

**TERMS OF EMPLOYMENT
AND
CONDITIONS OF SERVICE
UNDER
SELF FINANCING SCHEME
(Prepared By Review Committee)**

(Approved By Board of Management dated 10.01.2021 on Resolution No. 07)

SFS RULES 2020



**GURUKULA KANGRI
(DEEMED TO BE UNIVERSITY)
HARIDWAR (UTTARAKHAND)**

Year - 2020


Registrar
Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249001

TERMS OF EMPLOYMENT AND CONDITIONS OF SERVICE UNDER SELF FINANCING SCHEME

1. TITLE

- 1.1 These rules may be called Gurukula Kangari (Deemed to be University) Self Financing Scheme Rules.
- 1.2 These rules shall apply to all teaching and non-teaching employees of Gurukula Kangari (Deemed to be University) Haridwar (Uttarakhand) under Self Financing Scheme.
- 1.3 Self Financed courses/programmes shall be introduced and run under these rules the Gurukula Kangari (Deemed to be University) Haridwar (Uttarakhand).
- 1.4 These rules shall come into force with immediate effect and supersede all previous rules or practices which have been in operation on matters covered herein.
- 1.5 These rules are not exhaustive and the Board of Management (BOM) of Gurukula Kangari (Deemed to be University) may from time to time amend, modify or add to these rules, and all such amendments, modifications or additions shall take effect from the date specified by the BOM.

2. DEFINITION

- 2.1 '**UNIVERSITY**' means Gurukula Kangari (Deemed to be University) Haridwar.
- 2.2 '**BOM**' means Board of Management of the Gurukula Kangari (Deemed to be University) Haridwar.
- 2.3 '**Vice-Chancellor**' means the Vice-Chancellor of Gurukula Kangari (Deemed to be University) Haridwar.
- 2.4 '**Employee**' means a teaching and non-teaching employee appointed on permanent/purely temporary/adhoc/contract basis under SFS Rules.
- 2.5 '**SFS**' refers to the Self-Financed Courses and Programmes.
- 2.6 '**UGC**' means University Grant Commission, New Delhi.
- 2.7 '**Academic Session**' denotes one complete year starting from 1st July of the year till the 30th of June of the following year.
- 2.8 '**Course**' means a course which refers to any academic programme leading to award of a Certificate, Diploma or Degree specifically introduced and established under the scheme.
- 2.9 '**Self-Finance Course/Programme**' means the course and the programme that generate sufficient revenue by way of tuition fees, admission fees and other funds prescribed by the University so as to meet all the expenses in running of the courses towards salaries of the employees, building rentals, maintenance, recurring expenses for electricity, water, stationery, course material, establishment and maintenance of laboratories, postage, TA/DA and all other incidentals

so as to provide the course programme the character of financial self-sustenance.

2.10 **ACR** means Annual Confidential Report and **APAR** means Annual Performance Appraisal Report.

3. **CLASSIFICATION OF EMPLOYEES**

- 3.1 **'Permanent Employee'** is the one who is appointed against a sanctioned post and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the competent authority.
- 3.2 **'Temporary/Adhoc Employee'** is the one who has been appointed for a limited or specified period to work in a post of a temporary nature or to cope with a temporary increase in work.
- 3.3 **'Contractual Employee'** is the one with whom a contract with terms and conditions is signed for a particular work for a specific period.
- 3.4 **'Casual Employee'** is the one who is employed on a day to day basis for the work of casual nature and/or intermittently.
- 3.5 Duration of appointment shall be determined by the nature of appointment and minimum basic salary will be given according to the concerned post in teaching and non-teaching category as per UGC norms, but it depends on availability of funds.
- 3.6 The minimum qualification of the concerned post shall be decided by the University authority as per UGC/AICTE/PCI/NCTE etc. norms.
- 3.7 The appointment letter should be issued related to selected candidates (Permanent, temporary/ ad-hoc and contractual basis) after the approval of BOM.
- 3.8 In case ad-hoc/fixed appointment is required and meeting of the BOM is not held during that period, in such circumstance / situation VC can appoint on Teaching / Non Teaching posts for the Period not more than 6 month.

4. **COMPETENT AUTHORITY TO INTRODUCE SELF-FINANCED COURSE/PROGRAMME**

The Academic Council of the University shall be competent to approve the introduction and establishment of a course/programme of instruction. Before introducing any course/programme, its financial viability, academic utility, marketability in terms of employment will be assessed. The main criteria for continuation of such courses/programmes will depend upon the response of students in the field and its employment opportunities.

