



SHRI JAGDISHPRASAD JHABARMAL TIBREWALA UNIVERSITY

श्री जगदीशप्रसाद झाबरमल टिबडेवाला विश्वविद्यालय

(Conducted by Shri Rajasthani Seva Sangh Mumbai)

Vidyanagari Jhunjhunu - Churu Road, Dist. - Jhunjhunu, Rajasthan - 333010

(Established U/S 2(f) of UGC Act, 1956 vide Act No. F.2(5) Vidhi/2/2009 of 5-2-2009, Govt. of Rajasthan)

HR POLICY (SERVICE RULES)

Shri Jagdishprasad Jhabarmal Tibrewala University

Vidyanagari, Jhunjhunu-Churu Road

Dist. Jhunjhunu, Rajasthan -333010



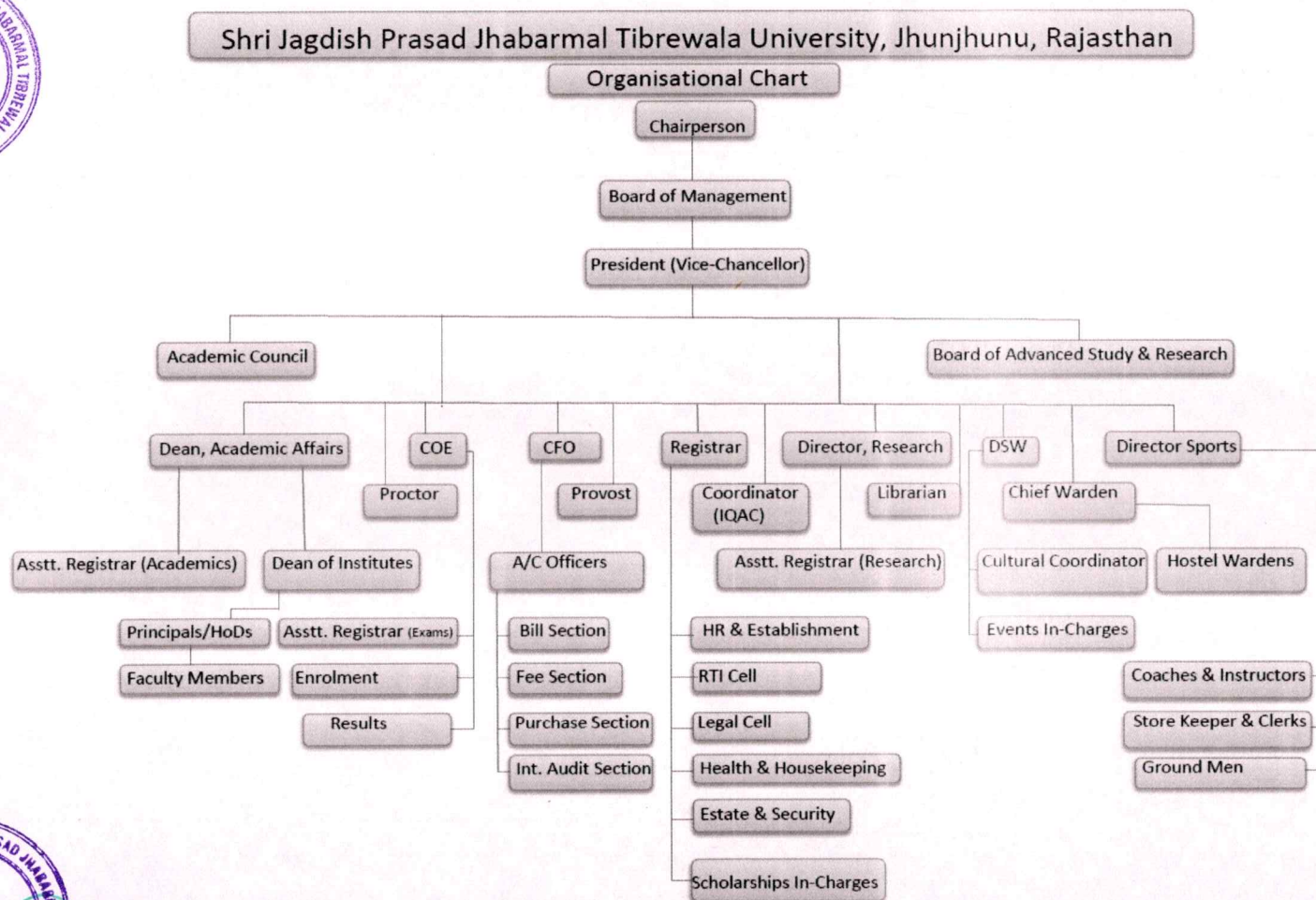
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ORGANIZATIONAL CHART

Shri Jagdishprasad Jhabarmal Tibrewala University



HR POLICY (SERVICE RULES)

1. Introduction

Vision

- Becoming a vibrant knowledge hub and a centre of excellence in education and research.
- Bringing about conservation, creation, advancement, and dissemination of knowledge.
- Generating cutting edge technology using research and innovation to make India a developed nation.
- Creating leaders in the all type of education.
- To Create sportsmen who can make country honour by winning Asian and Olympic games
- Imparting defence education to young youth who like to serve the defence services
- Imparting holistic education with skill technology and Indian culture.

- **Mission**

- Shri Jagdish Prasad Jhabarmal Tibrewala University strives with a commitment to make higher education available to all deprived society. To create business job opportunities and to excel in research by fulfilling the requirement of the country in different fields of science, technology, management, cultural activities, defence science and all Olympic recognised sports.

With a goal of promoting itself as a center of excellence for higher education and research dedicated to quality education, skill development, industry integration, and a holistic eco-system for youth global competencies and long-term national development, Shri Jagdish Prasad Jhabarmal Tibrewala University was founded in Jhunjhunu.

The mission statement mentions, among other things, *commitment to making higher*



education available to all those who are deprived of object-oriented modular education with an emphasis on practical knowledge keeping in view the emerging industrial needs, business opportunities, and research requirements globally in different areas of science, technology, and management.

The human resources philosophy, equal employment opportunity, code of conduct, workplace culture, planning, recruitment, and selection processes, working hours, annual appraisal system, exit policy, staff welfare policy, and grievance redressal system are all covered in detail in the HR policy.

2. Human Resources Philosophy

Shri Jagdishprasad Jhabarmal Tibrewala University values its employees' contributions and treats each one equally and consistently. It does this by applying the following human resources philosophy consistently:

- The most effective use of human resources results in maximum productivity and efficiency.
- Employees are always urged to equip themselves for their current positions as well as their future development.
- Rewards are merit-based. Priority is given to high performers for taking on roles with greater responsibility.
- To foster understanding and trust between employees and management, two-way communication is encouraged.
- Employee birthday celebrations, picnics, and festival celebrations foster team spirit, interpersonal communication, and camaraderie.
- In order to safeguard human health and enable workers to perform to their highest potential, workplace safety is given top priority.



3. Policy on Equal Employment

According to the university's planning and staffing needs, Shri Jagdishprasad Jhabarmal Tibrewala University has a policy of hiring only the qualified candidates and maintaining a pool of available performers.

The university treats all qualified applicants and employees equally and does not exclude anyone on the basis of their race, color, religion, gender, age, national origin, veteran status, handicap, or any other protected status.

Recruitment, selection and placement, training, transfers, retention, pay scale, and all other terms and conditions of employment are covered by this policy. To fill vacancies, it is university's policy to transfer or promote competent employees, giving them the chance to expand their horizons and advance their professional development within the university or recruit new persons.

In accordance with applicable law, all other personnel actions, such as compensation, benefits, transfers, layoffs, recalls from layoffs, training, education, tuition assistance, and recreational programs, will be carried out without regard to a person's race, color, religion, sex, age, national origin, disability, or veteran status.

By treating others with respect and decency, all employees are accountable for upholding a work environment free from discrimination and illegal harassment.



4. Code of Conduct

4.1 Preamble

The University's main activities are teaching, learning, and research, with the aim of growth and application of knowledge for the wellbeing of society and nation as a whole. These goals can only be fulfilled if all members of the university community are able to live and work together in an environment that respects each other's dignity. All university employees are required to be familiar with and adhere to the pertinent policies, standards, rules, and regulations that set the tone for our workplace culture. Each member is personally responsible for their own conduct and jointly responsible for upholding these standards of conduct and adhering to all relevant laws, regulations, and policies.

In light of this decision, the Board of Management adopted a code of conduct known as the "Code of Conduct/Ethics of Shri Jagdishprasad Jhabarmal Tibrewala University" during its meeting on October 6, 2018.

4.2 Application

The Code applies to members of the University as under:

- Members of various Statutory Bodies of the University
- All Authorities/Officers of the University
- Deans/Principals/Head of the Departments
- Teaching Faculties
- Non-teaching staffs
- Scholars and Students.

4.3 The Board of Management

The Board of Management's job is to make sure the organization runs ethically, effectively, and efficiently in order to meet its overall goal and achieve its desired results.

The members would:

1. Act in the University's best interests.
2. Give the utmost priority to education over all other considerations.
3. Support team members in doing their duties in a cooperative manner.
4. Always act sincere and in good faith to achieve the goals of the University.
5. Safeguard the privacy of the data.



