



# **SIDDHARTHA**

## **ACADEMY OF HIGHER EDUCATION**

An Institution **DEEMED TO BE UNIVERSITY**  
(Under Section 3 of UGC Act, 1956)

# **HUMAN RESOURCES**



### **III .HUMAN RESOURCES**

#### **Preamble**

At Siddhartha Academy of Higher Education, An Institution deemed to be University, we believe in the principles of excellence, inclusivity, and holistic development. Our Human Resources (HR) Policy is a reflection of the same values, forming a comprehensive framework to ensure the smooth running of academic and administrative processes, while fostering a collaborative and supportive environment for all employees.

This policy covers the entire gamut of HR management, from selection to appointment criteria, and responsibilities for teaching and non-teaching staff. It emphasizes transparency, equity, and meritocracy in every aspect of the institution's workforce management, thereby instilling a culture of trust and professionalism.

The university is dedicated to creating an environment that is conducive to continuous learning and career advancement. The policy outlines some of the key aspects of performance management, promotions, pay scales, allowances, and structured opportunities for professional growth. The policy also addresses staff welfare initiatives and emphasizes the well-being of our employees as integral to the success of our institution.

The HR Policy outlines clear guidelines on service rules, discipline, and a robust grievance redressal mechanism that details the structure and functioning of the grievance redressal cell so that the process is fair, transparent, and in consonance with organizational harmony. It defines employee duties, leave rules, sanctioning authorities, the Code of Conduct, disciplinary procedures, and avenues for appeal and redressal so that the process is clear and consistent in its administrative practices.

As the University keeps growing and changing, this HR Policy will be a hallmark of our commitment to excellence in higher education, innovation, and service to society. We welcome each member of our academic community to embrace these guidelines and become part of the collective vision of the university as a beacon of knowledge, integrity, and progress.

#### **Objectives**

- To recruit, evaluate, support, advance, and promote academic staff using industry best practices.
- To elevate the faculty by ensuring that the majority of academic staff are well-trained and actively engaged in internationally recognized research of excellence.
- To establish a specialized framework that supports the aspirations of both students and faculty members.
- To attract and retain highly skilled, research-driven academicians who will help implement the University's strategic goals.
- To support University staff in obtaining professional qualifications or their equivalent to enhance their expertise.
- To focus on the development of younger staff, fostering long-term human capital for the University and its constituent schools.

- To cultivate a diverse and exceptional pool of young academics through succession planning and by expanding opportunities for doctoral and postdoctoral fellowships.
- To encourage faculty and staff participation in external seminars, conferences, workshops, and speaker events for professional growth.
- To provide staff with opportunities for cross-training in different roles, ensuring they can apply new insights gained from seminars or training sessions.
- To organize cross-institutional internal seminars that promote knowledge-sharing and learning about practices and developments across different teams.

University reserves the right to interpret, amend, suspend, or revoke any part of the policies and procedures outlined in this Manual, with or without prior notice. Employees will be informed of any changes as and when they are made.

In the interpretation of any policies and procedures detailed in this Manual, the decision of the Executive Council shall be final and binding on all employees of the institution.

### **3.1. Recruitment & Selection**

#### **3.1.1. Appointments & Qualification Criteria for faculty and staff**

The most successful organizations consistently emphasize the importance of building and nurturing human resources to achieve their objectives and goals. The following policies and guidelines are formulated for effective HRD at the university:

- **Job Alignment:** Ensure the right person is placed in the right role.
- **Employee Orientation:** Provide proper orientation and training for new employees.
- **Skill Enhancement:** Train employees for new responsibilities as required.
- **Performance Improvement:** Focus on enhancing individual employee performance.
- **Workplace Harmony:** Foster creative collaboration and smooth working relationships.
- **Policy Communication:** Effectively disseminate university policies and procedures to all staff members.
- **Cost Management:** Monitor and control employee performance-related costs.
- **Gap Identification:** Identify performance gaps and provide necessary support to address deficiencies for both teaching and non-teaching staff.
- **Team Morale:** Build and maintain high morale within departments.
- **Employee Well-being:** Promote physical and mental well-being through a healthy work environment.

All the employees of the university should treat the above guidelines as part of their responsibilities in managing human resources effectively.

#### **3.1.2. Appointment to a Post**

A person shall be deemed to have been appointed to a post in the university when his/her Appointment is made to a post by the appointing authority in accordance with the rules applicable at the Time, as the case may be, he/she discharges for the first time the duties of the post or commences the probation, training prescribed thereof. However, the appointment of a person holding one post to hold an additional charge of another post does not amount to appointment to the latter post.

### **3.1.3. Categories of Appointment**

Appointments may be made in the university under any of the following categories:

- Regular Appointment means an appointment to a post which carries a definite scale of pay without limit of time till retirement/superannuation.
- Time-bound Appointment means an appointment to a post for a specified period of time under mutually agreed terms and conditions.
- An ad hoc Appointment means an appointment to a post temporarily.

### **3.1.4. Procedure for Appointment**

#### **❖ Advertisement of Posts:**

- All teaching and non-teaching positions shall be advertised widely in newspapers. The advertisement will include details of the essential and desirable qualifications (if any), which will also be made available on the university website. A reasonable period will be provided for applicants to submit their applications.

#### **❖ Selection Committee:**

- There shall be one or more Selection Committees constituted for making recommendations to the Executive Council for the appointment of Professors, Associate Professors, Assistant Professors, and such other posts as may be prescribed, in accordance with the University Grants Commission.

#### **❖ Selection Process:**

- The Selection Committee will conduct interviews and assess the merit of each candidate based on the qualifications and experience mentioned in the advertisement. The committee will then submit a report to the appointing authority, listing the candidates in order of merit.

#### **❖ Approval Process:**

- The appointment process begins with the approval from the Executive Council (EC) or the Vice Chancellor. Once approved, the Registrar or an authorized officer issues the offer of appointment. For ad-hoc or contract positions, a selection committee may be formed, and the EC's ratification is required. The process ensures adherence to university policies and transparency.

### **3.1.5. Qualifications and Experience**

#### **❖ Qualification Criteria for Academic Positions**

- The qualifications and experience for academic positions such as Director, Dean, Professors, Associate Professors, Assistant Professors, and Librarians shall be as per the guidelines set by the University Grants Commission (UGC)

as applicable. In the absence of specific criteria from these councils, the qualifications will be determined by the university.

