VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

HR POLICY

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

INDEX

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Leave

Ref No: HR/SOP/07	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	**Document Classification:** Public	**Use:** Internal

1. Objective

The Leave Policy is designed to support all employees of the University in achieving a healthy work-life balance while ensuring the operational efficiency of the institution. The policy aims to enhance employee well-being, satisfaction, and morale by offering a fair and transparent leave system. Employees are encouraged to manage personal responsibilities effectively, ensuring minimal disruption to academic and administrative functions.

This policy outlines the leave entitlements, application procedures, and approval processes for all University employees.

2. Scope

This policy applies to all teaching, non-teaching faculty and administrative staff.

3. Types of Leave

1. Casual Leave (CL)
2. Privilege Leave (PL)
3. Sick Leave (SL)
4. Compensatory Duty Leave (CDL)
5. Academic Leave (AL)
6. Sabbatical Leave (SBL)
7. Study Leave (SDL)
8. Maternity Leave (ML)
9. Paternity Leave (PAL)
10. Adoption Leave (ADL)
11. Child Care Leave (CCL)
12. Leave Without Pay (LWP)

4. Guiding Principles

1. Leave is a privilege, not a right, and may be denied, revoked, or curtailed based on institutional requirements.
2. All leave requests must be submitted through the Employee Self-Service Portal (ERP) with complete and accurate details.
3. The approving authority must ensure that the employee's absence does not disrupt the functioning of the department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4. Employees must report for duty immediately upon the expiry of sanctioned leave.
5. No leave or extension of leave shall be deemed granted unless it has been formally approved and communicated to the employee.
6. Leave extensions shall be permitted only under exceptional circumstances.
7. Except in emergencies, employees are expected to submit their leave plans in advance to ensure the smooth operation of university activities and to enable necessary alternate work arrangements.
8. Teaching faculty must arrange for their classes before proceeding on leave. Failure to do so may result in the leave not being approved.
9. Employees availing Sick Leave for more than three consecutive days must submit a valid medical certificate.
10. Except for Casual Leave (CL) and Sick Leave (SL), employees must provide their leave address and contact number to the sanctioning authority before proceeding on leave.
11. Casual Leave (CL) and Sick Leave (SL) will lapse at the end of the academic year and cannot be carried forward.
12. Leave Without Pay is discouraged and should be availed only in rare and unavoidable circumstances beyond the control of the employee.
13. An employee may cancel or shorten approved leave by informing the reporting officer or sanctioning authority. The unused leave balance will be reinstated.
14. Leave shall not be granted in anticipation of future accruals.
15. Employees assigned examination duties shall not be granted leave.
16. Employees are prohibited from accepting any form of employment, with or without remuneration, during the period of their leave.
17. Employee leave records shall be treated as confidential and disclosed only on a need-to-know basis.

5. Extension of Leave

- Requests for leave extension must be submitted well in advance of the expiry date of the currently sanctioned leave.
- In case of unforeseen circumstances, if the employee is unable to resume duty on the scheduled date, the employee must inform the reporting officer within 24 hours, clearly stating the reason for the delay.
- The reporting officer will review and either approve or reject the extension request.
- If a leave extension request is not approved, any absence beyond the sanctioned period will be treated as Loss of Pay (LOP) until the employee resumes duty.
- Unauthorized extension of leave will attract a penalty of two days' Loss of Pay (LOP) for each day of unapproved leave besides disciplinary action
- Loss of Pay (LOP) in excess of 10 days may also result in denial of increment and promotion.

6. Types of Leave and Guidelines

Applicability: All Employees of VGU

6.1 Casual Leave (CL)

Purpose:
To address short-term personal needs, emergencies, or errands.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Entitlement:

- 10 days per academic year for all Admin staff (whose working hours is from 8.30 AM to 5 PM)
- 8 days per academic year for all other Employees.

Guidelines:

- Casual Leave (CL) should be availed with prior approval.
- CL cannot be combined with any other type of leave.
- CL may be prefixed or suffixed to holidays and weekly offs. Any intervening holidays or weekly offs shall not be counted as part of the CL period.
- CL will be credited at 5 days per semester for the Admin staff and 4 days per semester for all other employees. This will be credited at the beginning of the semester.
- Employees on probation will be eligible for CL @ 1 day for 45 days with maximum of 4 in a semester.
- As a general rule, a maximum of 4 consecutive days of CL may be availed at one stretch. Any extension beyond this must be duly sanctioned by the President and is subject to the availability of leave balance.
- CL cannot be availed for less than half a day.
- Half-day CL may be availed for either the first half or the second half of the working day.
- Unutilized CL will lapse at the end of the academic year (i.e., June 30th each year).
- Encashment of unavailed CL is not permitted.

6.2 Privilege Leave (PL)

Purpose:
Intended for planned personal time off, vacations, or longer-duration requirements.

Entitlement:

Length of Service	No. of Days per Academic Year
Completion of 2+ years	Privilege Leave (PL) will accrue at the rate of 1 day for every 11 days worked, and will be credited on a quarterly basis.
Completion of 1 to 2 years	PL will accrue at the rate of 1 day for every 20 days worked, and will be credited on a quarterly basis.
During Probation Period	PL will accrue at the rate of 1 day for every 30 days worked, and will be credited on a quarterly basis.

Guidelines:

- PL is credited at the end of each quarter, based on days worked.
- PL can only be availed during student vacation periods and not during active semesters for faculty members; vacation period 25th December – 4th January, Diwali Break and 15th May -15th July every year.
- Unutilized PL can be carried forward to subsequent years.
- A maximum of 60 days of PL can be accumulated at any given time.
- PL exceeding 60 days will be automatically encashed and paid along with the salary once a year.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Employees may opt for voluntary encashment of Privilege Leave (PL) between 1st September and 30th October, provided a minimum balance of 15 PL days is maintained.
- PL cannot be combined with other types of leave.
- PL encashment will be calculated on Gross Salary.
- PL will accrue based on actual days worked. Except Compensatory Duty Leave (CDL) all other types of Leave, closed days/ weekly off days and holidays will not be counted as days worked for the purpose of PL accrual.
- PL must be availed for a minimum of 6 days, subject to available balance.
- On retirement or resignation after five years of continuous service at VGU, unutilized PL will be encashed.
- PL may be prefixed or suffixed with public holidays or closed days or weekly offs.
- Public holidays or Sundays falling within a PL period will be considered as part of the PL.
- Leave accrued during a quarter will be rounded off to the nearest whole number. For example, 4.4 days will be treated as 4 days, while 4.5 days and above will be treated as 5 days.

6.3 Sick Leave (SL)

Purpose:
To provide time-off for medical emergencies, illness, or injury.

Eligibility:
All employees.

Entitlement:
6 days per academic year.

Guidelines:

- A medical certificate is mandatory for Sick Leave (SL) extending beyond three consecutive days.
- Sick Leave is credited annually and cannot be carried forward to the next academic year.
- Sick Leave may be prefixed or suffixed with holidays or weekly offs; however, any intervening holidays or weekly offs during the SL period will be counted as part of Sick Leave.
- Sick Leave cannot be combined with any other type of leave, except Privilege Leave (PL).
- In the event of an extension, a valid medical certificate must be submitted covering the entire duration of the Sick Leave, including any PL availed on medical grounds.

6.4 Compensatory Duty Leave (CDL)

Purpose:
To compensate employees who are required to work on designated closed days, including non-working Saturdays, weekly-offs, or university-declared holidays - either on-site or remotely.

Entitlement:

- **Closed Days (Non-working Saturdays):**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- In the event that an employee is required to work on a designated closed day, they shall be entitled to Compensatory Duty Leave (CDL), which must be availed within two months with prior approval from the competent authority. If, due to any exigencies, the employee is unable to avail the Compensatory Duty Leave within a period of 2 months, the unavailed CDL will get encashed and paid to the employee in the next payroll cycle, at 50% of the per-day salary (Gross Salary) as applicable.

- For work duration more than 4 hours but less than 8 hours, the entitlement will be 25% of the per-day salary (Gross Salary) as applicable to the employee.

- Employees will not be entitled for any compensation for work less than 4 hours.

- **Designated Holidays/Weekly Off Days:**

  - Employees working for the full day (8 hours or more) will be eligible for one day CDL.
  - If, due to any exigencies, the employee is unable to avail the Compensatory Duty Leave within a period of 2 months, the unavailed CDL will get encashed and paid to the employee in the next payroll cycle, at 50% of the per-day salary (Gross Salary) as applicable.
  - If the work duration is more than 4 hours but less than 8 hours, CDL will not be admissible, but the employee will be entitled to Out-of-Pocket Expenses at 50% of the per-day salary (Gross Salary), as applicable to the employee.
  - For work of less than 4 hours, the employee will be entitled to Out-of-Pocket Expenses at 25% of the per-day salary (Gross Salary), as applicable to the employee.

Note:

- Compensatory Duty Leave (CDL) is not applicable to supervisory officers unless and until issued in an order for particular day by Registrar.
- The employee shall raise a request for CDL to the Reporting Officer in the portal for approval. Upon approval, the CDL will be credited to the employee's account.

6.5 Academic Leave (AL)

Purpose:
To support faculty participation in academic engagements such as conferences, seminars, research work, faculty development programs, external examinations, government committee assignments, and other approved academic duties.

Eligibility:
Teaching faculty in the Regular and CDOE (Centre for Distance and Online Education) streams.

Entitlement:

- Up to 8 days per academic session.
- Any additional leave requirement over and above 8 days will be at the discretion of the management.
- For faculty serving as external examiners: maximum of 3 days per semester.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **Guidelines:**

  - Leave applications must be supported by relevant documentation.
  - Prior written approval is mandatory.
  - Faculty availing Academic Leave are expected to share key insights or learnings through departmental meetings or discussions upon return.
  - Academic Leave is treated as paid leave and cannot be combined with any other type of leave.
  - Intervening holidays and weekly-offs falling within the approved leave period will be counted as Academic Leave.
  - Academic Leave is applicable only when the faculty member represents the University (VGU) in an official capacity, not for personal academic pursuits.
  - The duration of Academic Leave may be extended at the discretion of the competent authority, subject to justification.
  - Travel days will not be counted as Academic Leave and will be treated as On Duty.

6.6 Sabbatical Leave (SBL)

Purpose:
Sabbatical Leave is intended to enable faculty to undertake project-based study, research, specialized training, or professional certification programs that enhance their academic expertise and contribute meaningfully to the University and the higher education ecosystem.

Eligibility:
Permanent teaching faculty (Assistant Professor, Associate Professor, or Professor) who have completed a minimum of seven years of continuous service at VGU.

Entitlement:
Eligible employees may avail a maximum of two years of Sabbatical Leave during their entire tenure at the University.

Guidelines:

- During the sabbatical period, employees will be on loss of pay, subject to fulfilment of prescribed conditions and approval from the competent authority.
- The employee must sign a bond committing to serve the University for a minimum of five years after returning from sabbatical. The bond amount shall be equivalent to the total emoluments received during the sabbatical period.
- Sabbatical Leave will be considered as qualifying service for the purposes of seniority and salary increments.
- Sabbatical Leave must be availed in two separate spells. The second spell may be granted only after five years of service following return from the first sabbatical.
- In exceptional cases, a single two-year spell may be permitted at the discretion of the President.
- Faculty on Sabbatical Leave shall not engage in regular employment with any organization, either in India or abroad.
- Faculty may, however, accept fellowships, research grants, or honorary teaching/research assignments, provided these do not constitute regular employment.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6.7 Study Leave (SDL)

Purpose:

Study Leave may be granted to employees undertaking higher education or specialized training in professional or technical disciplines, or any academic pursuit directly related to their current roles and aligned with the University's long-term academic objectives. Such programs must be pursued at recognized premier institutions i.e. NIRF, TOP 200 Institutions in their relevant field or QS Asia Top 500.

Entitlement:

- Up to 24 months for general studies.
- Up to 36 months for Ph.D. programs.

Guidelines:

- Employees must have completed a minimum of three years of continuous service to be eligible for short-term study leave, and five years for long-term study leave.
- Study Leave may be availed in two categories:

    - Short-Term Study Leave: Up to 3 months.
    - Long-Term Study Leave: Up to 2 years (general studies) or 3 years (Ph.D. programs).

- The proposed program of study, including Ph.D. programs, must receive prior approval from the President.
- Faculty availing long-term Study Leave at NIRF Top 200 Institutions must sign a bond to serve the University for two years for every one year of SDL granted. Failure to fulfil bond obligations will result in a penalty of INR 5 lakhs, payable to the University.
- During the period of Study Leave, the employee will not be entitled to salary, allowances, or increments from the University. However, this period will be considered as continuous service for the purpose of calculating retirement benefits; they will get pay fixation based on their qualification & performances
- A maximum of 10% of faculty members in a department may be on Study Leave at any given time to ensure academic continuity.
- All applications for Study Leave must be submitted with relevant documentation and are subject to approval by the President.

6.8 Maternity Leave (ML)

Eligibility:

Female employees of VGU who have completed their probation period successfully.

Guidelines:

- Maternity Leave is available for the first two children only.
- During Maternity Leave, employees are entitled to full pay and allowances.
- 180 days of paid leave will be granted for the birth of the first and second child.
- If Maternity Leave is requested for a third child, the University may grant up to 12 weeks of paid leave.
- The leave will commence from either the date the employee proceeds on leave or the date of actual confinement, whichever occurs first.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Up to 8 weeks of Maternity Leave may be availed before the expected delivery date (prenatal), with the remainder considered as postnatal leave.
- In the event of miscarriage or medical termination of pregnancy, the employee is entitled to 6 weeks of leave from the date of the miscarriage.
- An additional one month of unpaid leave may be granted for medical complications arising from pregnancy, delivery, premature birth, or miscarriage, subject to submission of a medical certificate.
- Employees must submit the relevant medical documentation when applying for Maternity Leave and provide a fitness certificate upon return to work.
- If a creche facility is available, female employees are entitled to two 30-minute nursing breaks per day for up to six months after returning to work.

6.9 Paternity Leave (PAL)

Eligibility:
Paternity leave is granted to confirmed male employees of VGU.

Entitlement:

- Employees with five or more years of service will be entitled to full pay for the entire 5 days of Paternity leave.
- Employees with less than five years of service will be entitled to full pay for 2.5 days of Paternity leave.

Guidelines:

- Paternity leave must be availed within two months of the childbirth.
- Paternity Leave is applicable only for the first two children.
- The leave must be taken in a single spell and cannot be combined with other types of leave.
- Intervening holidays (including weekends) will be counted as part of the Paternity Leave.
- Any leave not availed within the specified period will lapse.
- Prior approval from the sanctioning authority is required for Paternity Leave, along with submission of the child's birth certificate.

6.11 Adoption Leave (ADL)

Purpose:
To support bonding between adoptive parents and their child.

Eligibility:

- Adoption Leave (ADL) is applicable to confirmed employees of the University.
- Female and male employees are eligible if they have no children.

Entitlement:

- A female employee who legally adopts a child below the age of three months is entitled to 12 weeks of maternity leave from the date the child is handed over to the adopting mother.
- The adopting father is entitled to 7 consecutive days of paternity leave, subject to the other conditions of Paternity Leave.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Guidelines:

- Adoption leave begins from the date the child is handed over to the adopting parents.
- Paternity leave for male employees must be availed within two months of the adoption.
- Adoption leave is granted with full pay for the duration of the leave to female employees and as per paternity leave guidelines for male employees.
- Prior approval and legal adoption papers are required for the leave application.
- No extension will be granted beyond the specified leave period.

6.12 Child Care Leave (CCL)

Purpose:
To assist female employees in nurturing and caring for young children.

Entitlement:

- Child Care Leave (CCL) is applicable to confirmed female employees of the University.
- A maximum of two years of leave over the course of an employee's career, applicable for children up to eighteen years old.

Guidelines:

- Limited to two children only.
- Child Care Leave can be availed for various child-related needs, such as examinations, sickness, etc.
- Leave may be taken in multiple spells, but not exceeding four spells in the total service career.
- The minimum duration for a single spell of Child Care Leave is one month.
- Child Care Leave is unpaid.
- Intervening holidays are treated as part of the leave.
- Employees must exhaust all accumulated Privilege Leave before availing Child Care Leave.
- During Child Care Leave, employees may not engage in remunerative work.
- No leave accrual occurs during Child Care Leave.
- Child Care Leave should be applied for and notified to the competent authority at least 15 days in advance, wherever possible, to facilitate proper planning and work continuity. However, in exceptional or unforeseen circumstances, the leave may be considered on a case-by-case basis, subject to the discretion of the competent authority and verification of the urgency and genuineness of the situation.
- Child Care Leave is not a matter of right and will be granted at the discretion of the University.
- The period of Child Care Leave will not be considered for the calculation of salary, including increments, allowances, or contributions toward retirement benefits.

6.13 Leave Without Pay (LWP)

Purpose:
To cover personal, medical, or other absences when no other leave is available.

Entitlement:
Granted as approved by the sanctioning authority.

![VGU Logo] **VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR**

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Guidelines:

- Leave Without Pay (LWP) will be sanctioned only in exceptional or unavoidable circumstances.
- Sanctioning of Leave Without Pay (LWP) is subject to operational requirements and management discretion.
- If LWP exceeds 10 days, the employee's increment may be deferred, as per the following table:

Number of Days	Salary Increments Deferment
Up to 10 days	3 months
11 to 30 days	6 months
More than 30 days	No increment

7. Public Holidays and Restricted Holidays

- The University will observe public holidays and restricted holidays each calendar year, as approved by the competent authority, based on the list of holidays declared annually by the Government of India/Rajasthan.
- The official list of public and restricted holidays will be published in the last week of December of the preceding year.
- Employees may avail of any 2 restricted holidays from the published list, subject to prior approval and in accordance with the established procedure.

8. Standard Operating Procedure for Leave Management

- Employees must submit all leave requests through the ERP portal.
- All leave requests will be recommended by the reporting officer and approved by the sanctioning authority.
- Requests for Study Leave, and Sabbatical Leave will be recommended by reporting officer & approved by President.
- Applications for planned leave (e.g., Privilege Leave, Academic Leave) must be submitted at least one month in advance. In exceptional circumstances, sanctioning authority may at his discretion, consider request for leave with a shorter notice period.
- For unplanned leave (e.g., Sick Leave, Casual Leave), employees must notify their supervisor immediately using all available communication channels, but no later than 24 hours. Failure to comply may result in the absence being treated as Loss of Pay.

9. Leave Records

The HR Department will maintain accurate records of all leave applications and approvals. Employees can view their leave balance and leave history through the university's HR portal.

10. Amendments and Review

This policy will undergo periodic reviews and may be amended as needed to remain in alignment with applicable laws and the university's evolving objectives. Any amendments will be promptly communicated to all employees.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

11. Effective Date

This policy document is effective from 01.07.2025 and supersedes all prior policies and SOP related to Leave.

12. Contact

For any queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Is leave an entitlement I can always avail when I need it?**
   No, leave is a privilege, not a right. It can be denied, curtailed, or revoked based on institutional requirements.

2. **Can I assume my leave is granted once I apply for it in the ERP system?**
   No, leave is not deemed approved until formally sanctioned and communicated by the competent authority.

3. **What happens if I fail to return on the first working day after my leave ends?**
   Failure to report immediately after sanctioned leave may be treated as unauthorized absence and may lead to Loss of Pay (LOP) or disciplinary action.

4. **Can I take Casual Leave (CL) for just an hour or two?**
   No, the minimum duration for availing CL is half a day.

5. **Can I combine Casual Leave with Sick Leave or Privilege Leave?**
   No, CL cannot be combined with any other type of leave.

6. **If a holiday falls during my CL period, will it be counted as leave?**
   No, intervening holidays or weekly offs during CL are not counted as part of the CL period.

7. **What is the maximum number of consecutive CL days I can take?**
   Four consecutive days. Extensions beyond this require special sanction from the President.

8. **Do holidays during a Privilege Leave (PL) period reduce the number of PL days used?**
   No, holidays falling within the PL period are counted as part of PL.

9. **Can faculty avail PL during the semester?**
   No, PL can only be taken during student vacation periods.

10. **What happens if I accumulate more than 60 days of PL?**
    Excess PL beyond 60 days will be automatically encashed once a year subject to a minimum balance of 15 days.

11. **The new policy has come into force w.e.f. July 1st, 2025. What happens to my already accumulated PL?**
    All Privilege Leave (PL) accrued by you up to June 30th, 2025, will be carried forward to your new PL account effective July 1st, 2025. You may choose to avail or encash the accumulated PL, provided you maintain a minimum balance of 15 days in your leave account.

12. **Can I combine PL with Sick Leave or CL?**
    No, PL cannot be combined with any other type of leave.

13. **Will I continue to accrue PL if I am on Sick Leave or other paid leave?**
    No, only Compensatory Duty Leave (CDL) counts as "days worked" for PL accrual.

14. **Can Sick Leave be carried forward if not used by the end of the academic year?**
    No, Sick Leave lapses at the end of the academic year.

15. **If I submit a Sick Leave request for 5 days but only submit a medical certificate for 2, is that enough?**
    No, a valid medical certificate is required for all days if SL exceeds three consecutive days.

16. **Do intervening holidays during Sick Leave reduce the number of SL days consumed?**
    No, holidays are counted as part of the SL.

17. **Is CDL applicable if I work on weekends for less than 4 hours?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

No, you will only receive 25% of your per-day salary as Out-of-Pocket Expenses, not CDL.

18. **Is CDL applicable to supervisors and senior officers?**

    Not unless a specific order is issued by the Registrar for that day.

19. **Can I avail Academic Leave for attending a personal course or event?**

    No, Academic Leave is only for official university representation.

20. **Are travel days counted in Academic Leave?**

    No, travel days are treated as On Duty, not Academic Leave.

21. **If I go on Sabbatical Leave, do I get paid?**

    No, Sabbatical Leave is with loss of pay.

22. **Do I need to serve VGU after availing Sabbatical Leave?**

    Yes, you must sign a bond to serve a minimum of 5 years upon return.

23. **Can I take Study Leave to attend a non-ranked institution abroad?**

    No, only studies at NIRF/Top 200/QS Asia Top 500 institutions are permitted.

24. **If I fail to serve the bond period after Study Leave, what is the penalty?**

    INR 5 lakhs must be paid to the University.

25. **Maternity Leave applicable for a third child?**

    Yes, but only up to 12 weeks (versus 180 days for the first two).

26. **Can a father avail Paternity Leave for a third child?**

    No, Paternity Leave is only allowed for the first two children.

27. **Can Maternity or Paternity Leave be extended by combining with other types of leave?**

    No, such leaves must be taken in a single spell and cannot be combined.

28. **Can male employees avail Adoption Leave?**

    Yes, but only if they have no biological children and meet other conditions.

29. **Is Child Care Leave (CCL) paid or unpaid?**

30. Unpaid.

31. **Can CCL be availed at any time and for any reason?**

    No, it is subject to prior approval and must be for genuine child-related needs.

32. **Will taking Leave Without Pay (LWP) affect my promotion or increment?**

    Yes, LWP exceeding 10 days may defer or cancel salary increments.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Recruitment and Selection

Ref No: HR/SOP/02	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Confidential	Use: Restricted

1. Purpose

The purpose of this Recruitment and Selection Policy is to establish a structured, transparent, and merit-based hiring process for both academic and non-academic employees. This policy ensures alignment with the university's strategic vision while providing a positive experience for all stakeholders involved.
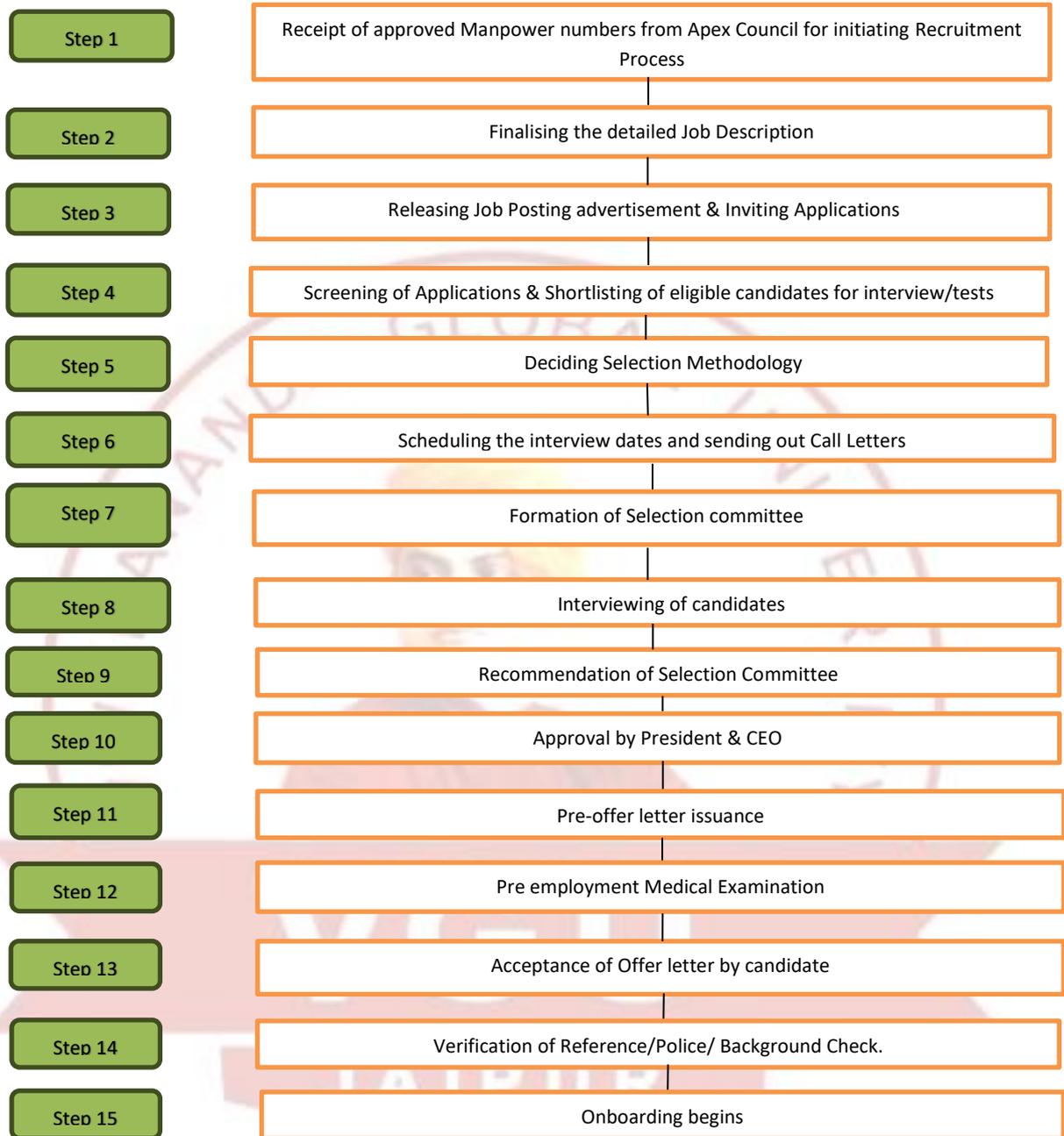
2. Scope

This policy applies to the recruitment of permanent teaching and non-teaching faculty, administrative staff and support personnel.

