPMENT ALLOWANCE

1. Personal Details

Name:	Designation:
Date of joining:	Date of application:

Assam Don Bosco University is committed to excellence and diversity in research and promoting the development of rigorous, critical and socially engaged research. Please highlight assignments/projects undertaken by you in research, details of research income/funding of projects you have secured and mention research publications during the period of service in the University. Please mention areas of initiative taken and contribution made towards Institution Building and Department Action Plan results achieved.

(You may kindly attach photocopy of any document which may not have been submitted with the PBAS- Performance Based Appraisal Form in the last annual performance review)

2. Professional Development Allowance – (Details of Application)

Amount	(Mention Amount in Rupees)
Purpose	(Mention Title)

3. Describe the Purpose of your Application for Professional Development Allowance

--

4. How will the Purpose of your Application for Professional Development Allowance benefit Institution Building in the University in the short term (between 3 – 18 months) and in the long term (beyond 1 year)?

<p>Short term:</p> <p>Long term:</p>

5. Academic/Research Score (Academic Performance Indicator-API) – starting with the Academic/Research Score from the most recent academic year concluded till the first record of API IN the service of the University

From 2019 onward (Academic/ Research Score)

Academic Year	Part 1 – Overall Grade	Part 2 - Academic/Research Score

Prior to 2019 (Academic Performance Indicator)

Academic Year	Category I	Category II	Category III	Total

6. Research - Assignments/ Projects secured till date in the service of the University with details of research income/funding

--

7. Research Publications

--

8. Patents (if any)

--

9. Participation in seminars/colloquia/symposia

--

10. Involvement in and contribution to Institution/ Department Building

I hereby undertake to abide by the terms and conditions of the Professional Development Allowance of Assam Don Bosco University. While presenting my Application for Professional Development Allowance, I shall respectfully accept towards the decision of the University and shall continue my endeavours towards Institution and Department building, ever mindful of the commitment of the University to “value based education”.

.....
Signature of Applicant

(For use of Review only)

1. Recommendation

Designation	Name	Comment	Signature
Head of Department			
Director of School			

2. Comments by Research Committee

Names (Research Committee)

Signature (Research Committee)

.....
.....
.....

.....
.....
.....

3. Comments by Board of Management

--

Professional Development Allowance – (*Sanctioned*)

Amount	(Mention Amount in Rupees)
--------	----------------------------

Signature of Vice Chancellor-----

Date -----



ASSAM DON BOSCO UNIVERSITY

(2019)

Annual Self-Assessment for the Academic/Research Score

Session/Year:

PART A: GENERAL INFORMATION

1. Name (in BLOCK letters) :
2. Department :
3. Current Designation :
4. Date of Appointment / Last promotion :
5. Permanent Address :

.....

PIN No.....

Contact No. :

e-mail ID :

6. Whether acquired any degree or fresh academic qualification during the year :

.....

Part 1

Assessment Criteria and Methodology

i. Teaching Activity

Activity:

- Classes taught includes sessions on tutorials, lab and other teaching related activities

Grading Criteria:

- 80% & above: Good
- Below 80% but 70% & above: Satisfactory
- Less than 70%: Not Satisfactory

S.No.	Total number of classes assigned in the academic year	Total number of classes taught	Activity – Teaching (Number of classes taught/total classes assigned) x 100%	Grade

i. Involvement in University students' related activities/ research activities

Nature of Involvement in the University students' related activities/ research activities:

- Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden etc.
- Examination and Evaluation duties assigned by the University or attending the examination paper evaluation
- Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services
- Organizing seminars/ conferences/workshops, other college/ University activities
- Evidence of actively involved in guiding Ph.D students
- Conducting minor or major research project sponsored by national or international agencies
- At least one single or joint publication in peer-reviewed or UGC list of Journals

Grading Criteria:

- Involved in at least 3 activities: Good

- 1 – 2 activities: Satisfactory
- Not involved/ undertaken any of the activities: Not Satisfactory

Note

Number of activities can be within or across the broad categories of above mentioned activities

S.No.	Nature of involvement in the University students' related activities/ research activities
Total No. of Activities	
Grade	

Overall Grading

Good: Good in teaching and satisfactory or good in activity at S.No.2

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S.No.2

Not Satisfactory: If neither good nor satisfactory in overall grading

Overall Grade

Part 2

GUIDELINE

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D award letter, etc.)