❖ **Qualification Criteria for Non-Teaching Staff**

- The qualifications for non-teaching staff are as per the UGC/State Government norms, which are designed to ensure efficiency and competence in administrative and technical operations. Technical staff, such as IT personnel or lab assistants, must hold a Bachelor's Degree or Diploma in the relevant field, with certifications and practical experience being desirable. Clerical staff, including assistants and data entry operators, should have a Bachelor's Degree with proficiency in computer applications, typing skills, and basic office practices. Group-D staff, such as peons or support staff, require at least an SSC qualification and basic knowledge of institutional duties. These qualifications are periodically updated to maintain high standards in institutional administration and support services.

**3.1.6. Selection Procedure for Non-Teaching Staff**

❖ **Selection committee and its Constitution**

- There shall be a Selection Committee for making recommendations to the Executive Council for the appointment of non-teaching staff by the university, and as per the norms of the UGC/State Government.

**3.2. Employment Terms & Conditions**

**3.2.1. Service Rules & Regulations**

❖ **Reporting Time**

- The selected candidates are required to report to their respective posts at the earliest. Any requests for an extension must be formally submitted to the appointing authority, providing valid reasons. On the reporting day, candidates are expected to complete all joining formalities, including submitting the required documentation. Failure to report within the specified time without prior approval will result in the cancellation of the appointment.

❖ **Age Limit**

- No person below the age of 18 years shall be appointed to the services of the university. The upper age limit for candidates applying for any position shall be determined by the Executive Council (E C) from time to time.

❖ **Promotion**

- No employee of the University service shall be eligible for promotion from the post to which he was appointed unless he has satisfactorily completed his probation in that post.
- Promotions shall be made on grounds of merit and ability; seniority shall be considered only where the merit and ability are approximately equal.

❖ **Work other than that of the University**

- No full-time employee of the university shall undertake any remunerative or honorary work without prior permission from the Vice Chancellor. However, no permission is required for publications embodying one's research or books of university standard.

#### ❖ On Duty

A person is said to be on duty when he is:

- Performing the duties of the post to which they are appointed, or undergoing probation or training prescribed for such post, provided that the employee reports back to the duties of the appointed post.
- Attending duties outside the headquarters, specially assigned to them by the competent authority.

#### ❖ Service Certificate

- Every employee shall be entitled to get a service certificate on written request, giving the purpose for which he/she need it. However, when an employee is leaving the services of the university for good, he shall not be issued the service certificate unless he clears all the dues and produces the no dues certificate.

#### ❖ Change of Address

- Every employee on his/her appointment shall give both his/her local and permanent addresses, as well as/their contact telephone numbers. Any changes in such address or telephone numbers shall be reported to the university.

#### ❖ Forwarding of Applications

- An employee wishing to apply for outside employment shall submit his/her application through the proper channel for forwarding. However, the university reserves the right to decide whether to forward such applications, without providing reasons.

#### ❖ Seniority

- The seniority of an employee in a grade shall be determined by the date of his first appointment to such grade, unless he has been reduced to a lower rank as a punishment.
- The appointing authority may, at the time of appointing two or more persons simultaneously to a grade, fix the order of merit among them. Where such an order has been fixed, seniority shall be determined in accordance with it.

#### ❖ Identity Cards

- Employees will be given identity cards, which are to be worn on their person at all times on the campus and also when on duty outside the campus.

#### ❖ Performance Appraisal System

- An open, transparent, and objective performance-based appraisal system (PBAS) is in force and shall be evolved as per the needs of the stakeholders and implemented in the university as approved by the Executive Council.

#### ❖ Career Advancement Scheme

- Subject to approval by the Executive Council, the Career Advancement Scheme recommended by UGC /AICTE shall be followed in respect of the faculty of the university.

#### ❖ Termination

- The university reserves the right to terminate an employee without notice in cases of underperformance, misconduct, or other valid reasons.

#### ❖ **Superannuation**

- The retirement age for faculty is 58.
- Reemployment after superannuation does not include benefits such as gratuity, provident fund.

#### ❖ **Seeking Release**

- Employees must apply for a formal release to leave the institution.
- A minimum three-month notice for permanent employees and one month for probation employees or equivalent salary in lieu is required for resignation.
- Competent authorities make temporary arrangements for vacant key positions until the post is filled.
- Before accepting the resignation of any employee, the competent authority shall ensure that the individual has cleared all dues, whether in cash or in kind, including but not limited to: laptop, ID card, health insurance card, books, stores, equipment, loans, etc.
- No employee shall be relieved from service in the middle of an academic semester, except under extraordinary circumstances, with the prior approval of the Vice Chancellor.

#### ❖ **Handing Over Charge**

- Employees must hand over all responsibilities and return university property before leaving service.
- A clearance certificate is required to process the final salary.
- All data related to institutional activities must be handed over to the designated successor.

#### ❖ **Relieving Order / Discharge Certificate**

- A relieving certificate will be issued upon proper handover of duties, clearance of dues, and approval from the appointing authority.

### **3.2.2. Duties and Responsibilities of Faculty and Staff.**

Faculty includes:

- Director / Dean
- Professor
- Associate Professor
- Assistant Professor

#### ❖ **Duties and Responsibilities of Faculty**

- Teaching and Academic Delivery
  - Plan, prepare, and deliver lectures, tutorials, and practical sessions effectively.



- Ensure syllabus coverage and contribute to achieving program outcomes.
- Use innovative teaching methodologies and technology to enhance learning experiences.
- Research and Publications
  - Engage in research activities and contribute to the creation of knowledge.
  - Publish research papers in reputed journals and present at conferences.
  - Mentor students in conducting research projects and academic writing.
- Curriculum Development
  - Participate in curriculum design, revision, and development processes.
  - Incorporate interdisciplinary and contemporary trends into the syllabus.
- Student Mentoring and Counselling
  - Guide students in their academic, career, and personal development.
  - Mentor students to improve their performance, skills, and overall growth.
- Examination and Evaluation
  - Conduct and supervise examinations efficiently and with integrity.
  - Evaluate assignments, projects, and tests, providing timely feedback to students.
- Professional Development
  - Pursue professional growth by attending seminars, workshops, and training programs.
  - Maintain active memberships in academic and professional organizations.
- Co-Curricular and Extra-Curricular Activities
  - Organize and participate in student clubs, seminars, and cultural events.
  - Promote holistic student development through activities beyond academics.
- Institutional and Administrative Support
  - Support departmental planning, accreditation, and quality assurance initiatives.
  - Assist in institutional events and contribute to policy implementation.
- Industry and Community Engagement
  - Collaborate with industry partners to align academic programs with market needs.
  - Participate in community service and outreach programs to contribute to societal development.
- Ethical Conduct and Role Modeling
  - Uphold high ethical standards, integrity, and professionalism in all activities.
  - Act as a role model by promoting values and fostering a positive environment.

