



**RKDF UNIVERSITY,
Gandhi Nagar, Bhopal**

HR Policy

**(Approved in Board of Management on
18/02/2019 & Governing Body meeting
Held on 26/11/2019)**

HR Policy (Service Rules)

1. Preamble

The RKDF University, Bhopal has been established with a vision to be a destination of choice for world class qualitative higher education and establish an institution of excellence and relevance, with a focus on creating competent professionals with sound domain of knowledge and skills and human values through knowledge pioneering scholarship, research and teaching and improve the lives of millions through growth, prosperity and sustainable physical environment. The HR policy covers in detail the human resource philosophy, equal employment opportunity, code of conduct, work culture, planning recruitment and selection process, working times, annual appraisal system, exit policy, staff welfare policy and grievance redressal system.

2. Human Resources Philosophy

- ❖ The RKDF University, Bhopal recognizes the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:
- ❖ Human resources are best allocated to achieve optimum productivity and efficiency.
- ❖ Employees are always encouraged to well-equip themselves for the present job and future development
- ❖ Reward is based on merit. High performers are given priority to take up more responsible positions.
- ❖ Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- ❖ Team Spirit, interpersonal communication and bonding amongst the employees is promoted through Best teacher award, star of the university, rising star of the university, super star of the university and best performance of the year
- ❖ Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

3. Equal Employment Policy

It is the policy of RKDF University Bhopal to recruit the best qualified reaches and other staff and to maintain a pool of human resources according to the manpower requirement and planning of the university. The University provides equal opportunity for all qualified employees and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status. This policy applies to recruitment, selection and placement, promotion, training, transfer, retention, and rewards system. The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.

4. Staff Disciplinary Rules

The following acts of exclusion and instruction which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Minor conduct as Negligence or failure to perform assigned duties, unauthorized absence / Habitual late/irregular attendance, Habitual indebtedness, insolvency, Smoking within premises, Disorderly conduct

Major Misconducts as; (a) Taking/giving bribe; 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; (b) Conviction by court of law; sexual harassment; threatening or intimidating other employees; (c) Possession of illegal/unauthorized weapons or firearms; (d) Engaging in business other than that of the organization; (e) Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University; (f) Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline (g) Being found in possession of or attempting to punch another employee's attendance card; (H) Deliberately spreading false information or rumors (I) Refusal to accept any communication or warning in writing, etc

4.4.1 Disciplinary Action

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

- ❖ **Warning:** Punishment may be awarded in the following forms such as For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.
- ❖ **Suspension:** The Disciplinary Authority has power to suspend any staff member during pending enquiry.

4.4.2 External Experts as Member of Various Committees

External experts/Invitees would –

- ❖ Support decisions with an approach such that they have no axe to grind.
- ❖ Help to take the right decision through their expertise and impartial views.
- ❖ Help the University to enable attaining highest quality and standards.

4.5 Adherence to the Ethical Standards

The University will monitor and promote compliance through various methods, including but not limited to, institutional activities and reports, implement programs to further members' awareness, internal and external audits and feedback to Management. Any exception to this Code of Conduct Policy must be approved by the competent authorities only. All students, teaching or non-teaching staff including the competent authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non – discrimination. All questions and concerns about the legality or propriety of any action or failure to take action by or on behalf of the University should be referred to reporting authority or by the Head of the institution.

4.6 Work Culture

There is a strong work culture in the University helping to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of belongingness towards it. The University offers a positive ambiance to the employees for them to focus on their work and follow the organizational rules and regulations. To create a healthy work culture:

- ❖ An employee must be cordial with each other
- ❖ Each employee should be treated as one
- ❖ Encourage discussions at the workplace
- ❖ Promote team building activities The University aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to feel free to ask questions, discuss, give suggestions, and address problems and concerns with the management.

4.10 Planning, Recruitment and Selection Process

4.10.1 : HR Planning:

Recruitment and selection process is centralized at the university. Before initiating the recruitment selection procedure, an intensive human resource planning is done to ensure that University is able to:

- Acquire and retain the optimum number of employees with the requisite skills, expertise and competence.
- Assist in optimum resources allocation so that potential human resource surplus or shortage can be anticipated and alleviated as much as possible. In order to optimize human resources utilization and to maintain cost effectiveness, a stringent HR control is exercised. Recruitment is carried in accordance with the bases of operational needs and approved manpower requirements.

4.10.2 Recruitment & Selection Process:

The Recruitment and Selection process in the University is carried out as per the Guidelines of UGC/ Statutory and Regulatory Bodies. The Recruitment & Selection Process is conducted in following steps –

1. Requirements from the Departments/Dean/HoD

2. Advertisement Published through Newspaper and Website
3. Shortlisting Process by Committee
4. Selection Committee (constituted as per Act.)
5. Interview Conduction (by Selection Committee)
6. Selection Done (Minutes of Selection Committee)

Approval from competent authority of university and approval from governing body of the university

7. Offer Letter Issued
8. Joining of New Faculty / Staff

4.10.2 Categories of Posts for Recruitment & Selection

1. Teaching Staff
2. Dean/HoDs
3. Professors
4. Associate Professor
5. Assistant Professor

Classification of Teaching Staff

The University inducts various teaching positions as per UGC Regulations as mentioned below-

- (1) Core Faculty
- (2) Visiting Faculty
- (3) Adjunct Faculty
- (4) Emeritus
- (5) Professor Chair

As per requirement of the university adjunct faculty the vice chancellor is empowered to appoint

2. Administrative Staff

- ❖ Registrar
- ❖ Deputy Registrar
- ❖ Assistant Registrar
- ❖ Controller of Examinations
- ❖ Librarian
- ❖ Accounts Officer/Finance Officer
- ❖ Training and Placement Officer
- ❖ Medical Officer/Assistant
- ❖ Sports Officer
- ❖ Purchase Officer
- ❖ Manager House Keeping
- ❖ Farm Manager
- ❖ Such other officers as may be decided by the Board of Management time to time
- ❖ The selection committee of above shall be done by chief administrative officer of

university after the approval of competent authority.