3. Guiding Principles

- The recruitment criteria for academic and non-academic employees will align with the prevailing UGC or any other relevant regulatory bodies.

- All hiring decisions at VGU will be based on merit, qualifications, skills, and experience, with a focus on ensuring that students receive a high-quality education and are nurtured as responsible citizens.

- VGU is committed to providing equal employment opportunities to all applicants, ensuring no discrimination based on gender, caste, race, marital status, or religion.

- Preference and proper balance is to be given to weaker section of the society LIKE SC/ST/OBC/EWS/Female to provided no compromise in rule of merit

- A standardized recruitment process will be implemented to enhance efficiency and effectiveness.

- Experienced professionals, including external experts, will be included in selection panels on need basis, to identify and recruit the best talent for each role.

- The recruitment process will adhere to both academic and non-academic standards set by regulatory authorities and aligned with the institution's mission.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4. Recruitment and Selection Process Flowchart

Step 1	Receipt of approved Manpower numbers from Apex Council for initiating Recruitment Process
Step 2	Finalising the detailed Job Description
Step 3	Releasing Job Posting advertisement & Inviting Applications
Step 4	Screening of Applications & Shortlisting of eligible candidates for interview/tests
Step 5	Deciding Selection Methodology
Step 6	Scheduling the interview dates and sending out Call Letters
Step 7	Formation of Selection committee
Step 8	Interviewing of candidates
Step 9	Recommendation of Selection Committee
Step 10	Approval by President & CEO
Step 11	Pre-offer letter issuance
Step 12	Pre employment Medical Examination
Step 13	Acceptance of Offer letter by candidate
Step 14	Verification of Reference/Police/ Background Check.
Step 15	Onboarding begins

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Detailed Recruitment & Selection Process

Step No	Step	Activity	Responsibility	Timeline
1	Receipt of approved Manpower numbers from Apex Council for initiating Recruitment Process	HR initiates the recruitment process	HR	1 day
2	Finalising the detailed Job Description	HR finalises the JD post discussion with HoD/Associate Dean/ Dean/Heads of Centre/Cell to confirm specifics of the position including minimum salary being offered	HR supported by HoD/Associate Dean/ Dean/Heads of Centre/Cell	3 days
3	Releasing Job Posting advertisement & Inviting Applications	Decide the most suitable job posting channels (print, digital, social media, referrals & recruitment agencies) based on the nature of the role, required specialization, target talent pool, reach, cost-effectiveness, and expected time to hire.	HR & Registrar	1 Day
		Develop advertisement content & design	Marketing & Communications & HR	3 Days
		Schedule timelines and publish advertisements to ensure maximum outreach and invite applications	Marketing & HR	2 days
4	Screening of Applications & Shortlisting of eligible candidates for interview/tests	First level screening of applications based on job specifications of the role namely age, qualification, experience (no. of years) etc	HR	4-7 days from the last date for receipt of applications based on the number of applications received
		Second level shortlisting of eligible candidates based on experience profile & job alignment.	HoD/Associate Dean/ Associate Dean/Heads of Centre/Cell	3 days from the last date for receipt of applications
5	Deciding Selection Methodology	Depending on the job position the selection methodology will comprise of a combination of any of the following:	HR in consultation with the Heads of concerned	1 day

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		1. 5 min initial video CV 2. Written test 3. Psychometric test 4. Interview on subject knowledge 5. Mock Lectures 6. Presentations	Department/ Centre/Cell	
6	Scheduling the interview dates and sending out Call Letters	Scheduling the Interview dates for various positions based on priority of the requirement & sending out call letters. In case the candidates have to appear for a written test/Psychometric test/ Give Mock Lectures/Make Presentations, the same will be clearly indicated in the call letter.	HR	Within 3 days
7	Formation of Selection committee	Formation of selection committee from the pool of experienced & competent faculty/ admin staff and external experts based on their availability and as per guidelines of UGC / any other regulatory authorities as applicable	HR & Pro-President & Registrar	1 Day
8	Interviewing of candidates	Conduct of written test based on number of applications (more than 1:10) 1. Deciding the topics & Paper setting 2. Conduct of written test, correction, fixing of cut-off marks & shortlisting of candidates for interview	HR in consultation with Pro President and Registrar	Can be conducted in advance or on the day of interview based on situational requirements
		Conduct of Psychometric Test for non-academic support functions. 1. Test administration 2. Interpretation of test results	HR	Date of psychometric test
		Interview by Panel 1. Subject Knowledge & Soft skills assessment 2. Mock Lecture (compulsory for Assistant Professor/ Associate Professor) 3. Presentation (for higher positions) on vision for institutional development	Selection committee	Date of Interview

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		4. Cultural Alignment		
9	Recommendation of Selection Committee	After the interview the selection committee will prepare a list of candidates in the order of merit and submit its recommendation to the CEO HR will prepare the selection committee minutes	HR as per the advice of Selection committee	Date of Interview
10	HR on the basis of the post experience qualification must recommend salary in consolation with President & Pro-President for recommendation Approval by CEO	CEO reviews and decides on the recommendation	CEO	2 days
11	Reference Check to be done for all Associate Professor & equivalent positions be it teaching or non-teaching	Selected candidate is required to give two references if asked for, in the interview. HR gets the reference check done and confirms the veracity of the particulars furnished by the candidate with regard to his/her past experience. If the reference check is not satisfactory, no offer will be issued. The next candidate in the stack ranking will be considered.	HR	2 days
12	Offer letter issuance	Issue of offer letter and pre-employment medical test format	Registrar assisted by HR	1 day
12	Acceptance of offer letter by the candidate	The candidate conveys acceptance of the offer	Candidate	2 days
13	Pre employment Medical Examination (Blood Tests (CBC, Sugar, Lipid Profile), BP, Chest X-ray, Physical examination and fitness certification. Declaration on the form from the employee on any historical ailments.	The candidate undergoes medical test and submits his/her fitness report issued by a registered medical practitioner to HR	Candidate	7 days
		HR reviews the report and in case found medically fit, confirms the offer or withdraws the offer if found otherwise.	HR	2 days

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

14	Police Verification, Character & Antecedents	The character and antecedents' history are checked for continuation of employment. Exercise to be completed before confirmation. In case the report is adverse the services of the employee will be terminated.	HR with support of External Agency	Before the end of probation period
15	Onboarding begins	Candidate joins the organisation once the Reference check is cleared. 14th point clearance is important for confirming the candidate.	Candidate	1st or 15th of the month

Additional Conditions:

- Applicants previously found unsuitable in response to earlier advertisements will be eligible to reapply only after a period of one year from the date of their last interview.

Advertisement Guidelines

- **Ensure advertisement content complies** with university policies, Branding Guidelines, relevant regulatory norms, and applicable equal employment opportunity guidelines for private universities.
- **Job descriptions must be clear, concise, and inclusive**, avoiding any form of bias or exclusionary language.
- **Print media advertisements should be designed** using standardized formats approved by the university.
- **Digital media advertisements must be optimized** for both mobile and desktop platforms to ensure accessibility and engagement.
- **Social media promotions should follow a targeted outreach strategy**, focusing on relevant candidate segments to maximize visibility and effectiveness.

Approval & Compliance

- Approval of all recruitment advertisements by the HR Head before publication.

Key Points and Guidelines for HR

- **All applications must be securely stored** in an Applicant Tracking System (ATS) or designated digital folders for ease of access and compliance.

- **Each application should be manually reviewed** to ensure alignment with the job specifications and required qualifications.

- **Identify potential red flags**, such as employment gaps, lack of relevant experience, or unclear/incomplete information.

- **Classify applicants into the following categories** based on initial screening:

    - *High Priority (Strong Fit)* – Fully meets or exceeds job requirements.

    - *Medium Priority (Potential Fit)* – Lacks minor qualifications but demonstrates potential.

    - *Low Priority* – Does not meet essential criteria but holds basic qualifications.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

- **Maintain a centralized candidate database** for future recruitment requirements.

- **Complete detailed candidate profiles** for all shortlisted applicants, including key qualifications and screening observations.

- **Send polite and professional rejection emails** to candidates not shortlisted. Where feasible, include constructive feedback to support employer branding.

- **Constitute the selection committee** in accordance with the composition outlined in the prevailing UGC guidelines or other applicable regulatory norms. 2 external experts are mandatory for Assistant Professor & above interviews. No external must be repeated continuously for 2 semesters.

Conveyance Reimbursement

Eligibility: Outstation candidates if they have attended the interview

Sno	Position	Entitlement
1	Dean/Manager and Above	Economy class air travel/ 2nd Tier AC by the shortest route subject to production of proof.
2	Professor and above in teaching and Equivalent Roles in non-teaching and Admin.	2 Tier AC by the shortest route subject to production of proof.

- **Submission of Reimbursement Claims:**
  Candidates must submit their travel reimbursement claims using the prescribed form, along with supporting travel documents, for processing after joining in the position. However it is expected that the candidate should continue to work not less than a year in his position at VGU.

5. Recruitment Process Exceptions

Certain appointments may follow alternative recruitment procedures based on the nature and urgency of the requirement. These exceptions include:

- **Direct Appointments for Visiting/Guest/Adjunct Faculty:**

  Such appointments will be made in accordance with the relevant University Grants Commission (UGC) guidelines, based on expertise, availability, and academic/industry relevance for maximum of 6 months; subsequently their review be done by selection committee.

- **Emergency or Temporary Appointments:**
  In cases of urgent academic or administrative requirements, fast-track hiring processes may be adopted with appropriate approvals to ensure continuity of operations; all such appointments must be regularized in subsequent selection committee meeting before end of probation period.

- **Sponsored and Project-Based Hiring:**
  Recruitment for positions under funded research or project-based roles will adhere to the guidelines and conditions specified by the sponsoring agency or funding body & well require approval of Registrar and Pro-President.

- **Internal Transfers and Promotions:**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Existing employees may be given priority consideration for suitable vacancies, subject to fulfilment of eligibility criteria and performance standards, as part of the university's commitment to internal growth and career progression.

6. Effective Date

This policy document is effective from 01.07.2025 and supersedes all prior policies and SOP related to Recruitment and Selection.

7. Contact

For any queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Annexure 1

Interview Call Letter Template

Subject: Invitation for Interview at Vivekananda Global University

Dear [Candidate's Name],

Greetings from Vivekananda Global University (VGU), Jaipur

This is with reference to your application dated ------------ for the post of _____ in department as advertised in _____

You are advised to appear for an interview as per the details furnished hereunder. Interview: Online/Offline

- Date: [Interview Date]

- Time: [Interview Time]

- Venue: Interview Location

- Selection Methodology

Please bring the following documents (original and photocopies) for verification:

- Updated Resume

- Educational Certificates & Mark Sheets

- Experience Certificates (if applicable)

- ID Proof (Aadhar Card/PAN Card/Passport)

- Passport-sized Photographs

Please confirm your availability for the interview by replying to this email or contacting us at [HR Contact Email/Phone] by [Confirmation Deadline]. If you have any questions or require further details, feel free to reach out.

We look forward to meeting you and exploring how your skills align with our institution's goals.

Best Regards,
[Sender's Name]

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Offer Letter Template

Vivekananda Global University (VGU)[Address Line 1]
[City, State, Pin Code]
[Phone Number] | [Email] | [Website]

Date: [Insert Date]

To,
[Candidate's Full Name]
[Address Line 1]
[City, State, Pin Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] in the [Department Name] at Vivekananda Global University (VGU), Jaipur. Your selection has been made based on your qualifications, experience, and performance during the selection process conducted on _____
We believe that your contribution will be valuable in furthering the goals of our university. The terms and conditions of your offer are outlined below:

1. Position and Department

You will be appointed as [Job Title] in the [Department Name] and will report to [Reporting Officer/Head of Department] or any other person so designated by the management from time to time.

2. Type of Employment

Your appointment is on a [Probationary/Contractual/Full-time] basis for a period of [One (1)] year from your date of joining, after which your performance will be reviewed for confirmation or extension of probation, as applicable.

3. Compensation and Benefits

Your compensation will be as per the annexure I; having gross annual salary subject to deductions as per applicable statutory laws. You will be entitled to benefits in accordance with the University's HR policies in force & will be eligible for future increments based on your individual, department & university progress.

4. Date of Joining

You are expected to join us on or before [Joining Date]. Any delay must be communicated in advance and will be subject to management approval.

5. Reference Checks

This offer is contingent upon satisfactory reference checks. You are required to provide at least two professional references, including one from your most recent employer. These references must be verifiable and submitted no later than your date of joining.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6. Pre-Employment Medical Examination

Your employment is also subject to a satisfactory medical fitness report from a certified medical practitioner. A medical examination may be organized by the university, or you may be asked to submit a recent medical fitness certificate from a registered medical professional.

Final confirmation of your appointment will be subject to clearance of this requirement.

7. Document Submission

You are required to carry the following documents at the time of joining:
- Original and photocopies of educational qualifications
- Valid ID and address proof
- Relieving letter and last three months' salary slips (if applicable)
- Two recent passport-sized photographs
- PAN and Aadhaar card copies
- Medical fitness certificate
- Reference contact details

8. Confidentiality and Code of Conduct

You are expected to abide by the university's policies, including its code of conduct, confidentiality agreement, and disciplinary guidelines. Any breach may lead to appropriate disciplinary action, including termination.

9. Termination Clause

Either party may terminate this engagement by providing [Notice Period] written notice or salary in lieu thereof, subject to terms as per VGU's HR policy.

We welcome you to be a part of VGU's academic and professional journey. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline Date].

Should you have any questions, feel free to contact the HR department at [HR Contact Email / Phone Number].

Looking forward to a mutually beneficial association.

Warm regards,

[HR Manager's Name]

Human Resources Department

Vivekananda Global University

Any other: -

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Annexure 3

<u>**Welcome Mail Template**</u>

Subject: Welcome to Vivekananda Global University (VGU)!

Dear [Employee's Name],

We are delighted to welcome you to Vivekananda Global University (VGU)! Congratulations on your new role as [Designation] in the [Department Name]. We are excited to have you on board and look forward to your contributions in shaping the future of our university.

As a valued member of the VGU family, you will have opportunities to engage in meaningful academic and professional endeavours that align with our mission of excellence. We encourage you to connect with your colleagues, explore our campus, and immerse yourself in the vibrant culture of VGU.

For any assistance, please feel free to reach out to the HR Team at [HR Contact Email] or call us at [HR Contact Number].

Once again, welcome to VGU! We wish you great success and a fulfilling journey with us.

Best Regards,

[Sender's Name]
[Designation]
Vivekananda Global University
[University Contact Information]
[University Email]

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Annexure 4

<u>**Organisation Announcement from Registrar's Desk**</u>

Subject: Exciting Announcement – Welcoming [Employee's Name] to VGU!

Dear Team,

It is with great enthusiasm that I introduce **[Employee's Name]**, who joins us as **[Designation]** in the **[Department Name]**, effective **[Joining Date]**. As we continue our journey of excellence and innovation at **Vivekananda Global University (VGU)**, we are delighted to welcome a new team member who will contribute to our shared success.

[Employee's Name] brings a wealth of experience in **[mention relevant skills/experience]**, and we are confident that their expertise, passion, and dedication will drive us closer to our vision and mission. Their presence strengthens our team, and we look forward to the fresh ideas and perspectives they will bring.

I encourage each of you to extend a warm welcome, connect with them, and support their smooth integration into our VGU family. Collaboration and teamwork are at the heart of our success, and together, we will continue to achieve great milestones.

Please join me in congratulating [Employee's Name] and making them feel at home.

Best Regards,

(HR Head Name)

HR Manager
Vivekananda Global University
[University Contact Information]
[University Email]

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **When can the HR team initiate a recruitment process for a department?**
   Only after receiving the approved manpower numbers from the Apex Council specific to the vacant positions.

2. **Who finalizes the job description (JD), and how soon should it be ready?**
   HR, in consultation with the concerned HoD/Dean/Head of Centre, must finalize the JD within 3 days of receiving manpower approval.

3. **What elements must the JD include before it is considered final?**
   The JD must clearly state the role, required qualifications, skills, responsibilities, reporting structure, and minimum salary offered.

4. **Who determines the platforms for job advertisement publication?**
   HR and the Registrar jointly decide the most appropriate platforms—print, digital, social media, referrals, or recruitment agencies.

5. **How many days should be allocated for preparing and publishing job advertisements?**
   The design and content development should take 3 days, and publication should be completed in 2 days post-finalization.

6. **Is it necessary to take approval before releasing job advertisements?**
   Yes, all advertisements must be approved by the HR Head to ensure compliance with internal and legal standards.

7. **What criteria must be used in screening applications?**
   Screening must consider age, educational qualifications, years of relevant experience, and alignment with the JD.

8. **What is the expected timeline for completing the screening process?**
   First-level screening: 4–7 days, Second-level departmental shortlisting: 3 days after the last date of application.

9. **Who is responsible for finalizing the selection methodology for a position?**
   HR, in consultation with the respective HoD/Dean, decides the methodology based on the nature of the role.

10. **What methods can be part of the selection process?**
    Video CV, written test, psychometric assessment, interview, mock lecture, and presentation.

11. **How soon should call letters be sent out after the selection method is decided?**
    Within 3 days, including any specific instructions for test/demo components.

12. **Who constitutes the Selection Committee?**
    The HR Department, in consultation with the Pro-President and Registrar, forms the Selection Committee as per UGC guidelines.

13. **Are there specific guidelines for external expert selection?**
    Yes, two external experts are mandatory for faculty positions (Assistant Professor & above), and no expert should repeat in consecutive semesters.

14. **When should the written test be conducted, if applicable?**
    If the candidate-to-position ratio exceeds 1:10, the test should be conducted either prior to or on the day of the interview.

15. **What is the process for administering and interpreting psychometric tests?**
    HR administers the test and interprets the results, especially for non-teaching roles.

16. **Who finalizes the interview schedule and topics for presentations/mock lectures?**
    The Selection Committee in coordination with HR and relevant department heads.

17. **What is the HR team's responsibility post-interview?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Drafting the selection committee minutes and initiating the salary recommendation process.

18. **Who approves the salary for the selected candidate?**

    The President and Pro-President jointly review HR's recommendation before CEO's final approval.

19. **Is reference checking mandatory for all roles?**

    No, it is mandatory for Associate Professor and equivalent positions and above, and must be completed within 2 days.

20. **What if the reference check is negative?**

    The offer will not be made; the next suitable candidate on the merit list will be considered.

21. **Who issues the offer letter?**

    The Registrar, with assistance from HR, issues the offer letter and medical test format post-approval.

22. **How long does a candidate have to accept the offer?**

    The candidate is expected to respond within 2 days of receiving the offer.

23. **What medical tests are required before joining?**

    CBC, sugar, lipid profile, BP, chest X-ray, physical exam, and declaration of past ailments.

24. **Who verifies and approves the medical report?**

    HR verifies the report and confirms or withdraws the offer based on the candidate's fitness.

25. **Is police verification mandatory before confirmation?**

    Yes, this is to be completed before the end of the probationary period. Adverse reports will result in termination.

26. **When can a new employee be formally onboarded?**

    Once the reference check and police verification process are satisfactorily cleared.

27. **What joining dates are typically followed?**

    Candidates are expected to join on the 1st or 15th of a month.

28. **What documentation must the candidate bring on joining?**

    Originals and photocopies of educational, ID, address proof, relieving letter, pay slips, photographs, PAN, Aadhaar, and medical certificate.

29. **Is there a format for claim submission for interview reimbursement?**

    Yes, eligible candidates must fill out a prescribed form with travel proof after joining and completing 1 year of service.

30. **How are exceptions to the standard process handled?**

    Direct, temporary, or project-based appointments follow alternative routes but must be approved by the Registrar/Pro-President and regularized by the Selection Committee within the probation period.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

<u>**Probation and Confirmation**</u>

Ref No: HR/SOP/05	Version No: 1.0	Effective Date:
Approved by: President, VGU	Document Classification Public	Use: Internal

1. Introduction

This Probation and Confirmation Policy outlines the terms and conditions of probationary employment and confirmation of service for employees at VGU. It applies to all newly hired employees and those promoted internally within the University.

The purpose of the probationary period is to assess the employee's skills, performance, suitability, conduct, and alignment with the University's culture, as well as their ability to manage increasing responsibilities and duties assigned to them over time.

2. Scope

This policy applies to all employees serving probation in full-time roles at VGU.

3. Probation Period

3.1. On Initial Appointment

The probation period for a new employee on initial appointment will be **one year**, starting from the date of joining.

3.2. On Promotion

The probation period following a promotion will be **one year**, commencing from the date of promotion or from the date the employee assumes the higher position, whichever is earlier.

4. Performance Evaluation During Probation on Initial Appointment

The performance of an employee on probation will be assessed periodically throughout the probation period. These evaluations will focus on the following key areas:

- **Job Knowledge:** Understanding of the role, along with demonstrated expertise and subject matter knowledge.
- **Work Quality:** Ability to meet job standards, deadlines, and quality expectations consistently.
- **Attendance and Punctuality:** Adherence to work schedules and consistent attendance.
- **Behavior and Attitude:** Professionalism, teamwork, and compliance with university policies and applicable laws.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **Initiative and Adaptability:** Willingness to take responsibility, acquire new skills, and adjust to changes.

4.1 Support During Probation

VGU is committed to supporting employees on probation to ensure their smooth integration, professional growth, and overall performance improvement through the following initiatives:

- **Induction Program:** A comprehensive orientation program designed to familiarize probationers with the university's culture, policies, and specific job responsibilities.
- **Buddy/Mentorship Program:** Pairing probationers with a senior faculty or administrative staff member who will provide guidance, support, and help them meet the university's performance expectations.
- **Functional Competency Development:** Offering workshops on topics such as teaching strategies, research methodologies, and academic writing, alongside Quality Improvement Programs (QIPs), Skill Development Programs (SDPs), and Faculty Development Programs (FDPs) to enhance their teaching and research skills.

4.2 Probation Review Process

4.2.1 Initial Review (First Month)

- **Purpose:** Assess onboarding experience, initial adjustment, and understanding of job responsibilities.
- **Responsibility:** Reporting Officer
- **Action:** Provide verbal feedback on early performance, identify any onboarding gaps, and offer support for improvement.

4.2.2 First Probation Review (After 3 Months)

- **Purpose:** Evaluate performance against KRAs/KPIs and assess cultural alignment.
- **Responsibility:** Reporting Officer, with input from colleagues and seniors
- **Action:** Document strengths, identify areas for improvement, and provide necessary support or training.

4.2.3 Half-Yearly Probation Review (After 6 Months)

- **Purpose:** Conduct a detailed assessment of work quality, performance against KRAs/KPIs, and contribution to departmental goals.
- **Responsibility:** Reporting Officer, reviewed by the concerned Head
- **Action:** Review performance, offer constructive feedback on strengths and areas for improvement and submit the Half-Yearly Probation Review report to the Dean/Department/Center/Cell Head and HR for record-keeping.

4.2.4 Final Probation Review (Before End of Probationary Period)

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **Purpose:** Conduct a comprehensive review of overall performance against KRAs/KPIs and determine suitability for confirmation.
- **Responsibility:** Reporting Officer, reviewed by the concerned Head
- **Action:** Submit the Final Probation Review to the Apex Council for a final decision regarding confirmation.

5. Performance Evaluation During Probation on Promotion

The performance of employees on probation after a promotion will be assessed twice during the probation period: once at the halfway point and the other before the end of the probationary period.

5.1 Probation Review Process

5.1.1 Half-Yearly Probation Review (After 6 Months)

- **Purpose:** Conduct a detailed assessment of work quality, performance against KRAs/KPIs, contribution to departmental goals, and ability to handle higher responsibilities.
- **By:** Reporting Officer, with inputs from senior leadership
- **Action:** Review performance against KRAs/KPIs, provide constructive feedback on strengths and areas for improvement, and submit the Half-Yearly Probation Review report to the Dean/Department/Center/Cell Head and HR for record-keeping.

5.1.2 Final Probation Review (Before End of Probationary Period)

- **Purpose:** Conduct a comprehensive review of overall performance and suitability for confirmation.
- **By:** Reporting Officer, with inputs from senior leadership
- **Action:** Review performance against KRAs/KPIs and submit the Final Probation Review to the Apex Council for a decision on confirmation.

6. Periodical Feedback

Probationers who do not meet expectations will be informed in writing of their shortcomings at regular intervals and, in any case, well before the end of the probationary period, providing sufficient time for improvement.

7. Confirmation

- An employee on initial appointment will be confirmed in writing upon completion of one year, provided their performance during the probationary period meets the required standards.
- Similarly, an employee on promotion will be confirmed in writing after one year, contingent upon meeting the desired performance standards during the probationary period.

8.Extension of Probation

- In the event, the performance of a new recruit during the probation period falls short of the desired standards, the Management may, at its sole discretion, extend the probation by up to one year, in two separate spells, with each spell not exceeding six months.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- In the case of a promotion, if the employee's performance does not meet the expected standards, their probation may be extended for up to one year, in two separate spells, with each spell not exceeding six months, at the sole discretion of the Management.
- During probation, if a woman employee proceeds on Maternity Leave, her probation would be extended proportionately.

9. Review of Performance During Extension of Probation

- A Performance Improvement Plan (PIP) will be implemented for such probationers, and their performance will be reviewed by their concerned head before the end of the extended probation period to assess their suitability for confirmation.
- If their performance remains unsatisfactory, their services may be terminated in accordance with the due process.

10. Termination of Service/Reversion to Substantive Grade

- If the performance of an employee on initial appointment does not meet the desired standards during the probationary period or any extension thereof, their appointment may be terminated without notice or reasons, at the sole discretion of the Competent Authority.
- In the case of a promotion, the employee may be reverted to their substantive post at any time during the probation period or its extension, if their performance fails to meet the desired standards.

11. Resignation During Probation Period

A new employee who resigns from the University during the probation period shall be required to provide notice as specified below or pay salary in lieu of the notice period.