- Resource Generation and Utilization
  - Contribute to resource generation through consultancy, research funding, and project work.
  - Ensure the efficient utilization of institutional resources.
- Interdisciplinary and Collaborative Work
  - Collaborate with peers across disciplines to enhance teaching and research.
  - Promote interdisciplinary approaches in academics and knowledge sharing.
- Continuing Education and Lifelong Learning
  - Organize and participate in continuing education programs and workshops.
  - Encourage and support lifelong learning among students and colleagues.
- Other Responsibilities
  - Undertake additional duties assigned by institutional leadership.
  - Proactively support the institution's vision and mission through meaningful contributions.

#### ❖ Duties and Responsibilities of Non-Teaching Staff

- Administrative Staff
  - Handle day-to-day administrative tasks and maintain records.
  - Ensure smooth functioning of departments and offices.
  - Assist faculty and students with administrative processes.
  - Coordinate meetings, maintain schedules, and manage correspondence.
- Finance and Accounts Staff
  - Prepare and maintain financial records, budgets, and accounts.
  - Handle payroll, vendor payments, and audits.
  - Ensure compliance with financial regulations and university policies.
- Library Staff
  - Manage library resources, cataloguing, and circulation of materials.
  - Assist students and faculty in accessing resources.
  - Maintain digital and physical repositories.
  - Organize workshops on information literacy and research tools.
- Technical Staff
  - Maintain and operate lab equipment and systems.
  - Support practical sessions by ensuring the availability of required tools and materials.
  - Conduct regular maintenance of equipment and report issues promptly.
- Lab Technicians
  - Assist in setting up and conducting laboratory experiments and practical

sessions.

- Maintain and calibrate lab equipment regularly.
- Ensure the safe handling and storage of chemicals, specimens, and other materials.
- Support faculty in research activities and demonstrations.
- Ensure compliance with safety protocols and maintain a clean lab environment.

- IT Support Staff

- Manage IT infrastructure, including servers, networks, and software.
- Provide technical support to faculty, staff, and students.
- Ensure data security and regular backups.
- Update and maintain university websites and online portals.

- Hostel and Facility Managers

- Oversee hostel operations, including accommodation and maintenance.
- Ensure cleanliness, safety, and discipline in hostels.
- Manage dining services and other amenities for residents.

- Examination Cell Staff

- Prepare and distribute examination schedules, question papers, and results.
- Maintain confidentiality and security of examination processes.
- Coordinate with faculty for the smooth conduct of exams and assessments.

- Maintenance Staff

- Oversee maintenance of campus infrastructure, including buildings, roads, and utilities.
- Ensure timely repair and upkeep of facilities.
- Coordinate with vendors for facility management services.

- Security Staff

- Ensure the safety and security of university premises, staff, and students.
- Monitor entry points and manage visitor records.
- Respond to emergencies and coordinate with local authorities if required.

- Transport Staff

- Manage university transport services, including vehicles and routes.
- Ensure timely maintenance of vehicles.
- Ensure compliance with transport regulations.

### **3.2.3. Leave Rules**

#### **❖ General Principles**

The following general principles shall govern the grant of Leave to the

employees:

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for in advance through the proper channel in the prescribed form.
- Except where otherwise provided for, Leave can be availed only after a competent authority has sanctioned it.
- Depending upon the exigencies of services, the leave sanctioning authority may:
  - Refuse, postpone, revoke, or reduce leave of any type,
  - Recall any member of staff from leave before it is wholly availed.
  - Permit an employee, if they so request, to rejoin duties before the expiry of the leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted. In such cases, the respective Competent Authority reserves the right to sanction, modify, or grant leave.
- Except in the case of casual leave, every employee must furnish, before the leave sanctioning authority, the address during the period of leave with telephone number, if any, before proceeding on leave. Regularly, the application for seeking leave should be put up in advance for sanctioning. Still, in case of an emergency, it may be considered on intimation through various modes of communication, on a case-by-case basis.
- Absence in excess of the sanctioned leave may be treated as leave without pay. In special cases, the management reserves the right to sanction or reject it specially.
- In case of an employee who is already on leave and wants to extend the period of leave, he may submit an application or communication for his need before the expiry of the initial sanction leave. The Competent Authority shall reserve the right of sanction.

❖ **Casual Leaves (CL)**

- Every employee, including Research Associate, JRF, SRF, Research Scholars, and Project assistant, is eligible for 15 days of Casual Leave in an academic year commencing from 1 July to 30 June of the following year.
- Casual leaves not availed shall not be carried over to the next academic year. It means the Casual Leave shall not be accumulated.
- Casual Leave can be sanctioned for half a day also.
- Casual Leave can be combined with public holidays and Compensatory Casual Leave, but not with any other kind of leave or vacation.
- The total period of absence on Casual Leave at a time, with or without a combination of public holidays and Compensatory Casual Leave, shall not exceed 7 days.

- Casual Leave cannot be claimed as a matter of right. It cannot be availed without obtaining prior sanction.
- Sanction of Casual Leave shall be subject to work adjustment.
- Casual leave for any employee shall be sanctioned by the corresponding reporting authority/Head, in charge. In case of RA/JRF/SRF/Research Scholars/Project Assistant, the leave forms are forwarded by the Principal Investigator/Supervisor and approved by the Head of the Department.

❖ **Earned Leave (EL)**

- The faculty and staff who are eligible for vacation are entitled to 05 days of earned leave. Other faculty & staff (non-vacation) of the university shall be credited with 15 days of earned leave on 1 January of every year and with 15 days of earned leave on 1 July every year. Faculty and staff are eligible for earned leave on completion of two years of service prospectively from the beginning of the third year, i.e., their service from the third year only will be counted for the sanction of earned leave.

❖ **Half Pay Leave (HPL)**

- Every faculty & staff member is entitled to 20 days Half-pay leave on medical grounds, with the facility to commute up to 10 days with full pay. However, those who have less than two years of service and those who are appointed on a time-bound / ad hoc basis for one academic year are not entitled to this leave.
- It is clarified that this kind of leave has to be claimed if any employee falls sick. Their application has to be submitted along with a certificate issued by any Medical Practitioner not below the rank of Assistant Civil Surgeon, and the same to be countersigned by the Campus Medical Doctor, if any. It is further clarified that staff would be entitled to half-pay leave with effect from the completion of two years of service.
- Faculty and staff are eligible for medical leave on completion of two years of service prospectively from the beginning of the third year, i.e., their service from the third year only will be counted for the sanction of medical leave.

❖ **Maternity Leave (ML)**

- All confirmed lady staff members (faculty & staff) are entitled to Maternity Leave to the extent of two months (60 days) with pay and allowances. Any leave on these grounds beyond two months will be without pay and allowances. Such Maternity Leave will be granted twice in the service. In case of Maternity Leave falling during vacation / Mid-term break, the leave under this provision will be for the period of two months, less the number of days of vacation/break in which maternity occurred.

