

# MAHARISHI MARKANDESHWAR UNIVERSITY

(Deemed University Established under Section 3 of the UGC Act, 1956)

MULLANA-AMBALA, 133-207 (HARYANA)



## SERVICE RULES (for Teaching Staff)

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## SERVICE RULES

(For Teaching Staff)

### Extent of application

- 1.1 These rules may be called M.M. University Service Rules for teaching staff who are under the administrative control of MM University, Mullana.
- 1.2 These rules shall not apply to:-
  - i) any university employee between whom and the university, a specific contract or agreement subsists in respect of any matter dealt with herein to the extent upto which specific provision is made in the contract or agreement.
  - ii) any university employee, who has been appointed on adhoc basis in University.
- 1.3 If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the competent authority.
- 1.4 Nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by or under any law or by the terms of his agreement.
- 1.5 The power of interpreting these rules is vested with the Vice-Chancellor, MMU.

### DEFINITIONS

- 2.1 Days means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed twenty four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- 2.2 Family means a university employee's wife or husband as the case may be, residing with the employee, legitimate children and step-children residing with and wholly dependent upon him and except for allowing travelling allowance, it includes in addition, parents, sisters, and minor brothers if residing with and wholly dependent upon him.
- 2.3 Honorarium means a recurring or non-recurring payment granted to a University employee as remuneration for special work of an occasional or intermittent character.

**Note-1:** No honorarium should be paid in respect of any work which can fairly be regarded as paid of the legitimate duties of the employee concerned.

**Note-2:** It is one of the liabilities of University employees to have to work outside college hours in exceptional times and circumstances. No honorarium should ordinary be given on this account, but continuous working out of office hours may justify a claim to honorarium or to special pay.

- 2.4 Month means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the numbers of days in each, should first be calculated and the odd number of days calculated subsequently.
- 2.5 a) pay means the amount drawn monthly by a University employee as:
- i) the pay, other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him or to which he is entitled by reason of his position in a cadres and
  - ii) special pay and personal pay; and
  - iii) any other emoluments which may be specially classed as pay by the competent authority.
- 2.6 Personal pay means additional pay granted to a University employee:
- a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - b) in exceptional circumstances, on other personal considerations.
- 2.7 Special pay means in addition, of the nature of pay to the emoluments of a post or of a University employee, granted in consideration of:
- a) the specially arduous nature of the duties: or
  - b) a specific addition to the work or responsibility.
- 2.8 Substantive pay means the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority.
- 2.9 Presumptive pay of a post, when used with reference to any particular college employee, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the University employee performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.
- 2.10 Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
- 2.11 Permanent post means a post carrying a definite rate of pay sanctioned without limit of time.

- 2.12 Time scale pay means pay which rises by periodical increments from a minimum to a maximum.
- 2.13 Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.
- 2.14 Officiating charge - A college employee officiates in a post, when he performs the duties of a post, which is vacant or on which no other college employee holds in lien.
- 2.15 'Board' means the Vice-Chancellor of the M.M. University, Mullana (Ambala).
- 2.16 'Competent Authority' means the Vice-Chancellor, MMU, Mullana or the authority to whom the Vice-Chancellor may delegate such powers.
- 2.17 Employee means any person employed or appointed to any service, office or post in connection with the affairs of the University, but not including part time employee or employees appointed on work charged basis.
- 2.18 'Service' means service in M.M. University, Mullana.
- 2.19 Appointing authority-Appointment to any post in University service shall be made by the Vice-Chancellor, MMU.
- 2.20 Age for entry in University service- unless otherwise directed by the state/central Govt./UGC, age for entry in University service will be decided by the Vice-Chancellor, MMU at the time of initial appointment of a person in University service.
- 2.21 Termination of service- The appointing authority shall have the power to terminate the services of any employee with or without notice as per terms and conditions provided in his appointment letter.

#### **Subscription to contributory provident fund**

- 3.1 A University employee may be required to subscribe to a contributory provident fund in accordance with such rules as the competent authority may by order prescribe from time to time.