Position/Role	Notice Period
Associate Professor & below/ Equivalent positions in Admin	1 month notice or one month salary in lieu of notice
Professor & above/Equivalent positions in Admin	3 months' notice or three months' salary in lieu of notice

12. Resignation following Promotion During Probation Period

Position/Role	Notice Period
All positions	3 months' notice or three months' salary in lieu of notice

13. Responsibility Matrix

13.1 On Initial Appointment

Sl. No	Action	By Whom	By When
1	Initial Review (First month)	Reporting Officer	1st week of the following month

![VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR]

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

2	First Probation Review (After 3 months)	Reporting Officer with inputs from colleagues & seniors in the prescribed format	1st week of the fourth month
3	Half Yearly Probation Review (After 6 months)	Reporting Officer, reviewed by the concerned Head in the prescribed format	1st week of the seventh month
4	Final Probation Review (Before end of Probationary Period)	Reporting Officer, reviewed by the concerned Head in the prescribed format	2 weeks before the end of Probation period
5	Confirmation/Extension/ Termination	Apex Council based on the final review report in the prescribed format. If probation is extended, convey period of extension to the employee.	1 week before the end of Probation period
6	Issuance of Confirmation/ Extension/ Termination letter	Registrar	Before end of Probation period
7	Discussion and documentation of PIP during Extension	Concerned Head supported by HR	Within 2 days of commencement of extension period
8	Confirmation/ Termination post extended probation	Apex Council on recommendation of the Concerned Head/Registrar	1 week before the end of the extended period of probation
9	Issuance of Confirmation/ Termination letter	Registrar	Before end of extended probation period

13.2 On Promotion

Sl. No	Action	By Whom	By When
1	Half Yearly Probation Review (After 6 months)	Reporting Officer, reviewed by the concerned Head in the prescribed format	1st week of the seventh month
2	Final Probation Review (Before the end of Probationary Period)	Reporting Officer, reviewed by the concerned Head in the prescribed format	2 weeks before the end of Probation period
3	Confirmation/Extension/ Reversion	Apex Council based on the final review report in the prescribed format. If probation is extended, convey period of extension.	1 week before the end of Probation period
4	Issuance of Confirmation/ Extension/Reversion letter	Registrar	Before end of Probation period
5	Discussion and documentation of PIP during Reversion	Concerned Head supported by HR	Within 2 days of commencement of extension period

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

| 6 | Confirmation/Reversion post extended probation | Apex Council on recommendation of the Concerned Head/Registrar | 1 week before the end of the extended period of probation |
| 7 | Issuance of Confirmation/ Reversion letter | Registrar | Before end of extended probation period |

14. General Conditions Governing Probation & Confirmation

- **Benefits:** Employees on probation will not be eligible for benefits typically provided to permanent employees until they are confirmed in their role, except for the promotion probation; his earlier benefits will be applicable to him.
- **No Guarantee of Confirmation:** Employees on probation have no automatic right to confirmation at the end of the probationary period.
- **No Guarantee of Long-term Employment:** Confirmation of service does not guarantee long-term employment. All employees, whether on probation or permanent, are subject to university policies and performance evaluations.
- **Qualifying Service:** The probationary period followed by confirmation will be considered qualifying service for all applicable purposes.
- **Confirmation in Writing:** If no written confirmation regarding the employee's status is received within the due date, it will be assumed that the employee remains on probation. Similarly, if no communication is received after the maximum probation period (two years), the employee will be deemed confirmed in service from the end of the probation period.

15. Amendments and Review

This policy will be reviewed periodically and updated as necessary to ensure alignment with applicable laws and the university's objectives. Any amendments will be communicated to all employees in a timely manner.

16. Effective Date

This policy document is effective from [Insert Date] and supersedes all prior policies and SOP related to Probation and Confirmation.

17. Contact

For any queries or clarifications regarding this policy, employees may contact the HR Department at [Insert Contact Information].

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Annexure 1

Quarterly Probation Review

Employee Information

Employee Name:	Department:	Employee No:
Joining Date:	Probation Period: From:	To:
Reporting Officer:	Date of Review:	
Review Period: From: To:		

Brief Description of KRAs and KPIs
Reporting Officer's comments on Performance Against KRAs & KPIs
Comments on Conduct, Discipline & Attendance
Areas of Improvement (if any)

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Employee's Comments

Employee's Signature: Reporting Officer's Signature:

Reviewer's Comments

Reviewer's Signature: Reviewer's Name: Date:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Half-Yearly Probation Review

Employee Information

Employee Name:	Department:
Joining Date:	Probation Period: From: To:
Reporting Officer:	Date of Review:
Review Period: From: To:	

Brief Description of KRAs and KPIs

Reporting Officer's comments on Performance Against KRAs & KPIs

Areas of Improvement (if any)

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC
ACCREDITED
A+
UNIVERSITY

Employee's Comments

Employee's Signature: Reporting Officer's Signature:

Reviewer's Comments

Reviewer's Signature: Reviewer's Name: Date:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Annexure 3

Final Probation Review

Employee Information

Employee Name:	Department:
Joining Date:	Probation Period: From: To:
Reporting Officer:	Date of Review:
Review Period: From: To:	

Brief Description of KRAs and KPIs

Reporting Officer's comments on Performance Against KRAs & KPIs

Comments on Conduct, Discipline & Attendance

Reporting Officer's Signature:

Reviewer's Recommendation

To be Confirmed/Extension of Probation/To be terminated

Reviewer's Signature: Reviewer Name: Date:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Apex Council's Decision

To be Confirmed/ Extension of Probation/To be terminated

Signature: Date:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **What is the legally prescribed duration of probation for employees appointed on an initial basis at VGU?**
   The probation period shall be one year from the date of joining, subject to satisfactory performance and conduct.

2. **Is probation mandatory for all newly appointed employees irrespective of their designation?**
   Yes, the probation period is applicable to all full-time employees upon initial appointment, unless explicitly exempted in writing by the Competent Authority.

3. **Does the probation period apply to employees promoted to a higher position within VGU?**
   Yes, employees promoted internally shall undergo a one-year probation commencing from the effective date of promotion or assumption of the higher post, whichever is earlier.

4. **Is successful completion of probation an automatic guarantee of confirmation in service?**
   No, confirmation is not automatic. It is contingent upon formal assessment and explicit written communication from the Registrar following the Apex Council's decision.

5. **What parameters shall be considered while evaluating performance during the probationary period?**
   Assessment shall be based on job knowledge, work quality, punctuality, conduct, adaptability, and adherence to VGU policies and applicable legal norms.

6. **Who is responsible for conducting probation reviews during the evaluation cycle?**
   The designated Reporting Officer, in consultation with colleagues, seniors, or department heads, is responsible for timely reviews at all prescribed intervals.

7. **What are the stipulated stages for review during initial probation?**
   Initial Review (1 month), First Review (3 months), Half-Yearly Review (6 months), and Final Review (before completion of one year).

8. **What is the role of the Apex Council in the confirmation process?**
   The Apex Council shall make the final determination regarding confirmation, extension, or termination based on the final performance review report.

9. **Is there a provision for mentoring or support during probation?**
   Yes, the university offers an induction programme, buddy/mentorship system, and functional competency development workshops to support probationers.

10. **Can probation be extended beyond one year?**
    Yes, probation may be extended by up to one additional year in two separate spells, each not exceeding six months, at the sole discretion of the Management.

11. **What is the consequence of unsatisfactory performance during probation or its extension?**
    The employee's services may be terminated without notice or cause, subject to the Competent Authority's discretion and due process.

12. **Are employees entitled to permanent employee benefits during probation?**
    No, probationers are not entitled to permanent employee benefits unless otherwise stated, except in cases of promotional probation, where prior benefits continue.

13. **What is the notice period for resignation during initial probation?**
    One-month notice or payment in lieu thereof for positions up to Associate Professor or equivalent; three-month notice for Professor and above.

14. **What is the resignation clause during promotional probation?**

VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

A uniform three-month notice or equivalent salary in lieu thereof shall apply to all employees under promotional probation.

15. **Can maternity leave impact the probation period?**
Yes, the probation period shall be proportionately extended if a woman employee proceeds on maternity leave during probation.

16. **Is there a formal structure for managing underperformance during extended probation?**
Yes, a Performance Improvement Plan (PIP) must be initiated, documented, and monitored for such employees, led by the concerned head with HR support.

17. **Can an employee challenge a termination during probation?**
While termination may be effected without notice or cause, the employee may seek clarification or redressal through HR or legal remedies as per applicable laws.

18. **What happens if no written confirmation is issued by the due date?**
In the absence of written communication, the employee is presumed to remain on probation. If no communication is issued by the end of the maximum probation period (two years), the employee shall be deemed confirmed.

19. **Does confirmation of service ensure continued employment?**
No, confirmation does not guarantee permanent or long-term employment. All employees remain subject to VGU's policies and performance evaluations.

20. **Are review formats and timelines strictly codified?**
Yes, specific timelines, responsible authorities, and formats are prescribed for each review stage, as detailed in the Responsibility Matrix.

21. **Is failure to conduct periodic reviews a ground for automatic confirmation?**
No. However, administrative lapse may be construed against the University in dispute resolution, unless rectified through subsequent formal action.

22. **Can an employee be reverted to a prior post during promotional probation?**
Yes, the university may revert the employee to their substantive position if their performance during promotional probation is unsatisfactory.

23. **Who is authorized to issue confirmation or extension letters?**
The Registrar shall formally issue such letters, based on decisions of the Apex Council and recommendations of the concerned head.

24. **Is there a mechanism for feedback during probationary tenure?**
Yes, constructive written feedback must be given regularly to underperforming employees, providing them time and opportunity for improvement.

25. **Can a probationer appeal against a decision of termination or non-confirmation?**
While the policy does not stipulate a formal appellate mechanism, the employee may approach the HR department for clarification or invoke institutional grievance redressal procedures.

26. **Can VGU modify the terms of the probation policy without prior notice?**
Yes, the University reserves the right to amend the policy periodically. Any modifications shall be duly communicated to employees.

27. **Is the probation period considered qualifying service?**
Yes, the probationary period followed by confirmation shall be counted as qualifying service for all statutory and employment-related purposes.

28. **Is the Final Probation Review report mandatory for confirmation?**
Yes, confirmation decisions must be substantiated by a comprehensive final review report submitted in the prescribed format.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

29. **Can KRAs/KPIs be modified during the probation period**

Yes, provided such changes are mutually discussed, documented, and aligned with the university's strategic and departmental objectives.

30. **What is the effective date of this probation and confirmation policy?**

The policy shall take effect from the date specified in the final approved version and shall supersede all prior related policies.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Increment

Ref No: HR/SOP/11	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Objective

The objective of this policy is to reward consistently demonstrated good performance. It also aims to:

- Recognize and value employees' hard work and dedication.
- Boost employee morale and job satisfaction.
- Retain and attract top talent.
- Enhance overall productivity.
- Foster a sense of fairness and equity among employees.
- Align compensation with individual performance.
- Instil a sense of belonging.

2. Scope

This policy is applicable to all permanent teaching and non-teaching employees of the university.

3. Eligibility

All confirmed employees shall be eligible for salary increments, subject to the following key determining factors:

- **Financial Health and Budgetary Provision**: The university's overall financial health will play a crucial role in determining the availability of budgetary provisions for salary revisions.
- **Employee Performance**: Increments will be awarded to employees who meet or exceed performance expectations, with consideration given to their contributions toward the university's strategic goals.
- **Market Competitiveness**: The university will endeavour to maintain a competitive salary structure in alignment with peer institutions in the higher education sector.
- **Equity Adjustments**: Salary corrections to address anomalies or inequities may also be undertaken as part of the increment process.

4. Types of Increment

4.1. Annual Increment

- Applicable to all eligible, confirmed employees and disbursed with the July salary, payable in August each year.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Determined based on the annual performance assessment, considering both individual and departmental achievements.

4.2. Promotion Increment

- Granted to eligible employees upon promotion to a higher position (e.g., from Assistant Professor to Associate Professor, or from Assistant Registrar to Deputy Registrar).

4.3. Increment for Acquiring Higher/Additional Qualifications

- Awarded to employees who obtain qualifications beyond the prescribed minimum requirements.
- The acquired qualification must be recognized as relevant and beneficial to the university by the Apex Council.

4.4. Increment for Outstanding Contribution

- A discretionary increment granted in recognition of exceptional contributions in key performance areas, including but not limited to:

  - Teaching excellence
  - Process efficiency and innovation
  - Cost optimization
  - Enhanced stakeholder satisfaction
  - Reduction in procurement cycle time
  - Outcomes & Achievements
  - Exceeding set targets
  - Revenue Generation

5. Increment Cycle

The salary increment cycle is aligned with the academic year and spans the period from July to June.

6. Payment of Increment

6.1. Annual Increment

- All eligible employees shall receive their annual increment effective from July each year.
- The increment amount will be determined based on individual performance, as evaluated and approved by the Apex Council.

6.2. New Recruits

Anniversary-Based Increment with Pro-Rata Adjustment

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Newly recruited employees will become eligible for their first annual increment on the anniversary date of their appointment, subject to confirmation in service.
- Following confirmation and the grant of the first increment, the subsequent increment will be aligned with the University's annual increment cycle, i.e., July 1st. This increment will be granted on a pro-rata basis for the period between the anniversary date and June 30th of the following year.
Example: An employee who joins on September 1, 2025, and is confirmed on September 1, 2026, will be granted an interim increment effective from the date of confirmation. The final increment will be determined in July 2027, and any difference between the final and interim increment, if applicable, will be paid as arrears in the salary for July 2027.
- Thereafter, annual increments will be granted every year on July 1st.

6.3. Promotion Increment

- Employees promoted to a higher position will be granted an increment on promotion.
- This increment will be disbursed in July, together with the annual increment

Rate of Increment

The rate of increment shall be determined solely on the basis of merit and performance of individual, department/ cell & faculty. This will be calculated based on 60% of individual performance, 20% of department, 10% each of faculty & university performance.

7. Ineligibility for Increment

7.1. Denial of Increment

An employee may be denied an increment on any of the following grounds:

- **Underperformance**: If the employee's performance rating is below 50 % during the academic year.
- **Poor Attendance**: Prolonged absence due to illness or other reasons that adversely impact attendance and contribution.
- **Unsatisfactory Conduct**: Instances of inappropriate behavior, misconduct, or violation of institutional norms during the academic year.
- **Pending Disciplinary Action**: If disciplinary proceedings are pending or have been initiated against the employee.
- **Loss of Pay:** An Employee who is on Loss of pay for more than 10 days.
- **Unpaid Leave:** An employee on authorized unpaid leave, such as Study Leave or Childcare Leave, shall not be eligible for an increment during the period of such leave. The next increment will be considered only upon completion of one full academic year after resuming duties.
- No faculty will be granted increment if actual class conducted is less than 90% of the credit hours for a particular course & mandatory.
- Non-Completion of transdisciplinary projects, live projects & Erp LMS/LX updation.
- Non-Completion of mandatory training/ faculty development hours.

7.2. Deferment of Increment

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

An employee's salary increment may be deferred under the following circumstances:

- **Leave Without Pay (LWP):** If LWP exceeds 10 days in an academic year, the increment will be deferred as per the table below. If LWP exceeds 30 days, no increment shall be granted during that academic year.

Number of LWP Days	Deferment Period
Up to 10 days	3 months
11 to 30 days	6 months
More than 30 days	No increment

- **Extended Probation on Promotion:** In cases where probation is extended upon promotion, the annual increment will be deferred and shall be granted only upon successful confirmation.

7.3. Withholding of Increment

- An increment may be withheld, either with or without cumulative effect, as a disciplinary measure. This action shall follow due process, including an official inquiry.

8. Process Flow with Responsibility Matrix

8.1 Confirmed Employees

Activity	Action by	To be sent to	Timeline
Communication of Final Performance Appraisal Ratings, Attendance Records, and Disciplinary Status	HoD/Dean/ Heads of Department/ Centre/Cell	HR	June 10th of each year.
Consolidation of Inputs and Submission to the Apex Council	HR & Registrar	Apex Council	June 15th of each year
Discussion and Finalization of Increments for All Employees	Apex Council	Coordinated by HR	July 10th of each year
Confidential Communication to Individual Employees, with a Copy Retained in the Personal Employee Folder	HR	To All Employees	July 25th of each year
Submission of increment input to Finance (Payroll)	HR	Finance (Payroll)	July 25th of each year
Increment payment	Finance (Payroll)	To All Employees	July Salary payable in August each year

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

8.2 Probationers on Confirmation

Activity	Action by	To be sent to	Timeline
Communication of Final Probation Appraisal Ratings, Attendance Records, and Disciplinary Status	HoD/Dean/ Heads of Department/ Centre/Cell	HR	15 days before the completion of probation period
Consolidation of Inputs and Submission to the Apex Council	HR	Apex Council	14 days before the completion of probation period
Discussion on Confirmation or otherwise and finalisation of increment to be granted to the probationer	Apex Council	Coordinated by HR	10 days before the completion of probation period
Communicate the final increment details to Finance for necessary action	HR	Finance	10 days before the completion of probation period
Communicate the final increment details confidentially to the individual employee and retain a copy in their personal employee folder.	Registrar/HR	To All Employees	8 days before the completion of probation period
Increment payment	Finance (Payroll)	To All Employees	Payable along with salary in the following month each year

9. Compliance and Review

- This policy will be reviewed periodically to ensure compliance with government regulations and industry competitiveness.
- Any amendments will be approved by the university's governing body and communicated to all employees.

10.Effective Date

This policy document is effective from [Insert Date] and supersedes all prior policies and SOP related to Increment.

11. Contact

For any queries or clarifications regarding this policy, employees may contact the HR Department at [Insert Contact Information].

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Who is covered under this Salary Increment Policy?**
   This policy is applicable to all permanent teaching and non-teaching employees of the University.

2. **Are probationers eligible for salary increments?**
   Probationers shall become eligible for salary increments only upon confirmation of their services.

3. **Is salary increment guaranteed every year for confirmed employees?**
   No, salary increments are not automatic; they are subject to financial health, employee performance, market competitiveness, and equity adjustments.

4. **Does the policy extend to temporary or contractual staff?**
   No, the policy is explicitly applicable only to permanent employees and does not cover temporary or contractual staff.

5. **What are the key determining factors for awarding salary increments?**
   The key determining factors include financial health and budgetary provision, employee performance, market competitiveness, and equity adjustments.

6. **Is departmental performance a factor in determining increments?**
   Yes, increments are based on 60% individual, 20% departmental, 10% faculty, and 10% university performance.

7. **What are the different types of increments defined in the policy?**
   The policy recognizes the following types: Annual Increment, Promotion Increment, Increment for Acquiring Higher/Additional Qualifications, and Increment for Outstanding Contribution.

8. **When is the Annual Increment disbursed?**
   The Annual Increment is disbursed with the July salary, payable in August of each year.

9. **Is there an increment upon promotion to a higher position?**
   Yes, employees promoted to a higher position shall be granted a Promotion Increment, disbursed along with the annual increment.

10. **Can employees receive increments for acquiring higher educational qualifications?**
    Yes, subject to Apex Council recognition of the qualification as relevant and beneficial to the university.

11. **What constitutes an Outstanding Contribution for discretionary increment?**
    Contributions may include, but are not limited to: teaching excellence, process innovation, cost optimization, exceeding targets, stakeholder satisfaction, and other key performance areas.

12. **What is the increment cycle followed by the university?**
    The increment cycle is aligned to the academic year, spanning July to June.

13. **How are increments paid to new recruits?**
    New recruits will receive their first increment on the anniversary of appointment post-confirmation, followed by pro-rata adjustment and alignment to the July increment cycle.

14. **Are arrears paid in case of a difference between interim and final increment?**
    Yes, any applicable difference is paid as arrears in the July salary of the following year.

15. **Can an employee be denied increment for underperformance?**
    Yes, if an employee's performance rating is below 50% during the academic year, the increment may be denied.

16. **Does prolonged absence affect eligibility for increment?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Yes, prolonged absence due to illness or other reasons that impact attendance and contribution may lead to ineligibility.

17. **Will unpaid leave affect eligibility for increment?**

    Yes, employees on authorized unpaid leave such as Study Leave or Childcare Leave shall not be eligible for increment during the period of such leave.

18. **Are employees with disciplinary proceedings eligible for increment?**

    No, employees with pending or initiated disciplinary actions shall not be eligible for salary increment.

19. **Does Loss of Pay (LOP) impact increment eligibility?**

    Yes, an employee who is on Loss of Pay for more than 10 days shall not be granted increment.

20. **Are there academic compliance conditions for faculty to receive increment?**

    Yes, faculty must have at least 90% actual class conduction, and must complete transdisciplinary projects, ERP-LMS updates, and mandatory FDP hours.

21. **Can an increment be deferred due to Leave Without Pay (LWP)?**

    Yes, deferment periods are:

- Up to 10 days LWP – 3 months
- 11–30 days – 6 months
- More than 30 days – no increment granted

22. **Can an increment be withheld as a disciplinary action?**

    Yes, withholding may be done with or without cumulative effect following due process including official inquiry.

23. **Who is responsible for submitting performance appraisal data?**

    The HoD/Dean/Head of Department/Centre/Cell shall communicate appraisal data to HR by June 10th of each year.

24. **When is the probationer informed about the increment?**

    HR/Registrar shall inform the employee eight days before completion of probation.

25. **When is the increment paid to probationers?**

    The increment is payable along with the salary in the following month after confirmation.

26. **How often is this policy reviewed?**

    The policy is reviewed periodically to ensure alignment with regulations and industry competitiveness.

27. **Who approves changes to this policy?**

    The university's governing body must approve any amendments to this policy.

28. **How are policy changes communicated?**

    All amendments shall be formally communicated to employees upon approval.

29. **What happens if an employee joins mid-year, say in September?**

    They will receive their first increment on their confirmation anniversary. Subsequent increments will align with the July cycle, on a pro-rata basis.

30. **Can an increment be denied solely due to underperformance even if attendance is regular?**

    Yes, a performance rating below 50% can result in denial, irrespective of attendance.

31. **Can I appeal if my increment is withheld due to disciplinary reasons?**

    Yes, withholding must follow due process, including an official inquiry, and the employee may appeal as per internal grievance procedures.

32. **How is the performance assessed for annual increments?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Through annual performance appraisals submitted by department heads and consolidated by HR for Apex Council review.

33. **Are there any equity adjustments possible outside of regular increments?**
    Yes, equity corrections may be made to address anomalies in salary structure.

34. **Does financial condition of the university override individual eligibility?**
    Yes, all increments are subject to budget availability and financial health of the university.

35. **Will I be informed if my increment is denied or deferred?**
    Yes, confidential communication is made to all employees about their increment status by July 25th.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

On-boarding Policy

Ref No: HR/SOP/	Version No: 1.0	Effective Date:
Approved by: Executive Council VGU	Applicability: All Employees	Classification: Confidential

1. Purpose

At Vivekananda Global University (VGU), we believe that a structured and engaging on-boarding process is essential to fostering a thriving academic and administrative environment.

This policy is designed to seamlessly integrate new faculty and administrative staff, equipping them with the knowledge, resources and support necessary to excel in their roles. By ensuring a positive and informative on-boarding experience, we aim to enhance employee experience, promote long-term retention and align new hires with the university's mission and strategic goals.

2. Scope

This policy applies to all newly appointed faculty and administrative staff at VGU. It provides a structured roadmap for on-boarding, ensuring uniformity in process execution across various departments.

Through this policy, VGU seeks to create a welcoming and efficient transition for new employees, empowering them to contribute meaningfully to the institution's academic excellence and operational success.

3. Objectives

- To familiarize new hires with VGU's mission, vision, culture and values.
- To provide necessary resources, training and support for a smooth transition.
- To establish clear roles and responsibilities within the university framework.
- To enhance engagement and productivity from the beginning.
- To encourage a sense of belonging and community.
- To introduce policies, procedures and expectations effectively.
- To ensure clarity in career development opportunities and professional growth.

4. Guidelines

- HR Department anchors the on-boarding program for all the new employees.
- Induction for all new joiners to be conducted on every 2nd Wednesday of the month.
- To ensure that every new joiner completes his/her induction program within the first month of the joining.

5. On-boarding Process

5.1. Induction & Orientation – Week 1 to 2

Newly recruited employees undergo a structured induction covering the functions and processes of all major university departments

5.1.1. Joining Day - Day 1 of Week 1
- Issue ID card and vehicle parking pass.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Set up email, provide access rights to required IT systems and designated seating with work desk.

- HR shall ensure all essential employment documents are completed and verified.
- New employee receives an on-boarding kit containing key policy documents, organizational structure, and contact information.
- Arrange seating arrangement for the new hire in the department in consultation with the HOD/Dean/Department Head.

Responsibility: HR Team, Facilities Team & IT Team

5.1.2. Orientation on Key HR Policies and University Culture - Day 2 to 6 0f Week 1

- HR conducts dedicated sessions on employment policies, code of conduct, university culture, and core values.
- Information on employee benefits, performance appraisal systems, and career development opportunities is provided.
- Assigning of Mentors and Buddies to each of the new joiner.

Responsibility: HR Team

5.1.3. Departmental Introduction and Campus Tour- Day 1 to 2 of Week 2

- Each Department Head provides a detailed overview of their department's objectives, functions, and key personnel.
- A guided orientation tour of the university campus is conducted to help employees become familiar with key facilities and resources.

Responsibility: Department Heads in coordination with HR.

5.1.4 New Employee Assimilation Program – Day 3 to 6 of Week 2

- HoD to clarify job/role expectations.

- HoD to share key tasks, department priorities, and university policies.

- Join introductory faculty or staff meetings.

- Shadow colleagues to observe workflows.

- Attend role-specific training sessions.

Responsibility: HoD/Dean & Assigned Mentors

5.2. Hands-On Learning & Collaboration

This structured approach will facilitate the new employee to adapt faster to institution's values, policies and ways of working and contribute meaningfully in his/her role.

The end to end on-boarding and integration process should be completed within a period of six (6) months from the date of joining.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5.2.1 Active Engagement in Assigned Role & Responsibilities

- Begin handling daily tasks independently.

- Receive ongoing training on university systems, processes, procedures, IT tools, and SAP/ERP system.

- Participate in departmental and university-wide initiatives.

Responsibility: HoDs/Deans & Supervisors

5.2.2 Trans-disciplinary Collaboration

- Work with teams outside the department to strengthen interdisciplinary collaboration.

- Attend faculty/staff events, professional development workshops, and committee meetings.

- Engage with student organizations (if applicable).

Responsibility: HoDs & Committee Leaders

5.2.3 Performance Check-ins & Feedback

- Have a one-on-one check-in with the HOD to review progress.

- Work around the challenges and areas for improvement.

- Begin planning for long-term career goals.

Responsibility: Supervisors & HR

5.3. Independence & Impact

5.3.1 Project Ownership & Advanced Responsibilities

- Lead or contribute to a project, research initiative, or process improvement.

- Take on more complex assignments and student interactions.

- Actively participate in campus events, committees, or outreach activities.

Responsibility: HoD/Dean

5.3.2 Performance Review & Career Development

- Periodic performance review to receive feedback and refine strategies for improvement.

- Identify professional development opportunities (certifications, workshops, leadership training, research grants, etc.).