5. **CONTINUATION/CLOSURE OF THE COURSES/PROGRAMMES**

The University shall take decision regarding continuation/ closure of the course on the basis of assessment carried out by a committee appointed by the Vice-Chancellor. However, e.g. if a course has been started, the duration

of which is four years, it shall not be closed till completion of course after the students have been admitted on the grounds of inadequate enrollment or lack of funds. However fresh admission of such programme may not be taken.

If in three consecutive years, there is a downfall of approx. 50% in admissions, the SFS funded Courses shall go for immediate seat reduction to reduce the number of teachers as per statutory requirement after following due procedure of reduction of seats. Dean/Head may give an extra load to the faculty members to make the department financially viable.

6. MAINTENANCE OF ACCOUNT

The University shall maintain separate accounts of the income and expenditure of the course/programme started under the scheme. The surplus income, if any, subject to minimum of 25% shall be transferred to the funds of the University and it shall be ensured that the University spends such funds only for the proper development/ maintenance of self-financing courses. In no case, total expenditure should exceed 75% of the total income.

7. WORKING DAYS AND HOURS OF WORK

- 7.1 The normal working hours for teaching staff is 7 hours a day from 10:00 am to 5:00 pm (including lunch time). The time, besides the actual teaching hours, should be utilised for remedial teaching, coaching of weaker students, preparation of the lessons, correction of written assignment and for any other assignment given by the Competent Authority. A teacher will have to engage at least 22-24 periods per week.
- 7.2 In the larger interest of the students no teacher shall refuse to take the class of an absent colleague or perform necessary examination works if so allotted by the Competent Authority.
- 7.3 The normal working period for all non-teaching categories shall be from 9:30 am to 5 :00 pm a day including lunch time.
- 7.4 Whenever necessary an employee may be assigned special duty inside or outside the campus even if it to be done beyond the normal working hours or days and the employee will not refuse to perform it in the interest of the University.
- 7.5 An employee is also required to conduct and organise co-curricular programme and perform other duties related to the University even beyond the normal working hours including Sundays and holidays, if necessary.
- 7.6 No teacher should take private tutions.
- 7.7 No teacher will be allowed to associate himself or herself directly or indirectly with any coaching classes.

8. SALARY AND ALLOWANCES

- 8.1 The implementation of pay scale and any revision of pay scale will be determined by the Finance Committee of Gurukula Kangri (Deemed to be University) subject to approval of the BOM. The payment of



Registrar

Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

Dearness Allowance will be decided by the finance committee of the Gurukula Kangri (Deemed to be University) with the approval of the BOM.

8.2 HRA (House Rent Allowance) will be admissible at the rate of 4% of the basis pay. The Financial benefits like TA (Transport Allowance), LTC, Children Education Allowance, Medical Allowances/Fixed reimbursement etc. shall not be given to the permanent/ temporary/ad-hoc employee etc.

8.3 Annual increments will be given on the following basis-

Pay Level	Amount in Rs.
Level 01-05	Rs.700
Level 06-09	Rs.1300
Level 10-12	Rs.2000
Level 13 and above	Rs.3000

This will be effective w.e.f. 01 July 2021 onwards. However annual increments will not be admissible as per Central Government/UGC Rules due to financial crises at present.

8.4 Employees (Teaching/Non Teaching) will be responsible for ACR/APAR and every employee should be submitted up to 31st May every year. The promotion shall be given to permanent employee on the basis of performance of the employee. Performance of the teaching/ Non-teaching employee will be determined/ evaluated on the basis of ACR/APAR.

8.5 M.Phil. and Ph.D. incentives shall not be admissible as an advance increment at the time of appointment for any teaching post.

8.6 For all new appointments as faculty members shall be full time contractual basis on fixed salaries for a duration of specific period decided by Competent Authority.

- (i) Assistant Professor (Stage-I, Fresh Appointment) Rs.40,000/-
- (ii) Associate Professor (Completed 15 years regular service as Assistant Professor) Rs.60,000/-
- (iii) Professor (Completed 08 years' regular service as Associate Professor) Rs.80,000/-

Note: Length of regular service may be relaxed by competent authority.