The Research score for research papers would be augmented as follows:

- i. Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):
 - i. Paper in refereed journals without impact factor: 5 points
 - ii. Paper with impact factor less than 1: 10 points
 - iii. Paper with impact factor between 1 and 2: 15 points
 - iv. Paper with impact factor between 2 and 5: 20 points
 - v. Paper with impact factor between 5 and 10: 25 points
 - vi. Paper with impact factor >10: 30 points
- a) Two authors: 70% of total publication for each author
- b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding Author and 30% of total value of publication for each of the joint authors

Joint Projects: Principal Investigator and Co investigator would get 50% each

Note:

- . Paper presented if part of edited book or proceeding then it can be claimed only once
 - i. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each for degree awarded
 - ii. For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
 - iii. The research score shall be from the minimum of three categories out of six categories

CATEGORY 1

1. Research Papers in Peer Reviewed Journals

Score for research papers published in refereed journals as notified by UGC:

- Faculty of Sciences/ Engineering: 08 per paper
- Faculty of Languages / Humanities/ Arts/ Education/ Commerce/ Management: 10 per paper

S.No.	Title with page no. and volume no.	Journal and Date of Publication	ISSN/ ISBN No.	Sr. No. in UGC notified list	Impact factor, if any	Whether you are First/ Principal/ Corresponding Author/ Supervisor/ Mentor	No. of Co-Authors	Academic/ Research Score
1								
2								
3								
4								
5								
TOTAL ACADEMIC/RESEARCH SCORE								

CATEGORY 2

2.(a) Books published as Author or as Editor, and Chapters in Books

Score for books authored as notified by UGC:

- Book published by International Publishers: 12
- Book published by National Publishers: 10
- Chapter in edited book: 05
- Editor of Book by International Publisher: 10
- Editor of Book by National Publisher: 08

S.No.	Title of Book/ Chapter No. with page no.	Date of Publication	Publisher and ISSN/ ISBN No.	International/ National/ State/ Local	Whether you are First/ Principal/ Corresponding Author/ Editor /Supervisor/ Mentor	No. of Co-Authors	Academic/ Research Score
1							
2							
3							
4							

5							
TOTAL ACADEMIC/RESEARCH SCORE							

(b) Translation works in Indian and Foreign Languages by qualified faculties

2.(b) Translation works in Indian and Foreign Languages by qualified faculties

Score as notified by UGC:

- Chapter or Research paper: 03
- Book: 08

S.No.	Title of Chapter/ Research Paper/ Book	Date of Publication	Publisher and ISSN/ ISBN No.	International/ National/ State/ Local	Whether you are First/ Principal/ Corresponding Author/ Editor /Supervisor/ Mentor	No. of Co-Authors	Academic/ Research Score
1							
2							
3							
4							
5							
TOTAL ACADEMIC/RESEARCH SCORE							

CATEGORY 3

Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

3.(a) Development of Innovative Pedagogy

Score as notified by UGC:

- Development of Innovative Pedagogy: 05

S. No.	Title	Period	Score
TOTAL ACADEMIC/RESEARCH SCORE			

3.(b) Design of new curricula and courses

Score as notified by UGC:

- Design of new curricula and courses: 02 per curricula/course

S. No.	Title	Period	Score
TOTAL ACADEMIC/RESEARCH SCORE			

3.(c) MOOCs (Massive Open Online Courses)

Score as notified by UGC:

- Development of complete MOOCs in 4 quadrants(4 or higher credit course: 20/ 3 credit course: 15/ 2 credits: 10)
- MOOCs (developed in 4 quadrant) per module/lecture: 05
- Content writer/ subject matter expert for each module of MOOCs (at least one quadrant): 02
- Course Coordinator for MOOCs (4 or higher credit course: 8/ 3 credit course: 6/ 2 credit course: 4)

Note

- Quadrant 1: e-Tutorial
- Quadrant 2: e-Content
- Quadrant 3: Discussion Forum
- Quadrant 4: Assessment

S. No.	Title	Details	Score
TOTAL ACADEMIC/RESEARCH SCORE			

3.(d) E-Content

Score as notified by UGC:

- Development of e-Content in 4 quadrants for a complete course/e-book: 12
- e-Content (developed in 4 quadrants) per module: 05
- Contribution to development of e-Content module in complete course/paper/e-book (at least one quadrant): 02
- Editor of e-content for complete course/paper/e-book: 10

S. No.	Title	Period	Score
TOTAL ACADEMIC/RESEARCH SCORE			

CATEGORY 4

4.(a) Research guidance

Score as notified by UGC:

PhD

- Per degree awarded: 10
- Per thesis submitted: 05

M.Phil/PG dissertation

- Per degree awarded: 02

		Number Enrolled	Thesis Submitted	Degree Awarded	Score
M. Phil/ PG dissertation					
Ph.D					
TOTAL ACADEMIC/RESEARCH SCORE					