Responsibility: HoD/Dean & HR

5.3.3 Long-Term Growth & University Integration

- Set career goals aligned with university objectives.

- Join mentoring programs, professional networks, or research collaborations.

Responsibility: HoD/Dean & Mentor

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5.4. Outcome of the On-boarding process

By the end of the on-boarding process, new staff member should:

- Have a clear understanding of university structure, policies and expectations.
- Be confident and independent in their role.
- Build strong professional relationships across departments.
- Engage in cross-departmental collaboration.
- Identify growth and career development opportunities within the university.

5.5. Feedback and Evaluation

- New employees complete the on-boarding feedback form to assess the effectiveness of the on-boarding process.
- HR reviews feedback to identify areas for improvement.

Responsibility: HR

6. Mentor & Buddy Program

To facilitate a smooth transition for new employees, VGU has a structured **Mentor and Buddy System** as part of the on-boarding process.

6.1 Mentor Program

A mentor is an experienced faculty or administrative member who provides guidance and professional development support to new hires. The mentor plays a crucial role in helping new employees understand their responsibilities, institutional expectations, and long-term career growth opportunities.

Roles and Responsibilities of a Mentor:

- Provide in-depth knowledge of university policies, culture, and best practices.

- Assist in academic, research, and professional development activities.

- Offer regular feedback and performance insights.

- Support career growth and networking opportunities.

- Guide the mentee through the first six months of their role, ensuring they feel confident and supported.

Selection Criteria for a Mentor:

- Must be a senior faculty member or experienced administrative staff within minimum of 3 years exp in the University.

- Should have strong leadership and communication skills.

- Must demonstrate a commitment to professional development of the mentee.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6.2 Buddy Program

A buddy is a peer-level colleague assigned to a new employee to help with day-to-day adjustments, social integration, and informal support. Unlike mentors, buddies focus on short-term, practical assistance rather than long-term professional growth.

Roles and Responsibilities of a Buddy:

- Help the new hire navigate daily work routines, including administrative processes and IT systems.
- Introduce the new hire to team members and facilitate social interactions.
- Answer informal questions about workplace culture and general expectations.
- Provide support for the first two months to ease the transition.

Selection Criteria for a Buddy:

- Must be a friendly and approachable faculty or staff member.
- Should have been with the university for at least two years.
- Must have a good understanding of the department's functioning and processes.

6.3 Building Capacity of Mentors & Buddies

As an ongoing exercise, the identified Mentors and Buddies go through a structured training program organized internally, as they play a crucial role in on-boarding by providing guidance, support, and a positive experience for new hires.

7. Roles and Responsibilities

- **HR Department**: Oversees the end to end on-boarding process for new hires, and ensures compliance with university policies and facilitates training sessions.

- **Department Head**: Provides guidance, support, role-specific training, allocates mentors and sets expectations.

- **IT Department**: Provides access rights to SAP/ERP and other systems, email setup and technical support for new hires.

- **Faculty Mentors and Advisors**: Guide new hires in academic and professional growth.

- **University Administration**: Ensures smooth on-boarding integration with institutional objectives and strategic goals.

- **New Employees**: Take an active role in the end to end on-boarding process and seek support from the mentor/buddy as needed.

8. Effective Date

This policy is effective from [Insert Date] and supersedes all previous policies related to employee experience.

9. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department at [Insert Contact Information.

Annexure: I

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

On-boarding Checklist for HR Department

The HR department should ensure that all on-boarding steps are completed using the checklist below:

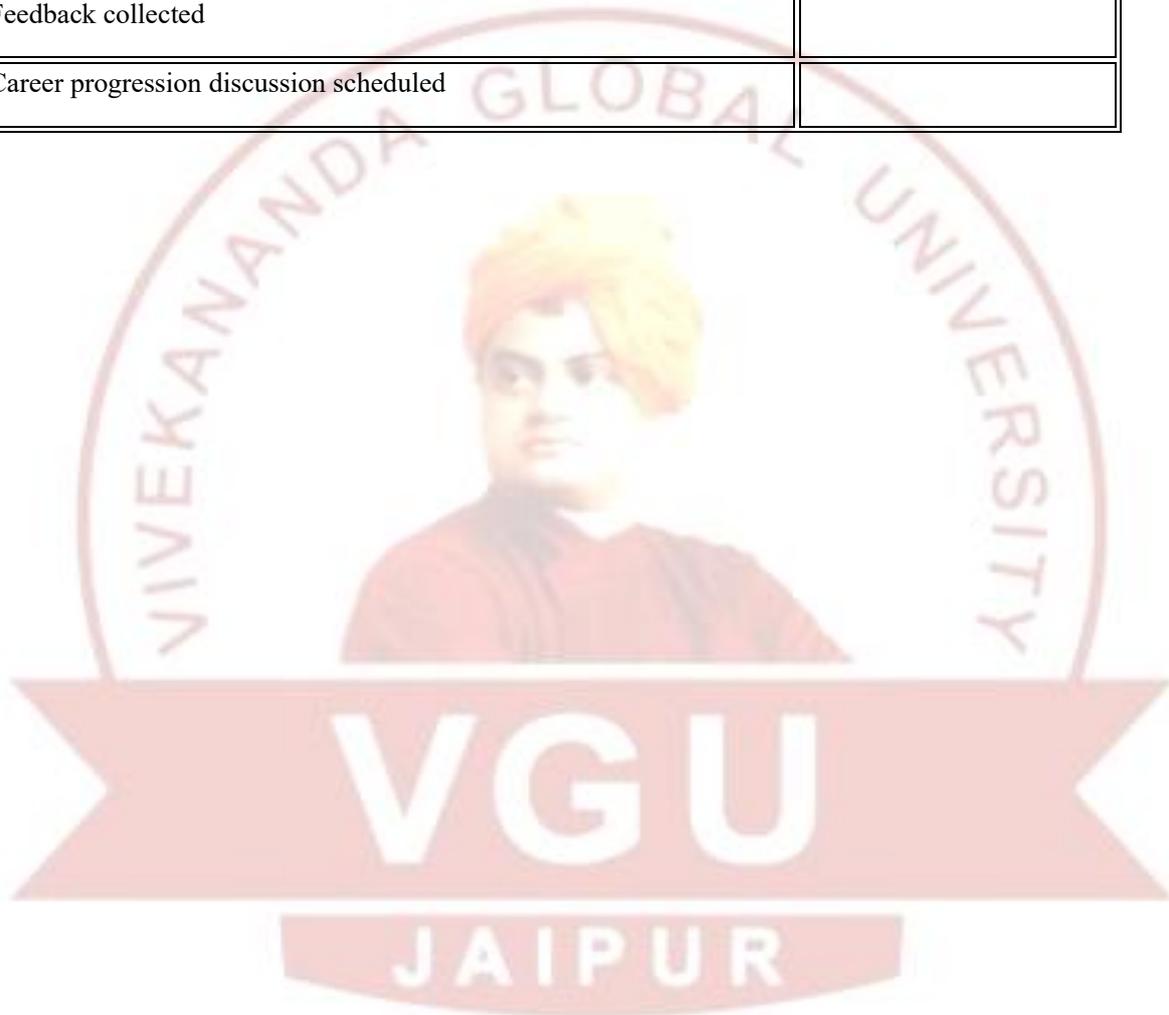| Task	Status (✓/✗)
Submission of academic and professional records	
Tax forms and bank details submitted	
Welcome kit provided during the induction session	
Mentor assigned by the HoD/ Dean/ Reporting Manager	
ID card and access credentials issued	
Official email setup completed	
Work desk allotment	
Orientation session attended	
Policies and guidelines explained	
Provident Fund (if applicable) and if possessing a UAN Number *Form 11* – duly filled and signed by the employee if PF is applicable, **Clear copy of Aadhaar Card and PAN Card** **Copy of PF Passbook (first page)** *or* **last drawn salary slip from previous organization** **Affidavit** – wherever applicable (e.g., PF withdrawal)	
Employee State Insurance Corporation (if eligible under ESIC Act) **ESI Declaration Forms – filled and signed by the employee** **Scanned Passport-size Photograph (JPEG format, max size: 50KB) – of the employee and family members (where ESI is applicable)** **Note: ESI number should be generated by 9th of the month; all documents must be submitted by 30th.**	
Campus tour completed	

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Introduction to colleagues and leadership	
ERP system and academic software training completed	
Faculty/administrative responsibilities assigned by the manager	
First-week training attended by the new employee	
Performance review scheduled	
Feedback collected	
Career progression discussion scheduled	

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

On-boarding Kit for New Employees

The new faculty and administrative staff will receive an **On-boarding Kit** upon joining VGU on the day of Induction Program. The kit will include essential documents and materials to help them familiarize themselves with the university environment.

Contents of the Welcome Kit:

- **Welcome Letter** from the President/CEO

- **Employee Handbook** (Policies, Guidelines, Code and Code of Conduct)

- **University Brochure** (Mission, Vision, Organizational Structure)

- **Academic Calendar** and Important Dates

- **ID Card & Access Credentials** for University Facilities

- **IT Guidelines** (Email Setup, ERP System, and Online Resources)

- **HR Forms** (Bank Account Details, Tax Forms, Emergency Contact Form, Joining Report etc.)

- **Campus Map** and Facilities Guide

- **Mentor & Buddy Assignment Details**

- **List of Key Contacts** (HR, IT, Department Heads, Administration)

- **University Branded Merchandise** (Notebook, Pen, Mug, etc.)

- **Research & Development Opportunities** (For Faculty Members)

- **Health & Safety Guidelines**

This Welcome Kit is designed to ensure that new employees have all the necessary information and resources they need to successfully integrate into the university community.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Frequently Asked Questions

1. **What must HR ensure on the day of joining for a new employee?**
   HR must issue ID cards, initiate IT access, allocate seating in coordination with the department, and verify all employment documents.

2. **When should the induction session be conducted?**
   Induction is held on the second Wednesday of every month, and all new hires must be scheduled to attend.

3. **Can onboarding activities begin before the scheduled induction session?**
   Yes. Basic onboarding activities such as desk setup, ID issuance, and document verification begin immediately upon joining.

4. **Who coordinates the seating and workstation assignment for a new employee?**
   The HR team coordinates with Facilities and the respective Department Head to assign the seating.

5. **What role does IT play in onboarding?**
   The IT Department ensures email creation, SAP/ERP login setup, and technical access to required systems.

6. **What is the timeline for completing the structured onboarding process?**
   The complete onboarding and integration must be concluded within six (6) months of the employee's joining.

7. **What information is included in the Onboarding Kit?**
   The kit includes welcome messages, policy documents, academic calendar, access credentials, HR forms, health and safety guidelines, and university merchandise.

8. **Who is responsible for delivering HR orientation sessions?**
   The HR team delivers sessions on HR policies, code of conduct, university culture, benefits, and career development.

9. **When should the mentor and buddy be assigned?**
   A mentor and buddy must be assigned during Week 1, ideally by the Department Head or Dean.

10. **What if a department delays mentor or buddy assignment?**
    HR must provisionally assign a mentor or buddy from another department to avoid onboarding delays.

11. **Is departmental orientation part of the structured onboarding?**
    Yes. Departmental Heads must conduct introductions, role briefings, and guided tours by Week 2.

12. **Are job shadowing and peer observation mandatory for all roles?**
    While encouraged, it may be waived off for roles involving confidentiality or independent function.

13. **Who is responsible for organizing role-specific training sessions?**
    The assigned mentor and Department Head/Dean coordinate such training in Week 2.

14. **How is long-term employee engagement fostered during onboarding?**
    Through structured check-ins, project ownership, interdisciplinary collaboration, and professional development discussions.

15. **How is performance evaluated during onboarding?**
    Regular one-on-one check-ins, feedback sessions, and performance reviews are conducted by the reporting supervisor and HR.

16. **When is the new hire expected to begin independent work?**
    After the first two weeks of orientation and familiarization, new hires begin handling responsibilities independently.

17. **Who tracks compliance with the onboarding checklist?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

The HR Department is responsible for ensuring that each task in the onboarding checklist is completed and documented.

18. **What should a department head do if a mentor exits mid-way through onboarding?**

Immediately inform HR to assign a replacement mentor in consultation with the concerned department.

19. **Are newly joined employees expected to participate in university-wide activities?**

Yes. Participation in faculty/staff meetings, training, workshops, and events is part of cultural integration.

20. **What happens if an employee misses scheduled onboarding sessions without approval?**

Unjustified absences may delay IT/system access, performance check-ins, or probation confirmation.

21. **Who is responsible for scheduling the performance review during onboarding?**

The immediate supervisor, in consultation with HR, must schedule and conduct performance reviews.

22. **Is feedback on the onboarding process mandatory?**

While optional, HR strongly encourages completion of the feedback form to improve future onboarding practices.

23. **Are mentors involved in formal performance evaluation?**

No. Mentors offer guidance and support but do not perform evaluative functions to avoid conflict of interest.

24. **Can onboarding be delivered virtually for remote or hybrid employees?**

Yes. HR is responsible for enabling virtual onboarding through digital platforms and providing remote access.

25. **Is orientation different for internal transfers or promoted employees?**

Yes. They undergo role-specific reorientation rather than the full onboarding cycle.

26. **What are the document requirements for setting up Provident Fund?**

Form 11, Aadhaar, PAN, PF passbook/salary slip, and affidavits (if applicable) must be submitted during joining.

27. **By when should ESI documentation be submitted?**

ESI forms and photographs must be submitted by the 30th of the month for timely number generation by the 9th.

28. **How are mentors and buddies prepared for their roles?**

They undergo internal training to align them with their roles in supporting new employees during onboarding.

29. **What responsibilities lie with the new employee during onboarding?**

New employees must actively participate, complete required forms, attend all sessions, and communicate support needs.

30. **What if a new employee has grievances about onboarding quality or delay?**

They may escalate the matter to the HR Department, which will review and resolve the issue through designated channels.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

<u>**Human Resource Planning Policy**</u>

Ref No: HR/P&P/01	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: Executive Council VGU	**Applicability:** Restricted	**Classification:** Confidential

1. Purpose

This Human Resource Planning (HRP) Policy establishes a structured framework for assessing, forecasting, and managing manpower requirements across all departments of VGU. It ensures optimal faculty-to-student ratios and addresses other related staffing needs efficiently.

2. Scope

This policy applies to all employees, including:

- **Academic Staff:** Professors, Associate Professors, Assistant Professors, and Visiting Faculty of regular and CDOE streams
- **Administrative and Support Staff:** HR, Finance, Admissions, IT, Library and Operations personnel of regular and CDOE streams.
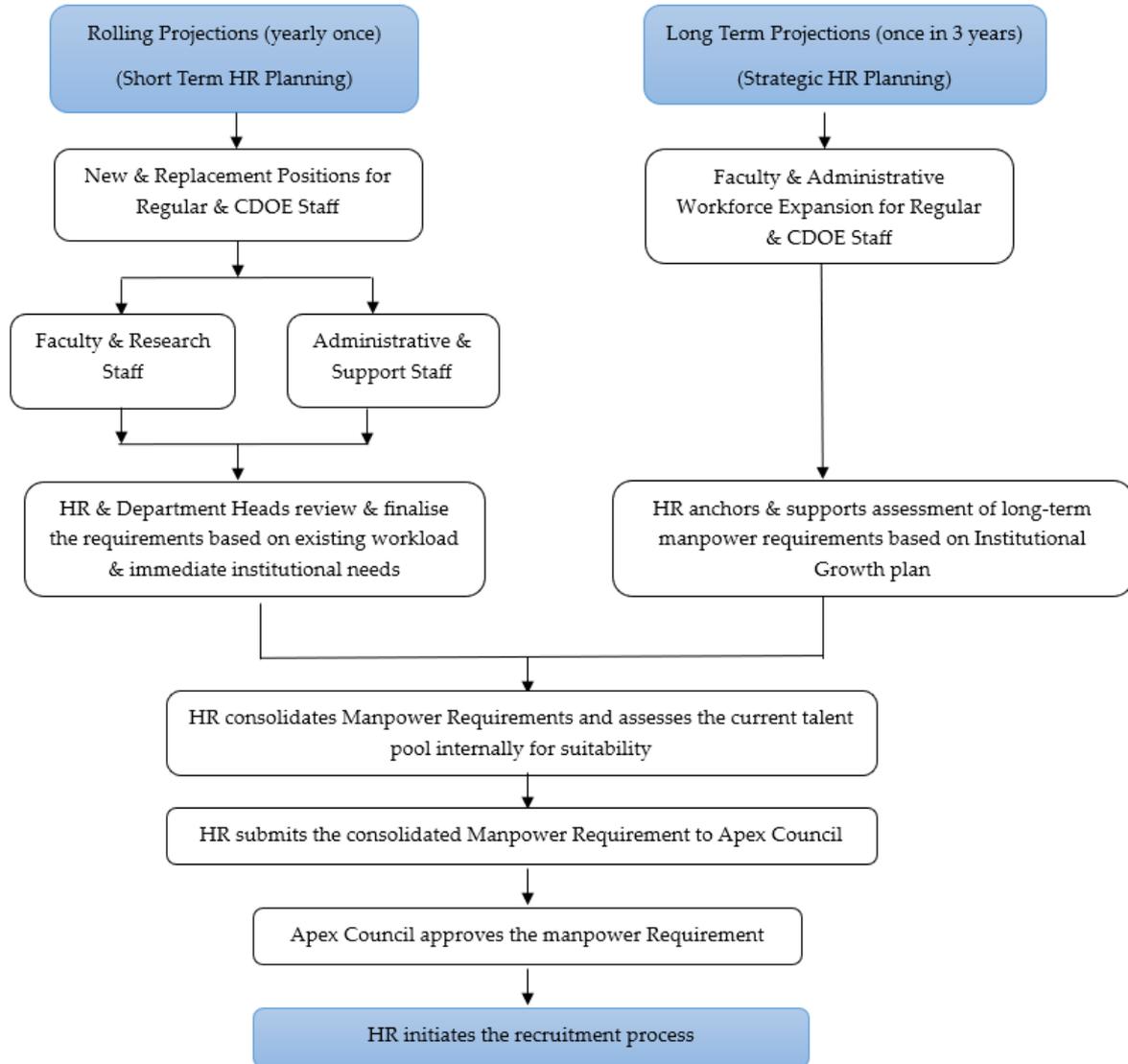
The policy covers both short-term (rolling projections) and long-term (strategic) manpower planning to ensure academic and operational continuity.

3. Objective

The objective of this policy is:

- To assess and meet current and future human resource requirements.
- To ensure a diverse and inclusive work environment.
- To align HR planning with the university's strategic objectives and growth plans.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

3. Manpower Planning Process

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

3.1 Rolling Projections (Short-Term: Yearly once)

New and Replacement Positions

3.1.1 Faculty and Research Staff Planning

The HR Department and Department Heads (HODs) together identify faculty and research staff requirements (in the month of Jan every year) based on semester workload, accreditation norms and research project needs.

Manpower Planning Elements:

- **Faculty Load Assessment:** Evaluation of teaching requirements, faculty sufficiency, and research workload.
- **Resource replacement:** HR proactively tracks retirements, resignations, and promotions, ensuring seamless faculty transition.
- **Consolidation of Manpower Requirement**: HODs submit manpower requirements to HR, who consolidates them into the Manpower Requisition Form (MRF) for Apex Council approval.
- **Internal Resource Utilization:** HR assesses existing faculty qualifications to identify opportunities for internal mobility before proceeding with external hiring.
- **Hiring of Visiting Faculty and Professor of Practice:** HR in consultation with HoD/ Deans identifies subjects which can be assigned to visiting faculty/ Professor of Practice/Adjunct faculty and determine the numbers thereof.

3.1.2 Administrative and Support Staff Hiring

HR and Department Heads review manpower needs annually (in the month of Jan) and submit staffing requests accordingly.

Manpower Planning Elements:

- **Annual Manpower Review:** HR conducts reviews with department heads to assess peak periods, such as admissions and examinations.
- **Resource replacement:** HR proactively tracks retirements, resignations, and promotions, ensuring seamless faculty transition.
- **Consolidation of Manpower requirements:** Department Heads submit manpower needs for inclusion in the Manpower Requisition Form (MRF).
- **Temporary and Contractual Staff requirements:** Based on demand fluctuations, outsourcing solutions are explored to ensure operational efficiency.

4. **Long-Term Projections (Strategic Planning: once in 3 Years)**

4.1 Futuristic Manpower Requirement Planning

The HR Department, will anchor and support the process of planning the requirements based on institutional growth plans and technology advancements.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Manpower Planning Elements:

- **Institutional Growth plans:** Manpower plan aligning with the institutional growth plans, infusion of emerging technologies and dynamic changes in the market needs.
- **NEP 2020 and Accreditation Compliance:** Manpower plans to align with NEP 2020 and higher accreditation requirements.
- **Succession Planning:** Identification of future leaders from the succession planning exercise and mapping their career path.

5. Consolidation of the Manpower Requirement and Final Approval

5.1 Manpower Requirement Approval Process

1. HR consolidates all requests (Both rolling and long-term projections if any)
2. HR presents consolidated manpower requirement proposal to the Apex Council for approval with all the requisite details (eg. designation, number of positions, levels, justification etc).

5.2 Timeline

Particulars	Timeline	Responsibility
Planning & Approval	January- March	HR
Recruitment	April- June	HR
On-boarding	July	HR

Faculty requirement will be done for both the semesters but if it is required during even semester the faculty selection will be done on approval by the apex body

6. Exception

In situations where there's an immediate need due to unforeseen circumstances, such as sudden faculty departures or urgent project requirements, the standard HRP procedure may be expedited to fill positions swiftly.

7. Effective Date

This document is effective from 01.07.2025 and supersedes all previous policies related to HRP Policy and Process

8. Contact

For any queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

<u>**Staff Requisition Form**</u>

Vivekananda Global University	**Date:**
Staff Requisition Form	

Department:	**New/ Replacement:**
Branch:	**Reporting Manager:**
Designation:	**No of Vacancies:**

<u>**Requirement Profile**</u>

Qualification: **PhD Mandatory?**

Yes	**No**

Experience:

Skills:

Justification for New Position:

<u>**Brief Job Description**</u>

<u>**Details of employee leaving in case of replacement**</u>

<u>**Approving Authorities (Name & Signature)**</u>

Functional Head: **Sanctioning Authority:**

HR Manager: **Pro President/ CEO:**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **When should departments initiate manpower planning activities each year?**
   Departments must begin the short-term manpower planning process every January, in line with the annual academic calendar and workload projections.

2. **What is the first step for a department seeking to hire new staff?**
   The Head of Department (HoD) must assess faculty or staff requirements and submit the details to HR for consolidation into the Manpower Requisition Form (MRF).

3. **Who consolidates and finalizes the university-wide manpower requirements?**
   The HR Department is responsible for compiling department-wise submissions and preparing the final MRF for Apex Council approval.

4. **How should departments address faculty resignations or retirements during the year?**
   HoDs must notify HR immediately. HR will factor these as replacement positions in the upcoming January manpower review.

5. **Can a department raise hiring requests mid-year if needs arise suddenly?**
   Yes, but only under exceptional or urgent circumstances and with the prior approval of the Apex Council.

6. **Who approves the final list of sanctioned positions each year?**
   The Apex Council at VGU is the final authority to approve the consolidated manpower proposal submitted by HR.

7. **Is it necessary to justify every manpower request in the MRF?**
   Yes. Each position requested must include designation, number of vacancies, qualifications, skills, and written justification.

8. **What happens if the Apex Council rejects a department's requisition?**
   The concerned department must revise the proposal or explore internal resource reallocation as advised by HR.

9. **What is the timeline for completing the recruitment process after approvals?**
   Recruitment is scheduled from April to June, and onboarding is targeted by July.

10. **How does HR ensure continuity in teaching during faculty transitions?**
    HR proactively monitors upcoming retirements, resignations, and promotions, and includes them in planning to avoid academic disruption.

11. **Are faculty positions for both semesters to be planned during January?**
    Yes. HRP must account for both odd and even semesters to ensure comprehensive coverage.

12. **What if a new program is launched after the January planning cycle?**
    HR may initiate interim manpower planning, subject to justification and Apex Council approval.

13. **Can departments request visiting faculty or adjuncts through the HRP process?**
    Yes. HR, in coordination with HoDs, may approve such roles based on teaching needs and subject specialization.

14. **How are temporary and outsourced staffing needs handled?**
    Departments may request contractual staff during peak periods (e.g., admissions, exams), with HR exploring outsourcing options.

15. **What if internal faculty are qualified to handle proposed new roles?**
    HR will first assess internal mobility options before initiating external recruitment.

16. **Who must sign off on the MRF before HR forwards it to the Apex Council?**
    The Functional Head, HR Manager, and the Pro-President or CEO must approve the completed MRF.

17. **How does the policy incorporate NEP 2020 requirements into manpower planning?**
    Strategic planning aligns with NEP 2020 principles by supporting multidisciplinary teaching, research, and holistic development.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

18. **Are administrative and CDOE staff also covered under the same process?**

    Yes. Both regular and CDOE stream staff—academic and non-academic—are included in the HRP framework.

19. **Can succession planning requests be part of the manpower planning process?**

    Yes. Succession planning and leadership pipeline development are part of long-term projections made every three years.

20. **What criteria are used to assess faculty load?**

    Faculty load is assessed based on teaching hours, student strength, research commitments, and regulatory requirements.

21. **Can staffing be adjusted based on institutional expansion or new campuses?**

    Yes. Strategic HRP must reflect expansion plans, infrastructure changes, and new institutional initiatives.

22. **What if the same role is requested by multiple departments?**

    HR will consolidate overlapping requests, assess functional overlaps, and propose a unified staffing solution.

23. **Is there a specific format to submit faculty or staff requirements?**

    Yes. Departments must use the Staff Requisition Form (MRF/RRF), including all prescribed fields and attachments.

24. **Can departments request non-teaching project-based roles under this policy?**

    Yes. With valid project approval or external funding, such roles may be proposed and processed via HR.

25. **Are departments allowed to suggest specific candidate profiles?**

    No. Departments can propose qualifications and competencies, but candidate selection follows the recruitment and selection SOP.

26. **What does HR do after MRF approval?**

    HR initiates job description finalization, recruitment planning, and sourcing processes aligned with approved numbers.

27. **How are futuristic staffing needs projected?**

    Once every three years, HR coordinates strategic reviews based on institutional growth plans and technological advancements.

28. **Can urgent project staffing be expedited outside of the January-March window?**

    Yes. With supporting documents and leadership approval, HR may bypass regular lead times for time-bound project appointments.

29. **Is the HRP policy mandatory for all departments and units?**

    Yes. No recruitment may be initiated independently or bypassing the HRP framework.