2% annual increment shall be given in the month of January every year, after completion of one-year continuous service for contract/adhoc employees.

The Retired Professor may be Re-employed/appointed by Vice-Chancellor as a Dean of the Faculty in special circumstances (Post should be offered) upto the age of 70 years with the approval of the BOM on fixed



Registrar

Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

salary in between Rs. Eighty Thousand to Rs. One Lakh only. The duration of this post will be 3 years as term post appointment.

9. QUALIFICATIONS

The essential qualifications for various teaching and non-teaching posts under SFS shall be as prescribed by UGC/AICTE/PCI/NCTE or any other related Regulatory Bodies. For non-teaching post recruitment rules of the University shall apply.

For teaching posts meritorious and experienced candidates shall be preferred. For each vacant post maximum ten candidates shall be called for interview on screening basis. The scrutiny criteria will be decided by the University authority on the basis of certain academic points including highest percentage of marks in passed examinations from high school to post graduation and other concerned examinations, research paper publication and other research activity.

For teaching post NET/Ph.D. will be mandatory and master degree should be in First Division.

10. RECRUITMENT PROCEDURE AND SELECTION COMMITTEE

Recruitment procedure and constitution of selection committees for teaching and non-teaching post shall be adopted/implemented as per University Rules/UGC/AICTE/PCI/NCTE Regulations norms.

11. TERMINATION OF SERVICE/CONTRACT

In case during the Service Period, if a permanent employee is not found suitable by the University. His/her services shall be terminated on written recommendation of Head/Dean/Competent Authority after serving a notice of Three-month period or by paying Three-month salary.

11.1 The services of a Temporary, Substitute, Contractual, Ad hoc. Casual employee may be terminated by the Competent Authority at any time without assigning any reason after giving one-month notice or by one month's salary in lieu of notice.

11.2 The Services of a Probationer shall be liable to be terminated at any time on one-month notice or pay in lieu thereof without assigning any reason by the Competent Authority.

11.3 If the Probationer desires to be relieved during his/her probation period it will be necessary for him/her to give one month's notice in writing or one month's salary including all allowances.

11.4 If an employee at any time after confirmation intends to resign he/she shall give three months notice in writing or three months' salary including all allowances to the University.

11.5 The services of a permanent employee may be terminated by three months notice or pay in lieu thereof in case of abolition of post due to closing down of classes or reduction in the number of students or discontinuance of a teaching subject by the Competent Authority.



Registrar

Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404

- 11.6 The services of any employee may also be terminated upon certifying from a CMO/CMS from government hospital that he/she is suffering from an infirmity, either physically or mentally, which rendered him/her unfit for the work he/she is required to do, on grounds of continued ill-health.
- 11.7 Further the services of a confirmed employee may be terminated by decision of the Competent Authority for reasons of misconduct only after investigation in the case according to the University rules.

12. **AGE OF RETIREMENT**

- 12.1 The age of Retirement shall be 60 years for all permanent non-teaching employees including non-vacational post and 62 years for all permanent teaching employees. Retirement shall be effective from the afternoon of the last day of the month in which age of superannuation is attained.
- 12.2 An Employees will have the option to retire Voluntarily on completion of 20 years of qualifying/continuous service by giving three months notice to the University. He/She will be entitled to gratuity and leave encashment if permitted to retire voluntarily.
- 12.3 The University Administration if dissatisfied with the performance of a permanent employee may ask him/her to leave his/her service by giving him/her three months notice OR three months salary in advance.
- 12.4 An Employee may be asked to retire after giving him/her three months' notice if he/she has attained the age of 55 years OR completed 30 years of qualifying service.

13. **RETIREMENT BENEFITS**

- 13.1 Retirement Gratuity only 50% of the Gratuity amount calculated as per Central Government Rules will be admissible to teaching and non-teaching employees of the Self-Finance Course/Department. The maximum amount of gratuity payable to an employee under this rule shall not exceed Ten Lakh rupees.
- 13.2 Encashment of Earned Leave - The competent authority to sanction leave shall grant lump sum cash equivalent to leave salary admissible for the number of days of earned leave at the credit of the employee on the last day of his/her service subject to a maximum of 150 days including the number of days, for which encashment was availed along with LTC. The maximum amount of leave encashment payable to an employee under this rule shall not exceed Ten Lakh rupees.
- 13.3 The gratuity/leave encashment may be wholly or partially forfeited if the services of an employee are terminated for his riotous or disorderly conduct or any act of violence or any act which involves moral turpitude committed during the course of his/her employment.
- 13.4 Each employee as soon as he/she is confirmed in service shall make nomination for receiving gratuity/leave encashment in case of death.