#### **Date of reckoning pay and allowance**

- 3.2 A University employee commences or ceases to be entitled to the pay and allowances of a post with effect from the date he assumes or relinquishes charge of the duties in the forenoon of that date; otherwise from the following day.

## **Charge of office**

- 3.3 The University of an office must be made over at its headquarters; both the relieving and relieved University employees being present. However, when an employee is not attending University or not present on the date of his termination of service, he will be relieved in absentia.

## **PAY**

- 4.1 University authorities with the approval of the Vice-Chancellor may grant to any University employee-
- i) personal pay as defined in clause (a) of rule 2.6 or
  - ii) special pay as defined in rule 2.7, or
  - iii) both personal pay and special pay.

No application for the grant of personal pay/special pay should be entertained unless:-

the University employee's service has been consistently satisfactory and has been of a character superior to what is ordinarily expected of the incumbent of the post.

- 4.2 The initial substantive pay of a University employee who is appointed substantively to a post on a time scale of pay is regulated as follows:-

if he hold a lien on a permanent post-

i) when appointment to the new post involves the assumption of duties or responsibilities of higher responsibilities than those attached to such a permanent post, he will draw as initial pay the stage of the time scale next above his substantive pay in respect of the old post;

ii) When appointment to the new post does not involve such assumption, he will draw as initial pay the stage of the time-scale which is equal to his substantive pay in respect of the old post, or, if there is no such stage the stage next below that pay plus personal pay equal to the difference; and in either case will continue to draw that pay until such time as he would have received an increment in the time scale of the old post or for the period after which an increment is earned in the time scale of the new post, whichever is less. But if the minimum of the time-scale of the new post is higher than his substantive pay in respect of the old post he will draw that minimum as initial pay;

iii) When appointment to the new post is made on his own request and maximum pay in the time scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.

a) If the condition prescribed in clause(a) of Rule 2.6 are not fulfilled, he will draw as initial pay the minimum of the time scale:

Provided that both in cases covered by clause (a) of Rule 2.6 and in cases other than cases of re-employment after resignation or removal covered by clause (b) of Rule 2.6, that if he either- has previously held substantively or officiated in-

i) the same post, or

ii) a permanent or temporary post on the same time scale, or

iii) a permanent post, on the identical time scale, or a temporary post on an identical time scale such post being on the same time-scale as a permanent post, then the initial pay shall not be less than the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority, which he drew on the last such last and any previous occasions for increment in the stage of the time scale equivalent to that pay.

b) Notwithstanding anything contained in these rules, where a college employee holding a post in a temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attached to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above his pay drawn by him in the lower post provided it is certified by the college authorities that the said employee would have continued to officiate in the lower post but for his promotion/appointment to the higher post.

### **INCREMENTS**

4.3 An increment shall ordinary be drawn as a matter of course, unless it is withheld. An increment may be withheld from a university employee by the competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

**Note: 1.** An increment shall be drawn from the 1<sup>st</sup> day of the month in which it falls due.

**Note: 2.** The increment of an employee on leave on the 1<sup>st</sup> of the month shall be actually drawn from the date of resuming duty on return from leave.

**Note: 3.** Where a normal increment is withheld for specific period and the period of such penalty expires after the 1<sup>st</sup> of the month, increment shall be granted/restored from the date of penalty ceases.

4.4 Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to a university employee without the specific sanction of the authority empowered to withhold increments.

**Note:1.** When a university employee is allowed to pass an efficiency bar which had previously been enforced against him, he should come to the time scale at such a stage as the authority competent to declare the bar removed may fix for him, subject to the pay admissible according to his length of service.

**Note:2.** The cases of all employees held up at the efficiency bar should be reviewed annually with a view to determine whether the quality of their work has improved and generally whether the defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removing of the bar.

4.5 The following provisions prescribes the conditions on which service counts for increments in a time scale;

- a) All duty in a post on a time scale counts for increment in that time scale.
- b) All leave except extraordinary leave taken otherwise than on medical certificate.

Provided that the competent authority may in any case in which it is satisfied that the extraordinary leave was taken for any cause beyond the college employee's control or for prosecuting higher technical studies, direct that extraordinary leave shall be counted for increments.