30. **How can a department seek clarification or support during HRP execution?**

    Departments must contact the HR Department directly for procedural guidance or clarification during any phase of the planning cycle.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Ref No: HR/SOP/13	Version No: 1.0	Effective Date: 01.07.2025
Approved by: Executive Council VGU	Applicability: All Employees	Classification: Confidential

1. Objective

The Transfer Policy at Vivekananda Global University (VGU) establishes a transparent and equitable framework for inter-departmental transfers. It is designed to:

- Provide employees with career growth and diverse experiences.
- Address operational needs of the University.
- Optimize workforce distribution across the University.

2. Scope

This policy applies to all permanent employees of VGU in the regular academic and non-academic and CDOE roles.

3. Types of Transfers

- *Lateral Transfer:* Movement to a different department or campus based on operational needs, with or without a change in designation.
- *Promotional Transfer:* Transfer accompanied by an elevation in job title and responsibilities.
- *Temporary Transfer:* Short-term assignment to another department or campus.
- *Request Transfer:* For personal or professional reasons of the employee.

4. Guiding Principles

- Transfers shall be the sole prerogative of the management.
- Transfer of employees shall be aligned with the university's operational and strategic growth plans.
- Transfers shall facilitate opportunities for professional development and multi-disciplinary exposure of the employee.
- Transfer decisions shall be made solely on the basis of institutional needs in an equitable, fair & transparent manner
- Transfer in cases of personal hardship, such as health or family-related circumstances shall be considered on merit & compassionate grounds.
- Minimum tenure requirements shall be taken into account to ensure stability while transferring the employee.
- Smooth handover processes shall be ensured to minimize disruptions.
- Confidentiality shall be maintained for all transfer requests and decisions.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5. Employee Transfer - Operating Principles

- Only those employees who have completed 5 years or more in any department will generally be considered for transfer. However, management reserves the right to transfer employees with lesser tenure based on institutional needs or due to any other extenuating circumstances.

- All transfers shall be effected at the beginning of the academic year except in the cases of request transfer, transfer on compassionate grounds or to meet an emergent institutional need.

- All transfer decisions shall be approved by the Apex Council.

- The transfer order will be communicated to the employee in writing.

- The employee on transfer will have to report to the new department/place/location within a week of receiving the transfer order.

5.1. Transfer Process based on Institutional needs

Step	Action	Responsible Authority
1	Hold discussions with departments/centres/cells regarding their transfer requirements	HR
2	Identify people with requisite skill sets to fulfil the requirements of various departments/centres/cells	HR
3	Conduct discussions with both current and receiving department/centre/cell.	HR & Concerned department/centre/cell
4	Prepare the shortlist of candidates identified for transfer	HR
5	Obtain approval for the Transfer list from Apex Council	HR
6	Communicate the final Transfer list approved by the Apex Council to the concerned departments/centres/cells.	HR
7	Issue a written transfer order specifying the effective date, reporting role/position, and responsibilities to the concerned employees.	HR
8	Update employee records and documentation in HRMS.	HR
9	Notify IT, payroll, and relevant departments/centres/cells for necessary system updates.	HR, IT, Finance
10	Facilitate an official handover between outgoing and incoming employees.	Outgoing & Incoming Employee, Head of department/centre/cell
11	Provide orientation and clarify new roles and responsibilities.	Receiving department/centre/cell
12	Address concerns or grievances related to the transfer.	HR & Concerned Head of department/centre/cell
13	Conduct a feedback session within 3-6 months to assess adaptation and effectiveness of the employees in the new position.	HR & New Reporting Manager

6. Special Considerations

6.1. Mutual Transfers

- May be considered if both parties agree and meet the eligibility.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- The employees seeking mutual transfer shall submit their requests to their respective Head of Department/Centre/Cell.
- The respective Director/Associate Dean/Dean/Registrar shall review the employee's mutual transfer request, evaluating its suitability and feasibility. They shall then communicate their decision to HR for further action as follows:

    a) If both departments/centres/cells concur, seek approval from the Apex Council.
    b) If there is no concurrence or approval, inform the employees of the rejection.

6.2. Transfer on Compassionate Grounds

- Transfers on compassionate grounds include cases related to medical, spousal, or other hardships.
- The employee shall submit a formal transfer request, stating the reasons and preferences, to the Heads of Department/Centre/Cell.
- The respective Director/Associate Dean/Dean/Registrar shall review the employee's mutual transfer request, evaluating its suitability and feasibility. They shall then communicate their decision to HR for further action as follows:

    a) If recommended, seek approval from the Apex Council.
    b) If not approved by the Apex Council, inform the employee of the rejection.

6.3. Request Transfer

- The consideration of an employee's own transfer request is at the sole discretion of the management.
- The employee shall submit a written transfer request to the respective Head of the department/centre/cell, specifying the reasons and preferences.
- The Director/Associate Dean/Dean/Registrar shall review the request, assessing its suitability and feasibility in alignment with institutional needs.
- They shall then communicate their decision to HR for further action as follows:

    a) If the Director/Associate Dean/Dean/Registrar concurs, seek approval from the Apex Council.
    b) If there is no concurrence or approval, inform the employee of the rejection.

7. Appeal Mechanism

- Employees may appeal transfer decisions by submitting a written request to the HR Department within 10 working days of the order.
- Appeal will be reviewed by the Apex Council.
- Final decisions will be communicated within 10 working days of receipt of appeal from the employee.

8. Roles and Responsibilities of HR

- HR shall ensure a fair and consistent application of this policy and facilitate the end to end Transfer process.
- HR shall communicate the transfer decisions/outcomes to the employee on time.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9. Records and Confidentiality

- Transfer requests and decisions must be kept confidential.
- Transfer records will be maintained for 10 years by the HR Department.
- Access to Transfer records and decisions will be restricted to authorized personnel.

10. Effective Date

This policy is effective from 01.07.2025 and supersedes previous policies on Transfer.

11. Contact

For any queries, contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Who is covered under the VGU Transfer Policy?**

   The policy applies to all permanent employees of VGU, including those in regular academic, non-academic, and CDOE roles.

2. **Can an employee request a transfer to another department or campus?**

   Yes, employees can request a transfer for personal or professional reasons. However, such requests are subject to approval based on institutional needs and feasibility.

3. **Is there a minimum service requirement before becoming eligible for a transfer?**

   Generally, an employee must complete 5 years in a department before being considered for a transfer. However, the management may waive this requirement based on operational urgency or exceptional circumstances.

4. **Are transfers always accompanied by a promotion?**

   No. Only Promotional Transfers involve a change in title and responsibilities. Other transfers (lateral, temporary, or request-based) may or may not involve a change in designation.

5. **What is a temporary transfer? How is it different from a regular transfer?**

   A Temporary Transfer is a short-term assignment to another department/centre/cell or campus and does not result in a permanent change in role or location.

6. **When are transfers typically implemented?**

   Most transfers are carried out at the beginning of the academic year, except in cases of request transfers, compassionate grounds, or emergent institutional requirements.

7. **Can I appeal against a transfer decision?**

   Yes. Employees may file a written appeal to the HR Department within 10 working days of receiving the transfer order. Appeals will be reviewed by the Apex Council, and decisions will be communicated within another 10 working days.

8. **Will I be notified formally about my transfer?**

   Yes. All transfer decisions are communicated to the concerned employee via a written transfer order issued by HR, detailing the effective date, reporting location, and new responsibilities.

9. **Is mutual transfer between two employees possible?**

   Yes, mutual transfers can be considered if both employees meet the eligibility, and the respective departments agree. Final approval is required from the Apex Council.

10. **Can a transfer request be denied?**

    Yes. All transfer requests, including mutual and compassionate, are subject to review and approval. Denial may occur if the request is not aligned with institutional priorities or lacks departmental concurrence.

11. **How long does an employee have to report after receiving the transfer order?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

The employee must report to the new department/centre/cell/location within one week of receiving the transfer order.

12. **Will there be any support provided to help me transition into my new role post-transfer?**

Yes. The receiving department/centre/cell will provide orientation and clarify new roles and responsibilities, and HR will conduct a feedback session within 3-6 months to assess the effectiveness of the transition.

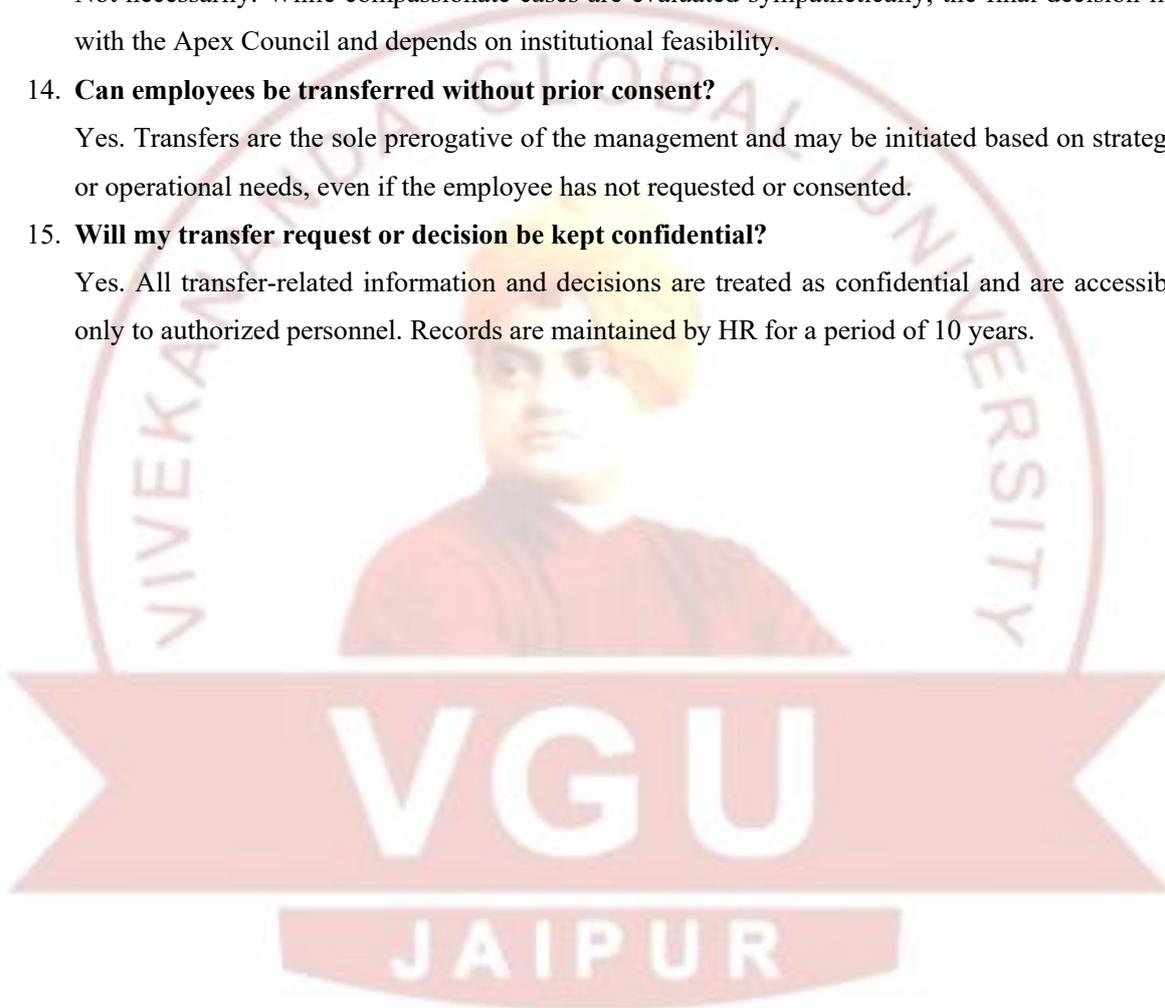13. **Are compassionate transfers always approved if valid reasons are provided?**

Not necessarily. While compassionate cases are evaluated sympathetically, the final decision lies with the Apex Council and depends on institutional feasibility.

14. **Can employees be transferred without prior consent?**

Yes. Transfers are the sole prerogative of the management and may be initiated based on strategic or operational needs, even if the employee has not requested or consented.

15. **Will my transfer request or decision be kept confidential?**

Yes. All transfer-related information and decisions are treated as confidential and are accessible only to authorized personnel. Records are maintained by HR for a period of 10 years.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

<u>**REWARD AND RECOGNITION**</u>

Ref No: HR/P&P/	**Version No:** 1.0	**Effective Date:** 1.8.2025
Approved by: Executive Council VGU	**Applicability:** All Employees	**Classification:** Internal Use

1. Objective
The Reward and Recognition Policy aims to foster a positive workplace culture by acknowledging and appreciating the contributions of university employees. It seeks to:

- Motivate employees to perform at their best.
- Encourage individual and team efforts.
- Strengthen organizational values.
- Promote a supportive work environment.

2. Scope
This policy applies to all employees of the University in the regular and CDOE streams.

3. Guiding Principles

- Recognizing and rewarding outstanding contributions in teaching, research, and institutional service.
- Encouraging teamwork, knowledge-sharing, and a positive academic culture.
- Ensuring transparency, inclusivity, and fairness in alignment with the university's values and goals.
- Promoting creativity and innovation.

4. Awards

4.1 Teachers' Day Celebration Awards
Presented on September 5th (or the next working day if a holiday), these awards include a cash prize, citation, and plaque for exceptional contributions.

4.1.1 Best Teacher Award – Dr. S. Radhakrishnan Award
Eligibility: All faculty members in regular and CDOE streams.

Evaluation Criteria:

- Innovation in teaching techniques and pedagogy.
- Learner-centric approach.
- Regularity and punctuality in teaching.
- Student feedback.
- Mentoring of students and young academics.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.2 Best Faculty Award for Excellence in Research – Dr. C.V. Raman Award

Eligibility: All faculty members in regular and CDOE streams.

Evaluation Criteria:

- Peer-reviewed publications in high-impact journals (SCI/SCIE/Scopus, ABDC, Web of Science).
- Competitive research grants received (national/international/govt/private) and consultancy assignments.
- Interdisciplinary research collaboration.
- Citation-based impact (H-Index, i10-index).
- Granted patents and technology transfer/commercialization impact.
- Student mentorship and research development.

4.3 Best Faculty Award for Industry Collaboration

Eligibility: All faculty members in regular and CDOE streams.

Evaluation Criteria:

- Number of industry collaborations and MoUs.
- Funding secured.
- Internship and placement facilitation.
- Industry-focused seminars and workshops in thrust areas.

4.4 Best Faculty Award for Entrepreneurship

Recognises excellence in contribution towards academic entrepreneurship.

Eligibility: Faculty associated with start-ups.
Evaluation Criteria:

- Mentoring of students from incubation stage till product development
- Setting up of own startups along with faculty responsibilities.
- Startups which have reached product development and commercialisation
- Turnover of startups and employment generated.
- Innovation based startups.

4.5 Best Faculty Award for Global Academic and Research Collaboration

Eligibility: All faculty members in regular and CDOE streams.

Evaluation Criteria:

- MoUs with foreign universities.
- Student exchange programs.
- Guest lectures by/at foreign institutions.
- Membership in international academic bodies.

![VGU Logo] **VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR**

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

- Collaborative syllabus revision.
- Research collaboration.

4.6 Best Faculty Award (CDOE)

Eligibility: All CDOE faculty.

Evaluation Criteria:

- Development of course content and delivery.
- Completion of scheduled online classes.
- Use of innovative teaching techniques.
- Student attendance percentage.
- Pass percentage.
- Attendance and leave record.
- Student feedback.

4.7 Best Department Award

Eligibility: All academic departments from regular and CDOE streams.

Evaluation Criteria:

- Research paper publications.
- Student projects.
- Use of ICT including SWAYAM and online exams.
- Awards, collaborations, MoUs.
- Professional body memberships for faculty and staff.
- Student participation and achievements.
- Faculty engagement in interdepartmental activities.
- Alumni interaction.
- Outreach activities.
- Research and consultancy grants received.
- Technology adoption and maintenance.
- Compliance with UGC/NAAC requirements.

5. 'Shodh Prayas' Conclave Awards

Recognizing exemplary performance during the Annual Researchers' Conclave.

Eligibility: Faculty, PhD scholars, and postgraduate students.

Award Categories:

- Best full-length manuscript.
- Best oral presentation.
- Best poster presentation.
- Best product display.
- Best department in research and innovation.
- Best department for maximum participation.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6. VGU Foundation Day Awards

6.1 Lifetime Achievement in Teaching

Eligibility: Minimum 10 years at the university and 25 years of teaching experience.

Evaluation Criteria:

- Contributions in publications, research, patents, and university governance.
- Contributions to sustainability and ethical education practices.
- Recognition from external bodies.

6.2 VGU Achievers Award

Eligibility: All faculty in regular and CDOE streams.

Evaluation Criteria:

- National/international awards and fellowships.
- Patents transferred to industries.
- Copyrights and trademarks filed.
- Invitations for guest lectures at foreign universities.

6.3 Best Employee Award (Support Services)

Category 1: Supervisory staff

Category 2: Non-Supervisory staff

Eligibility: Employees in HR, Accounts, IT, Admissions, Maintenance, Procurement, NCC/NSS & CDOE.

Evaluation Criteria:

Category 1:

- Regularity, punctuality, and discipline.
- Performance appraisals.
- Ownership & productivity of work
- Contributions in critical situations.
- Exceptional commitment beyond regular duties.

Category 2:

- Attendance, punctuality, and discipline.
- Exceptional commitment beyond regular duties.
- Ownership & productivity of work
- Attitude & personal disposition

6.4 Best Partner Award

Recognizing vendors/outsourced agencies/industry partners contributing to university goals & overall operational efficiency.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Evaluation Criteria:

- Quality & delivery of service
- Responsiveness
- Customer Satisfaction
- Longevity

7. International Women's Day Celebration Awards

Recognizing excellence among women employees.

Eligibility: All women faculty and non-faculty staff.

Award Categories:

- Leadership Award for Institutional Service.
- Contribution to Admissions.
- Best Administrator Award.
- Community Service Recognition.
- Best Mentor Award.
- Industry Thought Leader Award.

8. Process for Award Applications

- Announcements on awards, criteria, and application process will be made atleast one month in advance.
- Employees must submit their entry for Teachers Day Awards, Shodh Prayas and Women's Day celebration awards as per the guidelines notified.
- Lifetime Achievement Award: Selected by Apex Council.
- Other VGU Foundation Day Awards: Nominations by Deans/ HoDs/ Department Heads.
- A jury panel (which may include external experts), nominated by Apex Council, will review applications and select candidates for the award.

9. Recognition Schemes

9.1 Long Service Recognition

Honours employees for their dedication.

Length of Service Award	
5 years	University-embossed watch + Certificate
10 years	₹10,000 + Certificate
15 years	₹15,000 + Certificate
20 years	₹20,000 + Certificate
25 years	₹25,000 + Certificate
On Retirement	Gold coin + Certificate

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9.2 Employee Champion of the Month

- Recognized at the departmental level.
- Selected by HoD/Dean.
- Awardee's photo and citation displayed on department notice boards.

9.3 Peer & Student Recognition

- Employees and students can use the university's Kudos platform to recognize contributions.

10. Compliance & Responsibilities
The HR department, in collaboration with academic leadership, ensures policy implementation.

11. Policy Review
Reviewed every three years for relevance and effectiveness.

12. Effective Date
Effective from [Insert Date], superseding previous policies.

13. Contact
For queries, contact the HR Department at [Insert Contact Information].

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)
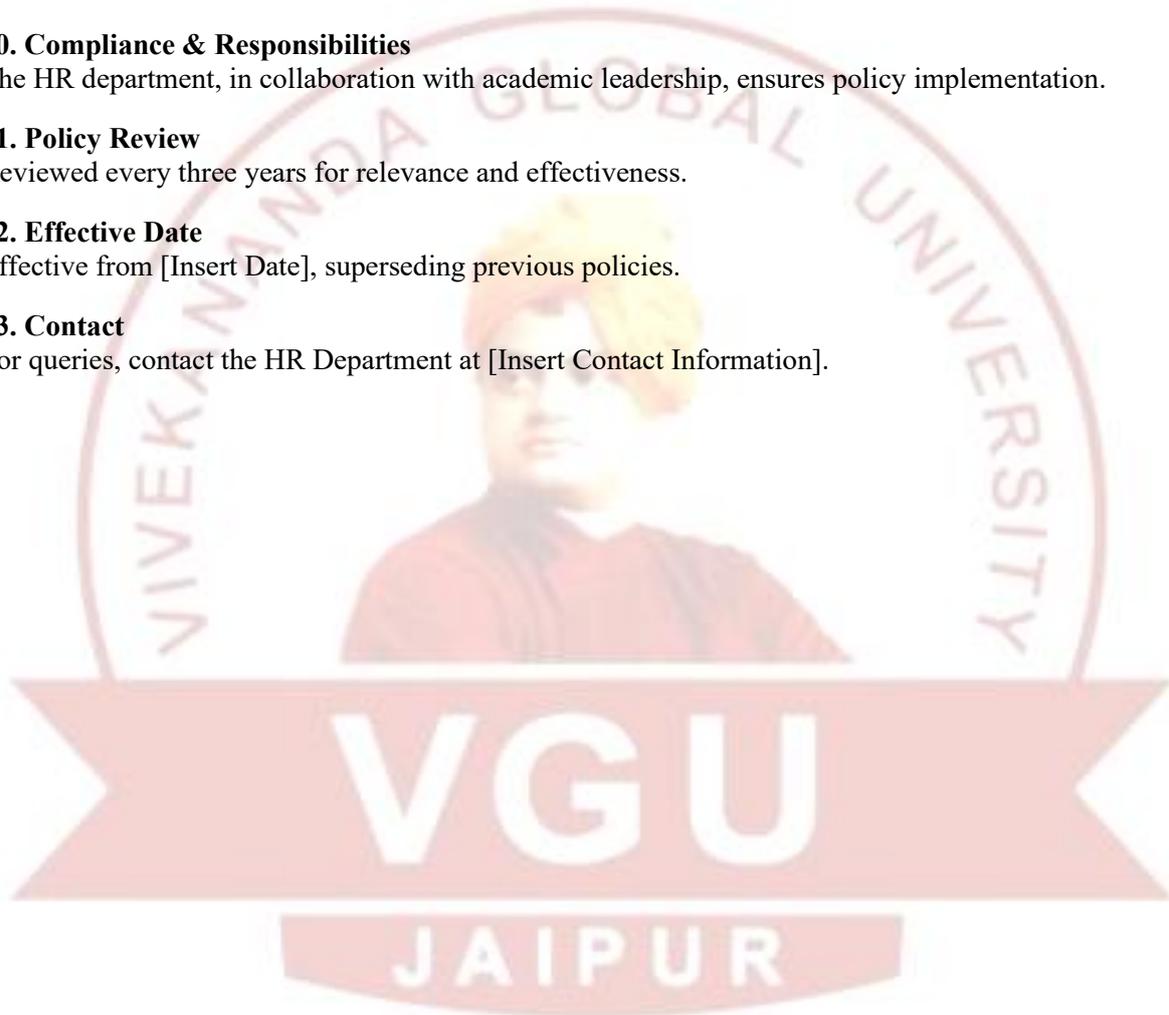
Frequently Asked Questions

1. **Who is eligible for Teachers' Day Celebration Awards – Dr. S. Radhakrishnan Award?**
   All faculty members in the regular and CDOE streams are eligible, subject to the criteria specified in the policy.

2. **Can a faculty member receive more than one award in a given academic year?**
   Yes, if they meet the eligibility and evaluation criteria for each award independently.

3. **Is student feedback alone enough to secure the Best Teacher Award?**
   No. While student feedback is an important criterion, several other factors such as innovation, regularity, and mentoring are also evaluated.

4. **Can faculty from the CDOE stream apply for research-based awards like the Dr. C.V. Raman Award?**
   Yes, faculty from both regular and CDOE streams are eligible for research awards.

5. **Are interdisciplinary collaborations a mandatory requirement for the Best Faculty Research Award?**
   Not mandatory, but they enhance the application as per the evaluation criteria.

6. **Can startup founders who are also full-time faculty apply for the Entrepreneurship Award?**
   Yes, provided they have mentored student startups and fulfilled academic duties.

7. **Does the Best Faculty for Industry Collaboration Award include organizing student placements?**
   Yes, internship and placement facilitation is one of the evaluation criteria.

8. **Can a department win both the Best Department Award and the Best Department in Research and Innovation at Shodh Prayas?**
   Yes, as these are separate recognitions with distinct evaluation processes.

9. **What if two departments tie in the number of MoUs and research papers? How is the Best Department Award decided?**
   In such cases, overall performance across all listed criteria will be considered by the jury.

10. **Are CDOE faculty eligible for the Best Department Award?**
    Yes, academic departments from both regular and CDOE streams are eligible.

11. **Who nominates faculty for the VGU Achievers Award?**
    Nominations are made by Deans, HoDs, or Department Heads.

12. **What constitutes a valid national or international award for the VGU Achievers Award?**
    Recognitions from reputed bodies or institutions of national/international standing, as per jury evaluation.

13. **Is it mandatory to submit applications for all awards listed in the policy?**
    Only for Teachers' Day, Shodh Prayas, and Women's Day Awards. Others like Lifetime Achievement and Foundation Day awards are based on nominations.

14. **Are contractual or part-time employees eligible for the Best Employee (Support Services) Award?**
    No, the award is intended for full-time employees across specified departments.

15. **What is the key differentiator between Category 1 and Category 2 in the Best Employee Award?**
    Category 1 includes supervisory staff, while Category 2 includes non-supervisory staff, each with different evaluation criteria.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

16. **How is the Lifetime Achievement in Teaching Award decided?**
It is selected by the Apex Council and requires at least 10 years of service at the university and 25 years of teaching experience.

17. **Can vendors or outsourced agencies self-nominate for the Best Partner Award?**
No, selection is based on the university's internal evaluation.

18. **What if multiple women are equally qualified for a Women's Day Award category?**
The jury may recognize more than one winner or provide special mentions at its discretion.

19. **Can a woman employee receive a Women's Day Award and a departmental or Foundation Day award in the same year?**
Yes, provided she meets the respective eligibility and evaluation criteria.

20. **Who makes the final decision in case of disputes about award eligibility or selection?**
The jury panel nominated by the Apex Council has the final authority.

21. **Is there a cap on the number of Peer & Student Recognition entries an employee can receive?**
No, there is no cap. Recognition can be given multiple times through the Kudos platform.

22. **What is the mode of communication for award application announcements?**
All announcements will be made at least one month in advance through official university communication channels.

23. **Can Dean or HoD nominate themselves for an award?**
No, self-nominations are not permitted for awards requiring third-party nomination.

24. **Are awards like Employee Champion of the Month rotated across departments or fixed for specific ones?**
They are department-level awards and selection is done by the respective HoD or Dean on a rotational and merit basis.