Registrar

**Gurukul Kangri (Deemed to be University)
Haridwar, Uttarakhand-249404**

- 13.5 An employee may, in his nomination, distribute the amount of gratuity/leave encashment payable to him amongst more than one nominee.
- 13.6 If the employee has a family at the time of making nomination, the nomination shall be made in favour of one or more members of his/her family.
- 13.7 If he/she has no family at the time of nomination, the nomination can be made in favour of any person/persons but subsequently when he/she acquires a family, the nomination must be made/changed in favour of one or more family members.
- 13.8 CPF/EPF provision shall be applicable for regular as well as temporary/ad-hoc employees as per rules of the University.
- 13.9 Death Gratuity will be admissible in the case of death in service of an employee as per University rules.

14. **DISCIPLINARY PROCESS AND APPEAL**

Misconduct comprises willful acts of omissions and commissions on the part of an employee under one or more of the following:

- 14.1 Neglect of Duty.
- 14.2 Want of due diligence in performance of duties.
- 14.3 Habitual absence without leave and habitual late attendance.
- 14.4 Use of abusive language, quarrelsome and riotous behaviour.
- 14.5 Disrespectful behaviour, rumour mongering and character assassination.
- 14.6 Use of liquor, narcotics while on University campus.
- 14.7 Conviction by a court of law for criminal offense.
- 14.8 Carrying on personal monetary transactions among the employees, with the students or with the parents.
- 14.9 Propagating through teaching communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- 14.10 Engaging oneself in any other employment while in service of the University or engaging oneself in the same or different profession with or without remuneration in the absence of a written permission of the authority.
- 14.11 Furnishing false or incorrect information or withholding any relevant or pertinent information at the time of appointment or at any other time.
- 14.12 Obtaining leave or attempting to obtain leave on false grounds and false proofs.

15. **LEAVE**

- 15.1 Leave cannot be claimed as a matter of right.
- 15.2 The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
- 15.3 Except in un-avoidable and unforeseen circumstances, application for leave shall be made in advance giving specific reasons. Merely

applying for leave will not mean sanction unless and until the leave is sanctioned by the Competent Authority. An employee absenting himself/herself when leave is not sanctioned will be marked leave without pay.

- 15.4 A permanent employee (teaching and non-teaching) is entitled to casual leave, special casual leave, duty leave, paternity leave, maternity leave, child care leaves, earned leave and medical leave as per University rules.
- 15.5 Temporary, Probationary, and Ad hoc employees are not eligible for any leave except casual leave once in a month and total casual leave will be in a academic session 10 days only. Medical leave will be sanctioned with full pay.
- (a) If ad-hoc/temporary contract appointment is less than one year only casual leave 10 days and medical leave 10 days will be admissible with full pay.
- (b) If ad-hoc/temporary contract appointment is of more than one year, the following leaves shall be admissible: casual leave 10 days, medical leave 10 days and duty leave 20 days with full pay. Duty leave shall be sanction for the purpose of delivering guest lecture, attending seminar/conferences etc. and conducting the examination in any academic institution. No leave shall be accumulated.
- 15.6 Leave without pay may be granted to a permanent employee for a period of maximum one year for a very special reason by the University Authority at its discretion. Such leave does not count for annual increment after joining duty nor will it be computed for gratuity/leave encashment, unless otherwise specified in writing.

16. JURISDICTION


All the matters of disputes/litigation shall be subject to the exclusive jurisdiction of Haridwar District Court.

17. OTHER SUGGESTIONS BY COMMITTEE

- 17.1 Whenever University gets UGC posts in University, if SFS teachers are eligible to apply on those posts, they should be given priority. Since SFS departments are an integral part of University, such appointed teachers can be assigned classes of their respective specializations in different departments, irrespective of Department being UGC funded or SFS department. This policy in the long term shall reduce liabilities of SFS departments and hence reduce the overall current and future liabilities of University
- 17.2 To reduce University future liabilities existing Contractual and Ad-hoc Non- teaching employees should be hired through third-party Manpower Agency as per Government rules of third party hiring and

should not be paid less than minimum salary as per wages Act. It should be implemented with immediate effect on the continuous and progressive basis on existing mentioned category of employees in University.