4.4 Authorities/Officers at the University

As the authority would:

1. Ensure that the Acts, Statutes, Orders, and Regulations of the university are strictly followed, and procedures at the university are duly observed.
2. Adherence to all applicable governmental laws, rules, and regulations.
3. Offer the University inspirational and motivating academic and executive leadership based on values through the development of policies, operational management, human resource optimization, and consideration for the environment and sustainability.
4. Act with responsibility, openness, justice, and honesty; uphold the highest standards of ethics; and make decisions that are best for the university.
5. Work to create an environment that is supportive of teaching, learning, research, and the full development of the university's capacity as an agent of social change for the benefit of the country.
6. Maintain the records' and other sensitive information's confidentiality.
7. Make an effort to advance a work attitude and culture that fosters excellence, professionalism, fulfillment, and contribution to the community and the country.
8. Refuse to take any favors, gifts, services, or other items from any individual, team, private university, or government entity that would taint the impartial discharge of his or her obligations.

4.5 Teacher

The task of shaping young people's thoughts has been given to the education profession. Through Shri Jagdishprasad Jhabarmal Tibrewala University's vision and mission, teachers will work to show, motivate, and lead students in the noble activity of learning that is character and nation building in order to uphold their commitments to the teaching profession. All faculty members at Shri Jagdishprasad Jhabarmal Tibrewala University are subject to this code.

4.5.1 Tasks and Accountabilities

1. Discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the University from time to time.
2. Update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.



3. Conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. Perform his/her duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation;
6. Take prior permission from appropriate authority at any time for leave from duties.
7. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Head of the department.
8. Abstain from participating actively in any group that is inconsistent with the obligations and standards of the teaching profession, such as a political party.
9. Refrain from using political or external pressure to his or her senior authority with regard to work-related issues.
10. Abstain from taking part in any protests or strikes and/or criticizing university administration or policies for any reason at all;
11. Refrain from urging or inciting students or other staff members to take any action against the university administration or that aims to disrupt the university's academic operations. However, a teacher has the freedom to disagree with others at meetings and seminars and to voice their opinions on matters of principle.

4.5.2 Teachers with Students

1. Respect the right and dignity of the student in expressing his or her opinion;
2. Treat students justly and impartially regardless of their religion, caste, political, economic, social, and physical characteristics.
3. Encourage students to enhance their academic achievements; develop their personalities; and, at the same time, encourage them to contribute
4. Every teacher working for the university must constantly strive for academic excellence in the performance of their duties and conduct themselves in a way



that serves as an example for others to follow.

4.6 Administrative and Support Staff

All University administrative staff must abide by the Code of Conduct, which includes acting with respect at all times to uphold the University's values:

1. At all times, conduct themselves in a way that upholds the university's principles, morals, and reputation.
2. Be respectful and kind to everyone, and refrain from harassing or discriminating against anyone.
3. Disclose any conflicts of interest (actual or perceived) related to employment with Shri Jagdishprasad Jhabarmal Tibrewala University or take reasonable steps to prevent them.
4. Follow and uphold privacy rules when gathering or keeping individual records.
5. Continue to be open to working with people, having direct conversations, and exchanging concepts, theories, and best practices.
6. Adhere to University rules and regulations and do as the University reasonably directs.
7. Adhere to the terms and conditions of their employment contract with Shri Jagdishprasad Jhabarmal Tibrewala University and/or any other agreements they have made with the university.
8. Make responsible use of university resources and only use them for Shri Jagdishprasad Jhabarmal Tibrewala University's intended purposes.
9. Aim for perfection when carrying out duties or tasks assigned by Shri Jagdishprasad Jhabarmal Tibrewala University.

4.7 Employee Discipline Guidelines

The following actions of instruction and exclusion, which are illustrative but not inclusive, will result in disciplinary action and be regarded to be misconduct. As follows:

4.7.1 Minor Misconduct

Negligence or failure to complete tasks as directed; unauthorized absences; chronic late or irregular attendance; smoking on the premises, and disorderly behaviour.

4.7.2 Major Misconduct

1. Providing false information at the time of employment at the University about



- age, credentials, grades, and prior job;
2. Accepting or dispensing bribes; dishonesty; theft, fraud, or damage to any University business, documents, or property; drunkenness, rioting, or indecent or disorderly behaviour; gambling on University property.
 3. Wilful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.
 4. Commission of any act which amounts to a criminal offence or involving moral depravity;
 5. Unauthorized communication of any official document/information of University, Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with University;
 6. Conviction by court of law; sexual harassment; threatening or intimidating other employees;
 7. Possession of illegal/unauthorized weapons or firearms.
 8. Engaging in business other than that of the university.
 9. Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University;
 10. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
 11. Being found in possession of or attempting to punch another employee's attendance card.
 12. Deliberately spreading false information or rumors;
 13. Refusal to accept any communication or warning in writing, etc.
 14. Unauthorized absence beyond 07 days.

4.7.3 Disciplinary Action

After an investigation, the authority will take disciplinary actions against violators. The severity of the misconduct, the investigation's findings, and the staff member's prior behavior will be considered into the punishment.

1. Warning

The following types of punishment are available:

For violations, a written censure or warning, fine, suspension, demotion, discharge, or termination from service will be granted.



2. Suspension

The Authority will have the power to suspend any employee while an investigation is ongoing.

4.8 Compliance with Ethical Principles

Every employee of the University is required to perform all of his or her activities in accordance with the highest ethical standards. Every employee is expected to become familiar with the laws, rules, and policies of the university that apply to his or her position and responsibilities and to follow them both in actual and spirit.

4.9 Policy Compliance

The University shall use a variety of techniques to track compliance, including but not limited to institutional activities, reports, and the implementation of initiatives to raise member awareness, internal and external audits, and management feedback.

Any deviation from this Code of Conduct Policy requires the exclusive approval of the relevant authorities. All teaching or non-teaching employees, as well as the appropriate authorities, are expected to adhere to the Code of Conduct with unwavering honesty, non-discrimination, and integrity.

Any queries or concerns regarding the propriety or legality of any action taken by or on behalf of the University should be brought up with the reporting authority.

The following individuals will make up the monitoring committee:

- (i) Convener of the IQAC
- (ii) One member who is a Dean/HoD of any faculty (to be nominated by the President)
- (iii) Two faculty members nominated by the President to serve as members.
- (iv) Registrar as member secretary

The minutes of the committee will be sent to the President for approval.



5. Work Culture

The university has a strong work culture that encourages employees to give their best work and unites them behind a common goal. In order for employees to feel a sense of belonging at their workplace, it is crucial that they love it.

The University provides its staff with a supportive environment that helps them concentrate on their work and adhere to organizational rules and regulations.

To foster a positive workplace culture:

- Employees need to get along with one another.
- Every employee ought to be treated equally.
- Promote conversation in the office.
- Encourage teambuilding exercises.

The University wants to raise ethics standards as well as efficiency and productivity. It is recommended for staff members to feel comfortable approaching management with questions, complaints, and suggestions.



6. Process of preparation, hiring, and selection

6.1 HR Planning

At the university, the recruitment and selection procedure is centralized. Prior to beginning the recruitment selection process, a thorough human resource planning process is carried out to make sure the university is capable of:

- Hire and keep the eligible persons who have the necessary knowledge, abilities, and skills.
- Assist in determining the best way to allocate resources so that any prospective surplus or deficit of human resources can be foreseen and as much as possible relieved.

A strict HR control is used in order to maximize human resource utilization and preserve cost effectiveness. According to operating needs and authorized manpower requirements, recruitment is conducted.

6.2 Process of Hiring & Selection

The University follows the UGC's guidelines as well as those of statutory and regulatory bodies while conducting its recruitment and selection procedures.

The steps of the recruitment and selection process are as follows:

1. Requirements from the Dean/Head of the Departments,
2. Advertisement of recruitment in Newspapers and Online
3. Scrutiny/Selection Committee (established in accordance with Act)
4. Conduct of Test and/Interviews (by Selection Committee)
5. Final Selection (Minutes of the Selection Committee)
6. Issued Offer Letter
7. New faculty or staff joining

6.2.1 Classification of faculties and staff

1. Teaching Faculties

- Dean/HoD
- Professor
- Associate Professor
- Assistant Professor

Classification in Teaching Faculties

According to UGC regulations, the university hires individuals for a variety of teaching roles, as follows:



- Core Faculty
- Guest Faculty
- Adjunct Professors
- Professor Emeritus

2. Administrative Staff

- Registrar
- Examiners' Controller
- Chief Finance Officer
- Deputy Registrar
- Assistant Registrar
- Accounting officers
- Officer for Training and Placement
- Medical Officer/Assistant
- Sports Officer
- Purchasing Assistant
- Library Assistant
- Housekeeping Assistant
- Supervisor
- Other officers as the Board of Management may from time to time determine

3. Technical Staff

- Systems Administrator
- Web Designer
- Web developer
- Lab Technician
- Lab Assistant
- Workshop Manager
- Gardner
- Electrician
- Plumber/Carpenter
- Welder
- As well as any additional officers or employees that the Board of Management may from time to time decide.



4. Supporting Staff

- Personal Assistant
- Typist
- Clerk
- Storekeeper
- Driver
- Helper
- Housekeeping Staff
- Security Guards
- As well as any additional executives that the Board of Management may from time to time decide upon

6.2.2 The hiring procedure

The goal of recruitment is to find the qualified persons for the organization's growth and operations. Potential candidates are chosen from a large pool in order to fill the vacancies with the qualified persons, and all applicants are given equal opportunity to apply.