Ref No: HR/SOP/16	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: President, VGU	**Document Classification:** Public	**Use:** Internal

1. Objective

The objective of this policy is to promote and maintain the health, safety, and well-being of all employees of Vivekananda Global University (VGU). The university is committed to providing a healthy work environment that enhances employee productivity, reduces stress, and ensures overall well-being.

2. Scope

This policy applies to all employees, including teaching and non-teaching faculty members, administrative staff and support personnel. It covers every stage of the employee lifecycle, ensuring a positive, engaging, and growth-oriented work environment.

3. Guiding Principles

- Supporting physical, mental, and emotional well-being of employees.
- Maintaining a workplace that is free from health hazards.
- Promoting proactive health and wellness measures.
- Encouraging a healthy balance between professional and personal life.
- Ensuring health and well-being initiatives are accessible to all employees.

VGU is dedicated to implementing a range of initiatives to enhance the employee health and well-being.

4. Fitness Facilities

The university recognizes the importance of physical fitness in maintaining overall well-being and productivity of employees. To support this commitment, the following on-site and off-site fitness facilities and programs are provided by the university.

Sl. No	Facility	Users	Timing
1	**University Gym** A well-equipped, on-campus gym supported by expert professional trainers.	Teaching and non-teaching faculty, admin staff, support personnel and students of VGU.	The gym will be available for use from 7 AM to 9 AM and 5 PM to 9 PM.

![Vivekananda Global University logo]

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

| 2 | **Yoga/Meditation Sessions**

Yoga and meditation sessions conducted by qualified trainers in VGU campus to reduce stress, and promote holistic well-being. | Teaching and non-teaching faculty, admin staff, support personnel and students of VGU.

Dean, Student welfare cell will collaborate with certified fitness experts and wellness professionals to schedule and manage fitness programs in VGU campus. | Every day from 7 AM to 8 AM and 5 PM to 6 PM.

All activities and program structures will be designed to ensure that the regular teaching schedule remains uninterrupted. |

4.1 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Develop and submit fitness program policy and guidelines to Apex Council for approval	Registrar assisted by Dean - Student welfare cell	In Jan each year with changes as needed in subsequent years.
2	Review and approve the fitness program policy and guidelines submitted by Registrar	Apex Council	Within a week of receiving the note from Registrar
3	Oversee planning and resource allocation for on-site and off-site fitness facilities	Dean - Student welfare cell	Quarterly review
4	Manage and maintain the university gym (equipment upkeep, cleanliness, trainer coordination)	HR	Ongoing; Monthly inspection
5	Coordinate gym usage scheduling and communicate timings to employees	Registrar/HR	Ongoing; update as needed
6	Organize and manage on-line/on-site yoga and meditation sessions	Dean - Student welfare cell	Every day from 7 AM to 8 AM and 5 PM to 6 PM.
7	Collaborate with certified fitness experts and wellness professionals for sessions	Dean - Student welfare cell	Ongoing; Session planning every quarter
9	Monitor participation, gather feedback, and suggest improvements	Dean - Student welfare cell	After each quarter
10	Conduct periodic audits of facilities and session effectiveness	Audit cell, corporate office	Bi-annually

5. Mental well-being initiatives

Recognizing that mental well-being is essential to the professional and personal fulfilment of employees, the university offers the following support systems:

VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Sl. No	Facility	Users	Timing
1	**Confidential Counselling Services:** Employees can access dedicated in-house psychologists/NGO for confidential counselling on personal and work-related challenges, ensuring emotional and psychological support.	Teaching and non-teaching faculty, admin staff, support personnel and students of VGU.	This service will be available every day from 2 PM to 3 PM.
2	**Quarterly Well-Being Seminars and Workshops:** Expert led sessions focused on burnout prevention, self-care, mental well-being and coping strategies to help employees manage stress effectively.	Teaching and non-teaching faculty, admin staff, support personnel and students of VGU.	Quarterly basis
3	**Online Support Channels managed by NGO/Local Hospital:** Confidential online or telephonic support services for employees who prefer discreet counselling or guidance.	Teaching and non-teaching faculty, admin staff, support personnel of VGU.	On need basis

By integrating these initiatives, the university aims to cultivate a positive and inclusive work environment where employees feel valued, supported, and empowered to maintain their mental well-being.

5.1 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Develop and submit policy and guidelines for mental well-being initiatives to Apex Council	Registrar	In Jan each year with changes as needed in subsequent years.
2	Review and approve the proposal received from the Registrar	Apex Council	Within a week of receiving the proposal from Registrar
3	Oversee planning and resource allocation for mental health support services	Registrar	Quarterly review
4	Coordinate in-house psychologists/ NGO for confidential counselling services	Registrar	Ongoing; Monthly check-ins
5	Communicate and promote confidential counselling service availability to all employees	Registrar	Ongoing; Monthly reminders
6	Organize and schedule quarterly well-being seminars and workshops	Registrar/HR	Quarterly
7	Facilitate expert speakers and wellness professionals for seminars and workshops	Registrar/HR	Quarterly (as per seminar schedule)
8	Manage and communicate the availability of online support channels (NGO/local hospital)	Registrar/HR	Ongoing; Share contact information quarterly
9	Formalize MOU with NGO/local hospital for online/telephonic support	Registrar	Once annually; renew as needed

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

10	Promote mental health initiatives and ensure access to all employees	Registrar/HR	Ongoing; Update as needed
11	Provide feedback mechanisms to evaluate counselling services and seminars	HR	After each session/workshop (Quarterly)
12	Track participation rates and usage of mental health services	HR	Quarterly
13	Monitor the effectiveness of mental health programs and suggest improvements	Arogya Student club	After each quarter and annual review
14	Ensure confidentiality and ethical handling of all counselling and support services (program counsellors to sign confidentiality declaration)	Registrar/HR	Annual corporate audit

6. Preventive Health Screenings & Nutrition Education

The university prioritizes proactive healthcare measures to ensure the long-term well-being of its employees. By offering regular health screenings and nutrition education, the institution aims to prevent lifestyle-related illnesses, promote early detection of health issues, and encourage healthier dietary habits.

6.1 Initiatives under preventive health screening and nutrition education

Sl. No	Initiative	Users	Timeline
1	**Annual Health Screenings**: VGU will arrange on-campus health screenings each year to help employees monitor their health and take preventive measures as needed. Employees can also avail additional tests at partner hospitals at discounted rates.	Teaching and non-teaching faculty, admin staff, and support personnel of VGU.	In August each year
2	**Nutritional Guidance & Diet Planning**: Every semester, expert faculty from the Allied Health Sciences department will conduct workshops to educate employees on balanced nutrition, weight management, and healthy eating habits.	Teaching and non-teaching faculty, admin staff, support personnel, and students of VGU.	Every January and July
3	**Vaccination Drives**: Vaccination drives will be organized as needed and as decided by the Apex Council.	Teaching and non-teaching faculty, admin staff, and support personnel of VGU.	On a need basis

Implementation:

- **Strategic Partnerships:** Collaborate with in-house psychologists, local hospitals, NGOs and certified dietitians to conduct periodic wellness/nutrition camps and health screenings.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **Health & Nutrition Camps:** Organize bi-annual or quarterly health camps, ensuring accessibility to essential preventive healthcare services for all employees.
- **Awareness & Education Programs:** Develop digital resources, including newsletters, and webinars on topics such as heart health, diabetes prevention, and immunity-boosting diets.

By integrating preventive healthcare and nutrition education into workplace wellness programs, the university aims to create a culture of proactive health management, reducing absenteeism and enhancing overall employee productivity.

6.2 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Develop and submit policy and guidelines on preventive health screening and nutrition education policy to Apex Council	Registrar assisted by HR	In April, with reviews as needed in subsequent years.
2	Review and approve proposal received from the Registrar	Apex Council	Within a week of receiving the proposal from Registrar
3	Coordinate strategic partnership with NGOs, local hospitals, medical professionals and external experts for annual health screenings and other wellness initiatives and submit the proposal to Apex Council for approval	Registrar	In May each year
4	Promote and communicate health screening details and encourage participation among employees	Registrar/HR	Every July (and reminders 2 weeks prior)
5	Organize and schedule workshops on nutritional guidance and diet planning	HR & Expert Faculty from Allied Health Sciences	Every January and July
6	Conduct workshops on balanced nutrition, weight management, and healthy eating habits	Expert Faculty from Allied Health Sciences	Every January and July
7	Plan and organize vaccination drives based on identified needs (e.g., flu season, travel requirements)	Registrar/HR	On a need basis
8	Promote vaccination drive participation and communicate necessary information to employees	Registrar	As needed (before each vaccination drive)
9	Monitor and track employee participation in health screenings and educational programs	HR	Quarterly; after each initiative
10	Coordinate follow-up consultations and personalized health advice for the employee based on screening results and need basis	HR & Student Health Club	After each annual health screening

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

7. Campus Infrastructure

A well-designed, comfortable, and inclusive campus environment plays a crucial role in enhancing employee well-being, productivity, and overall job satisfaction. The university is committed to maintaining high standards of infrastructure by providing modern workspaces, hygiene-focused facilities, and amenities.

7.1 Key initiatives

- **Modern Workspaces with Relaxation Zones:** Faculty lounges and reading rooms, will be available to provide employees with spaces to unwind, collaborate, and engage in focused work, promoting well-being and professional engagement.
- **Hygiene & Clean Workplace:** Consistent standards of cleanliness will be maintained across all university facilities. This includes:

  1. **Dedicated and sanitized washrooms** separately for faculty and students to ensure hygiene and convenience.
  2. **Air quality monitoring** in key areas to maintain a healthy and safe workspace.
  3. **Green workspaces** with plants and sustainable design elements to create a refreshing and eco-friendly campus environment.

- **Crèche Facility:** A well-equipped, crèche will be provided on campus to support employees with young children. This facility will offer a safe, nurturing, and stimulating environment, allowing staff members to focus on their professional responsibilities with peace of mind.

By fostering a **modern, clean, and employee-friendly campus**, the university aims to create an environment where faculty and staff feel supported, valued, and motivated to contribute to the institution's success.

7.2 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Develop and submit campus infrastructure policy (modern workspaces, hygiene, crèche, etc.) to Apex Council for approval	Registrar/HR	In Jan, with changes as needed in subsequent years.
2	Review and approve campus infrastructure policy submitted by the Registrar	Apex Council	Within a week of receiving the proposal from Registrar
3	Oversee implementation of workspace upgrades and relaxation zones	Director (Administration)	Ongoing; Major upgrades reviewed every year
4	Promote and communicate availability of modern workspaces, relaxation	Registrar	Ongoing; Initial promotion and quarterly reminders

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

	zones, and meditation areas to employees		
5	Maintain hygiene and cleanliness standards across the campus	HR	Ongoing; Monthly cleaning audits
6	Conduct air quality monitoring in key areas and ensure safe, healthy workspace conditions	Facilities Department	Ongoing; Annual air quality check
7	Oversee sustainable campus initiatives, including green workspaces and eco-friendly design	Director (Administration) & HR	Ongoing; Review bi-annually
8	Conduct audits and cleanliness drives to ensure hygiene standards in washrooms and other facilities	Facilities Department	Bi-weekly cleaning audits and quarterly drives
9	Operate and manage crèche facility, ensuring safety and quality childcare standards	HR (in collaboration with certified childcare professionals)	Ongoing; Monthly evaluation of crèche operations
10	Promote and communicate the availability of crèche facilities to employees	Registrar	Ongoing; Initial promotion and quarterly updates
11	Monitor employee feedback on workspace conditions, hygiene, and crèche facilities	HR	Quarterly feedback collection
12	Track the implementation of infrastructure-related projects (workspace upgrades, crèche, sustainability initiatives)	Director (Administration)	Ongoing; Project status reviews every 6 months
13	Ensure compliance with safety standards in all facilities, including crèche and relaxation zones	HR	Ongoing; Annual safety audits

8. Safety

The university is committed to providing a safe and secure work environment for all employees by implementing proactive occupational health and safety measures. The university will adopt a structured approach to emergency preparedness, safety training, and risk assessment to maintain a high standard of safety.

8.1 Key Initiatives

- **Emergency Response Plan:** A well-defined emergency response framework will be established to address medical emergencies, workplace accidents, fire hazards, and natural disasters. This includes:

   1. Designated **first aid response teams** in each department.
   2. **Emergency contact protocols** and rapid response coordination with nearby hospitals.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

3. Clearly marked **evacuation routes** and regularly updated emergency exit plans.
4. Installation of **fire safety equipment** and routine fire drills.

- **Safety Training:** The university will conduct regular training sessions and awareness programs to educate employees on workplace safety, including:

    1. **First aid training** for faculty and staff to handle minor medical situations before professional help arrives.
    2. **Fire safety drills** and training on the proper use of fire extinguishers and emergency evacuation procedures.
    3. Workshops on **handling hazardous materials** (for labs and technical departments).
    4. Awareness sessions on **ergonomic safety** to prevent workplace injuries related to prolonged sitting or repetitive tasks.

By institutionalizing a **robust safety framework**, the university aims to create a secure, compliant, and employee-friendly workplace, prioritizing the well-being and security of all staff members.

8.2 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Develop and submit proposal for safety management (emergency response, safety training, etc.) to Apex Council for approval	Registrar/HR/Safety	In April, with changes as needed in subsequent years.
2	Review and approve safety management proposal received from the Registrar	Apex Council	Within a week of receiving the proposal from Registrar
3	Engage a qualified, experienced and certified safety professional on contract basis to manage day to day safety activities and safety protocols in the university campus	Registrar	Contract for safety professional engagement in April; contract renewal thereafter based on satisfactory performance
4	Establish and manage emergency response plan (first aid teams, evacuation routes, fire safety)	Registrar's Office/ Contract safety professional	Ongoing; Annual review of plans
4	Ensure availability of first aid response teams in all departments	Registrar's Office/ Contract safety professional	Ongoing; Review teams annually
5	Coordinate emergency contact protocols and maintain rapid response coordination with nearby hospitals	Registrar's Office/ Contract safety professional	Ongoing; Annual review and updates

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6	Install fire safety equipment and organize routine fire drills	Registrar's Office/ Contract safety professional	Fire safety equipment: Ongoing; Fire drills: Every 6 months
7	Communicate and promote emergency response plan to all employees	Registrar's office	Ongoing; Initial promotion and annual reminders
8	Organize regular health and safety training (first aid, fire safety, hazardous material handling, ergonomic safety)	Contract safety professional	Quarterly or as per training schedule
9	Conduct first aid training for faculty and staff	External experts	Annually or as needed
10	Organize fire safety drills and ensure proper use of fire extinguishers	Contract safety professional	Every 6 months
11	Conduct workshops on handling hazardous materials (for labs and technical departments)	Contract safety professional	Annually or as needed (based on departmental needs)
12	Conduct ergonomic safety awareness sessions to prevent workplace injuries	External experts	Annually or as needed (based on departmental needs)

9. Effective Date

This policy is effective from 01.07.2025 and supersedes previous policies on Employee Health and Well-being.

10. Contact

For any queries, contact the HR Department.

**VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR**

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Who is covered under the Health and Well-Being Policy?**
   All employees of VGU - including teaching, non-teaching faculty, administrative staff, and support personnel - are covered under this policy.

2. **Does the policy apply to temporary or part-time employees?**
   The policy is primarily intended for permanent employees, but some initiatives like seminars and health screenings may be open to temporary or part-time staff based on management discretion.

3. **Is participation in well-being activities mandatory?**
   No, participation is voluntary but highly encouraged to promote employee wellness and prevent health issues.

4. **Who can use the university gym and what are the operating hours?**
   The gym is open to all employees and students, and operates from 7 AM to 9 AM and 5 PM to 9 PM.

5. **Are there professional trainers available at the gym?**
   Yes, professional trainers are available during gym hours to guide safe and effective workouts.

6. **Can employees join yoga and meditation sessions?**
   Absolutely. Yoga and meditation sessions are open to all employees, held daily from 7 AM to 8 AM and 5 PM to 6 PM.

7. **Will participation in fitness programs affect my teaching or work schedule?**
   No. All activities are scheduled to ensure no disruption to teaching or operational responsibilities.

8. **Are counselling services really confidential?**
   Yes. Counselling is managed by certified psychologists or NGOs, and strict confidentiality is maintained. Counsellors sign a confidentiality declaration.

9. **What support is available for mental well-being?**
   VGU offers:
   - In-house confidential counselling (2 PM – 3 PM daily)
   - Quarterly mental well-being workshops
   - Online/telephonic counselling support through partner NGOs or hospitals.

10. **Can I access mental health services without informing my manager?**
    Yes. These services are voluntary and private - you do not need to inform your reporting authority to access them.

11. **How often are mental wellness seminars organized?**
    Once every quarter, covering stress management, burnout prevention, and coping techniques.

12. **When are annual health screenings conducted?**
    Screenings are organized every August, with optional additional tests available at discounted rates through partner hospitals.

13. **Who conducts nutrition workshops and when?**
    Faculty from the Allied Health Sciences department conduct nutrition workshops every January and July, focusing on healthy diets and lifestyle.

14. **Are vaccination drives mandatory?**
    No, but employees are strongly encouraged to participate in vaccination drives planned based on seasonal or institutional needs.

15. **Are relaxation or lounge areas available on campus?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Yes. Faculty lounges and reading rooms are provided as relaxation zones for rejuvenation, informal meetings, or quiet work.

16. **How is campus hygiene and cleanliness maintained?**

The university conducts monthly cleaning audits and bi-weekly cleanliness drives, with high standards for hygiene across washrooms and workspaces.

17. **Is there a crèche facility for employees with young children?**

Yes. A safe and well-managed crèche is available on campus, operated by certified professionals, to support employees with parenting needs.

18. **How does the university ensure employee safety during emergencies?**

A robust Emergency Response Plan is in place with:

- Designated first-aid teams
- Evacuation routes
- Fire drills
- Coordination with local hospitals.

19. **Will I be trained to handle medical or fire emergencies?**

Yes. Regular first aid and fire safety training sessions are conducted by professionals and are open to all employees.

20. **What if my department works with chemicals or hazardous materials?**

Specialized training workshops on hazardous material handling are organized for relevant departments annually or as needed.

21. **What measures are taken for ergonomic safety?**

Ergonomic awareness sessions are held to prevent strain and injuries from prolonged sitting or repetitive tasks, especially in desk-based roles.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)
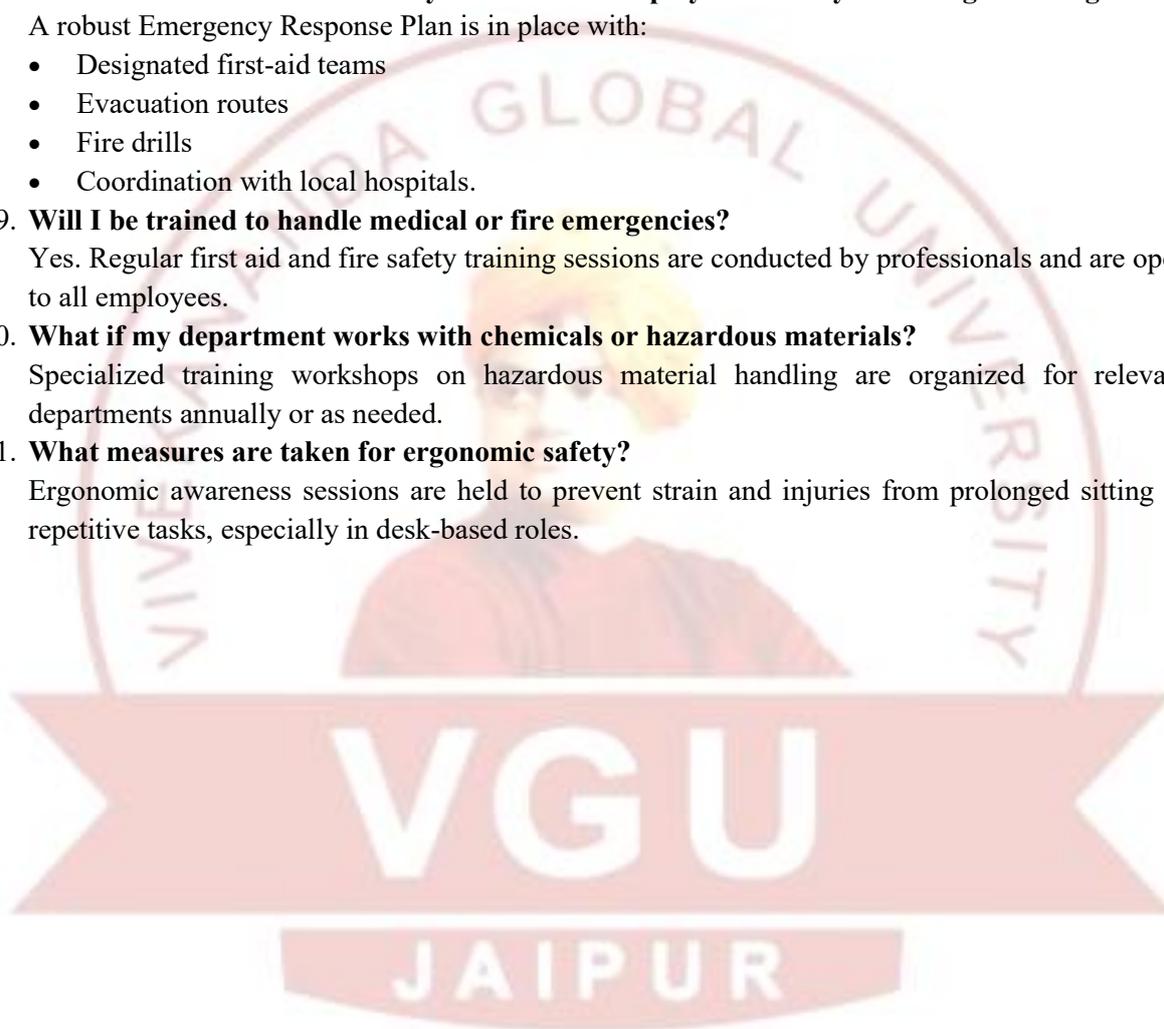
Attendance

Ref No: HR/SOP/04	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification Confidential	Use: Internal

1. Objective

This policy is intended to promote a culture of discipline, punctuality, and consistency in attendance across all departments of Vivekananda Global University (VGU). It aims to support effective time management, equitable workload distribution, and operational efficiency while respecting the unique responsibilities associated with academic and administrative functions.

2. Scope

This policy is applicable to all categories of employees at VGU, including:

- Faculty Members (Regular and CDOE)
- Administrative Staff (Regular and CDOE)
- Employees of ACIC and Corporate Office
- Off-campus employees

3. General Guidelines

- Attendance shall be recorded through the biometric or other approved systems in practice at VGU.
- Off-campus employees shall record their attendance through the extant ERP system.
- Regular and timely attendance is expected from all employees.
- Repeated instances of late arrival or unplanned absenteeism will be subject to appropriate disciplinary action, in accordance with the university's policies.
- In case of emergencies or unplanned absences, employees must notify their reporting authority as early as possible, preferably within one hour of the scheduled reporting time.
- Department/Centre/Cell Heads shall be responsible for monitoring attendance and ensuring compliance with this policy.
- Any deviation from the stated norms shall require prior approval from the Registrar or a designated authority.
- All employees are required to maintain a minimum of 192 working hours per month, inclusive of sanctioned leave, official duties and paid holidays. Any shortfall in the required hours must be compensated by the employee through additional working hours. In case of failure to do so, a deduction equivalent to a half-day Loss of Pay (½ LOP) will be applied for every 4-hour shortfall.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4. Standard Daily Working Hours:

Employee Category	Work Timings
Teaching Faculty	8:30 AM – 4:30 PM
Administrative Staff	8:30 AM – 5:00 PM
CDOE Staff	9:00 AM – 5:00 PM
ACIC and Corporate Office	9:00 AM – 5:00 PM
Corporate Office (Skill Department)	10:00 AM – 6:00 PM
Off- campus employees	8 Hours post login

Employees are expected to adhere to the designated working hours. Any deviation must be pre-approved by the appropriate authority.

5. Lunch Interval

- All employees are entitled to a 30-minute lunch break.
- Faculty members may avail staggered lunch breaks between 12:00 PM and 2:00 PM, based on their teaching schedules.
- Administrative and CDOE staff shall observe a standard lunch break from 1:00 PM to 1:30 PM.

6. Weekly Working Days:

6.1 Teaching Faculty

- Faculty members are required to work five days a week for two weeks in a month.
- While the second Saturday is a mandatory closed day, faculty may choose either the first or third Saturday as an additional closed day, subject to their academic responsibilities.
- During the remaining weeks of the month, faculty members are expected to follow a six-day workweek.
- Holidays notified by the University falling within the week shall be considered part of the workweek.

6.2 Administrative Staff

- Administrative staff are required to work on all standard working days, including Saturdays, throughout the month.
- The only exception is the second Saturday, which is observed as a mandatory closed day.
- Holidays notified by the University falling within the week shall be considered part of the workweek.

6.3 Centre for Distance and Online Education (CDOE) Staff

- In view of the nature of academic operations and administrative works CDOE staff and Corporate Office & ACIC are required to follow a six-day workweek, including second Saturdays.
- Work on second Saturdays shall be compensated, as per the University's Leave Policy.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Holidays notified by the University falling within the week shall be considered part of the workweek.
- Work from Home (WFH) – CDOE staff may be permitted to work from home with prior written approval from the Dean. During such periods, they must adhere to the standard office timings as notified for CDOE personnel. Attendance shall be mandatorily recorded through the login/logout system available on the ERP system or the designated mobile application.
- Online Work Beyond Designated Hours – CDOE/IT Staff: Any additional hours clocked by CDOE or IT staff beyond their designated office timings - whether to conduct extra classes or handle IT-related tasks from office or home - shall be counted towards fulfilling the minimum requirement of 192 working hours per month including sanctioned leave, official duties, and paid holidays. Work performed beyond the 192 -hour threshold may be considered for an honorarium, subject to prior approval from the competent authority and submission of detailed work logs for verification.

6.4 Corporate Office/ACIC/Skill Development

- In view of the nature of academic operations and administrative works, Corporate Office Staff are required to follow a six-day workweek, including second Saturdays.
- Work on second Saturdays shall be compensated, as per the University's Leave Policy.
- Holidays notified by the University falling within the week shall be considered part of the workweek.
- For work beyond designated work timings, corporate office/ACIC/Skill Development Staff will be compensated as under:

Extra Hours of working	Monetary compensation
4 hours and less	Half day equivalent salary (Gross Salary)
More than 4 hours	Full day equivalent salary (Gross Salary)

6.5 Off-Campus staff:

- Off-Campus Staff will work for 6 days in a week (48 hours)
- Off-Campus Staff are required to work on all standard working days, including Saturdays, throughout the month.
- The only exception is the second Saturday, which is observed as a mandatory closed day.
- Holidays notified by the University falling within the week shall be considered part of the workweek.
- Staff deployed on out-of-campus duties must record their attendance through the login/logout system available on the ERP system or the designated mobile application.
- The staff must submit a daily task/activity report to their reporting manager to ensure transparency and accountability.