**Note: 1.** A period of overstay of leave does not count towards increments in a time scale unless it is converted into extraordinary leave and extraordinary leave is specially allowed to count for increments.

**Note: 2.** In the case of temporary/officiating university employee, a certificate that university employee concerned would have continued to officiate in that post but for his proceeding on extra ordinary leave is necessary and the period of extra ordinary leave would count for increment only to the extent covered by the certificate.

c) If a university employee, while officiating in a post or holding a temporary post on a time scale pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post or is appointed or re-appointed to a post on the same time scale of pay count for increments in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increments in the lower is, however, restricted to the period during which the college employee would have officiated in the lower post but for his appointment to the higher.

This clause applies also to a university employee who is not actually officiating in the lower post, at the time of his appointment to the higher post, but who would have so officiated in such lower post or in a post on the same scale of pay had he not been appointed to the higher post.

**Note:** For the purpose of this clause, the officiating and temporary service in the higher post will also include the period of leave except extraordinary (leave taken otherwise than on medical certificate) provided it is certified by the appointing authority that the employee concerned would have actually officiated in the lower post but for proceeding on leave from the higher post.

- 4.6 The competent authority may grant premature increments to a university employee on a time scale of pay for good work done by him, while in service of university.

**Note:** In the case of increments granted in advance, it is usually the intention that the university employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments, as a college employee who has so risen.

4.7 **TRANSFER FROM A HIGHER TO LOWER GRADE OR FROM A HIGHER STAGE TO A LOWER STAGE;**

The authority which orders the transfer of a university employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may consider proper.

- 4.8 1) if a university employee is given as a measure of penalty a lower stage in his time scale, the authority ordering such punishment shall state the period for which it shall be effective and whether, on restoration the period of reduction of state of pay shall operate to postpone future increments and, if so, to what extent.

2) if a university employee is reduced as a measure of penalty to a lower service, grade or post to a lower time scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective but where the period is specified, that authority shall also state whether, on restoration, the period of reduction shall operate to postpone future increments, and if so, to what extent.

**Note (a):** Every order passed by the authority imposing on a university employee the penalty of reduction to a lower stage in a time scale should indicate-

- i) the date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative.
- ii) The stage in the time scale (in terms of rupees) to which the college employee is reduced; and
- iii) The extent (in terms of years and months), if any, to which the period referred to at (i) above should operate to postpone future increments.

It should be noted that reduction to lower stage in a time scale is not permissible under the rules either for an unspecified period or as a permanent measure. Also when a university employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction. The period to be specified under (iii) should in no case exceed the period specified under (i)

c) The question as to what should be the pay of a university employee on the expiry of period reduction should be decided as follows:-

i) If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the university employee should be allowed the pay which he would have drawn in the normal course but for the reduction. If, however, the pay drawn by him immediately before reduction was below the efficiency bar, he should not be allowed to cross the bar except in accordance with the provisions of rule 4.4.

ii) If the order specifies that the period of reduction was to operate to postpone future increments for any specified period then pay of the university employee should be fixed in accordance with (i) above but after treating the period for which increments were to be postponed as not counting for increments.

c) In order to ensure that every order passed by a competent authority imposing on a university employee the penalty of reduction to a lower stage in a time scale is definite and clear.

4.9 Where an order of penalty of withholding of increment of a university employee or his reduction to a lower service, grade or post, or to a lower time scale, is set aside or modified by a competent authority on appeal or review, the pay of the university employee shall, notwithstanding anything contained in these rules, be regulated in the following manner:-

a) If the said order is set aside, he shall be given for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn;

b) If the said order is modified, the pay shall be regulated as if the order so modified had been added in the first instance.

4.10 Pay of officiating university employees

1) If a university employee is appointed to officiate in another post, he shall not draw pay higher than the pay in respect of his original post, unless the post in which he is appointed to officiate involves, the

assumption of duties and responsibilities of greater importance than attaching to the post on which he holds a lien.