4.(b) Research projects completed

Score as notified by UGC:

- More than 10 lakhs: 10
- Less than 10 lakhs: 05

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Score

TOTAL ACADEMIC/RESEARCH SCORE					

4.(c) Research projects ongoing

Score as notified by UGC:

- More than 10 lakhs: 05
- Less than 10 lakhs: 02

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Score
TOTAL ACADEMIC/RESEARCH SCORE					

4.(d) Consultancy

- Up to 1 lakh : 01
- Between 1 lakh to 5 lakhs: 02
- 5 lakhs and above: 03

S.N.	Title	Consultancy provided to	Period	Grant/ Amount Mobilized (Rs Lakhs)	Score
TOTAL ACADEMIC/RESEARCH SCORE					

CATEGORY 5

5.(a) Patents

Score as notified by UGC:

- International: 10
- National: 07

S.N.	Title	Patent Number	Date Issued	International / National/	Score
TOTAL ACADEMIC/RESEARCH SCORE					

5.(b) Policy Document (submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)

Score as notified by UGC:

- International: 10
- National: 07
- State: 04

S.N.	Title	Details	International/ National/ State	Score
TOTAL ACADEMIC/RESEARCH SCORE				

5.(c) Awards/Fellowships

Score as notified by UGC:

- International: 07
- National: 05

S.N.	Title	Details	International/ National	Score
TOTAL ACADEMIC/RESEARCH SCORE				

CATEGORY 6

Invited lectures/ Resource Person/paper presentation in Seminars/Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Score as notified by UGC:

- International (Abroad): 07
- International (within country): 05
- National: 03
- State/ University: 02

S.N.	Title	Period	International (Abroad)/ International (within country)/National/State/ University	Score
TOTAL ACADEMIC/RESEARCH SCORE				

****Proof of invitation will need to be submitted for Invited Lectures/Seminars/Conferences/***

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.N.	Details (Mention Year, Value etc. where relevant)

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly completed Research Score proforma.

Signature of Faculty

Signature of Head of Department

Signature of Director

ANNEXURE 1 : ASSESSMENT REQUIREMENTS FOR PROMOTION FROM ONE STAGE TO THE NEXT FOR CAS (Career Advancement System) :

		Assistant Professor Stage 1 (Level 10) to Stage 2 (Level 11)	Assistant Professor, Senior (Level 11) to Stage 3 (Level 12)	Assistant Professor, Selection (Level 12) to Associate Professor (Level 13A)	Associate Professor (Level 13A) to Professor (Level 14)	Prof.Stage 5 to Prof. Stage 6
1.	Teaching-Involvement in University students' related/research Activities (Part 1)	"Satisfactory" or "Good" in at least 3/4/5 of the last 4/5/6 years of assessment	"Satisfactory" or "Good" in at least 4 of the last 5 years of assessment	"Satisfactory" or "Good" in at least 2 of the last 3 years of assessment	"Satisfactory" or "Good" in at least 2 of the last 3 years of assessment	
2.	Orientation Course on Teaching Methodology	21 days – this can be split over the 4/5/6 years of assessment				
3.	Completed during the	Any one: >Refresher/Rese	Any two: >Refresher/Rese	Any one: >Refresher/Research		

	<p>assessment period *MOOCs guidelines under SWAYAM are applicable</p>	<p>arch Methodology course/ workshop; >Syllabus up-gradation workshop; >Training Teaching-Learning-Evaluation; >Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration; >One MOOCs course (with e-certification); >Development of e-content in four quadrants MOOC's course</p>	<p>arch Methodology course/ workshop; >Syllabus up-gradation workshop; >Training Teaching-Learning-Evaluation; >Technology Programmes/ Faculty Development Programmes of at least two weeks (10 days) duration or completed two courses of at least one week(5 days) duration; >One MOOCs course (with e-</p>	<p>Methodology course/ workshop; >Syllabus up-gradation workshop; >Training Teaching-Learning-Evaluation; >Technology Programmes/ Faculty Development Programmes of at least two weeks (10 days) duration or completed two courses of at least one week(5 days) duration; >One MOOCs course (with e-certification); >Development of e-content in four quadrants (minimum one quadrant) MOOC's course - should have contributed to development of minimum 10 modules</p>		
--	---	---	---	--	--	--

			certification); >Development of e-content in four quadrants (minimum one quadrant) MOOC's course - should have contributed to development of minimum 10 modules of a course	of a course		
4.	No. of publications in peer-reviewed journals	1	3 during assessment period	7 out of which 3 research papers should have been published during the assessment period	10 out of which 3 research papers should have been published during the assessment period	10 during the assessment period
5.	Research Score in Assessment Period	24	30	70 (from start of academic career)	110 (from start of academic career)	
6.	Evidence of PhD			Guided 1 PhD candidate	PhD awarded to 1 candidate under	PhD awarded to 2 candidates under

guidance/ PhD successfully awarded to candidates in Assessment Period				supervision	supervision
--	--	--	--	-------------	-------------