- The university website, newspaper, and numerous employment portals, such as Naukari.com, are examples of external sources for hiring.
- Promotions and transfers (from sister concern institutions) are included in internal recruitment as a part of internal recruitment.

A replacement must be found whenever an employee departs the university. When a replacement is needed, internal promotion or transfer are given priority over external hiring.

6.2.3 Eligibility, Selection, and Compensation

1. Selection Committee formed as per the Act/Statute of the University.
2. Shortlisted candidates appear before selection committee for PI by filling up the interview form (ANNEXURE – 1)
3. Short listing and final selection is based on the basis of eligibility as per the Guidelines of UGC/Regulatory Body/Statutory body -
 - i. For Category (1) Posts and Category (2) Posts

Selections will be on the basis of UGC Guidelines, Respective Regulatory Body Guidelines and Statutory Bodies at the time. Where any of these is not specified



by the regulatory body, these shall be adopted and approved as per the University Act/Statute

ii. For category (3) and (4) Posts

4. These shall be adopted by the University keeping in view the norms laid down by the State Government and where not specified by the State Government, these shall be adopted and approved as per the University Act/Statute.

iii) Check the Background

For the purpose of a background check, employees must give references from at least two different individuals. An employment offer is made with the understanding that all information provided in the application/personal data form and elsewhere is factually accurate and nothing material has been withheld. The appointment may be deemed void if it turns out through reference checks that some of the material information provided therein is erroneous or that certain important facts have been omitted, repressed, or withheld.

6.2.4 Service Terms and Conditions

The University statutes, ordinances, and service rules that are now in effect must be adhered to by every employee.

6.3 Placement and Induction

6.3.1 Joining Procedures

An offer letter including the checklist of papers that must be produced at the time of joining is given to the chosen candidates. The employee must complete the necessary paperwork, such as the I-9 form, on the day of hire as part of the joining procedures. Including the joining report (ANNEXURE-2) and the personal information form (ANNEXURE-3), as well as the necessary supporting documentation as listed below -

- ❑ Resume
- ❑ Copy of your transcripts (10th, 12th, graduation, post-graduate, Ph.D., or any other degree you have earned),
- ❑ Certificate (for academic achievement and extracurricular involvement),
- ❑ Aadhar card with PAN copy
- ❑ 2 Photo
- ❑ Letter from the prior employer containing an experience/relieving certificate.

Within a week of joining, information about the other formalities, which include the



appointment letter, ID card, email address, and formalities relating to the salary account, is delivered to the new employee.

6.3.2 Employee Data and Records

- A personal file is kept with the employee's information, which includes the joining report, all testimonials, and any other documents mentioned above in the joining formalities.
- All personal information is kept at the Registrar's office and is regarded as confidential. With the previous approval of the Registrar, any department may, nevertheless, receive the data.
- The Registrar Secretariat updates the employee record frequently with regard to:
 - i. Academic success,
 - ii. Work on research,
 - iii. Advertising,
 - iv. Additional tasks, etc.

Employees may also update personal data by notifying the Registrar Secretariat and providing appropriate documentation.

6.3.3 Medical Fitness

The employee must be deemed to be and remain medically (physically and mentally) fit for the appointment to continue. In order to determine whether an employee is physically or mentally capable of performing the duties of his or her position effectively, the management reserves the right to have any employee undergo a medical examination at any time during the course of employment. A report of the medical examination will be provided to the management, whose decision in this matter will be final and binding.

The management shall have the authority to terminate the employee's services immediately if the employee is determined to be physically unfit, is afflicted with an infectious disease or a chronic sickness, and/or continues to be habitually erratic in attendance.

6.3.4 Confirmation of an employee's probation

All newly hired personnel, both teaching and non-teaching, will be on probation for one



to two years following their appointment, based on their experience and performance during the interview. Performance will be evaluated during this time, and after one year has passed, a formal feedback session will be used to evaluate performance.

After performing satisfactorily, the services will be confirmed in writing. According to the situation (as determined appropriate by the competent authority), in the event of unsatisfactory performance, behavior, or attitude, he or she will either be advised to improve the performance and the probation period will be extended, or the services may be terminated.

6.3.5 Salary Payment

By the seventh of every month, the salary will be instantly credited to the bank account of the employee.

Both teaching and non-teaching employees must be paid according to UGC standards.



7. Work Hours

Schedule of Operations and Work Hours

Each employee is required to work the allotted number of hours. Both teaching and non-teaching jobs have the same work hours and timetable. Professional/administrative positions that are full-time are expected to arrive on time; but, in many circumstances, extra hours may be required to satisfactorily complete the demands of a job. The university is open six day of the week.

8. Annual Evaluation System

The University has a system in place for both teaching and non-teaching staff to get performance reviews. The goals of the evaluation system are:

- To increase the institution's base of intellectual property.
- To coordinate and channel employee efforts toward producing better outcomes for our stakeholders.
- To direct staff members toward enhancing their professional talents
- To offer a logical and impartial basis for identifying those with the greatest potential to assume future leadership positions.

The following are the elements of the teaching staff appraisal system: (ANNEXURE - 4)

1. Self-Evaluation Form
2. Student assessments
3. Final Reviewer and Appraiser's Performance Appraisal

The following are the components of the non-teaching staff appraisal system:

1. Self-Evaluation Form
2. Final Reviewer and Appraiser's Performance Appraisal

8.1 The performance evaluation cycle

1. Once a year, in the month of June, the appraisal is carried out.
2. The evaluation is strictly based on regulatory standards like those set by the UGC, AICTE, NAAC, etc.

As a result, through proper monitoring and feedback, each individual's performance and contribution will be evaluated continuously. The examination of performance in relation to major deliverables and targets, as well as the capabilities displayed during the year, will be the main emphasis of this appraisal. The following are the main results of performance discussions:



- a) A predetermined list of actions that the employee will take to enhance performance.
- b) Determining the need for development and the possibilities for career advancement and growth
- c) Criteria used to determine performance awards

8.2 Process of Annual Review

Every year, the university's management evaluates the performance of the faculty, and on the basis of that evaluation, the faculty is awarded an annual raise, a promotion, etc. The crucial clauses are as follows:

- i) Each faculty member must submit their annual performance report in the format outlined in (ANNEXURE-4) for evaluation. The specific instructions provided in this regard must be rigorously followed. As it is a self-evaluation of his or her work, the faculty member's reporting must be factual, accurate, and whenever required, backed up by evidence.
- ii) It is the responsibility of the dean or head of department to review the entries and add any remarks in an objective way while taking the department's interests into consideration.
- iii) A review committee established by the university will evaluate each faculty member's work and suggest a yearly raise or promotion if it is merit-based and the member's performance is strong. In the event that a faculty member's performance is persistently subpar, the Management will take appropriate measures, including terminating his or her employment, based on the committee's recommendation.

8.3 Teaching and non-teaching staff promotion policies

8.3.1. Promotion

Both teaching staff and non-teaching staff are subject to a clear promotion policy at the university. Promotions to higher positions are made on the basis of performance and merit, subject to meeting the requirements for eligibility set forth by the UGC.

A. For the teachers

The University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 notified on 18th



July, 2018 shall be applicable for Career Advancement Scheme (CAS).

Promotional Process -

The following steps must be performed for promotions from assistant professor to associate professor and from associate professor to professor:

- Faculty members who meet the requirements outlined above may submit an application to the Registrar in the format specified along with necessary supporting documentation for the promotion.
- The Registrar Office will initially examine the application for promotion that was submitted by the teacher.

If the faculty member is qualified for promotion after the initial scrutiny has been successfully completed, then the President will duly constitute a selection committee for conducting interview and further process.

B. Non-Teaching Staff

Non-teaching staff members are promoted based on their overall performance and contributions they have made to the university, as well as the eligibility requirements set forth by the UGC, AICTE, and regulatory bodies.

Promotional Process -

The following method may be used for non-teaching staff promotions:

- Staff members who are qualified may submit an application to the Registrar in the format specified, along with annexing documents required for the promotion.
- The registrar office will initially examine the application for promotion that was submitted by the staff member.
- If the employee is qualified for promotion following the scrutiny process, the Vice-Chancellor will duly appoint a selection committee according to the university Act, UGC, AICTE, and regulatory bodies.

8. 3.2. Increment

Depending on the annual assessment of performance in accordance with the prescribed Performa (as revised from time to time), an annual increment will be given. However, at any time and at its sole discretion, management may take into account for any staff member(s) an advance/special increment, one-time award, or pro-rata compensation based on exceptional performance or potential.

8.4 Award for best Teacher



1. The Best Teacher (s) Award will be presented on September 5th every year on the Teacher's Day. The previous academic year, from July to June, will be considered to determine the teacher's performance.
2. To be eligible for an award, faculty members must be in active employment.
3. A properly constituted jury will render the verdict.
4. The Management has the final say on awards. Any component of the award scheme may be changed, deleted, revised, or amended at the Management's discretion.
5. Cash awards will be awarded to the teachers.

A certificate designating the first-place winner as the year's best teacher will be awarded. The ANNEXURE-E contains the relevant parameters.