- 17.3 The University shall maintain expenditure account of the Income and expenditure of SFS. The income subject to reserved minimum 25% shall be transferred to be funds of University only. Such funds shall be utilized to meet out the terminal liabilities and proper development and maintenance of Self Finance department.
- 17.4 If any SFS department continues to be in losses for 5 years after exhausting all possibilities revival, its closure policy is also to be framed to restrict the unlimited future liabilities of University.
- 17.5 Fees should be increased by 10-15% per year in all SFS departments after reviewing the financial situation every year.
- 17.6 All appointments in SFS departments should be made as per Revised SFS Rules 2020. It shall apply to all type of teaching and non-teaching employees in SFS departments.
- 17.7 As per Central Government/UGC rules 100% financial and non-financial benefits shall not be admissible to the employees those who are working in self-financing scheme. On the basis of Income of the course only limited benefits shall be admissible to the employee under the SFS course/Department.
- 17.8 Faculty members should be appointed at least one year to three years on temporary/ad-hoc/contractual basis on fixed salary. Again, after few days' break (not more than one month) the appointment letter should be issued, if he/she has performed work/duty satisfactorily.
- 17.9 Service book of all regular/temporary/ad-hoc/contract employees should be maintained properly as per prescribed norms.
- 17.10 Suggested draft of appointment letter is attached herewith (संलग्नक – अ).


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सेवा में,

विषय: नियोजन से सम्बन्धित नियुक्ति पत्र।

महोदय,

विश्वविद्यालय की प्रबन्ध मण्डल द्वारा स्वीकृत नियमों के अन्तर्गत मान्य कुलपति जी के आदेशानुसार स्ववित्त पोषित योजना के अन्तर्गत संचालित पाठ्यक्रमों में संविदा के आधार पर एक वर्ष/दो वर्ष/तीन वर्ष के लिए विभाग/संकाय में असिस्टेंट प्रोफेसर / एसोशियट प्रोफेसर / प्रोफेसर के रूप में आपको अध्यापन कार्य करने की अनुमति निम्न शर्तों/प्रतिबन्धों के साथ दी जाती है—

1. आपको रूपये नियत मानदेय प्रति माह देय होगा और इसके अतिरिक्त कोई भी अन्य भत्ते देय नहीं होंगे।
2. कार्यभार ग्रहण करते समय रूपये 20/- मूल्य के गैर न्यायिक स्टाम्प पेपर पर संविदा पत्र पर हस्ताक्षर करना आवश्यक होगा तथा नियोजन से सम्बन्धित सेवा शर्तों का पालन करना होगा।
3. उपरोक्त नियुक्ति के आधार पर आगे सेवा की निरन्तरता या भविष्य में किसी पद पर विनियमितिकरण का कोई दावा मान्य नहीं होगा।
4. स्ववित्त पोषित योजना के अन्तर्गत जारी प्रावधानों के क्रम में अनुमन्य अवकाश के अतिरिक्त अनुपस्थित रहने पर संविदा धनराशि में प्रतिदिन के दर से कटौती की जा सकेगी
5. यह नियुक्ति पत्र प्रबन्ध मण्डल की बैठक दिनांक..... की अनुशंसा अथवा स्ववित्त पोषित नियमावली 2020 के बिन्दु संख्या 3.8 के आधार पर दिया गया है।
6. सेवाकाल में आप पर विश्वविद्यालय के सेवा एवं आचरण सम्बन्धी नियम— उपनियम लागू होंगे तथा आपको आर्य समाज के सिद्धान्तों का पालन भी करना होगा। विपरीत आचरण तथा कार्य संतोषजनक न होने की स्थिति में आपकी सेवाएं एक माह के नोटिस पर समाप्त की जा सकती है।
यदि आपको स्ववित्त पोषित योजना के अन्तर्गत नियोजन से सम्बन्धित सेवा शर्तें स्वीकार हैं तो पत्र प्राप्ति के 15 दिन के अन्दर अपना कार्यभार ग्रहण सम्बन्धी पत्र उचित माध्यम से अधोहस्ताक्षरी को प्रेषित करने का कष्ट करें।

प्रतिलिपि सूचनार्थ—


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