❖ **Compensatory Casual Leave (CCL)**

- Administrative staff shall be entitled to compensatory leave whenever they work on a holiday. But their compensatory holidays have to be utilized during that calendar year only.

❖ **Special Casual Leave (SCL)**

- Suppose any staff member attends any Seminar / Workshop / Refresher/course/conference or other academic work as a sponsored candidate of

the university. In that case, such a period will be treated as Special Casual Leave, subject to a maximum of 10 days in a year.

❖ **Extra-Ordinary Leave (Study Leave)**

- Extraordinary Leave may be granted for a maximum period of two years to employees for personal reasons or academic pursuits such as higher studies, at the sole discretion of the Vice-Chancellor. Such leave shall be without pay and allowances. Any application for leave on account of higher studies will be considered only after the submission of a bond stating that the employee agrees to serve the university for a minimum period of three years after acquiring the higher qualification. Failing this, the employee shall be liable to pay damages to the institution equivalent to three months' salary.

❖ **Vacation**

- All teaching and non-teaching staff members, who are eligible for vacation for a period of 45 days, excluding the Vice Chancellor, Pro Vice Chancellor, Directors, Deans, Heads of Department, Library, and Administrative staff.
- However, vacation does not imply that the staff member is automatically on holiday or ceases to have responsibilities towards the institution. No staff member is permitted to leave the headquarters during the vacation period without obtaining prior written permission from the Vice Chancellor. Such permission must be sought in writing, clearly stating the reason and providing a contact address. The Vice Chancellor reserves the right to cancel any vacation already granted in case of an emergency or urgent institutional requirement.
- While availing the vacation, the teaching staff & non-teaching members shall have to be present either on the last working day of the academic year or on the reopening day.

❖ **Holidays**

- At the beginning of each calendar year, the university releases a list of holidays for that calendar year. Vice Chancellor is the authority to cancel any holiday listed or alter the holiday in contrast to the holiday in the list provided at the beginning of the calendar year. All Sundays are holidays and all Saturdays are half-days.

❖ **Working Hours**

- The university working hours are 9.00 a.m. to 5.00 p.m. from Monday to Friday and 9.00 a.m. to 1.00 p.m. on all Saturdays.

❖ **On Duty (OD) Leave**

All the faculty & staff can avail themselves of On Duty Leave (OD) with a limit of 5 days per year. However, this restriction does not apply to campus recruitment, industry interaction, collaboration work, admission work, etc. They can be permitted to go on OD for the following:

- Visits to industries / other institutions to participate in official meetings to discuss collaborations or research projects, and internships, etc.
- Visits to offices of UGC, AICTE, Govt. of India Departments, and Govt. of AP Depts. to attend meetings called by them or suggested by the university authorities for official purposes.

- Participation in meetings of the Doctorial Committee/Board of Studies and Spot Valuation/Examiner of autonomous colleges or universities recognized by the UGC / AICTE, in the capacity of its members. Participation in the meetings convened by recognized universities and government institutions regarding textbook writing / developing learning resources, etc.
- OD can be combined with Casual Leave, Compensatory Casual Leave, and Earned Leave, with prior approval of the competent authority and without any financial commitment for the period of leave.
- Any outside work entrusted by the university Authorities.
- Vice Chancellor is the sanctioning authority for sanctioning OD to Pro Vice Chancellor, Registrar, Finance Officer, Directors, Deans, and Heads of Departments. Registrar shall be the competent authority to sanction OD to all faculty members (other than Deans & HoDs).

❖ **Leave Eligibility During Notice Period**

- Faculty and staff members who are serving in their notice period are not entitled to avail any type of leave (including earned leave, casual leave, medical leave, or special leave etc.). They are required to complete their duties and responsibilities in full during the notice period.

**3.2.4. Leave Sanctioning Authority**

S. No.	Nature of Leave	Category of Employee	Leave Sanctioning Authority
1.	Casual Leave / Earned Leave / Special Casual Leave/ On duty / Half pay Leave / Maternity leave / Extra- Ordinary leave (Study Leave)	Pro Vice Chancellor / Director / Registrar / Dean / HoDs / Controller of Examinations	Vice Chancellor
2.	Casual Leave / Earned Leave / Special casual leave /	All faculty & staff	Head of the Department
3.	On Duty Leave	All faculty & staff	Registrar
4.	Half pay Leave / Maternity leave	All faculty & staff	Registrar, on the recommendation of the Head of the Department
5.	Extra-Ordinary leave (Study Leave)	All faculty & staff	Vice Chancellor
6.	Casual leave / CCL	Non-teaching staff of the Registrar's office/examination	Head of the Department

	Earned leave/Half pay leave/Maternity leave	section/ confidential section	Registrar
7.	Vacation	All the eligible employees of the university	Vice Chancellor, on approval from the Executive Council /Academic Council

### **3.3. Performance Management & Appraisal**

#### **3.3.1. Pay Scales & Allowances**

##### **❖ Scales of Pay**

- The scales of pay as suggested by the UGC / AICTE shall apply to faculty Librarians and Physical Directors of the university, subject to the adoption by the Executive Council.
- With respect to other categories of posts which are not covered by UGC / AICTE, including all categories of staff, the scales of pay and allowances shall be applicable as fixed or revised by the E C from time to time.
- The number of posts in each cadre and their pay scales and allowances shall be as per the norms of UGC / AICTE.

##### **❖ Drawl of Pay**

- A university employee shall be entitled to draw the pay and allowances attached to the post to which he/she is appointed with effect from the date he/she assumes charge of the post if such charge is assumed in the forenoon. If the charge is assumed in the afternoon, the assumption of the charge shall be deemed to have taken place in the forenoon of the following day.
- An employee shall cease to draw the pay and allowances from the day he/she relinquishes the charge, if the charge is relinquished in the forenoon. If the charge is relinquished in the afternoon, the relinquishment of the charge shall be deemed to have taken place in the forenoon of the following day.

##### **❖ Pay Fixation**

- Normally, appointments shall be made on the minimum basic pay of the grade to which the appointment is made, provided that the respective Selection Committee, under special circumstances, may recommend the grant of advance increments in individual cases, where candidates possess additional academic qualifications, experience, and/or research credentials in the relevant field of value to the university.
- In deserving cases, the competent authority is empowered to fix the initial pay at a stage higher than the minimum of the pay in the scale attached to it.

##### **❖ Pay scales are revised periodically.**

- Salary Disbursement
  - Salaries are credited directly to employees' savings accounts in Canara Bank.
  - Annual increments are granted based on satisfactory performance in the department and R&D at the Department/University level, recommended by the Deans of Schools and approved by the Vice Chancellor.