9. Training and Development

The term "training, education, and development of human resource" describes organizational attempts to raise employees' performance levels through the acquisition of particular skills, abilities, and knowledge as well as the modification of workplace attitudes. Organizations engage in these programs to create a workforce that is more competent, knowledgeable, and motivated, which will ultimately help them achieve their objectives more effectively.

9.1 Purposes

The goals are to:

- Facilitate and integrate new hires by using "Orientation programs" and already in the job employees must undergo Refresher Courses conducted by various HRDCs .
- Assisting in the development of human resources' abilities to handle more difficult tasks
- Increasing overall levels of effectiveness and performance: initiatives that concentrate on enhancing staff members' performance in their current positions and may introduce new tools and techniques for working

9.2 The value of professional development initiatives

The purpose of the professional development programs is to encourage the renewal and development of the teaching and non-teaching employees. Consequently, the programs will be created to guarantee:

- Integration of all facets of development, including organizational, professional, personal, and educational.
- Providing chances for faculty to gain insight into the requirements of statutory and accreditation authorities in education;
- Sensitizing faculty to new concepts in teaching and assessment procedures that promote students' holistic development.
- Strengthening of the institution's commitment to providing high-quality education by ensuring that all faculty members are current in their professions.
- Improvement of faculty members' broad awareness of contemporary concerns relevant to their specific fields of teaching.



9.3 Determination of Training Needs

Identification of training requirements for human resources is critical and important, and may be done by looking for information from several sources:

- 1) Analysis of training needs based on feedback from stakeholders,
- 2) Training needs based on training program participants, and training needs discovered through yearly performance reviews
- 3) An appraisal of the training needs that faculty members have expressed for any topic or new advancement in their area of study.
- 4) Training needs suggested by the department head, deans, research coordinator, or institution head based on the faculty's strengths, shortcomings, career development, and the development of new programs and courses
- 5) The necessity for training based on new trends in a particular field or sector for technical and pedagogical advancement.

9.4 Programs for Training and Development

The following types of programs must be used to organize development activities related to staff and faculty development:

1. Faculty introduction programme (orientation course)
2. Refresher Course
3. Short term course and workshops

9.5 Training Plan Proposal

1. At the start of each academic semester, the concerned department's Dean/HOD, or Administrative Head shall develop a detailed proposal in accordance with the department's training needs and the academic calendar.
2. After reviewing the plan, Dean/HOD will submit it together with any recommendations (if any) for approval.
3. Through IQAC, the same will be submitted for the Competent Authority's approval.

The decision of the President/IQAC/Registrar should be regarded as final and binding in the event that several events are planned in more than one department.



10. Exit Policy

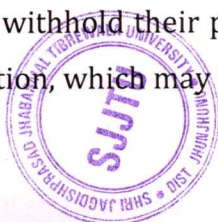
When an employee departs the university—whether by resignation or termination—these rules must be followed.

10.1 Service Termination

Every staff member is subject to termination at any moment during the probationary period and/or the extended probationary period without prior notification or assigning any reason(s). Upon confirmation, a staff member's services may be terminated by giving one month's notice or, in lieu of notice, by payment of one month's basic pay. There is no need for a payment or notice period in disciplinary cases.

10.2 Resignation

- If a staff member wishes to resign from the university, they must offer at least one month's notice in advance.
- Once a faculty member takes a course to teach in a specific term, whether they are confirmed or not, they will not leave their position with the university in the middle of the term.
- If he or she doesn't, the Faculty will be required to pay one month's salary in addition to serving the required amount of notice under university regulations.
- Resignations from teaching staff members must be submitted to the President through the appropriate Dean or HoD. Non-teaching employees, however, may submit the same to the Registrar through the reporting authority.
- The office of the President/Registrar will provide the employee with a written acceptance of resignation that specifically states the date of departure.
- The employee will assist in completing all formalities, unfinished business, handing over the charge, and submitting the no dues form (ANNEXURE - 6) during the notice period.
- The full and final settlement of the account would be prepared and a check would be issued upon receipt of the No Dues Certificate. It may take up to 30 days for the account to be cleared after the duly completed no dues certificate arrives at the office.
- If an employee violates any of the aforementioned rules, management is entitled to withhold their pay, deduct the necessary amount, and take any other suitable action, which may include starting legal action in a court of law.



10.3 Retirement

Once a teaching/no-teaching staff member reaches the age of 60 years as per UGC norms, they will no longer be employed in the university. The official record of age in the personal file with the university shall be considered for determining retirement age. However, new arrangements might be created to use the services of retired employees as consultants under conditions set by the management, which would be at the management's sole discretion up to the age of 65 years. Pro-President (Pro Vice-Chancellor) should be a person from the Higher Education system and with flair for administration. His/her age of retirement should be 65 years.

The President (Vice-Chancellor) should be a person with vision and qualities of academic leadership, distinguished educationist from the Higher Education system and with flair for administration. His/her age of retirement should be 65 years.

10.4 Re-employment

If a suitable position becomes available, employees who leave the University in good standing and later decide to come back may be considered for rehire.



11. Employee Welfare Policy

The most important component of the organization is its employees. The welfare programs for the teaching and non-teaching staffs serve both individual staff development and institutional growth. Their happiness, motivation, and well-being can carry the university to new heights. The following welfare policy is offered.

11.1 General

Training programs will be held for both teaching and non-teaching employees as needed to help them develop the desired abilities. Induction programs will be conducted for newly appointed teaching and non-teaching personnel.

- Employees Provident Fund (EPF) is offered for both teaching and non-teaching positions starting on the day of joining, according to an EPFO Gazette notification of August 29, 2014.
- Offer the personnel a gym and a place to practice yoga for a healthy and enjoyable environment.
- Free medical check-up camps are occasionally held on campus.
- Once a year, the university organizes a staff picnic.
- All university employees receive a special discount on IPD/OPD at a few prominent multispecialty hospitals in Jhunjhunu.

11.2 Leave Policy

The Leave Policy is as following:

Short Title and Commencement: These Rules may be called the SJJTU Leave Rules 2023.

Applicability:

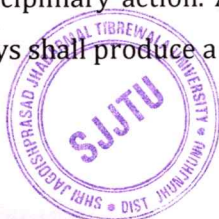
- These Leave Rules shall apply to all employees of JJTU and its constituent units.
- Persons engaged in teaching/Non-teaching duties on confirmed, casual, temporary, part-time honorary, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

General Rules of Leave

- Leave cannot be claimed as a right.



- ❑ Except in an emergency, leave must be applied for, through proper channel in the prescribed form attached as appendix, in advance.
- ❑ Except where otherwise provided for leave can be availed only after it has been sanctioned by the competent authority.
- ❑ Depending on the exigencies of service, the competent authority may- Refuse, postpone revoke or reduce leave of any description Recall any member of staff from leave before it is wholly availed: Permit an employee. if he/she so requests, to re-join duty before expiry of the leave period.
- ❑ An employee shall not take up or accept any employment with or without reeducation during the period of leave.
- ❑ Except in the case of casual leave up to three days, it is obligatory for every employee to furnish the leave sanctioning authority, the leave addresses with telephone number if any before proceeding on leave.
- ❑ If an employee who is on leave seeks extension, thereof, he/she shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the already sanctioned leave.
- ❑ No Leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- ❑ Overstay of leave shall be treated as absence without leave and will be considered- "break in service". However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
- ❑ Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor, nearest Government Hospital/PHC. Such medical certificate shall be accepted subject to approval by the HOL. The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved by the medical Board. The Medical Board shall be empowered to make appropriate enquiries or medical examinations of the employee before giving its recommendation. The Decision of the Medical Board shall be final and binding. An Employee not submitting himself for medical examination shall be liable for disciplinary action. An employee on leave on medical grounds for more than seven days shall produce a medical certificate of fitness while reporting for duty.



- ❑ Except in the case of casual leave, intervening Sundays and Holidays will be counted as part of leave.
- ❑ Once availed, the leave cannot be converted into any other type of leave.
- ❑ Other than Casual Leave no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned in the attendance register, Also a noting sheet/email shall be forwarded to HOD HR department separately for IN and OUT time.
- ❑ For a new joiner leave shall be credited after completion of two months of service, except Casual Leave which shall be credited every month.

Types of Leave

Employees are entitled for the following types of leave

- ❑ Casual Leave
- ❑ Special Casual Leave
- ❑ Earned Leave
- ❑ Half Pay Medical Leave
- ❑ Maternity Leave
- ❑ Paternity Leave
- ❑ Study Leave
- ❑ Sabbatical Leave
- ❑ Compensatory Leave
- ❑ On Duty Leave

Casual Leave

- ❑ An employee shall be entitled to 12 days casual leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
- ❑ Casual leave will be approved by the Head of Institute/Section concerned.
- ❑ Casual Leave shall not be combined with any other type of leave except with special Casual Leave. Vacation, Restricted Holidays and Gazetted Holidays.
- ❑ Casual leave may be availed up to maximum of seven working days at a stretch and not more than 10 days inclusive of Sundays Holidays. In case an employee exceeds ten days, then the whole period of absence shall be treated as EL.
- ❑ Casual Leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.
- ❑ Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.