FORMAT OF ASSESSMENT FOR CAS (Career Advancement System) USING PBAS(Performance Based Assessment System):

	Assistant Professor (Academic Level 10) to Assistant Professor (Senior Grade / Academic Level 11)	Assistant Professor (Senior / Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	Professor (Academic Level 14) to Senior Professor (Academic Level 15)
Expert Assessment System	Screening cum Evaluation Committee	Screening cum Evaluation Committee	Expert Committee	Expert Committee	Expert Committee
% Distribution	No separate points.	No separate points. Screening cum	40% - contribution to	60% - contribution to	75% - Research 25% - Performance evaluation

<p>of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 60)</p>	<p>Screening cum Evaluation Committee to verify Academic/Research score</p>	<p>Evaluation Committee to verify Academic/Research score</p>	<p>Research 40% - Assessment of domain knowledge and teaching practices 20% - Interview Performance</p>	<p>Research 30% - Assessment of domain knowledge and teaching practices 10% - Interview Performance</p>	<p>and other credential by referral procedure</p>
--	---	---	---	---	---

ANNEXURE 7

CLASSIFICATION OF NON TEACHING STAFF

Classification	Position
Maintenance and Support Staff	Cleaner/Cook
	Driver
	Carpenter
	Gardener
	Electrician
	Plumber
Technical and Scientific Staff	Workshop Attendant
	Laboratory Attendant
	Workshop Assistant
	Laboratory Assistant
	Workshop Instructor
	Senior Laboratory Assistant
	Workshop Supervisor
	Selection Laboratory Assistant
	IT Administrator

	Scientific/Technical Assistant
	Senior Scientific/ Technical Assistant
	Principal Scientific/ Technical Assistant
	Scientific/ Technical Officer
	Senior Scientific/ Technical Officer
	Principal Scientific/ Technical Officer
Administrative Staff	Library Attendant
	Library Assistant
	Office Assistant
	Senior Library Assistant
	Senior Office Assistant
	Library System Administrator
	Selection Library Assistant
	Selection Office Assistant
	Assistant Librarian
	Assistant Administrative Officer
	Section Officer
	Senior Assistant Librarian
	Senior Assistant Administrative Officer
	Principal Assistant Librarian
	Deputy Administrative Officer
	Accounts Officer

	Deputy Librarian
	Liaison Officer
	Administrative Officer
	Senior Accounts Officer
	Principal Accounts Officer
	Finance Officer
	HR Director
	Development Officer
Academic Staff	Assistant Registrar
	Assistant Controller of Examination
	Deputy Registrar
	Deputy Controller of Examination
	Controller of Examination
	Registrar

ANNEXURE 8

1. Request of Non-Regular Faculty Post from:

Designation of Non-Regular Faculty Post	
Head of Department (Name)	
Department (Name)	
Director of School (Name)	
School (Name)	

2. Details of the proposed work/assignment:

Title of the Subject	
Duration	
Intended Outcomes	
Details of interdepartmental cooperation if any	
Expected contribution from candidate (<i>List three key indicators</i>)	

3.Details of the proposed candidate:

Name	
Date of birth	
Qualification	
Designation	
Department	
Whether belonging to Scheduled Caste/Scheduled Tribe/OBC/PH	
University/College/Institution/Industry/ Government Sector	
Whether the University/College/Institution is approved under Section 12(b) of the UGC Act <i>(Please tick)</i>	<i>Yes/No</i>

...continued

Curriculum Vitae of applicant with photograph <i>(Please tick)</i>	<i>Enclosed</i>
No. of years of work/teaching/research experience	
Details of research work	<i>Please give detailed information on a separate attached sheet of paper</i>

Signature of Head of Department

Signature of Director of School

Comments by Competent Authority

Signature of Director of Competent Authority

ANNEXURE 9

ACCEPTANCE

“...to mould intellectually competent, morally upright, socially committed and spiritually inspired persons at the service of India and the world of today and tomorrow, by imparting holistic and personalized education”

I have read the contents of the Employee Service Manual and understood the same and undertake to abide by them.

I hereby confirm my acceptance of the terms and conditions of service contained therein.

Competent Authority
(Name & Signature)
(for Assam Don Bosco University)

Employee
(Name & Signature)