### **3.3.2. Increments / Promotions based on PBAS (Performance Based Appraisal System)**

- PBAS evaluation is based on various parameters such as Curricular, Co-Curricular, Extra-curricular, R&D, and Administrative activities on a 1000-point scale. The weightage taken into consideration during the assessment and evaluation of these parameters varies depending on the cadre of the faculty.
- PBAS format is updated periodically based on the expectations of regulatory bodies and stakeholders. The Vice Chancellor constitutes the Departmental Faculty Assessment Committee (DFAC) with four faculty members from different departments, with a chairmanship of a senior professor. This committee scrutinizes all the faculty members in the schools, and the faculty must submit the necessary evidence during the evaluation of the filled-in form. These forms are scrutinized meticulously by the Appraisal Screening Committee (ASC), comprising Deans of the respective schools, and submitted to the Vice Chancellor. Vice Chancellor generally concurs with the DFAC committee's API score unless there is an obvious, abnormal, and deliberate hike or lowering of API score, or they receive a representation from the faculty member seeking justice. If the final score falls below the minimum level, the faculty is counselled for improvement of the performance.

#### **❖ Drawing of Increment**

- Increment shall fall due on the first day of the month in which the employee completes twelve months from the date of his first appointment or from the date on which his last annual Increment accrued or on the date of promotion, as the case may be.
- Increments shall ordinarily be drawn as a matter of course unless the employee has reached the maximum pay scale, or it is withheld as a disciplinary measure, or it is withheld if the faculty fails to obtain a minimum required score in yearly performance appraisals.
- Probation shall not be a bar to increments, and annual increments may be granted to the employees of the university appointed on probation, after the completion of one year's satisfactory service.

#### **❖ Service for Increment**

- Duty in a post, except for the period spent on extraordinary leave without pay, counts for increments in the time scale.

#### **❖ Power to withhold Increment**

- The appointing authority is empowered to withhold an increment of any employee of the university as a disciplinary measure, or it is withheld if the faculty fails to obtain a minimum required score in yearly performance appraisals. In such order withholding the increment, the appointing authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

#### **❖ Promotion Criteria for Faculty & Staff**

- To cope with the changing situations, the university makes adjustments in the existing workforce through promotions under the Career Advancement Scheme.

Promotion is a change in status upward resulting from assignment to a position assigned in a higher salary grade.

- Promotion is an employee's reward for good performance or positive appraisal. Before the university promotes an employee to a particular position, it ensures that the person can handle the added responsibilities by screening the employee with interviews or an assessment of an annual performance-based appraisal system (PBAS). A promotion can involve advancement in terms of designation, salary, and benefits.

❖ **Re-fixation of Pay on Promotion**

- On promotion from one grade to another, the pay of an employee shall be initially fixed at the minimum of the scale or at the stage in the higher scale which is next above his pay in the previous scale, whichever is more.
- When appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to such permanent post, they will draw initial pay in the stage of the time scale next above their substantive pay in respect of the previous post.

❖ **Re-fixation of Pay on Transfer from one scale of pay to another**

- When an employee of the university is revised from one scale of pay to another on revision of the scale or otherwise, his initial pay in the revised scale shall be fixed at the stage of the scale which is equal to or next above his pay in the previous scale.

**3.3.3. Continuous Learning and Career Advancement**

- The University encourages all staff to pursue continuous professional development for career enhancement actively. The institution supports participation in a wide range of programs such as training sessions, faculty development programs (FDPs), workshops, conferences, seminars, and mentorship initiatives. These opportunities are designed to enhance technical skills, soft skills, and leadership capabilities, which are essential for professional growth and recognition.

❖ **Commitment to Career Growth**

- Ensuring the career growth of faculty is a challenge for any organization, as it requires allocating future resources without guaranteed employee retention. Recognizing this challenge, the university has adopted a transparent and structured career growth policy.

❖ **Encouraging Higher Education**

- Faculty members are encouraged to pursue Ph. D. programs to enhance their career opportunities. The University fosters a culture that respects and supports employees' aspirations for growth while emphasizing the importance of hard work, commitment, and integrity. The equation is simple:

*Hard Work + Commitment + Contribution = Growth*

❖ **Fostering a Positive Work Culture**

- Heads of Departments (HODs), Deans, and other officials play a critical role in creating a positive and supportive environment. This culture not only motivates and retains talented employees but also ensures that those who lack commitment or show dishonesty are appropriately counseled or dealt with.

#### ❖ **Steps to Address Performance Issues**

To address underperformance or negative behaviour, a step-by-step process is followed:

- Step 1: Counseling by the immediate superior, followed by counselling from the HOD.
- Step 2: A detailed discussion with the concerned Dean, giving the individual an opportunity to explain their perspective.
- Step 3: If no improvement is observed, a committee comprising the concerned Dean, Dean (Academics), and the Registrar will evaluate the case. Further action, including possible termination, will be based on the committee's recommendations.

#### ❖ **Role of the HOD**

- HODs play a pivotal role in building and nurturing their teams. They are responsible for fostering an environment conducive to faculty development and career growth.

#### ❖ **Transparent Policies for Retention**

- A clear, transparent career growth policy and process are vital for retaining talented and motivated faculty. The University is committed to recognizing and rewarding dedication and excellence, ensuring that career growth is achieved through merit and professionalism.

#### ❖ **Non-Teaching Staff Development**

- The university also emphasizes the importance of professional growth for non-teaching staff. The university provides opportunities for staff to participate in various training programs and skill-building workshops aimed at improving job performance and operational efficiency. Non-teaching staff members are encouraged to pursue industry-specific certifications, leadership development programs, and cross-functional training to expand their expertise and take on more significant responsibilities within the organization.

### **3.3.4. Staff Welfare Activities**

#### ❖ **Health Benefits to Staff of the University and its Constituent Schools / Institutes**

- The university has made provisions for free medical services and concessional treatment for its employees and their family members at the Pinnamaneni Siddhartha Institute of Medical Sciences and Research Foundation, run by the same sponsoring society.

#### ❖ **Employees Provident Fund/Gratuity**

- Eligible staff members are enrolled under the EPF Scheme, and the contribution, as fixed by the Government of India, is deducted from their salary. This amount, along with the management's contribution, is deposited into the bank account of the concerned government department within the stipulated time. Gratuity is also provided to eligible staff members.

❖ **Transport Facility**

- The university provides transportation for employees commuting from a long distance.

❖ **Staff Recreation Club**

- The Staff Recreation Club at the university promotes camaraderie and well-being among employees by organizing recreational activities, cultural events, and sports programs. It serves as a platform for relaxation and team-building, fostering a positive and inclusive work environment.