Special Casual Leave



Special Casual leave not exceeding 15 days in a calendar year may be granted to Teaching and Non-Teaching faculty members for following:-

- To attend professional Conferences Seminars on behalf of the University, or with the permissions of the University;
- To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/ institutions.
- To Deliver Lectures in Institutions and Universities at the invitation of such Universities, received by the University and accepted by the President/Vice Chancellor.
- Participating in delegations or working on a committee appointed by the Government of India, Government of Rajasthan, the University Grants Commission/AICTE/MCI etc. a sister University or any other academic body, and performing any other duty of the University and approved by President/VC.
- Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the calendar year.
- Special Casual Leave shall not be combined with any other form of leave.
- Special Casual Leave shall be availed subject to prior submission of relevant documents and special sanction from the President/Vice Chancellor.
- While applying for Special Casual Leave the applicant shall furnish the invitation Letter/ examination Admit Card.
- Journey period will form part of Special Casual Leave.
- Special Casual Leave for conferences shall ordinarily be sanctioned for faculty members presenting papers during conferences.
- Faculty Members invited for guest lectures shall take due approval from the HoD and the President for availing special casual leave.
- Special Casual Leave will be granted for attending convocation but no TA/DA will be reimbursed for the same.
- Special Casual leave will be approved by the President on recommendation of the HoD/Dean concerned.

Earned Leave

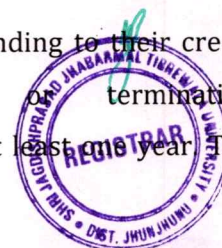
- Earned leave admissible to a teacher shall be:
 - 1/30th of the actual service, including vacation; plus
 - 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.



- For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave shall be excluded.
- Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- For removal of doubt, it may be clarified :
 - When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 - In case an employee retiring during the year has availed earned leave more than that entitled on pro rata base it will be adjusted (financial adjustment) at the time of retirement/relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due.
- Employees on probation are entitled to Earned Leave.
- An employee wishing to avail earned leave must apply for the same in advanced be for a minimum of four days at a time.
- Earned Leave must be applied for a continuous period and that in broken periods/piecemeal. Multiple applications shall not be entertained.
- Application should be made to the appropriate authority through proper channel at least seven days in advance on the prescribed form.
- An employee may proceed on leave pending retirement for a maximum period of up to 60 days provided he/she has that many days El. to his credit, on prior approval of competent authority.

Encashment of Earned Leave

- All employees who have completed their period of probation and have been confirmed in service may encash 30 days earned leave once in a block of three calendar years provided they have minimum 60 days of Earned Leave to their credit after the encashment. The leaves so encashed will be debited to the employees leave account.
- Employees shall be entitled to encash accumulated leave standing to their credit in the event of retirement/Superannuation/resignation or termination from employment in case they have served the University for at least one year. The total

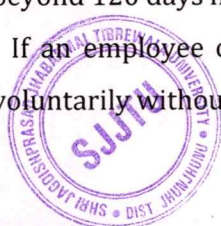


encashment of leave over the entire service of an employee shall be limited to 300 days.

- The accumulated leaves of the employee who dies while in service may be allowed to be encashed by the employee's spouse or in the absence of the spouse by a legal heir on production of substantiating evidence in support of the claim, subject to total 300 days leave encashment over the service of the employee.
- Those employees who are on unauthorized absence from duty or are under suspension are not entitled to apply for encashment of earned leave during the period of such unauthorized absence or suspension.
- Application for encashment of earned leave should be made through proper channel at least 15 days in advance. The Encashment of earned leave is admissible at the rate of 1/30 of the current monthly basic pay.
- The employee, whose services are terminated discharged on disciplinary grounds, shall not be entitled to encashment of earned leave.
- Encashment of earned leave will be approved by the President on recommendation of Head of Deptt./Section/Dean concerned.

Half Pay Medical Leave

- A regular probation employee shall be entitled to 20 half pay leave for each completed year of service. However from beginning of second year of service, half pay leave if not availed in a calendar year, or balance half pay leave, shall be converted into commuted leave in the following year in the ratio of 2:1.
- Half pay leave and commuted leave shall be granted for medical purposes only by the Head of Deptt./Section up to three days, by Dean up to seven days and by President beyond seven days at a time.
- Employees applying for medical leave should produce a medical certificate from nearest Govt. Hospital/PHC. Such medical certificate shall be accepted subject to approval by HOD.
- Employees when re-joining their duty after availing such leave for more than seven days shall have to produce a medical fitness certificate stating that they are fit to resume duties.
- The maximum medical commuted leave that may be granted at a time shall be 120 full days. In exceptional cases, President may approve medical commuted leave beyond 120 days in case it is available in the credit of the concerned employee.
- If an employee on commuted leave resigns from service or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay



leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered from his/her dues benefits. However no such recovery may be made if the retirement is by reason of ill health rendering the employee unfit for further service or in the event of his/her death.

- During half pay leave, half the salary drawn prior to proceeding on such leave shall be admissible.
- Half pay leave has to be availed during service and cannot be encashed.

Maternity Leave

- Maternity Leave is admissible only to women employees employed either on contract probation/confirmation directly by the university or any of the constituents of the university, Maternity leave will be approved by the President on recommendation of Head of Deptt./Section or Dean concerned.
- A woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less than 80 days during the twelve months, immediately preceding the date of her expected delivery, in the University or its constituent units.
- Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.
- The maximum period of entitlement for maternity leave shall be 90 days with full pay of which not more than 45 days shall precede the date of expected delivery.
- In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
- In case of miscarriage or medical termination of pregnancy after seven months, employee on production of prescribed proof shall be entitled to 90 days leave or less than that depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant, following the day of miscarriage or medical termination of pregnancy.



- A woman employee with fewer than two surviving children on a valid adoption of a child below the age of one year may be granted child adoption leave for a period of 45 days only immediately after the date of valid adoption.
- Intimation to the HOD must be done with medical certificate mentioning the expected date of delivery at least one month before availing maternity leave.
- Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

Paternity Leave

- Paternity leave is entitled to married male employees for a maximum period of 15 days and can be availed 10 days before or up to three months after child birth, provided the limit is up to two surviving children. Paternity leave will be approved by the President on recommendation of Head of Deptt./Dean.
- Paternity leave cannot be combined with any other form of leave.

Study Leave

- Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with three years of service who are to be deputed for higher studies or training. The higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the University. The President/Vice Chancellor may relax condition of three years of service on recommendation of HoD where it is in the interest of the Department/University to send faculty members for higher studies for meeting regular requirements.
- The President/Vice Chancellor, on recommendation of HoD may allow additional one year of Study Leave (total 3 years) where the faculty member has been sponsored for PhD in IITs or other reputed universities.
- Study leave for six months may be granted to those faculty members who have completed two years of service in the university and are registered under part time category for PhD programme in other Institute/University to complete the course work /other mandatory requirement of the institute/University where they are admitted.
- Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.
- Faculty members should apply through the Head of the Department for such Study Leave. The study leave will be counted as service for seniority and for the purpose of granting increments.



- At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted with the existing staff.
- Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.
- Faculty members who are sponsored for higher studies/training shall be eligible to draw their fixed salary that would have accrued to them had they not proceeded on study leave, of which, 75% would be paid monthly and 25% retained to be paid later in three installments on re-joining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed undertaking to serve the University for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10% per annum interest. He/she shall submit Bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve the University for the required bond period will be required to pay back to the University the bond amount on pro rata bases for the remaining period of the service bond.
- Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the institute and without executing any bond. The application for such leave should be sent in time and before the commencement of the academic year.
- A faculty member granted study leave shall on his/her return and re-joining the service of the University may be eligible for the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No faculty member shall however, be eligible to receive arrears of increments.
- Study leave shall count as service for pension contributory provident fund, provided the faculty member joins the University on the expiry of his/her study leave.
- Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- Temporary/Probationary faculty members shall not be eligible for study leave.



- Study leave will be approved by the President on recommendation of Head of Department/Dean concerned.

Sabbatical Leave

- Permanent, whole-time faculty members of the University who have completed three years of service as Associate Professor/Professor in the University may be granted sabbatical leave to undertake Academic Pursuit/Post-Doctoral work/Research Fellowship/Writing books and such other professional pursuits solely for the purpose of increasing their proficiency and usefulness to the University and higher education.
- The duration of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.
- A faculty member, who has availed study leave with pay, shall not be entitled to the sabbatical leave. However, if the period of study leave availed by an individual is less than two years, the remaining period may be allowed as sabbatical leave.
- Provided farther that sabbatical leave shall not be granted until the expiry of five years from the date of the faculty's return from previous study/sabbatical leave.
- A faculty member on sabbatical leave shall not take up during the period of that leave any regular appointment under another organization in India or abroad. He/she may however, be allowed to accept a fellowship or a research assignment with honorarium or any other form of assistance, other than regular employment in an Institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- During the period of sabbatical leave, the faculty members shall be allowed to draw the increment on the due date. The period of sabbatical leave shall also count as service purposes of pension/contributory provident fund; provided that the faculty rejoins the University on the expiry of his/her leave.
- Faculty members desirous of availing this leave shall have to furnish a service bond for a period equal to the duration of the leave period. The amount of band will be equivalent to the emoluments applicable to the leave period.
- The total number of faculty members on study leave and sabbatical Leave in a Department shall not exceed 10% of faculty members of the department.
- Sabbatical leave will be approved by the President on recommendation of Head of Deptt./Dean concerned.