3. Supporting Staff

- ❖ Personal Assistant
- ❖ Typist
- ❖ Accounts Clerk
- ❖ Store In charge
- ❖ Driver
- ❖ Peon
- ❖ Helper
- ❖ House Keeping Staff
- ❖ Security Guards
- ❖ And such other officers as may be decided by the Board of Management time to time

4.10.3 Recruitment Process

The purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates.

- ❖ The external sources for recruitment includes: University website, Newspaper advertisements, and various job portals, like, Naukari.com etc.
- ❖ As a part of internal recruitment - promotions and transfers (from sister concern institutions) are a part of internal recruitment. Whenever an employee leaves the organization, the replacement is necessary. Where a replacement is required, internal transfer or promotion is considered before pursuing external recruitment.

4.10.4 Employee Record and Information

The employee information including the joining report, all testimonials and any other document as mention above in joining formalities is maintained in the form of a personal file.

- ❖ The information of all the employees is regarded as confidential and are maintained in the office of Registrar. However, the information may be obtained by any department with the prior permission of the Registrar.
- ❖ The employee record is regularly updated by the Registrar Secretariat with respect to:
 - ❖ Academic achievement,
 - ❖ Research work,
 - ❖ Promotions,

Additional assignments etc. The employees can also make changes in personal data by informing and submitting the proof for the same to Registrar Secretariat.

4.10.4 Payment of Salary

The salary will be credited directly to the bank account in bank. , after verification of attendance

4.7 Work Timings

Hours of Operation and Work Schedule All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non- teaching are same. Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job. The university observes 6 days' week.

4.11 Annual Appraisal System

The University has the mechanism of performance appraisal for both teaching and non-teaching staff. The objectives of the appraisal system are –

- ❖ To strengthen the Intellectual Asset base of the institution
- ❖ To align and harness employee energies towards achieving superior results for our Stakeholders
- ❖ To guide employees on the path to strengthening their professional capabilities
- ❖ To provide a rational and objective basis for identifying high potential to take on future leadership roles

The components of appraisal system for teaching staff are

- ❖ Self-Appraisal Form
- ❖ Evaluation by students
- ❖ Performance Appraisal by the final Reviewer and Appraiser

The components of appraisal system for non- teaching staff are

- ❖ Self-Appraisal Form
- ❖ Performance Appraisal by the final Reviewer and Appraiser

4.8 Promotion Policy for Teaching and Non-Teaching Staff

The University has a well-defined promotion policy both for Teaching and Non-Teaching Staff. The promotions to the higher positions are given on the basis of merit and performance subject to fulfilment of eligibility criteria as per the UGC norms.

4.8.1 Increment

Annual Increment determined from time-to time will be awarded based on Annual Assessment of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff member/s, advance/special increment or one-time award or on pro-rata basis according for an outstanding performance/ potential of an employee at any time.

4.11.2 Best teacher award

- ❖ Best Teacher (s) Award shall be given on Teacher's Day (5th September). The performance shall be calculated on the basis of past academic year i.e. July to June.
- ❖ Faculty Members must be in service to be eligible for award.
- ❖ A duly constituted Jury shall make final decision.
- ❖ Awards are at the discretion of the Management. The Management reserves the right to alter/delete, revise or modify any part of the award scheme.
- ❖ The faculty members shall be given cash prizes

4.12. Exit Policy

This is provide guidelines to be followed when the employee leaves the University either due

To Resignation or termination.

4.12.1 Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

4.12.2 Resignation

1. Staff will be required to give compulsorily one month's prior notice in case of separation from the University.
2. In case he / she fail to do so, the faculty will be liable to pay one month's salary in lieu of serving the notice period as per rules of the University.
3. During the notice period the employee will help to complete all formalities, pending work, handing over the charge and submitting no dues form
4. For all teaching staff, the resignation must be forwarded to the Vice-Chancellor through respective Dean/Heads. However, for non-teaching staff the same may be forwarded to the Registrar through the reporting authority.
5. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the office of Registrar.
6. Faculty, whether confirmed or not, will not resign from the services of the University in the middle of the teaching term once he / she accepts a course for teaching in a particular term.
7. On receipt of No Dues Certificate, the full and final settlement of account would be prepared and cheque issued. Once the duly completed no dues certificate reaches the office it will take upto 30 days to clear the account.

4.9 Staff Welfare Policy

The staff members are the most vital part of the institution. The welfare measures for teaching and non-teaching staffs are not only for the development of staff but also for the development of institution. Their well-being, satisfaction and motivation can propel the organization to any peak. The welfare measures provided for the staff and the policies are listed below.

4.9.1 General

General

- ❖ Induction programme to be conducted for the newly joined teaching and non-teaching staff

- ❖ Training program to be conducted for both teaching and non-teaching staff as and when required to improve their desired skills.
- ❖ Provide healthy and recreational environment through Yoga practice and gym facility to the staff.
- ❖ Free medical check-up camps are organised in the campus from time to time.

4.9.2 Leave Policy

Leave Rules for Teaching Staff

- ❖ Casual Leave – 12 Per year
 - ❖ 05 Days semester break
- Total 17 leaves

4.9.3 Holidays

All employees are entitled for those holidays decided by the Board of Management

4.9.4 Free Transportation

Free transportation facility to each and every staff members of the University

4.10 Policy Amendment / Declaration

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time

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