❖ **International Women's Day Celebrations**

- International Women's Day is celebrated every year.

❖ **Employees Cooperative Society**

- The Employees' Cooperative Society was established to provide low-interest loans, foster financial stability, and reduce the burden of high-interest borrowing. It was open to all employees and promoted a culture of savings through nominal contributions while offering accessible financial assistance for needs such as education, healthcare, or emergencies. With transparent policies and fair governance, the initiative enhanced employee morale, supported long-term financial planning, and strengthened a sense of community and mutual support within the organization.

❖ **Research Incentives**

- Research has always been an integral part of our curriculum and faculty career growth. In order to strengthen the research activities, Research incentives for faculty will be given for securing research grants and for publications in “SCI, Scopus, Web of Science” indexed journals.

### **3.4. Grievance Redressal Cell**

#### **3.4.1. Grievance Redressal Policy**

- The University is committed to fostering a safe, equitable, and conducive environment for learning and work. To uphold these values, the university has established a comprehensive and effective mechanism for addressing the grievances of staff. The **Grievance Redressal Cell (GRC)** operates under UGC/AICTE guidelines to ensure grievances are addressed efficiently and judiciously.

#### **3.4.2. Purpose and Scope**

- The GRC aims to provide a systematic approach to resolving grievances, fostering harmonious relationships among faculty and staff, and ensuring a platform for stakeholders to voice concerns without fear of discrimination or retaliation. The policy encompasses all staff associated with the institution.

❖ **Objectives**

- To ensure fair, impartial, and consistent grievance resolution mechanisms.
- To promote a respectful and collaborative academic environment.
- To safeguard stakeholders' dignity and foster accountability and mutual respect.
- To maintain confidentiality, objectivity, and promptness in grievance handling.

- To address grievances within specified timelines, respecting the rights of all parties.

#### ❖ **Procedures**

- Grievances may be submitted online (Google Forms, Mail) or offline (complaint box, in person).
- Specialized committees, such as the Internal Complaints Committee (ICC) and Equal Opportunities Cell (EOC), address specific grievances like sexual harassment & discrimination.
- Regular monthly reviews ensure timely and effective grievance redressal.

#### ❖ **Compliance**

- University adheres strictly to UGC regulations, including zero tolerance for harassment, ensuring swift action and fair resolution of grievances. This policy demonstrates Siddhartha's commitment to nurturing a supportive and inclusive academic community, empowering stakeholders to voice concerns and fostering trust and collaboration.

### **3.4.3. Prevention of Sexual Harassment and Promotion of Equality of Opportunity**

#### ❖ **Internal Complaint Committee (IIC)**

- In a progressive society, increasing participation of women in education and employment necessitates a secure and equitable environment. However, societal challenges, including regressive attitudes and misuse of authority, continue to pose threats to individuals' dignity and freedom.
- The university views sexual harassment as a grave offense and has implemented a structured code of conduct to address allegations. The institution ensures strict confidentiality, fair inquiry processes, and compliance with UGC - mandated reporting obligations.

#### ❖ **Role of the Equal Opportunities Cell (EOC)**

- Aligned with UGC/AICTE guidelines, the Equal Opportunities Cell at the university promotes inclusivity and addresses inequality by:
- Organizing sensitization programs to create awareness on discrimination and inclusivity.
- Monitoring grievances related to inequality and marginalization.
- Ensuring fair access to resources and opportunities for all students, including those from marginalized or disadvantaged backgrounds.
- Upholding diversity and fairness across the campus community.

### **3.4.4. Grievance Redressal Cell: Constitution**

- The Grievance Redressal Cell serves as a structured mechanism to address and resolve grievances of students, faculty, and staff fairly and transparently. It ensures the timely redressal of complaints while upholding the principles of natural justice and fostering a safe, inclusive institutional environment.

## **3.5. Code of Conduct**

### **3.5.1. Principles**

This Code has been formulated to clearly articulate the University's policy regarding the professional and personal conduct expected of its staff. It is designed to uphold and advance the University's mission while reinforcing its core values, which include:

- Responsibility and service through leadership in the community
- Quality and sustainability in addressing the needs of stakeholders
- Merit, equity, and diversity within the student body
- Integrity, professionalism, and collegiality among staff
- Lifelong engagement and meaningful connections with alumni
- These values are intended to guide staff conduct in promoting and safeguarding:
- The freedom to pursue critical and open inquiry in a responsible manner
- Respect for ideas and ideals
- Tolerance, honesty, ethical behavior, and mutual respect
- An understanding and responsiveness to the needs of those we serve, Responsibility and service through leadership in the community.

### **3.5.2. Core Values of the Institution**

Siddhartha University develops its institutional culture by practicing the following core values:

#### **❖ Commitment**

We are dedicated to meeting the needs of the communities we serve.

I/We will

- Share the vision and mission of the University.
- Focus on student needs.
- Please respond to the changing needs of our region and nation.
- Create new programs and services to meet stakeholder needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Develop a shared decision-making process.

#### **❖ Respect**

We recognize the expertise of all members of the University and encourage individual contributions.

I/We will

- Include stakeholders in the decision-making.
- Treat people with dignity.
- Promote trust through fair treatment.
- Recognize and support employee contributions.

#### **❖ Excellence**

We strive to pursue higher standards.

I/We will

- Exhibit quality in staffing.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity and innovation.
- Utilize systems that promote student and employee success.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.

#### ❖ **Accountability**

We assume responsibility for our actions.

I/We will

- Take responsibility for professional growth.
- Continuously evaluate and improve our systems.
- Establish and communicate goals and objectives.
- Ensure our work adds value to the University.
- Demonstrate social responsibility.

#### ❖ **Diversity**

Our differences are opportunities for nurturing a common bond.

I/We will

- Employ a workforce that reflects the society.
- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate diversity.
- Implement learning activities through diverse topics in the classroom.
- Seek and consider multiple points of view.

#### ❖ **Cultural Competence**

Students should experience cultural activities as they grow in their appreciation for the diversity of ideas and people, both inside and outside the classroom.

#### ❖ **Learning Environment**

An outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually.

#### ❖ **Community**

We value and respect as our greatest asset the students, faculty, and staff, as well as the people connected to us through ties to our region and nation. People are the focus of our institution.

- **Collegiality:** We believe in processes of shared decision-making based on productive, synergistic interactions among our students, faculty, and staff.

- **Partnerships:** We are dedicated to promoting outreach activities, community education, and partnerships with surrounding entities. We believe in collaborating with the citizens of our region, the state, and the nation.
- **Safe and Healthy Environment:** We promote a safe, healthy, and sustainable environment where our community members can flourish personally and socially to improve their environment.
- **Service:** We believe in sharing our academic and cultural resources and expertise with the public, educational institutions, and cultural centers. We work to enable students to integrate into the larger world and promote a commitment to public service through experiential education. Faculty and staff serve our state and local constituents by sharing their energy, talents, and experience.