Compensatory Leave



- Compensatory Leave is entitled for both regular and contractual employees of the University when duty is performed on instruction of HOD on Sunday or University holiday for full duty hours. For this, a record of duty performed shall be kept by the controlling officer. Working merely for an extra hour or two on a working days or working on Sunday/holiday to clear own back log of work will not entitle an individual to compensatory leave. Approving authority for compensatory leave shall be Head of Deptt.
- Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the President/VC.
- Compensatory Leave shall not be credited for more than two days per month.
- Compensatory Leave shall be availed within 30 days against the date the duty was performed on a non-working day. If the employees are not allowed to take the compensatory leave within 30 days it may be permitted to be availed in the period of next 30 days, subject to approval of Head of the Deptt. and the President.
- In case of drivers performing duty on Sunday/Off day/Holiday, leave will be admissible as under:
 - Working hours less than four hours- 1/2 day of compensatory leave.
 - Working hours more than four hours- one day compensatory leave.
- The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse.
- Compensatory Leave shall not be combined with any other form of leave.

On Duty Leave

- On Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.
- Employees are required to mention the reasons of On Duty at the time of submission of the application to the Head of the Department.

Leave on Loss of Pay (LOP)

- Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.
- The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 30 days on genuine grounds. LOP will be approved by the President on recommendation of Head of Deptt./Dean concerned.
- In exceptional cases, LOP may be approved for longer duration by the President.



- Leave on loss of pay shall be excluded for the computation of service of the employee.

Leave during Notice Period

- No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave other than Casual Leave is granted during the Notice Period, then relieving period shall be extended by the same number of days. However, they may be permitted to adjust up to thirty days of leave at credit towards notice period.
- Employees who are served with a notice of termination of service are allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service. However, such employees are required to report for duty on the last day of the notice of termination of service to be properly relieved.
- Employees whose services are terminated on grounds of ill health will be permitted to take all the accumulated leave due before they are relieved from their service.

Leave Rules for Contract Employees

- Employees taken on contract for less than one year shall be eligible for 12 days casual leave and 20 days of half pay medical leave per year on pro-rata basis. On extension of contract these employees will be eligible for the same leaves as for first year.
- Employees on contract for one year or more shall be treated as regular employees for the purpose of entitlement of leave.

Leave Rules for Employees on Deputation/Transfer from JJTU

- Employees transferred or deputed from JJTU to serve its constituent units shall be covered under the leave policy of JJTU applicable for employees on probation confirmation. They shall be eligible for transfer of their leave balance from their parent institutions.
- The HR Department must credit the carried leave balance to the employers account.
- For the purpose of leave encashment the earned leave transferred from the deputed institute will not be entitled for encashment. Only EL earned at JJTU would be entitled for encashment.

Miscellaneous

- Employees who proceed on leave must provide in the leave application, their address and contact number during the leave.
- All leave approving authorities will provide the details of the leave approved by them to the HR Department for accounting of leave.



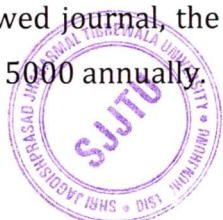
- Leave granted in accordance with these rules, other than leave on loss of pay, is treated as duty and it is included for the purpose of determining the period of service if the employee.
- The HR office of the University is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.
- Where a Sunday or an authorized holiday immediately precedes and/or follows the period of leave granted to an employee, such Sunday or authorized holiday is excluded from the period of leave. But Sundays or authorized holidays within the period of leave shall be treated as leave, except in casual leave.

11.3 Instructions for Reimbursements

Guidelines for Teaching Staff Participating in Seminars, Conferences, Workshops, FDPs, etc.

The University provides faculty members with a variety of facilities for attending seminars, conferences, workshops, and FDPs, among other co-curricular activities, in an effort to promote involvement.

- **For participating in workshops, seminars, conferences, FDPs, etc.**
 - All faculty members are required to attend at least one such event annually.
 - The University will cover the event's participation fee up to Rs. 5000-6000/-.
 - Before participating in the event, the participant must submit a detailed proposal to the President through the appropriate Dean or HOD.
 - The faculty members are required to submit a comprehensive account of the decisions, conversations, and learning outcomes of the occasion.
 - The participation fee and other costs for faculty members who wish to attend these events in addition to the required attendance may be covered by the host institute or by the concerned faculty member.
 - Faculty members must obtain prior consent from the Dean or HOD in all circumstances, and they must take care to prevent disruptions of their classes.
- **For publication of a research paper or article in journals:**
 - A research paper or article (or papers) of a faculty member is accepted for publication in a SCOPUS/SCI or relevant index or UGC care listed or peer-reviewed journal, the university will cover the publication fee up to a maximum of Rs. 5000 annually.



- The bill must be accompanied with a copy of the paper that was published.

Regarding Travel Entitlement and Compensation:

- Regional (Jhunjhunu)
- Travel costs for attending seminars, conferences, workshops, FDPs, etc. locally will be covered up to a maximum of Rs. 300.
- Outside of Jhunjhunu:
 - Full reimbursement for one event (seminar, conference, workshop, FDP, etc.) attended per year, under the following entitlement:
 - Associate Professors and Assistant Professors: AC 3-tier fare.
 - Directors, Deans, and Professors will receive AC 2-tier fare.

For lodging and boarding

- No allowance will be granted on this account if the participation fee includes boarding and accommodation.
- No allowance will be provided in the event that the host institution extends hospitality.
- Subject to the following maximum, actual compensation shall be paid in all other circumstances (upon receipt of correct bills).

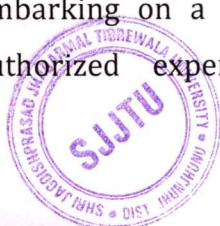
Category	Max permissible limit/Day
Associates Professor	1500
Asst. Professor	1000
Dean/Professor/Principal	3000

Guidelines for attending international seminars organized overseas:

- Depending on the merits of the case, participation in these events will be permitted. The participant is responsible for handling his or her own finances.

For Non-Teaching Staff

The University will reimburse the costs to the employee directly relevant to their employment. All expenses must be reported by the employee. Before embarking on a business trip, employees should confirm the eligible and authorized expenses from the authority. The following method of



reimbursement will be used for the costs:

- Marketing staff and faculty members will receive Rs. 150 for refreshments during canopy activities at exam centers (MAT, CAT, AIEEE, RPET, CMAT, CLAT, etc.), and Rs. 250 for late-night work.
- Supporting staff at exam centers (MAT, CAT, AIEEE, RPET, CMAT, CLAT, etc.) will get Rs. 100 for refreshments during covered activities, and in the event of late-night work, Rs. 175 would be provided.
- A maximum of Rs. 1000 per city (Rs. 1500 in State Capitals & Rs. 2000 for Metropolitan Cities) per night's hotel lodging may be reimbursed. If there are two people traveling together, they must book a double occupancy room. - Bill is required.
- Traveling allowance (TA) Tickets are necessary, subject to producing the actual bill (the mode of travel will be determined by management or by the member and it should be in Economical one).
- With the authority's previous consent, a marketing professional may be given Rs. 3 per KM for two wheelers and Rs. 10 per KM for four wheeler for outdoor marketing.

11.4 Fee Concession Policy

According to the qualifying requirements and rules outlined below, fee waivers are given to employees who are enrolled in any program at the university or whose blood relative is enrolled in any program here.

Eligibility:

- The concessions may be offered to applicant employees who had successfully finished their probationary period and meet the criteria in order to enroll in pertinent programs of study.

Guidelines:

- The discount covers up to 50% of the tuition fee for staff members and 25% of the tuition fee for blood relatives.
- The discount expires if a staff person leaves their position at Shri Jagdishprasad Jhabarmal Tibrewala University.

11.5 Transportation

- There will be a chargeable bus service as per university norms.
- In order to use the transportation service, the employees must obtain



permission from the transport in charge.

- Before leaving the transport facility, the employees must receive prior consent from the transport in charge.

12. Grievance Resolution Policy

Mechanism for Resolving Grievances for Teaching and Non-Teaching Staff.

A grievance redressal procedure has been developed to address both the individual and group issues of University staff members.

All teaching and non-teaching staff members are referred to as staff. Faculty (full-time, part-time, or visiting), teaching assistants, deans, principals, heads of department, and academic support staff are all included in this.

What is a complaint?

Any type of unhappiness, dissatisfaction, or bad perception stemming from something related to the university that a staff member believes, or even feels, is unfair, unjust, or inequitable may be considered a grievance, whether expressed or implied. Any complaint or grievance relating to sexual harassment will not be addressed by these guidelines because the ICC (Internal Complaint Committee) has a distinct process for handling such issues.

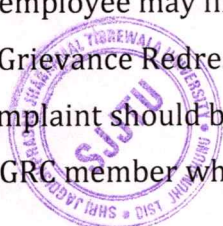
Please take note that although this forum enables all employees to voice their concerns in an open way, it is crucial that the complainant uses due diligence and care in determining what he or she would qualify as a grievance serious enough to merit the attention of this committee made up of senior faculty and administrators of the university.

The Grievance Redressal Committee's (GRC) will be constituted by the President with following composition:

1. Provost (Convener)
2. One Professor
3. One Dean
4. One non-teaching staff
5. Registrar (Member Secretary)

How to file a formal complaint or grievance:

1. Any employee may file the complaint.
2. The Grievance Redressal Committee should be contacted with complaints.
3. A complaint should be filed in writing or on the mail; grievance@jjtu.ac.in
4. Any GRC member who receives a complaint shall submit it to the committee.