2) For the purpose of this rule, the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to which it is made is on the same scale of pay as the permanent post, on which he holds a lien or on a scale of pay identical therewith.

4.11 1) Subject to the provisions of rule 4.10, a university employee, who is appointed to officiate in a post shall draw the presumptive pay of that post.

2) On an enhancement in the substantive pay, as a result of increment or otherwise, the pay of such university employee shall be re-fixed under sub rule (1) from the date of such enhancement as if he was appointed to officiate in that post on that date where such re-fixation is to his advantage.

Note: In the case of a university employee, whose officiating pay on re-fixation under clause (2) of this rule carries his pay above the efficiency bar stage in the time scale of the officiating post, the college employee concerned should be deemed to have automatically crossed the efficiency bar at the time of re-fixation of officiating pay and the question of application of efficiency bar shall not arise.

#### 4.12 **PERSONAL PAY**

Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

#### 4.13 **FIXATION OF PAY ON FIRST APPOINTMENT**

The Vice-Chancellor of MMU is authorized to fix initial pay including higher start of pay for an employee appointed in the university. However, where the appointment is made by the Selection Committee, the said Committee should decide the basic pay to be offered to the selected candidate.

#### **PERIOD OF PROBATION**

4.14 i) All appointments against regular vacancies in the university shall ordinarily be made on probation for a period of two years. The appointing authority shall have the power to extend the period of probation of an employee for one year or such shorter period as may be found necessary.

ii) On completion of the period of probation or the extended period of probation, as the case may be, the employee shall, if his work and conduct during the period of probation has been satisfactory shall continue to hold his office till his retirement.

## **TERMINATION OF SERVICE**

- 4.15 The appointing authority shall have the power to terminate the services of an employee without assigning any reason during the period of probationer extended period of probation. However, in the case of persons appointed on probation against regular posts, service is liable to be terminated during the probation period by giving 3 months notice in writing or on payment of 3 months pay and allowances in lieu of notice by either side.

In case of persons who are appointed on adhoc or contract basis, the services can be terminated with one months notice in writing or on payment of one month's pay and allowances in lieu of notice by either side.

## **APPOINTMENT ON CONTRACT**

- 4.16 The Vice-Chancellor of MMU may appoint a person on contract for a specific period on pay to be decided by them. The period of contract may be extended by them from time to time.

## **VACATION OR NON VACATION STAFF**

- 4.17 It shall be for the Principal of the concerned college of MMU to decide as to the class of employees who shall be entitled to vacation.

### **5 Additions to pay – House Rent Allowance**

- 5.1 A House Rent Allowance may be drawn by a university employee during leave period provided he certifies that he continued to incur expenditure for a house during the period of leave.

## **HONORARIAM**

- 5.2 A competent authority may grant or permit a university employee to receive an honorarium for work performed which is occasional or intermittent in character.

## **FEES**

- 5.3 Competent authority may permit a university employee without detriment to his official duties or responsibilities, to perform a specified service or series of service for a private person or body or for a public body, University/Education Board including a body administering a local fund and to received remuneration therefore with the approval of the competent authority.

## **REMOVAL AND SUSPENSION**

Cessation of pay and allowances on removal.

- 6.1 The pay and allowances of a university employee who is removed from service cease from the date of removal. University employee will be placed under suspension during pendency of criminal proceedings, or proceedings for arrest for debt, or during detention under a law providing for preventive detention.
- 6.2 A university employee against whom proceeding have been initiated either for his arrest for debt, or on a criminal charge or who is detained under any law providing for preventive detention is to be placed under suspension during which he is detained in custody and may be allowed subsistence allowance, as may be decided by the Competent Authority from time to time for such periods until the final termination of the proceedings initiated against him or until he is released from detention and allowed to rejoin duty, as the case may be. An adjustment of his allowances for such periods should therefore be made according to the circumstances of the case, the full amount being given only in the event of the official being acquitted of charge against him.
- 6.3 A university employee against whom a criminal charge is pending may at the discretion of the Competent Authority be placed under suspension by the issue of specific order to this effect during the periods when he is not actually detained in custody or imprisoned (e.g. while released on bail), if the charge made against him is connected with his position as a university employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, the provisions of rule 6.2 shall apply.