#### ❖ **Integrity**

We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world.

- **Ethics:** We believe in acting with honesty, courage, and trustworthiness.
- **Respect:** We support a community and climate of respect and thoughtfulness among students, faculty, and staff.
- **Responsibility:** We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs.

### **3.5.3. Application of the Code**

This Code applies to all university staff (Teaching and Non-teaching). All staff members are required to comply with the obligations set out in this Code and act in a way that the university upholds its values. All are required to comply with the Code in respect of their activities relating to the university and/or its staff or students.

#### ❖ **Personal and Professional Behaviour**

In performing their duties and responsibilities, staff must ensure that the values and policies of the University guide their behavior and conduct.

##### ➤ **All staff members must:**

- Maintain and develop knowledge and understanding of their area of expertise or professional field;
- Exercise their best professional and ethical judgment and carry out their duties and functions with integrity and objectivity;
- Act fairly and reasonably, and treat students, staff, visitors to the university, and members of the public with respect, impartiality, courtesy, and sensitivity;
- Avoid conflicts of interest.
- Maintain a co-operative and collaborative approach to working relationships; and



- Comply with all applicable legislation, industrial instruments, professional codes of conduct or practice, and university policies, including in relation to
  - The conduct of research
  - Confidentiality and privacy of information
  - Equal opportunity
  - Health and safety policies and practices
  - Efficient and effective use of university resources, including information communication and technology resources, and
  - Protection of the university's interests in intellectual property arising from its teaching and research.

❖ **University Timings and Regularity**

- Staff must follow university timings and sign in the attendance register
- Members must apply for leave well in advance in normal circumstances

❖ **Acceptance of Gifts and Benefits**

Staff members must not solicit or accept gifts or benefits - either for themselves or on behalf of others—that could directly or indirectly compromise or influence them in their official capacity within the University, or that might appear to do so.

Any offers of bribes must be promptly reported to their immediate superior. Staff shall not engage in private tutoring or any form of gainful employment outside the scope of their official duties.

❖ **Use and Security of Official Information**

**All Staff members must:**

- Please maintain the integrity, confidentiality, and privacy of university records and information to which they have access in the course of their employment
- Take all reasonable precautions to prevent unauthorized access to, or misuse of, university records and information, and

**Staff members must not:**

- Disclose, or offer to supply, confidential records or information,
- Access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose, or
- Destroy, or authorize the destruction of university records other than in accordance with university policy.

❖ **Use of University Resources**

**Staff members must:**

- Use all university resources in an efficient manner and for university purposes only.
- The university mail, telephones (including mobile phones), facsimile machines, email, and internet are provided for university use. Excessive and/or unauthorized personal use of any of these facilities can lead to the university taking disciplinary action against a staff member.

- Staff should be aware that the communication resources must be used to carry out the functions of the university.

#### ❖ **Equity of Access and Prevention of Discrimination**

Staff members must not engage in any form of harassment or discrimination against students, fellow staff, campus visitors, or members of the public.

#### ❖ **Work Health and Safety**

While at work or performing duties or functions for the university, staff must

- Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work; and
- Cooperate with the university to ensure compliance with all relevant health and safety laws.
- Staff and affiliates must take care not to put themselves or other university community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs. Smoking tobacco is banned on the university premises.

The faculty and staff should maintain the proper dress code.

- Gents - Formal Pants and Shirt with tuck (T-shirts and Jeans are not allowed)
- Ladies – Saree (Chudidhar, Jeans, and Pants are not allowed)
- Four / two wheeler to be parked in the allotted parking area.
- Faculty and staff are required to wear their ID cards visibly at all times while on campus, including upon entry.

#### ❖ **General Aspects of Conduct**

Integrity and Behaviours:

- Every employee must always
  - Be honest and act with integrity.
  - Fulfill their duties diligently.
  - Behave in a way that reflects well on the University.
- Following Orders:
  - Employees must obey their superiors' orders and directions.

#### ❖ **Courtesy:**

- Employees should be polite and respectful in their interactions with colleagues, students, and the public.

#### ❖ **Misconduct**

Without limiting what constitutes "misconduct," the following acts of omission and commission are considered misconduct:

- Theft, fraud, or dishonesty involving University activities or property.

- Providing false information about name, age, father's name, qualifications, or previous employment either during hiring or while employed.
- Acting in a way that harms the University's interests.
- Deliberate disobedience or refusal to follow lawful and reasonable orders from superiors.
- Unauthorized absence from work or extending approved leave without valid reasons or proper explanation for more than five consecutive days.
- Habitually arriving late or irregularly, or wilfully being absent from duty.
- Neglecting work or performing duties negligently, including malingering or slowing down work.
- Causing damage to any University property.
- Engaging in drunken, disorderly, indecent behaviour on University premises or elsewhere related to employment.
- Gambling on University premises.
- Smoking is prohibited on University premises.
- Collecting money within or outside University premises without permission.
- Committing a criminal offense involving moral turpitude.
- Leaving the assigned workplace without permission or a valid reason.
- Aiding or attempting to aid misconduct.
- Unauthorized use or occupation of University quarters, land, or property.
- Assaulting or intimidating any University employee or student.
- Initiating or inciting others to strike work against laws or University rules.
- Violating any applicable laws, conduct rules, or University orders.
- Sending anonymous letters, appeals, or representations to unauthorized authorities.
- Distributing handbills, pamphlets, or posters on University premises without prior approval.
- Refusing to work on holidays, Sundays, or during University emergencies.
- Forcibly detaining University employees.
- Participating actively in meetings or demonstrations organized by political parties.
- Applying for outside employment, fellowships, etc., without prior approval from the competent authority.

Note: The above instances of misconduct are illustrative and not exhaustive.

### **General Disciplinary Control**

Employees of the University, whether full-time, part-time, or on a contractual basis, are bound by the University's internal discipline rules. Any violation of these rules will be dealt with seriously.

#### **❖ Employees' Obligation to Promote the University's Interests**

Every employee must serve the University honestly, faithfully, and strive to promote its interests to the best of their ability.

❖ **Liability to Abide by Rules**

Every employee must comply with and adhere to University rules, as well as follow all orders and directives given during the course of their duties by the authorities overseeing them.

❖ **Participation in Strikes, Demonstrations, or Similar Activities**

No employee shall participate in strikes, incite others to strike, or engage in activities that could bring disrepute to the University. Similarly, employees must not participate in demonstrations that incite illegal activities.