Procedure for anonymously submitting a complaint or grievance:

If the complainant does not want to give his or her name in connection with any complaint, they may submit the complaint(s) in the drop box outside the Registrar Office.

Procedure for resolving the complaint:

1. Immediately after receiving a complaint, the Secretary of the Committee must respond to the complainant.
2. The Convener and the Member Secretary may choose one of two options to handle the issues depending on the nature of the complaint and the seriousness of its potential impact:

Option 1, which may be used in situations where more routine operation is appropriate:

- i. The Convener and the Member Secretary may address the matter personally with the assistance of the concerned department.
- ii. In this situation, it's crucial that the complainant is promptly informed of the steps done or the work-in-progress.
- iii. After the issue has been resolved, the secretary will email the complaint a final update on the situation, along with copies to all members.

b. Option 2, which may be used in situations of extreme concern:

- i. The Secretary may also request that the GRC to convene. The number necessary for a quorum is three.
- ii. The Committee may also request a submission from the complainant and the representative or representatives from the department that the complaint is directed toward.
- iii. Within 15 days of receiving the complaint, the GRC must disclose its final decision.
- iv. The Secretary of the Committee will provide copies of the case and decision to the President (Vice Chancellor) and the parties/departments involved via email.

3. The Secretary will keep a current log of all complaints, the steps taken to address them, and the results of those efforts.

4. If the complaint was made against a GRC member, that member shall be prohibited from taking part in any proceedings until the case has been resolved.

Re-appeal: 1. In the event that aggrieved parties disagree with the committee's



judgment, they may submit an appeal within 15 working days to the President for reconsideration and review.

Note: If the committee determines that the complaint was a fake or false and unimportant, the committee may suggest appropriate action against the complainant(s).

2. The University's Board of Management (BOM) has the authority to periodically modify the method of resolving the grievance redressal mechanism.

13. Policy Declaration or Amendment

The Management retains the exclusive authority to create any exceptions, modify any regulations, and add any additional requirements as it sees fit.





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ANNEXURE - A (i)

Performa for Interview (TEACHING)

Post Applied for: _____ Date: _____

Name			
Date of Birth		Age on the Date	
Category: GEN/SC/ST/OBC/PH*			
Nationality			
Marital Status			
Address			
Contact No.			
Mail-ID			
Qualifications	1. _____ 2. _____ 3. _____ 4. _____		
Experience	Teaching:		
	Corporate:		
Subjects specialization (if any)			
Papers published(if any)			
Last Salary Drawn			
Salary Expected			
Minimum time required for joining			
*Nature of Disability			
Signature			





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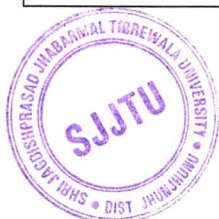
ANNEXURE - A (ii)

Performa for Interview (NON-TEACHING)

Post Applied for: _____ Date: _____

Name			
Date of Birth		Age on the Date	
Category GEN/SC/ST/OBC/PH*			
Nationality			
Marital Status			
Address			
Contact No.			
Mail-ID			
Qualifications	1.		
	2.		
	3.		
	4.		
Experience			
specialization(if any)			
Last Salary Drawn			
Salary Expected			
Minimum time required for joining			
Nature of Disability			

Signature



ANNEXURE – B (i)

Date:

The Registrar
Shri Jagdishprasad Jhabarmal Tibrewala University
Jhunjhunu.

Subject: Joining Report

Dear Sir/ Madam

**I hereby submit my joining report today, i.e. in the forenoon/afternoon for
the post of**

I will maintain complete discipline and the rules and regulations of the University.

Thanking You.

Yours Faithfully,

(Signature of the candidate)

Name and Contact No. : _____

UNDERTAKING

I..... S/D/o
hereby undertake that:

1. I have not been dismissed from any service by any government / Semi Government or any other Organization.
2. I have not been punished for any act of moral turpitude.
3. If the aforesaid undertaking is found false, the University is entitled to take any action against me as it deems fit, including termination from the job.

Date :

Signature

Name :

Designation :

Address :





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PERSONAL INFORMATION FORM

1. Father's Name :

2. Marital Status :

3. Spouse Name &

4. Category (ST / SC / OBC / General / Other) :

5. Date of Birth :

6. Age :

7. Gender :

8. PAN no. :

9. Permanent Address :

10. Address for Communication with Tel. & E-mail :

11. Educational Qualifications : (Starting from Higher Secondary) :

Degree/Diploma	University/ College/ Institution	Year	Major Subjects with Specialization	Grade/Division/ CGPA/percentage

12. Employment Records / Experiences :

A. Industry

Organization / University	Year From To	Designation	Salary Grade



B. Academics / Teaching

University /College/ Institution	Year		Designation	Salary Grade	TaughtUG/PG
	From	To			

C. Publication / Articles (If any)

13. References: (with contact no. and addresses) :

- a. _____
b. _____

(Signature of Applicant)

Note: Use extra sheets wherever necessary. Please indicate details of Research and Publications, Conference / Seminars attended, Books authored, Awards / Recognitions received and any other information that you wish to provide on separate A4 size sheet.

Following Documents to be submitted on the date of your joining:

- Three passport size photographs.
- Certificate & Marks sheet of 10th and 12th.
- Degree & Marks sheet of Graduation and Post-Graduation.
- Degree of Ph.D. (if any)
- Experience Certificate (if any)
- Aadhar Card
- PAN Card
- CV

Following BANK DETAILS required :

- Name of A/c Holder :___ (as per Bank A/c.)
- Bank A/c Number : ___
- Bank Name : ___
- Branch : _____ IFSC Code : _____





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ANNEXURE - C (i)

SELF - APPRAISAL FORM (TEACHERS) (Session:)

Note: To be submitted by every teacher and forwarded by the Dean/HOD upto 30th June every year.

- Name : _____
- Qualifications: _____
- Date of Birth : _____ Gender _____ Marital Status _____
- Address: _____
- E-Mail ID : _____ Mobile No. : _____
- Present Designation : _____
- Department : _____
- Area of Specialization : _____
- Whether acquired any degree /academic qualification during the year : _____
Ph.D. _____, PG _____, UG _____, Diploma _____, Certificate _____
- Date of Appointment _____ (in the Institution) _____ (in the Present Post)
- Honours/ Award, etc. Conferred during the year : _____

12. A. Teaching :

Classes Taught

	Class	Program	Semester	Course	Periods Taught per week L* P* T* S* Pr*	Feedback (out of 6)
	U.G. -					
	P.G. -					
	Any Other					

* L-Lecture

P-Practical

T-Tutorial
Page 50 of 63

S-Seminar

Pr-Project



- (i) Details of course teaching plan, synopsis of lectures and reading lists supplied to students – Attach separate sheet.
- (ii) Details of participation in the following (Give Details):

		Description
i.	University Evaluation	
ii.	Internal Evaluation	
iii.	Paper-Setting	
iv.	Assessment of Home Assignments	
v.	Conduct of Examinations	
vi.	Evaluation of Dissertation/ Internship Project etc.	

B. Details of Innovations / Contribution in Teaching during the year:

S. No.		Description
(i)	Design of Curriculum	
(ii)	Teaching Methods	
(iii)	Laboratory Experiments	
(iv)	Evaluation Methods	
(v)	Preparation of resource material, reading materials, Laboratory manuals etc.	
(vi)	Remedial Teaching/Student Counselling(academic)	
(vii)	Any other	

C. Improvement of Professional Competence:

- (i) Details regarding Refresher Course/Orientation Courses/Faculty Induction Programme/MOOCs/summer schools, workshops, seminars, symposia etc. attended/participated (Please enclose list/Certificate).

- (ii) Any Other (FDP, MDP, etc.)

- i. Details of Seminar, Conferences, and Symposia Organized. (Please enclose list)
- ii. Membership of Professional Bodies, Editorship of Journals, etc.

- (iii) Patents filed. If any, give a brief description



D. Research Contributions:

(i) Number of Students guided (PG / Ph. D):

	at the beginning of the year	Registered during the year	Completed during the year
Ph.D.			

(ii) No. of Research Papers and Books Published with details (please enclose Proof)

	National Publication	International Publication
No. of Research Papers		
No. of Books		

(iii) Research Projects / Consultancy Undertaken:

Title of the Project	Name of the funding agency	Duration

E. Participation in Co-curricular and Extension Activity/Works / Community Service:

(i) Co-curricular and Extension Works/Community Service.

(ii) Participation in Campus /Corporate Life/Committees on Education and Academics at the University / State / National Levels (if applicable, otherwise mark NA)

(iii) Enrichment of Campus Life (Hostels, sports, games, cultural activities)

(iv) Community work such as values of National Integration, Secularism, democracy, socialism, humanism, Speech, scientific temper etc.

Date:

Signature of the Teacher



Department of

Recommendations of the Dean/HoD:

Name of the Employee:.....

Designation:.....