## **RECORD OF SERVICE**

- 7.1 A service book in the form prescribed by the Competent Authority must be maintained for every regular university employee. The service book is to be supplied by the university and is to be kept in Establishment branch of the university but should not be given to him. It should not be returned to the university employee on retirement, resignation or discharge from service.
- 7.2 Every step in a university employee's official service must be recorded in his service book. It should be ensured that all entries are duly made and attested by the Registrar/Dy. Registrar (Estt.).

## **CONDUCT RULES**

- 8.1 **Definitions-** In these rules, unless the context otherwise requires:-
- a) "University" means Maharishi Markandeshwar University, Mullana (Ambala).
- b) "University employees" means any person appointed to any service or post in connection with the affairs of the M.M. University, Mullana.

8.2 a) Every university employee shall at all times:-

- i) maintain absolute integrity.
- ii) Maintain devotion to duty; and
- iii) Do nothing which is unbecoming of a university employee.

b) i) Every university employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all university employees under his control and authority.

ii) No university employee shall, in the performance of his official duties, or in the exercise of powers conferred on his act otherwise than in his best judgment, except when he is acting under the direction on his superior authority.

### 8.3 · DEMONSTRATION AND STRIKES·

No university employee shall:

i) engage himself or participate in any demonstration which is prejudicial to the interest of the university, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offense, or

ii) resort to any form of strike in connection with any matter pertaining to his service or any other university employee.

8.4 Unauthorized communication of the information- No university employee shall in the performance in good faith of the duties assigned to him communicate, directly or indirectly, any official document or any part thereof; or information to any university employee or any other person to whom he is not authorized to communicate such document or information.

8.5 Private trade or employment (1) No university employee shall except with the previous sanction of the competent authority engage directly or indirectly in any trade or negotiate for, or undertake, any other employment including tuition work.

i) He shall immediately after undertaking such work, report to the university authorities giving full details.

ii) His official duties do not thereby suffer;

iii) He shall discontinue such work if so directed by the university.

8.6 No university employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the competent authority.

8.7 Insolvency and habitual indebtedness- A university employee shall so manage his private affairs as to avoid habitual indebtedness, or

insolvency. A university employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings to the university authorities.

- 8.8 Consumption of intoxicating drinks and drugs- A university employee shall-
- strictly abide by any law relating to intoxicating drink or drugs in force in any area in which he may happen to be for the time being;
  - take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs.
  - not be present on duty in a state of intoxication.

8.9 JOINT REPRESENTATION FROM UNIVERSITY EMPLOYEES-

College employees should not submit a joint representation for redress of their grievances. Every university employee making a representation should do so separately and in his own name.

8.10 JOINING EDUCATIONAL INSTITUTIONS BY UNIVERSITY EMPLOYEES OUTSIDE NORMAL WORKING HOURS.

Permission may be given in individual cases by the competent authority to university employees for joining regular course of study in educational institutions/University outside working hours without detriment to official duties. However, when it is noticed that the university employee has been neglecting his duties for the sake of his duties, a condition may be attached saying that the permission may be withdrawn at any moment without assigning any reasons.

- 8.11 Every university employee shall at all times be courteous in his dealings with other members of the staff, students and members of public.

- 8.12 Unless otherwise stated specifically in the term of appointment, every employee is a whole-time employee of the university, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays occasionally. No compensatory leave will be granted in lieu thereof except in some exceptional cases.

- 8.13 An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty, unless otherwise permitted by the competent authority.

- 8.14 Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.