❖ **Engagement with Media**

- Employees must not own or manage any newspaper or publication without prior approval.
- They should not publish letters or articles, or participate in radio/TV discussions without permission, especially if it may lead to controversy or embarrassment for the University.
- Employees are allowed to write books or engage in literary, scientific, managerial, or artistic work that does not interfere with their duties.

❖ **Criticism of the University**

Employees should refrain from publicly criticizing the University administration in a manner that could embarrass it or affect its relations with staff, students, faculty, or the public, including different community members.

❖ **Obligation to Maintain Secrecy**

No employee shall, while in service or after retirement, resignation, or discharge, communicate any document or information to unauthorized persons except in accordance with any general or special order of the Vice-Chancellor or in good faith performance of their duties.

❖ **Private Trade or Business**

- An employee must devote their full time to the service of the University and not engage in any trade, business, or other work that may interfere with their duties without written permission from the competent authority.
- Employees may pursue further studies with prior sanction from the competent authority, provided it does not interfere with their duties.

❖ **Taking Part in Politics and Elections**

- No employee shall engage in political activities or be associated with any political party or organization.
- Employees must not aid or assist in any political movement or activity unless they obtain permission from the E C and take appropriate leave.

❖ **Misleading Students & Faculty**

No employee shall, by speech or otherwise, mislead students and faculty into activities deemed objectionable by the Vice-Chancellor.

#### ❖ **Raising Subscriptions**

No employee shall, without prior approval from the competent authority, solicit or participate in raising any subscription or financial assistance for any purpose, except for routine farewell or felicitation functions related to the University.

#### ❖ **Influencing Superior Authorities**

No employee shall attempt to influence any superior officer or member of any University authority to further their interests concerning their service in the University.

#### ❖ **Bigamous Marriage**

- No employee shall enter into or contract a marriage with a person who has a living spouse.
- No employee, having a living spouse, shall enter into or contract a marriage with any other person.

#### ❖ **Foreign National**

If an employee marries or has married a person who is not of Indian nationality, they must promptly inform the University.

#### ❖ **Consumption of Intoxicating Drinks and Drugs**

- Employees must strictly adhere to any laws related to intoxicating drinks or drugs in any area they may be in.
- Employees must not be under the influence of any intoxicating drink or drug during their duties.
- Employees must refrain from consuming intoxicating drinks or drugs in public places and must not appear in public in a state of intoxication.

#### ❖ **Redressal of Grievances**

- Every employee serves at the pleasure of the Chancellor of the University.
- No suit or proceeding shall be brought against the University by an employee regarding any order affecting their service conditions or any disciplinary action taken against them as a University employee.
- If an employee feels aggrieved by such action or order, they should seek a remedy through the University's Grievance Redressal Mechanism.

#### ❖ **Absence from Duty and Punctuality**

- An employee must not be absent from duties without prior permission from the competent authority.
- An employee who is absent without leave or overstays their leave will not normally be entitled to pay any allowances during such absence or overstay and will be subject to disciplinary action.
- However, the competent authority may treat such absence or overstay as leave, provided a written explanation is given and it is shown that the absence or overstay was due to circumstances beyond the employee's control.

#### ❖ **Money Lending or Borrowing, Insolvency and Habitual Indebtedness**

- No employee shall engage in the business of money lending or borrowing.

- Employees must manage their private affairs to avoid habitual indebtedness or insolvency. If an employee is at risk of arrest for debts, becomes insolvent, or has most of their assets attached, they may face disciplinary action.
- Employees must immediately report any legal proceedings related to insolvency or indebtedness to the University and may face disciplinary action at the discretion of the competent authority.

#### ❖ Criminal Proceedings

- Employees involved in any criminal proceedings must immediately inform the competent authority of the facts, regardless of whether they have been released on bail.
- Employees detained in police custody for more than 48 hours must inform the competent authority and not return to work without written permission from the competent authority.

#### ❖ Attendance at Meetings

- Employees appointed as members of a University Committee must attend all committee meetings.
- If unable to attend a meeting for unavoidable reasons, employees must inform the Chairman of the Committee in advance, stating the reason for their absence.

#### ❖ Representations

Employees wishing to make a claim or seek redressal of a grievance must forward their representation through the proper channel to the competent authority. They should not send copies to higher authorities unless the claim is rejected, relief is refused, or the matter is delayed by more than 15 days.

#### ❖ Official Communication Protocol

- All employees must maintain professionalism, respect, and integrity in every form of communication, whether internal or external. No employee shall issue letters, statements, or correspondence, written, verbal, or electronic, on behalf of the University without prior approval from the Head of the Department or other designated authority. Any communication containing derogatory, defamatory, or disrespectful remarks about the University, its departments, employees, or systems is strictly prohibited. Breach of this rule will invite disciplinary action. Employees must also ensure that no action on their part causes harm to the property, reputation, or functioning of the University.

#### ❖ Breach of Conduct Rules

Any breach of the above conduct rules or other University rules by an employee will be treated as "misconduct" and will result in disciplinary action and penalties.

#### ❖ Suspension

- An employee of the University may be placed under suspension pending investigation or inquiry into serious charges, where such suspension is necessary in the interest of the University.
- An employee detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended from the

date of detention. The Registrar shall issue a suspension order with the Vice-Chancellor's approval, and the employee will remain suspended until further notice.

- A suspension order may be revoked at any time by the authority that issued it.

❖ **Treatment of the Period of Suspension**

- When an employee under suspension is reinstated, the competent authority may grant the following pay and allowances for the suspension period:
- Suppose the employee is exonerated and no penalties are awarded. In that case, they are entitled to full pay and allowances they would have received if not suspended, minus the subsistence allowance already paid.
- If not exonerated, the competent authority will decide the proportion of pay and allowances.
- The period of suspension may be treated as time spent on duty if directed by the competent authority. Otherwise, it will not be considered as time spent on duty.
- If an employee under suspension is dismissed or removed from service, the period of suspension will be treated as such.
- During the period of suspension, the subsistence allowance and other admissible benefits shall be regulated and determined by the Vice-Chancellor.
- In cases where the charges against an employee are proved, the pay and other emoluments shall be fixed and decided by the Vice-Chancellor.

❖ **Punishment**

Any violation of the university's rules and regulations will be treated as a serious offense and will be subject to disciplinary action based on the recommendation of the authorities concerned. The decision of the Vice Chancellor is final and binding for the imposition of punishment on teaching and non-teaching staff who violate university rules and regulations, which may lead to termination from services.

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Date : 30-04-2025

*m. - K. - Richard -*  
**Registrar**  
**Siddhartha Academy of Higher Education**  
**(Deemed to be University)**  
**Vijayawada - 520 007**

Registrar  
Maharaja's Academy of Higher Education  
(Deemed to be University)  
Vijayawada - 520 002