BEHAVIOURAL SKILLS AND VALUES

1.	Health & Personality	
2.	Punctuality & Regularity	
3.	Initiate and Drive	
4.	Sense of Responsibility	
5.	Cross Functional and Team Orientation	
6.	Behaviour Towards Colleagues	
7.	Relationship/Attitude Towards Students	
8.	Willingness to learn	
9.	Temperament and Manners	
10.	Communication Skill	
11.	Reliability and Dependability	
12.	Integrity (Financial, Moral and Academic)	

NOTE: Please give ratings on a 5-point scale with:

5-Outstanding, 4-Very Good, 3-Good, 2-Average, 1-Below Average

Shortcoming/Weakness pointed out, if any, and improvement shown:

Date: _____

Signature of the Dean/HoD





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ANNEXURE - C (ii)

SELF-APPRAISAL FORM (NON-TEACHING STAFF) (Session:)

Note: To be submitted by every staff member and forwarded by the Reporting Authority/HOD upto 30th June every year.

PART-I

1	Name of the Employee	
2	Qualifications	
3	Designation	
4	Department	
5	Reporting Authority	
6	Date of Joining Service	
7	Qualification acquired and training under gone,if any, during the period	
8	Duties discharged during the period(Details to be furnished)	
9	Disciplinary Proceedings / Absence without leave (if any) Details to be furnished	
10	Special duties entrusted, if any, during the period. Whether discharged? Details to be furnished	
11	Significant Achievements if any	
12	Would you like to share any areas of Improvements for the Department University asa whole (Details to be furnished)	

NOTE: (1) Column's which are "Not Applicable" may be indicated so by the staff.
(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

Date:



Signature of the Employee



PART-II

A score of one is low and score of five is high. NA – Not Applicable

S.No.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.						
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, etc.).						
3	I develop a good report with the public especially during admission process.						
4	I respond quickly to the needs of the student, faculty and University.						
5	I get irritated when students, teachers disturb me in the middle of my work.						
6	I carry out the tasks/areas of management assigned to me in a responsible manner.						
7	My absence does not affect the system in the University.						
8	I always give proper information to my Reporting Authority during leave (planned & unplanned).						
9	I voluntarily help my colleagues when they are burdened with work.						
10	I complete the work for the day on time.						
11	If needed I extend my work timings to complete the task assigned.						
12	I positively respond to any instruction, guidance, correction and discipline by my superiors.						
13	I am able to post my views, expressions and suggestions to the management.						
14	I can immediately locate the files (for which I am responsible) when asked for data.						
15	I report on time to work.						

Date :

Signature of the Employee



PART-III

Department of
Recommendations of the Reporting Authority /HoD:

Name of the Employee:.....

Designation:.....

A	Whether the report given in Part II is acceptable? If not, the specific item and the reason therefore.	
B	General remarks	

Date :

Signature of the Reporting Authority

Final Remarks by the Registrar

Date :

Signature of the Registrar





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This is a confidential document and will be handled by the Director IQAC only.

STUDENT FEEDBACK FORM

Program:

Semester:

Objective: The purpose of this feedback is to further improve the performance of the faculty with your cooperation. Kindly play the role of a counselor rather than that of a Judge. Your assessment should be unbiased and objective. Please rate the Faculty, Coordinator and other facilities on a 6 point scale, ranging from 6 (very high rating) to 1 (very low rating).

Indicate the rating on various attributes* and overall competence.

6	5	4	3	2	1
Excellent	Very Good	Good	Fair	Poor	Very Poor

A. Faculty

		A	B	C	D	E	F
Subject	Name of the Faculty	Knowledge	Comm. Skill	Giving Assignments	Interactive Approach	Control over the class	Overall Rating



B. Coordinator

Name of the Coordinator	A Interaction	B Cooperation	C Control of Students	D Query Handling	E Behavior

Any Problem related to Faculty/ Coordinator

C. Overall Facilities (Academic, Infrastructure, Co-Curricular of JJTU (on 6 point scale Library

- a. Subjects & Books Availability ☐
- b. Reference books availability ☐
- c. Library Timings ☐

D. Computer Lab

- a. Proper functioning of PCs ☐
- b. Speed of Internet ☐

E. Infrastructure

- a. Cleanliness of the class room ☐
- b. Cleanliness of toilets ☐

F. Canteen

- a. Quality of food at canteen ☐
- b. Variety of food available in the canteen ☐

G. Co-Curricular Activities

- a. Sports ☐
- b. Cultural Activities ☐

I. Complaints/ Suggestions:

Note: Do not write your Name or Roll No. anywhere on the form. Please write suggestions (if any), for improvement overleaf.



ANNEXURE – E

BEST TEACHER AWARD (8.4)

CRITERIA:

Particulars	Marks
Combined Student feedback of an Academic Year	15
Research Output (Publications in Scopus/Indexed/UGC Care List/refereed journals-National/International/Conference Proceedings; Books Authored/Chapter in Book; Resource Person in Conference/Seminar)	35
Conferences Attended	5
Consultancy Received; MDPs / FDPs Conducted	15
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	10
Contribution to Co-Curricular / Extra Curricular Activities of the institute	20

MARKS PARAMETERS

Particulars	Marks
Student Feedback:	
4.50 & above	15
4.25 to 4.49	10
4.00 to 4.24	8
3.75 to 3.99 Below	5
3.75	0
Research Output:	
Publication in Refereed Journals (Non Paid)	15
Publication in Int. Journal (Non Paid) Publication in Int. Journal (Paid)	10
Publication in National Refereed Journals (Non Paid) Other national journals	8
Books Authored (Single) Books	10
Authored (Co-Author) Chapter in Book	5
Resource Person Conference / Seminar (Int.)	20
Resource Person Conference / Seminar (National) Paper Published in Conference Proceedings (Int.)	10
	5 per chapter
	20
	15
	10



Paper Presented in Conferences (Int.)	10
Paper Published in Conference Proceedings (National)	7
Paper Presented in Conferences (National)	7
*Research Work / Publication co-authored with Ph.D supervisor shall be regarded as single author. In all other cases, co-authorship shall get half marks.	
Participation in Academic Events (Conferences, Seminars, FDPs, Workshop etc.)	
International	15
National	10
Consultancy Received; MDPs / FDPs Conducted	On the discretion of Jury
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	On the discretion of Jury
Contribution to Co-Curricular / Extra Curricular Activities of the institute	
a) In House during working hours	5
b) Outside Campus during working hours	10
c) Outside Campus after working hours	15



ANNEXURE - E



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NO DUES CERTIFICATE (Staff Members)

Dr./Mr./Ms.S/o / D/o of
Working asin the Department of.....has applied
for No Dues Certificate.

The concerned Heads are requested to give their remarks regarding dues, if any.

Registrar

1. Library:
2. Sports:
3. Staff Residence:
4. System Administrator:
5. Examination Department:
6. Mess/Canteen Contractor:
7. Maintenance Supervisor:
8. Central Store:
9. Accounts:
10. In-Charge Concerned Lab:
11. Return of ID card to Mr.:
- (If the ID Card is not returned a fine of Rs. 100 would be charged)**
12. H.O.D of concerned Department:

Signature of the Employee

Address:

Mobile No.

E-Mail Id:

(For Office Use Only)



ANNEXURE – F
LIST OF HOLIDAYS 2023-24

List Of Holidays 2023-24		
List of Holidays for the Academic Session 2023-24 as per the Department of Higher Education, Government of Rajasthan		
Name of Gazetted Holiday	Day	Date/Duration
ID-UL-Zuha (Bakrid)	Thursday	29 June 2023
Muharram	Saturday	25 July 2023
Raksha Bandhan	Wednesday	30 August 2023
Janmashtami	Thursday	07 September 2023
Ganesh Chaturthi	Tuesday	19 September 2023
Ramdev Jayanti & Teja Dashmi	Monday	25 September 2023
Id-E-Milad	Wednesday	27 September 2023
Dussehra (Festival Break- Durga Ashtami, Mahanavami & Vijayadashmi)	Monday-Tuesday	October-23-24-2023 (3)
Deepawali (Festival Break)	Sunday-Wednesday	November-12-15-2023 (4)
Guru Nanak Jayanti	Monday	27 November 2023
Christmas Day	Monday	25 December 2023
Winter Break	Tuesday-Saturday	December 26-30-2023 (5)
Makar Sankranti	Monday	15 January 2024
Maha Shivratri	Friday	08 March 2024
Holi (Festival Break)	Monday-Wednesday	March 25-27-2024 (3)
Good Friday	Friday	29 March 2024
Navratra Sthapana (Chaitra)	Tuesday	09 April 2024
Ram Navami	Wednesday	17 April 2024
ID-UL-Fittar	Wednesday	10 April 2024
Parshuram Jayanti	Friday	10 May 2024
<p>Note:- All the administrative staff is informed that this calender of Holidays for the session 2023-24 will be followed.</p> <p style="text-align: right;">Total = 30</p>		
<p style="text-align: center;">Note:-</p> <p>1. President/Chairperson will have the power to declare 03 holidays in a calendar year.</p> <p>2. Holidays for Muslims will depend on the visibility of the Moon.</p> <p>3. Winter vacation and summer vacation will be applicable in the academic departments only.</p>		





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ANNEXURE -G

On Duty Application Form

Date :

Name:

Designation: Deptt. / Section:

Date(s) : Time to Leave the Campus :

Purpose of On duty:..... Contact No. :

Authorized Signatory

Dean/ HOD

Sign. of Applicant



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Leave Application

Date :

Name:

Designation: Deptt. / Section:

Dates for which Leave is applied:

Types of Leave: CL / EL / AL / CCL / Half Day / Short Leave / Other

Reason of Leave:

Contact No. :

Authorized Signatory

Dean/HOD

Sign. of Applicant