- 8.15 Criticism of the university - No employee shall in any document published anonymously or in his own name or in the name of any other

person or in any communication to the press or in any public utterance, make any statement of fact or opinion,

i) which has the effect of any adverse criticism or any current or recent policy or action of the university or,

ii) which is capable of harassing the relations of the university with the Govt. or any other institution or organization or the members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

## **PUNISHMENT AND APPEAL RULES**

### **PENALTIES**

The following penalties may, for good and sufficient reasons and hereinafter provide, be imposed on a university employee namely:

#### **9.1(A) MINOR PENALTIES**

i) Censure,

ii) Withholding of increments of pay without cumulative effect,

iii) Recovery from pay of the whole or part of any pecuniary loss caused to university by negligence or breach of order;

#### **9.1(B) MAJOR PENALTIES**

1. withholding of increments of pay with cumulative effect;

2. reduction to a lower stage in the time scale of pay; for a specified period.

3. reduction to a lower scale of pay, grade, post or service;

4. Compulsory retirement.

5. removal from service.

**Explanation:-** The following shall not amount to a penalty within the meaning of this rule, namely:

i) Stoppage of a university employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;

ii) non-promotion of a university employee, after consideration of his case, to a service, grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post on any administrative ground unconnected with his conduct.

- iii) Reversion of a university employee appointed on probation to higher post to his original post in accordance with terms of his appointment or the rules and orders governing such probation.
- iv) Compulsory retirement of a university employee in accordance with the provisions relating to his superannuation or retirement.
- v) Termination of the service-
  - a) of a university employee appointed on probation, during or at the end, of the period of probation in accordance with the terms of appointment or the rules and orders governing such probations, or
  - b) of a temporary university employee appointed otherwise than under contract, on the expiration of the period of the appointment or on the abolition of the post or before the due time in accordance with the terms of appointment, or
  - c) of a university employee, employed under an agreement in accordance with the terms of such agreement.

9.2 SUSPENSION - i) The appointing authority may place a university employee under suspension:

- a) When a disciplinary proceeding against him is contemplated or is pending, or
- b) Where a case against him in respect of any criminal offense is under investigation, inquiry or trial:

ii) A university employee shall be deemed to have been placed under suspension by an order of the appointing authority:

- a) With effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty eight hours,
- b) With effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith removed or compulsory retired consequent to such conviction.

9.3(i) No order of imposing a major penalty shall be passed against a person to whom these rules are applicable unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

ii) The ground on which it is proposed to take such action shall be reduced to the form of definite charge or charges which shall be communicated in writing to the persons charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take up into consideration in passing orders on the case and he shall be required within a reasonable

time to state in writing whether he admits the truth of all or any of the charges, what explanation for defence, if any, he has to offer and whether he desired to be heard in person. If the punishing authority is not satisfied with the explanation given by the person charged or there are other reasons to do so shall direct that an inquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted.

- iii) The provisions of this rule shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his conviction on a criminal charge; or where an authority empowered to remove him or reduce him in rank is satisfied that, for some reasons to be recorded by him in writing it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him, or wherein the interest of the security of the state it is considered not expedient to give to the person such an opportunity.

- 9.4 The punishing authority may itself enquire into any charge or charges or may appoint an inquiry officer for holding inquiry against a person charged.

The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of a university employee to present his case if he so desires. However, if in any inquiry, counsel is engaged on behalf of the university, the person against whom the charge or charges are being inquired, shall also be entitled to engage counsel.

- 9.5 After an inquiry against a university employee has been completed; and after the punishing authority has arrived at a provisional conclusion in regard to the penalty to be imposed, the university employee shall, if the penalty to be imposed is major penalty be supplied with a copy of the report of the inquiring authority and be called upon to show cause within a fortnight against the particular penalty proposed to be inflicted upon him. Any representation submitted by him in this behalf shall be taken into consideration before final orders are passed.

Provided that if the punishing authority disagrees with any part or whole of the findings, of the inquiring authority, the point or points of such disagreements, together with a brief statement of the ground thereof, shall also be supplied to the university employee.

- 9.6 Procedure for imposing minor penalties- no order for imposing a minor penalty shall be passed on a university employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation has been taken into consideration. Provided further that the requirement of this rule may, for sufficient reasons to be recorded in writing be waived where it is practicable to observe them and where they can be waived without injustice to the university employee concerned.

- 9.7 Every person, to whom these rules apply, shall be entitled to appeal to the Vice-Chancellor against an order of any authority subordinate to the Board imposing any penalty on him.

Provided that no appeal shall lie against the orders made on appeal by the Vice-Chancellor.

- 9.8 Period of limitations of appeal- No appeal preferred under rule 7 shall be entertained unless such appeal is preferred within a period of 30 days from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

- 9.9 In case of appeal against an order imposing any penalty, the Vice-Chancellor shall consider:

- a) Whether the facts on which the order was based have been established.
- b) Whether the facts established afford sufficient ground for taking action; and
- c) Whether the penalty is excessive, adequate or inadequate;

and after such consideration, shall pass orders as it thinks proper. Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty should not be increased.

- 9.10 Manner of presentation of appeal:

Every appeal preferred under these rules, shall contain material statements and arguments relied upon by the appellant, shall contain no disrespectful or in proper language, and shall be complete in itself.

- 9.11 Withholding of appeals- An appeal may be withheld by the Vice-Chancellor if-

- a) it is an appeal in a case in which under these rules, no appeal lies; or
- b) it does not comply with provisions of sub rule 9.10; or
- c) it is an appeal and is not preferred within 30 days after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or
- d) it is a repetition of a previous appeal and no new facts or circumstances are adduced which offered ground for a reconsideration of the case;

Provided that in every case in which an appeal is withheld, the applicant shall be informed of the fact and the reasons for it and a copy thereof forwarded to the appellant authority, together with a copy of appeal. The cases which are not covered under the above rules will be decided with the approval of the Vice-Chancellor, MMU.

## PROMOTION

Promotion of teachers will be made as per norms of the concerned Regulating Council/UGC.

## PROFESSIONAL DEVELOPMENT PROGRAMME:

The faculty allowed to attend the National Conference/Seminar/Symposia under this scheme are paid **financial assistance** by the University at the following rates:

- (a) **Professors:** Travel expenses upto **AC-II tier** or by air whichever is less with **registration fee** subject to a maximum of **Rs.15,000/-** limited to actual fare and registration fee against receipts.
- (b) **Readers/Associate Professors:** Travel Expenses upto **AC-III tier** or by air whichever is less with **registration fee** subject to a maximum of **Rs.10,000/-** limited to actual fare and registration fee against receipts.
- (c) **Lecturers/Assistant Professors** (with PG degree in the case of Dental College) Travel expenses by second class rail with actual **registration fee** subject to a maximum of **Rs.8,000/-** limited to actual fare and registration fee against receipts.

## INTERNATIONAL CONFERENCE/SEMINAR ABROAD

### ELIGIBILITY

1. Regular Teachers of the MMU Institutions with three years service in the Institute will be entitled to avail the travel grant under these guidelines.
2. Eligible Teachers will be entitled to avail the travel grant only once in three years.
3. Only those teachers who have been invited for participation in the programme for *oral* presentation of Research Paper *published in a Journal which is indexed in scopus/web of sciences* will be entitled to avail the travel grant.
4. Only those who have sought prior permission of the competent authority for participation in the programme will be entitled to avail the benefit of travel grant.
5. *The teacher availing the benefit should work atleast for 1 year after availing the benefit otherwise he/she has to deposit the amount.*

### **EXTEND OF BENEFIT**

1. The benefit of travel grant for participation in the programme will be limited to the 50% of the following expenditures subject to a maximum of Rs.50,000/- only for one single programme in three years:
  - (a) Both ways Air Fare
  - (b) Registration Fee

The Programme commencing in a year and expiring in the subsequent year will be counted to have been availed in the subsequent year.

Further publication of research papers by the faculty of the University in reputed international research journals published abroad as a measure for promotion of research activities in the University, the amount of incentive of Rs.10,000/- is admissible for two or more Research Paper got published in a calendar year.

There will be special incentives for teachers who received awards/recognitions at State, National or International level. These incentives may be in the form of cash award/special increment/ promotion under Career Advancement Scheme with prior approval of Competent Authority.

Such teachers may also be given commendation/appreciation certificates. Further these achievements may be highlighted through University publications/newsletters/institutional website/social media accounts.