6.6. Visiting Faculty & Professor of Practice:

- Visiting Faculty and Professors of Practice are required to complete a minimum of 40 contact hours per semester. Attendance must be recorded through the biometric system, for which they will be granted access.

- In case they are unable to conduct any scheduled class during a given week, they are required to compensate the missed session(s) by taking extra class(es) either during the same week or in the immediate following week.
- Faculty Development Programs (FDPs) are designed to enhance professional capabilities and teaching effectiveness. Participation in FDPs does not entitle *Professors of Practice* to any additional leave or benefits, and the time spent will not be considered towards their teaching credit requirements. This will be duly recorded as FDP in the attendance system.
- Professors of Practice who contribute a full working day (8 hours) toward university events, conferences, or other official activities, outside their regular teaching responsibilities, shall be eligible for CDL.

7. Closed Days & Weekly-Off days

7.1 Closed Days

- Faculty members are entitled to two Saturdays off per month, including the second Saturday, which is a designated closed day.
- Administrative staff will observe the second Saturday as a closed day.
- CDOE staff, while generally off on second Saturdays, may be required to work based on operational needs and will be compensated, as per university's Leave Policy.

7.2 Weekly-Off

- Sunday shall be the designated weekly-off for all Faculty and Administrative Staff.
- The CDOE (Centre for Distance and Online Education) Staff shall have staggered weekly-offs, determined based on class schedules and the operational requirements of the department.
- Employees whose roles necessitate working on weekends, due to the nature of their service, may opt for staggered weekly-offs on alternate weekdays, subject to approval from their reporting officer.

8. Late Coming

8.1 Faculty (Including CDOE)

- All faculty members are expected to report on time and record their attendance using the biometric system.
- As a special provision, faculty who do not have a scheduled first lecture may report up to 30 minutes late, up to three times a month, provided they compensate by staying 30 minutes beyond the prescribed closing time.
- This provision does not apply to faculty with first-hour teaching assignments.
- No additional grace time will be permitted beyond the above provision.

8.2 Administrative Staff

- All administrative staff are required to adhere to their prescribed working hours and mark attendance via the biometric system.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- A grace period of 10 minutes is allowed up to three times a month.
- From the fourth instance onward, one Casual Leave (CL) will be deducted for each late arrival.

9. Early Leaving

- Early departure from the workplace is generally discouraged.
- In genuine or unavoidable circumstances, employees must obtain prior approval from their reporting officer.
- Based on the duration and reason for early departure, the time may either be adjusted against leave or recorded as "permitted without deduction," at the discretion of the authority.

10. Time-Off (authorized absence during working hours)

- Employees may be granted Time-Off of up to 2 hours during the course of the working hours, up to three times per quarter, to attend to personal exigencies subject to prior approval and provided it does not disrupt work schedules in any manner.
- The employee is required to return to the university after attending to personal exigencies and complete the day's work.
- The employee shall ensure accurate recording of in and out timings through the biometric attendance system.

11. Teaching Credit Hours

- All faculty members are required to conduct actual classes equivalent to the assigned credit hours per semester per course.
- If the total classes conducted for any course fall below 95% of the required credit hours, it may lead to appropriate action, including but not limited to performance warnings, deduction in remuneration, or impact on appraisal.

12. Policy Review

This policy is subject to review and amendment, based on operational needs and feedback from stakeholders.

13. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to Attendance.

14. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **How is attendance recorded for on-campus and off-campus employees?**
   Attendance is recorded through biometric or approved systems for on-campus staff, and through the ERP/mobile app for off-campus staff.

2. **What should I do in case of an emergency or unplanned absence?**
   Inform your reporting authority as early as possible, preferably within one hour of your scheduled reporting time.

3. **What is the minimum number of working hours required per month?**
   All employees must complete at least 192 working hours per month, inclusive of sanctioned leave, official duties, and paid holidays.

4. **What if I fall short of the minimum monthly working hours?**
   A deduction of half-day Loss of Pay (½ LOP) will be made for every 4-hour shortfall unless compensated by extra working hours.

5. **What are the daily work timings for different employee categories?**
   Work timings vary by category; for example, faculty: 8:30 AM – 4:30 PM, admin: 8:30 AM – 5:00 PM, CDOE: 9:00 AM – 5:00 PM.

6. **What is the duration and timing of lunch breaks for employees?**
   A 30-minute lunch break is provided. Faculty take staggered breaks between 12:00–2:00 PM; admin and CDOE staff break from 1:00–1:30 PM.

7. **How many days per week are teaching faculty required to work?**
   Faculty work 5 days a week for 2 weeks and 6 days a week for the remaining weeks each month.

8. **Are administrative staff required to work on Saturdays?**
   Yes, except for the second Saturday, which is a closed day for administrative staff.

9. **Do CDOE and Corporate/ACIC staff work on second Saturdays?**
   Yes, they typically work all Saturdays including second Saturdays, which are compensated as per the leave policy.

10. **What is the weekly off day for different employee categories?**
    Sunday is the weekly off for faculty and admin staff. CDOE and others may have staggered offs based on operational needs.

11. **Are university holidays considered part of the workweek?**
    Yes, holidays falling within the week are considered part of the standard workweek.

12. **Can CDOE staff work from home, and under what conditions?**
    Yes, with prior written approval from the Dean. They must follow regular CDOE hours and log attendance via ERP or the mobile app.

13. **How are extra hours counted for CDOE or IT staff?**
    Extra hours count toward fulfilling the 192-hour minimum. Hours beyond that may be eligible for an honorarium with approval and logs.

14. **What compensation is provided for extra working hours in the Corporate/ACIC/Skill departments?**
    4 hours or less: half-day salary; more than 4 hours: full-day salary, with prior approval and work logs.

15. **What is the late-coming policy for faculty members?**
    Faculty without a first lecture may arrive 30 minutes late up to 3 times a month, provided they stay 30 minutes late.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

16. **Are administrative staff allowed a grace period for late arrival?**
    Yes, a 10-minute grace is allowed up to 3 times a month.

17. **What happens if an administrative staff member is late more than three times a month?**
    One Casual Leave (CL) will be deducted for each additional late arrival from the fourth instance onward.

18. **Can employees leave early from work, and what is the process?** Early departure is allowed in genuine cases with prior approval. The time may be adjusted against leave or marked permitted.

19. **What is the policy for Time-Off during working hours?**
    Employees can take up to 2 hours off, three times per quarter, with approval and minimal work disruption.

20. **Is it mandatory to return to work after taking Time-Off during the day?**
    Yes, employees must return and complete the day's work and ensure accurate biometric records.

21. **How many working hours and days are expected from off-campus staff?**
    Off-campus staff must work 48 hours a week across 6 days, excluding the second Saturday.

22. **How should off-campus staff record their attendance?**
    Through the ERP system or mobile app using login/logout functionality.

23. **Are off-campus staff required to submit daily task/activity reports?**
    Yes, they must submit daily reports to their reporting manager to maintain transparency.

24. **What are the attendance requirements for Visiting Faculty and Professors of Practice?**
    They must complete at least 40 contact hours per semester and mark attendance via the biometric system.

25. **How should Visiting Faculty compensate for missed classes?**
    They must schedule extra classes within the same or following week to make up missed sessions.

26. **Does participation in Faculty Development Programs count toward teaching credit?**
    No, FDPs do not count toward teaching credit and do not offer additional leave or benefits.

27. **Are Professors of Practice eligible for CDL for full-day contributions to university events?**
    Yes, if they contribute a full 8-hour day to university activities outside of teaching, they are eligible for CDL.

28. **What happens if a faculty member does not complete the required teaching credit hours?**
    Falling below 95% of required hours may lead to warnings, salary deductions, or impact on performance appraisal.

Ref No: HR/SOP/23	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: President, VGU	**Document Classification:** Public	**Use:** Internal

1. Objective

The objective of this policy is to define the ownership, protection, and commercialization of intellectual property (IP) generated by faculty, staff, researchers and students of Vivekananda Global University (VGU). The policy aims to promote innovation, research, and knowledge dissemination while ensuring fair recognition and benefit-sharing.

2. Scope

This policy applies to all faculty, staff, researchers and students, and any other individuals engaged in research or creative activities under the university's purview.

3. Guiding Principles

- Employees are expected to clearly differentiate between personally developed IP and IP created as part of official duties or using university resources.
- Employees shall actively foster a culture of research, innovation, and creativity in their professional activities.
- Employees must recognize that IP developed using significant university resources - such as laboratories, funding, or institutional time - will generally be owned by the university.
- When IP arises from collaborative efforts, it is expected that joint ownership arrangements will be made with clarity and mutual agreement.
- Employees are expected to adhere to a fair system of revenue sharing (e.g., royalties, licensing income) in accordance with the university's IP policy.
- Inventions, innovations, and copyrightable materials developed during employment must be disclosed in a timely manner for proper protection and potential commercialization.
- Employees can expect institutional support for securing legal protection of eligible IP, including assistance with filing and associated costs.
- A transparent process must be followed for licensing, commercializing, or disseminating university IP, with due regard for academic integrity and public interest.
- All stakeholders are expected to comply with applicable national IP laws, UGC/AICTE guidelines, international treaties, and uphold ethical standards in all IP-related work.
- Academic freedom is to be respected, and employees are expected to balance the protection of IP with their right to publish and share knowledge appropriately.
- When engaging in partnerships, employees must ensure that IP terms are clearly defined in MOUs or contractual agreements with external entities.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Upon resignation, retirement, or termination, employees are expected to fulfil all IP-related responsibilities, particularly in relation to ongoing IP activities.
- Faculty and staff are expected to engage in IP awareness programs and continuously enhance their understanding of intellectual property rights and obligations.
- All IP-related disputes should be addressed through the IP committee for resolution in a fair, objective, and timely manner.
- Employees and policy custodians are expected to contribute to the periodic review and updating of the IP policy to keep it relevant and responsive to legal and technological changes.

4. Definition of Intellectual Property (IP)

IP includes but is not limited to:

1. Patents
2. Copyrights (including books, research papers, teaching materials, software, and artistic works)
3. Trademarks and service marks
4. Industrial designs
5. Trade secrets and know-how

5. Ownership of Intellectual Property

- **University-Owned IP:** Any IP developed using significant university resources, facilities, or funding shall be owned by the university.
- **Joint Ownership:** If research is conducted in collaboration with external entities, ownership shall be determined through prior agreement.
- **Individual Ownership:** IP developed solely using personal resources without university support shall be owned by the creator.

6.Disclosure and Intellectual Property (IP) Protection

- All faculty members, staff, researchers, and students must promptly disclose any patentable inventions or copyrightable works to the Intellectual Property Committee of Vivekananda Global University (VGU).
- VGU will extend financial support for patent filing, copyright registration, and other necessary IP protection measures, where the VGU is the principal investigator.

7. Commercialization and Revenue Sharing

- The university encourages the commercialization of IP through licensing, technology transfer, and start-ups as per IP policy.
- Revenue generated from IP shall be shared between the inventor(s) and the university based on a pre-defined Revenue Sharing Agreement.
- The inventor must notify VGU in advance and share any revenue generated from the commercialization or technology transfer of the intellectual property to industry partners or third parties.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

8. Usage Rights

- The university retains a non-exclusive, royalty-free license to use faculty-created IP for academic purposes.
- Researchers are encouraged to publish their findings in open-access journals to ensure wider dissemination of knowledge.

9. Penalties for Non-Compliance

To uphold the integrity and transparency of Intellectual Property (IP) works, employees are expected to fully comply with the university's IP policy. Failure to adhere to the established guidelines will result in appropriate disciplinary actions, as outlined below:

9.1 Violation of Policy Guidelines

Failure to follow the procedural and ethical standards outlined in this policy may result in disciplinary action in accordance with the university's Code of Conduct for employees. Potential consequences include warnings, suspension of IP privileges, or a formal noting in the employee's service record.

9.2 Unauthorized IP Work

Engaging in IP work without prior approval from the university authorities constitutes a violation of institutional policy. In such cases:

- The employee may be required to forfeit any revenue generated from unauthorized IP.
- Academic sanctions may be imposed, including restrictions on future IP work, eligibility for research grants, or participation in university-sponsored initiatives.

9.3 Misuse of University Name or Resources

Unauthorized use of the university's name, brand, logo, infrastructure, or students for IP work - without explicit written approval - will be considered a serious offense. Disciplinary action may include legal consequences and/or termination of employment, depending on the severity of the breach.

10. Dispute Resolution

- Any disputes related to IP ownership or commercialization shall be resolved through the Vivekananda Global University IP Committee.
- In case of unresolved conflicts, arbitration as per Indian law shall be the final recourse.

11. Compliance & Amendments

- All university members are required to comply with this policy and any national IP laws.
- The university reserves the right to amend the policy periodically to align with evolving legal and research frameworks.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

12. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to Intellectual Property.

13. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. What is the objective of the IP policy at VGU?

The IP policy aims to define ownership, protection, and commercialization of intellectual property created by faculty, staff, researchers, and students. It encourages innovation, research, and fair benefit-sharing.

2. Who does this policy apply to?

This policy applies to all VGU faculty, staff, students, researchers, and any individuals engaged in research or creative activities under the university's purview.

3. What types of creations are considered intellectual property under this policy?

IP includes patents, copyrights (books, software, research papers, etc.), trademarks, industrial designs, trade secrets, and know-how.

4. Who owns the IP developed using university resources?

IP developed using significant university resources - such as labs, funds, or official working hours - is owned by the university.

5. Can I own the IP if I create it without using university resources?

Yes. If the IP is created entirely with personal resources, outside university duties, and without using institutional infrastructure or funding, the ownership lies with the individual.

6. What if the IP is developed jointly with an external partner or organization?

In such cases, joint ownership will be determined through prior contractual agreements (e.g., MoUs or collaboration agreements).

7. Do I need to disclose the IP I create while working at VGU?

Yes. Any patentable invention, software, or copyrightable material developed during your time at VGU must be disclosed to the Intellectual Property Committee.

8. Will the university help with patent filing or copyright registration?

Yes. VGU will provide support, including financial assistance, for filing patents or registering eligible works where the university is the principal investigator or co-owner.

9. What happens to the revenue generated from my IP?

Revenue generated from commercialization will be shared between the creator(s) and VGU as per a pre-defined Revenue Sharing Agreement.

10. If I commercialize IP created during my work at VGU, do I need to inform the university?

Yes. You must inform the university in advance and disclose any revenues earned through licensing, technology transfer, or start-ups.

11. Can I publish my research results while applying for IP protection?

Yes, but you must ensure that publication does not compromise IP protection. You should disclose the IP first to the IP Committee before making it public.

12. Can I use the university's name or logo in my IP project?

Not without written approval. Unauthorized use of VGU's name, brand, or resources is a serious violation and may lead to disciplinary action.

13. What happens to my IP responsibilities if I resign, retire, or leave the university?

You are expected to fulfil all IP-related responsibilities before and after leaving, especially regarding ongoing IP disclosures, commercialization, or legal processes.

14. If I violate the IP policy, what are the consequences?

Violations can lead to warnings, suspension of IP privileges, academic sanctions, forfeiture of unauthorized revenue, or even termination, depending on the severity.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

15. Does the university retain rights to use my teaching materials?

Yes. The university holds a non-exclusive, royalty-free license to use faculty-created materials for academic purposes such as teaching, training, and internal dissemination.

16. If I develop IP during sabbatical or study leave, who owns it?

If university resources, time, or official support are used, VGU may claim full or partial ownership. Otherwise, ownership may be considered individual, depending on the context and approval.

17. Can students claim ownership of their projects or inventions?

Yes, if the work is done independently. However, if university guidance, mentorship, or facilities were significantly used, the IP may be jointly owned with the university.

**18. Is participation in IP awareness or training programs mandatory?**

Yes. Faculty and staff are expected to participate in such programs to stay updated on their rights, obligations, and best practices related to IP.

19. How are IP-related disputes handled?

All disputes are referred to the VGU IP Committee. If unresolved internally, the matter may be taken to arbitration as per Indian law.

20. Can I assign or transfer the rights to my university-owned IP to a third party?

No. You must seek prior approval from the university before transferring or licensing any university-owned or jointly owned IP to external parties.
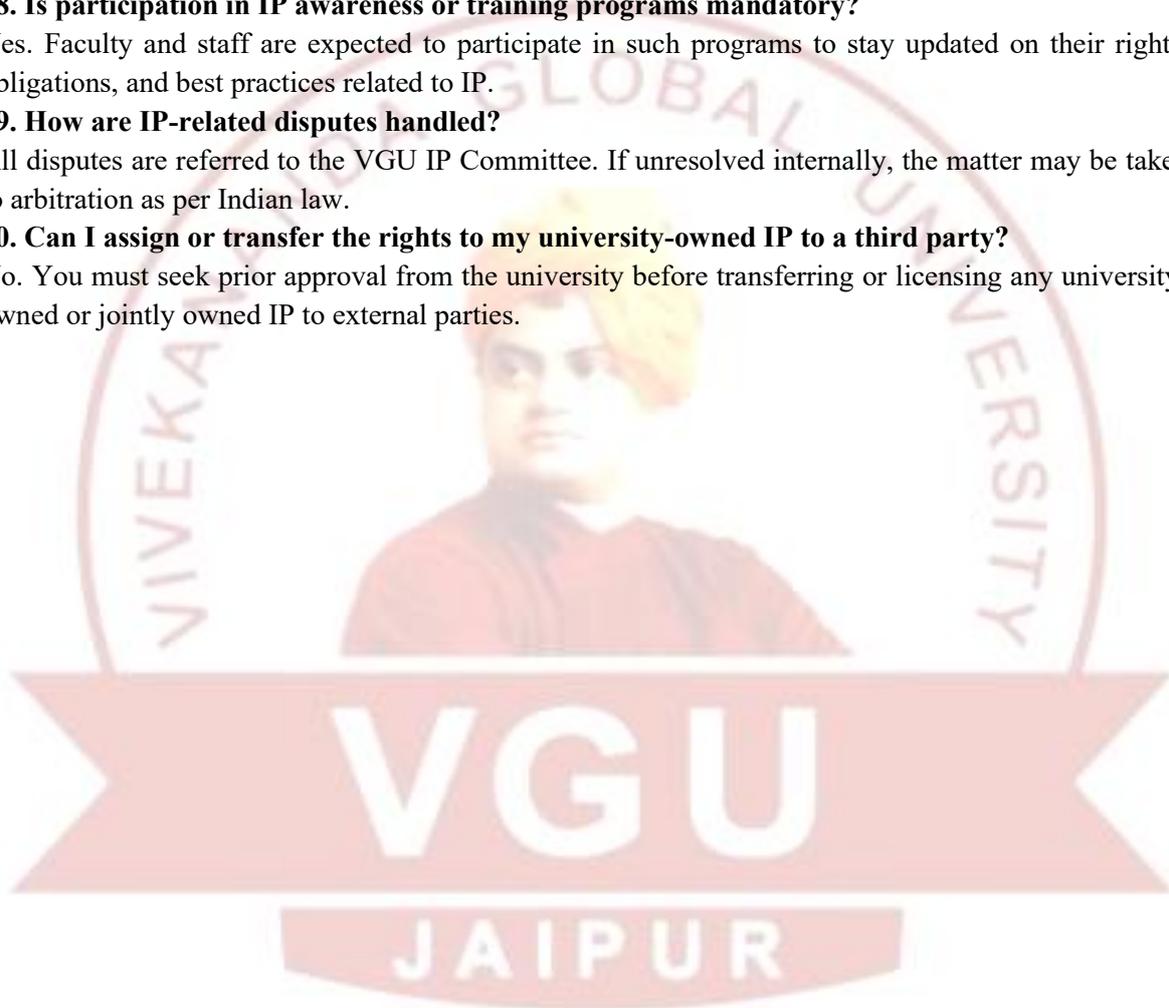
Ref No: HR/SOP/08	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Introduction

This Policy outlines the procedures and guidelines for the processing, disbursement, and management of payroll for employees at Vivekananda Global University (VGU). The policy ensures timely and accurate payment of salaries, compliance with applicable laws, and clarity in the management of employee compensation.

2. Scope

This policy applies to all employees of the university, including full-time, part-time, contractual, and temporary staff.

3. Guiding Principles

1. All employees shall receive timely and accurate salary payments in accordance with the university's approved pay structures and applicable contractual terms.
2. Payroll processes shall comply with all applicable statutory requirements, such as Income Tax Act.
3. Employees must ensure timely submission of relevant documents such as investment proof to facilitate accurate payroll processing.
4. The university shall maintain secure and confidential records of all payroll calculations, including deductions, benefits, and allowances, with access limited to authorized personnel and clear communication to employees.
5. New appointments, promotions, or changes in employment terms shall be promptly updated in the payroll system to ensure correct salary disbursements.
6. Employees shall report any discrepancies in salary or deductions promptly to the HR department for resolution.
7. The payroll system shall support digital and bank-based payments, ensuring convenience, traceability, and financial integrity.
8. All payroll policies and procedures shall be periodically reviewed and updated in line with changes in laws, university policies, and best practices.
9. Contractual staff and visiting faculty shall be compensated as per agreed terms, with clear documentation and timely processing.
10. HR and Finance teams shall coordinate closely to ensure error-free payroll processing and compliance reporting.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

11. Employees shall be provided with monthly payslips containing details of their basic pay, DA (if applicable), other allowances etc. In addition, they shall be provided annual Form 16 for income tax filing and should retain these for personal records.

4. Salary Structure

The salary structure of all employees is determined based on the position, qualifications, experience, and applicable university policies. Each employee will receive a detailed breakdown of their salary. The final salary will be paid after the deduction/contribution of applicable taxes and statutory contributions.

5. Payroll Inputs

All payroll-related inputs - such as attendance, leave, loss of pay (LOP), overtime, deductions, and adjustments - shall be provided by the HR department by the 25th of the previous month for payroll processing.

Inputs pertaining to the period from the 26th to the end of the month will be carried forward and included in the subsequent month's payroll.

6. Payroll Deductions

The following deductions will be made from an employee's salary:

- **Income Tax (TDS)**: As per applicable tax laws, tax at source (TDS) will be deducted based on the income tax slab applicable to the employee. Employees must submit their tax saving details to ensure proper TDS deductions.
- **Provident Fund (PF)**: As per statutory norms, if applicable.
- **Other Deductions**: Any other deductions as per university policy (such as loan repayments, advance salary, Health insurance contribution etc.).

7. Payroll Schedule & Correction Window

- Payroll will be processed after working hours on the last working day of each month.
- Any corrections or discrepancies in payable days must be reported by the 2nd of the following month to ensure timely validation and finalization of payroll.
- Salaries will be credited to employees' bank accounts on the 7th of the following month.

8. Payment Methods

Salaries will be paid directly into the employee's designated bank account through electronic funds transfer (NEFT/RTGS). Employees must provide accurate bank account details (account number, IFSC code, etc.) to the Human Resources (HR) department to ensure smooth disbursement.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9. Payroll Documentation Requirements

To ensure accurate and timely payroll processing, the HR Department shall maintain the following essential documents:

- **Employee Attendance Records:** To calculate attendance, and applicable deductions.
- **Leave Records:** To verify leave balances and process any necessary adjustments or deductions.
- **Investment Declarations**: Submitted by employees to enable accurate TDS calculations and ensure compliance with statutory requirements.
- **Employee Bank Account Details:** To ensure timely and accurate salary payments to employees' designated bank accounts.

10. Additional Payments

Additional payments such as performance bonuses, incentives, out of pocket expenses or reimbursements will be paid as per university policies and employment agreements.

11. Salary Advances

Permanent employees with a minimum of three years of continuous service at VGU may request a salary advance of up to two months' gross salary in genuine emergency situations, subject to management approval. The approved advance will be recovered in ten equal instalments, starting from the subsequent payroll cycle.

12. Payroll Adjustments

In case of any discrepancies (e.g., incorrect salary payment, unrecorded leave, missed or excess deductions, etc.), employees should inform the HR within **7 days** of receiving the salary. The discrepancies will be checked, and adjustments will be made in the next payroll cycle.

13. Taxation & Compliance

The university will comply with the provisions of Income Tax Act 1961 and any other statutory obligations, as applicable.

14. Confidentiality

The payroll information is strictly confidential and should not be shared outside the HR or Finance departments. Any unauthorized access to payroll data will be treated as a serious breach of university policy and may lead to disciplinary action.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

15. Final Settlement

Upon cessation of employment by way of retirement, resignation, or any other reason, the university will process the final settlement, which will include the following:

- Payment of any outstanding dues (salary, leave encashment, etc)
- Applicable Deductions
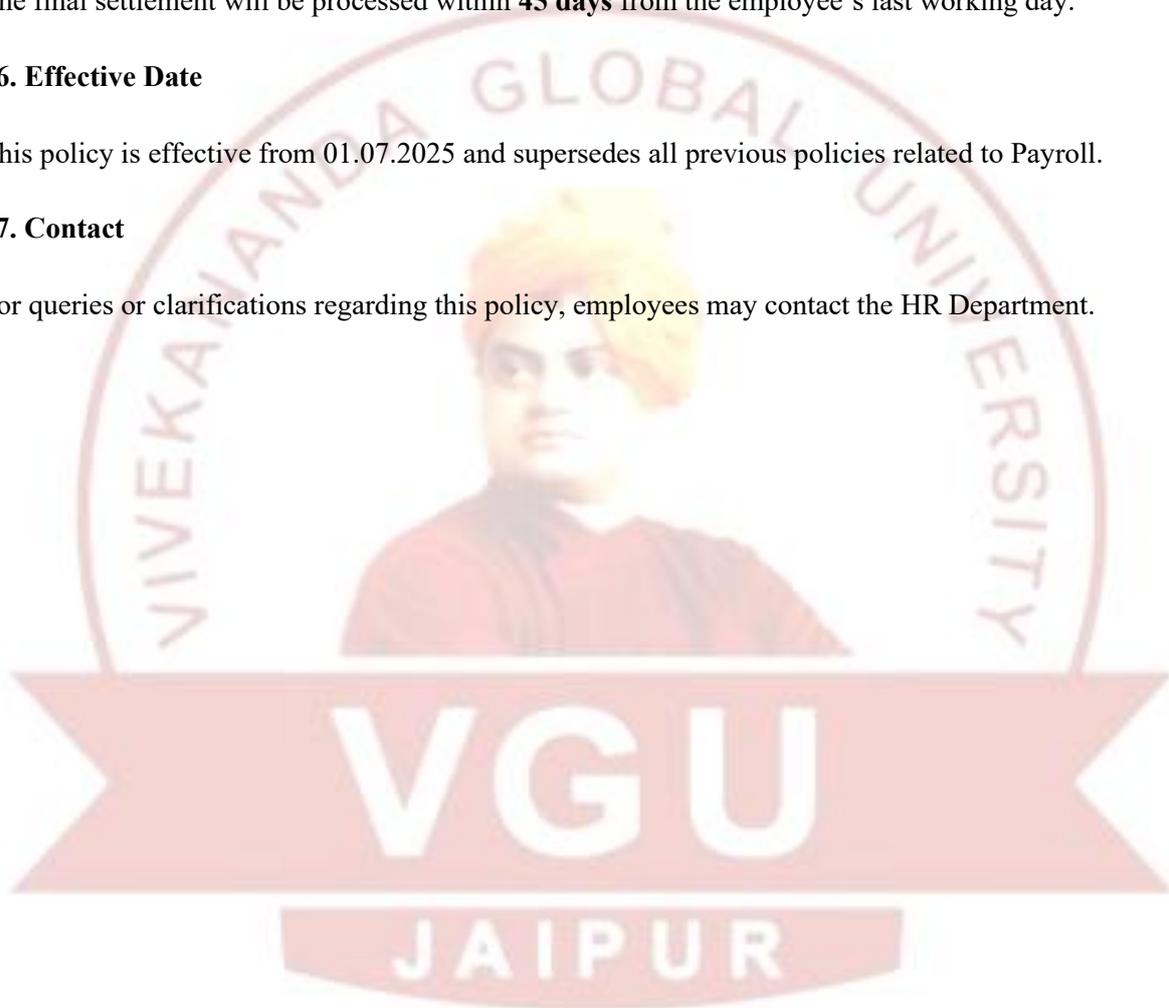- Clearance through No Dues Certificate from all relevant departments

The final settlement will be processed within **45 days** from the employee's last working day.

16. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to Payroll.

17. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Who is covered under the Payroll Policy at VGU?**

   All employees of VGU - including full-time, part-time, contractual, temporary, and visiting faculty - are covered under this payroll policy.

2. **When is the salary credited each month?**

   Salaries are credited on the 7th of the following month into the employee's registered bank account.

3. **How is the salary calculated each month?**

   Salary is calculated based on attendance, leave records, applicable deductions, and any approved adjustments or additions (like incentives or overtime) submitted to HR by the 25th of the previous month.

4. **What happens if payroll inputs are submitted after the 25th of the month?**

   Inputs received between 26th and the end of the month will be carried forward and processed in the next month's payroll.

5. **How can I ensure correct TDS deduction?**

   Submit your investment declarations and tax-saving documents to HR on time to avoid excess TDS deductions.

6. **What if I find an error in my salary or deductions?**

   Report any discrepancies to HR by the 2nd of the following month for validation and correction in the next payroll cycle.

7. **Will I receive a payslip every month?**

   All employees can view/download monthly payslip in the ERP employee self-service portal.

8. **Can salary be paid in cash?**

   No. Salaries are disbursed only via electronic bank transfers (NEFT/RTGS) to ensure traceability and compliance.

9. **How can I update my bank account details?**

   Submit a written request with new bank account details and documents (like a cancelled cheque) to HR. Updates must be done before the 25th of the month to reflect in the same month's payroll.

10. **What happens if I submit incorrect bank details?**

    Incorrect details may result in payment delays. It is the employee's responsibility to verify account information with HR.

11. **Am I eligible for a salary advance?**

    Only permanent employees with a minimum of 3 years of continuous service may request an advance of up to 2 months' gross salary for emergencies, subject to approval.

12. **How is a salary advance recovered?**

    The advance is deducted in 10 equal monthly instalments from subsequent salary disbursements.

13. **Are additional payments like bonuses or reimbursements part of regular payroll?**

    No. These are processed separately based on university policy or employment contracts, and are paid after due approval.

14. **How long does the final settlement take when I retire or resign?**

    Final settlements are processed after receipt of No Dues clearance and typically completed within 30 working days of the last working day.

15. **Can I access someone else's payroll information?**

    No. Payroll data is confidential. Unauthorized access or disclosure is a serious violation and may result in disciplinary action.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

16. **What happens if my attendance or leave data is not updated correctly?**
    It may result in incorrect salary computation or LOP. Always check your attendance and report any discrepancies to HR before the 25th of each month.

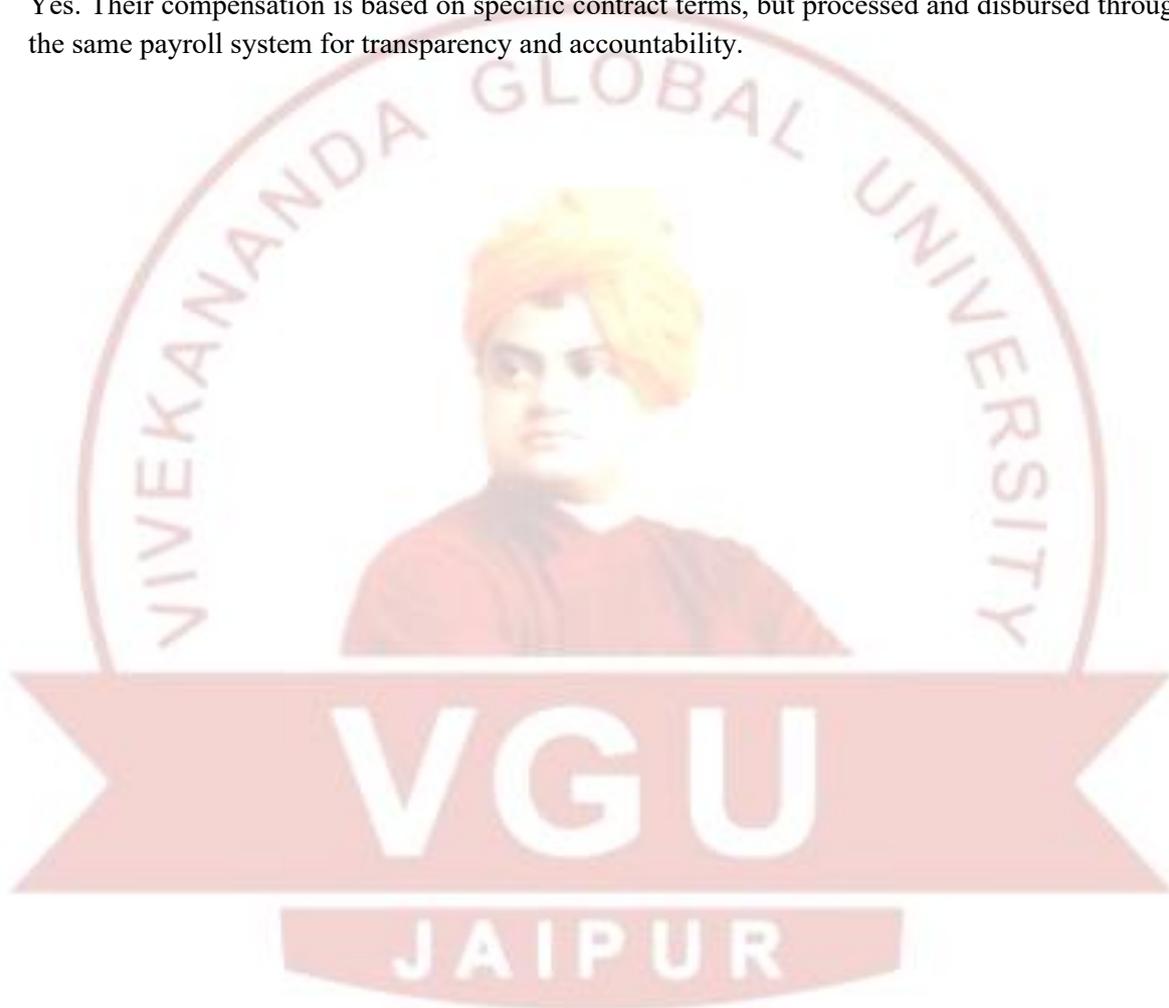17. **If my salary was underpaid this month, when will it be corrected?**
    Once verified by HR, any underpayment will be adjusted in the following month's payroll.

18. **Will I get Form 16 for income tax filing?**
    Yes. HR/Finance will issue Form 16 annually for all employees with taxable income to support income tax filing.

19. **Are visiting faculty and contractual staff paid differently?**
    Yes. Their compensation is based on specific contract terms, but processed and disbursed through the same payroll system for transparency and accountability.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Public Relations Management

Ref No: HR/SOP/21	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Confidential	Use: Restricted

1. Objective

The objective of this policy is to establish guidelines for managing the public relations (PR) activities of Vivekananda Global University (VGU). The policy aims to enhance the university's reputation, foster positive relationships with stakeholders, and ensure consistent and effective communication with the public.

2. Scope

This policy applies to all faculty members, administrative staff, support personnel, students, and representatives who engage in public communications or media interactions on behalf of the university.

3. PR Communication Guidelines

- All official communications, including press releases, social media posts, and public statements, must be approved by the CEO/President before dissemination.
- Faculty and staff should refrain from making personal opinions appear as official university statements.
- The university shall ensure that all communications are factual, transparent, and aligned with institutional values.

4. Media Relations

- The Office of the Public Relations Officer shall serve as the primary point of contact for all media inquiries.
- Any faculty or staff member approached by the media must direct the inquiry to the Public Relations Officer unless explicitly authorized to speak.
- Press conferences, media briefings, and interviews must be coordinated through the Public Relations Officer.

5. Crisis Communication

- In case of emergencies or crisis, the university shall follow a structured Crisis Communication Plan to manage public perception and media responses.
- A designated Crisis Management Team consisting of President, Pro-President and Registrar shall handle urgent PR matters to mitigate reputational risks.
- All crisis-related statements must be pre-approved by the CEO.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6. Social Media Policy

- The university's official social media accounts shall be managed by the Public Relations Officer.
- Faculty, staff, and students representing the university on social media must adhere to ethical communication standards.
- Any misuse of social media that damages the university's reputation shall be subject to disciplinary action.

7. Branding and Promotional Activities

- All promotional materials, including brochures, advertisements, and digital content, must comply with the University Branding Guidelines.
- The Public Relations Officer (PRO) shall oversee all marketing campaigns and sponsorship initiatives.
- Collaboration with external organizations for promotional purposes must be pre-approved by the CEO.

8. Event Management & Public Engagement

- The Registrar Office shall ensure appropriate media coverage and stakeholder engagement for all major university events, in coordination with PRO.
- The university encourages community outreach programs to strengthen public relations and social responsibility.

9. Monitoring and Compliance

- The university shall regularly monitor PR activities to assess their effectiveness and impact.
- Any violation of this policy shall be addressed through the University Disciplinary Committee.
- The policy shall be reviewed periodically to align with evolving communication trends and university objectives.

10. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to Public Relations.

11. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. Who is covered under the Public Relations Management Policy?

This policy applies to all faculty members, administrative staff, support personnel, students, and anyone representing the university in public or media-facing roles.

2. Can I post about university events or achievements on my personal social media account?

Yes, but only in a personal capacity. You must not present your opinions or content as official university communication unless approved by the Public Relations Officer (PRO) and/or CEO.

3. What should I do if a journalist contacts me for an interview or comment about university matters?

You must refer the media inquiry to the Public Relations Officer. Only those explicitly authorized may respond to media on behalf of the university.

4. Who approves official press releases or public statements?

All such communications must be approved by the CEO/President before being shared externally.

5. What is the role of the Public Relations Officer (PRO)?

The PRO is the official point of contact for media, manages social media, oversees marketing campaigns, and ensures compliance with branding guidelines.

6. Can a faculty or staff member organize a press conference independently?

No. All press conferences, media briefings, and interviews must be coordinated through the PRO and require prior approval.

7. What happens during a crisis or emergency situation?

A Crisis Management Team (President, Pro-President, and Registrar) will manage all public responses. Only CEO-approved statements may be released during such times.

8. Can I create promotional materials (posters, videos, brochures) for an event?

Yes, but these materials must comply with the University Branding Guidelines and be reviewed or approved by the PRO.

9. Can departments collaborate with external organizations for publicity?

Yes, but such collaborations or sponsorships must be pre-approved by the CEO to ensure alignment with university objectives.

11. Who manages the university's official social media accounts?

The Public Relations Officer manages all official accounts. Any official communication through these platforms must be routed through or coordinated with the PRO.

12. Are students allowed to speak publicly about their university experiences?

Yes, students may share personal experiences. However, they must not speak as official university representatives or comment on institutional matters without prior authorization.

13. What constitutes misuse of social media under this policy?

Any post, comment, or content - public or private - that harms the reputation, brand, or credibility of the university will be considered misuse and may result in disciplinary action.

14. How does the university ensure effective public engagement at events?

The Registrar's Office, in coordination with the PRO, ensures media coverage and stakeholder engagement for major events and community outreach initiatives.

15. Is prior approval needed for faculty blog posts or opinion pieces related to higher education or research?

If such content is published in a personal capacity, no approval is needed. However, if it refers to or represents university policies or initiatives, prior review and approval are necessary.

16. How is compliance with the PR policy monitored?

The university regularly monitors PR activities, including media coverage and digital communications. Violations are dealt with by the University Disciplinary Committee.

17. What are the consequences of violating the PR policy?

Depending on the severity, violations may lead to disciplinary action, including warnings, removal from responsibilities, or formal inquiries by the Disciplinary Committee.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

ERP - Employee Self Service

Ref No: HR/SOP/06	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Objective

The objective of this policy is to establish guidelines for the effective use of ERP Employee Self-Service (ESS) and Manager Self-Service (MSS) portals at Vivekananda Global University (VGU). These systems enable employees and managers to access and manage HR-related functions efficiently, ensuring transparency, efficiency, and self-sufficiency in administrative processes.

2. Scope

This policy applies to all faculty members, administrative staff, support personnel who have access to ERP - ESS and MSS at Vivekananda Global University.

3. Employee Self-Service (ESS) Guidelines

The ERP-ESS portal allows employees to:

- View and update personal information such as contact details and banking information.
- Access and download payslips and tax-related documents.
- Apply for leave and track leave balances.
- Submit travel and expense claims for reimbursement.
- Enrol in training and development programs.
- Update emergency contact information.
- Enter Dependant details
- Enter nominee details where required
- View and maintain records of past service

Responsibilities of Employees:

- Ensure accuracy and confidentiality of personal information.
- Regularly update necessary details to keep records current.
- Adhere to leave application and approval guidelines as per university policy.

4. Manager Self-Service (MSS) Guidelines

The ERP-MSS portal enables Managers to:

- Approve or reject leave requests from employees.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Review and manage employee's work schedules and attendance.
- Access performance evaluations and provide feedback.
- Approve travel and expense claims submitted by employees.
- Track employee development through training and skill enhancement modules.

Responsibilities of Managers:

- Review employee requests in a timely and fair manner.
- Ensure compliance with university HR policies in approvals and decision-making.
- Maintain confidentiality of employee records and personal information.

5. Access and Security

- Employees and Managers must use their unique credentials to access the ERP-ESS and MSS portals.
- Sharing login credentials is strictly prohibited.
- Any unauthorized access or misuse of information shall be subject to disciplinary action.
- The university IT department shall ensure system security and provide necessary technical support.

6. Training and Support

- Periodic training sessions shall be conducted to help Employees and Managers navigate the ERP-ESS and MSS platforms effectively.
- A dedicated helpdesk shall be available to assist with technical issues and troubleshooting.

7. Compliance and Monitoring

- The IT/HR department shall regularly monitor the usage of ERP-ESS and MSS to ensure compliance with this policy.
- Any violations shall be reported and addressed as per university disciplinary procedures.
- The policy shall be reviewed periodically to incorporate system updates and feedback from users.

8. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to ERP Employee Self Service.

9. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **What is the ERP Employee Self-Service (ESS) portal, and who can access it?**
   The ERP-ESS portal is an online platform that allows faculty, administrative, and support staff at VGU to manage their HR-related activities such as leave, pay, reimbursements, and personal details. Only employees with authorized access can use this system.

2. **Can I update my personal details like mobile number and bank account through ESS?**
   Yes, you can update contact details, bank account information, emergency contacts, dependent and nominee details directly in the ESS portal. Ensure all updates are accurate and current to avoid disruptions in payroll or communication.

3. **Is it mandatory to use the ESS portal for applying leave, or can I inform my supervisor directly?**
   All leave applications must be submitted through the ESS portal. Informing the supervisor without entering it in the system is not valid and may be treated as unauthorized leave.

4. **Who is responsible if my personal data is outdated in the system?**
   Employees are responsible for regularly updating their personal data in the ESS portal. Failure to do so may affect payroll, emergency response, or other official processes.

5. **How do Managers approve employee leave or expense claims?**
   Managers must use the Manager Self-Service (MSS) portal to review, approve, or reject requests such as leave applications and travel/expense reimbursements in a timely, fair, and policy-compliant manner.

6. **Can I share my login credentials with a colleague or assistant for convenience?**
   No. Sharing login credentials is strictly prohibited. Unauthorized access can lead to disciplinary action as per university policy.

7. **What should I do if I face technical issues while using the ESS/MSS portal?**
   You can contact the ERP helpdesk or IT support team for assistance. Periodic training sessions will also be conducted to help you navigate the platform effectively

8. **Is it mandatory for Managers to use the MSS portal for all approvals and evaluations?**
   Yes. All approvals for leave, travel claims, and performance feedback must be processed through the MSS portal to ensure transparency, recordkeeping, and policy compliance.

9. **Can I view my previous service records on the ESS portal?**
   Yes, the portal allows you to view and maintain a digital record of your past service details at the university.

10. **What happens if I make an error while submitting a claim or leave request?**
    If you submit incorrect information, immediately withdraw (if the system allows) or inform your reporting Manager and the HR team to rectify the issue. Repeated errors may impact your record.

11. **Is using the ESS/MSS portal optional or compulsory for all Employees and Managers?**
    It is compulsory. All eligible Employees and Managers are expected to use these portals for relevant HR functions as part of institutional digital process compliance.

12. **How does the university ensure the security and confidentiality of data entered in ESS and MSS?**
    The IT department maintains robust security protocols. Managers and Employees are expected to maintain confidentiality, and any misuse or breach will be dealt with under university disciplinary procedures.

Ref No: HR/SOP/22	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: President, VGU	**Document Classification:** Public	**Use:** Restricted

1. Objective

This policy establishes the framework for undertaking consultancy assignments by the teaching faculty of Vivekananda Global University (VGU). It seeks to promote meaningful engagement with industry, corporate, private, NGOs and government bodies, facilitate the practical application of academic expertise, and support professional development.

The policy ensures that all consultancy activities are conducted in a manner consistent with the university's vision, mission, values, and standards of academic integrity.

2. Scope

This policy is applicable to all teaching faculty members of VGU who engage in consultancy activities including Executive Education & Training Services, either individually or as part of a group, within or outside the university.

3. Guiding Principles

1. Encourage faculty participation in consultancy projects that contribute to academic enrichment, real-world problem-solving, and enhanced university-industry linkages.
2. Establish a transparent and accountable framework for managing consultancy engagements.
3. Safeguard the university's intellectual property, reputation, and resources in all consultancy-related endeavours.
4. Ensure an equitable and clearly defined mechanism for the distribution of revenue generated from consultancy assignments.
5. Align consultancy activities with the university's vision, mission, values, and strategic priorities while maintaining faculty responsibilities toward teaching, research, and institutional service.
6. Faculty members who independently secure consultancy assignments must promptly inform the concerned Dean.
7. All marketing and promotional efforts related to consultancy work undertaken by the university will be coordinated by the Dean of Research & Development (R&D).
8. Faculty members shall uphold the highest standards of professional ethics by avoiding conflicts of interest and ensuring that consultancy activities do not compromise the integrity of academic or administrative responsibilities.
9. All payments related to consultancy projects undertaken by faculty members shall be made in favour of Vivekananda Global University (VGU). The university shall be responsible for the financial administration of such projects, including disbursement of applicable shares to the faculty and departments involved, as per the approved consultancy policy.

4. Definition of Consultancy

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Consultancy refers to professional advice, expert analysis, or specialized services provided by faculty members to external agencies such as industry, corporate, government bodies and NGOs on mutually agreed terms. It excludes routine academic duties and research projects funded through grants.

5. Types of Consultancy Work

- Technical and scientific consulting
- Policy advisory and analysis
- Testing and analysis services
- Market research and feasibility studies
- Other professional services approved by the university

6. Executive Education & Training Services

All Management Development Programs (MDPs), Capacity Building, and Skill Development programs designed and delivered by faculty for external organizations on a revenue-generating basis shall be treated as consultancy assignments.

The above programs **may not** fall under the consultancy policy if:

- They are conducted as part of the university's CSR, outreach or extension activities, funded by the university itself, or as part of government-sponsored schemes (e.g., UGC, AICTE).
- They are internal capacity-building programs meant for university staff/students.
- They are part of a research project or grant, where faculty involvement is predefined.

7. Consultancy Approval Process – Responsibility Matrix

Sl. No.	Activity	Description	Responsibility
1	Industry approaches the university	Industry or external organization contacts the university with a request for consultancy services or Executive Education & Training programs, providing initial project scope and objectives.	Industry/External Partner
2	Faculty allocation for the consultancy	President, in consultation with Associate Dean/Dean, assigns appropriate faculty based on expertise, availability and alignment with the request.	President/Associate Dean/Dean
3	Initial project scoping	Assigned faculty engages with the client through visits or virtual meetings to understand the requirements, expectations, and deliverables.	Assigned Faculty
4	Proposal preparation	Faculty prepares a detailed proposal including scope, learning objectives (for training programs), timeline, resource requirements, and estimated costs.	Assigned Faculty

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5	Internal proposal review	The proposal is reviewed and approved by the Associate Dean/Dean to ensure alignment with university guidelines and capacity.	Associate Dean/ Dean
6	Proposal submission to client	The approved proposal is formally submitted to the industry/external partner for consideration.	Assigned Faculty
7	Client review and approval	The client evaluates the proposal, provides feedback if any, and issues final approval for the consultancy or Executive Education assignment.	Industry/External Partner
8	Internal approval/ intimation	Faculty formally informs university leadership and obtains any required internal approvals before initiating the work.	Assigned Faculty
9	Execution of work	Faculty delivers the consultancy services or executes the Executive Education/Training Program as per the approved scope and schedule.	Assigned Faculty
10	Preparation of final report/completion documentation	Faculty documents the project outcomes. For Executive Education, this includes training completion report, feedback summary, and attendance/certification records.	Assigned Faculty
11	Final review and sign-off	The final report or documentation is reviewed and signed by the Associate Dean/Dean and the assigned faculty.	Assigned Faculty/ Associate Dean/ Dean
12	Report submission for institutional record	The signed report and related documents are submitted to the concerned Department and R&D/Executive Education Cell for archival.	Assigned Faculty/ Department/R&D or Executive Education Cell

Footnote:

- *In the case of Executive Education and Training Programs initiated by the university, the designated Program Coordinator may design and promote the program in consultation with the Associate Dean/Dean.*
- *The Program Coordinator shall follow the same approval process outlined in this matrix, ensuring transparency, academic oversight, and compliance with university policies.*
- *All communications with external clients must be formally routed through the university's Executive Education Cell or equivalent authority.*

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

8. Tendering for Consultancy Assignments

- In line with the university's commitment to industry engagement and knowledge dissemination, faculty and departments are encouraged to participate in externally funded consultancy assignments, including those awarded through competitive tendering processes. Such tenders are typically issued by government bodies, public sector undertakings, corporates, and international organizations seeking specialized academic and technical expertise.

- To enable effective, transparent, and compliant participation in these opportunities, the university has established a structured tendering process. The matrix below outlines the key activities, roles, and responsibilities of faculty, administrative units, and university leadership throughout the tender lifecycle - from opportunity identification to project initiation and documentation. This process ensures institutional oversight, proper resource allocation, and alignment with the university's strategic and academic priorities.

9. Tendering Process for Consultancy Services – Responsibility Matrix

Sl. No.	Activity	Description	Responsibility
1	Tender opportunity identification	Monitoring and identifying relevant consultancy tenders floated by government agencies, PSUs, corporates, or multilateral bodies.	Concerned department/Faculty/ Consultancy Cell
2	Eligibility and scope review	Reviewing tender eligibility criteria, scope of work, and deliverables to assess university's capability to bid.	Assigned Faculty/ Associate Dean/Dean/ Consultancy Cell
3	Internal go/no-go decision	Based on scope, capacity, and alignment, the Associate Dean/Dean/Director/ Registrar, in consultation with faculty and university leadership, takes a decision to pursue or decline the tender.	Associate Dean/Dean/ Director/ Registrar
4	Nomination of Proposal Team	Appointing a lead faculty member and support team responsible for proposal preparation.	Associate Dean/Dean/ Consultancy Cell
5	Tender document procurement	Downloading or purchasing official tender documents, if applicable.	Assigned Faculty/ Admin Officer
6	Pre-bid meeting participation	Attending pre-bid meetings to clarify requirements and assess feasibility, if applicable.	Assigned Faculty/ Consultancy Cell
7	Proposal drafting	Preparing the technical proposal, methodology, work plan, timeline, credentials, and past experience.	Assigned Faculty/ Proposal Team
8	Costing and financial bid	Estimating total cost of the assignment and preparing the commercial bid as per tender format and university norms.	Proposal team/ Accounts Department

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9	Internal review and approval	Technical and financial bids review and approval by the Associate Dean/Dean and Registrar/Competent Authority before submission.	Associate Dean/Dean/ Registrar/Finance Officer
10	Bid submission	Submitting the completed bid documents (technical and financial) in the required mode (online/offline) within the deadline.	Assigned Faculty/ Admin Officer
11	Bid tracking and communication	Monitoring the status of the tender, responding to queries, and ensuring timely follow-up.	Assigned Faculty/ Consultancy Cell
12	Award and contract negotiation	Upon selection, reviewing the Letter of Award/Contract, and negotiating terms if applicable.	Registrar/ Associate Dean/Dean/Legal Cell
13	MoU/Contract signing	Official contract signing between the university and the client organization.	President/Registrar
14	Project initiation and handover	Internal briefing and handover of the assignment to the designated project execution team.	Associate Dean/Dean/ Assigned Faculty
15	Record keeping	Maintaining complete documentation related to the tendering process for audit and compliance purposes.	Consultancy Cell/ Department/ Accounts

10. Certification and Branding for Executive Education and Training Programs

- All certificates for Executive Education and Training Programs will be issued under the official name and logo of the university.
- Co-branding with external organizations (such as industry partners, professional bodies, or sponsoring institutions) may be permitted, subject to prior approval from the designated university authority.
- The quality, academic rigor, and content integrity of the program shall be ensured by the respective academic department and faculty members involved, in alignment with the university's standards and guidelines.

11. Consulting Engagement Responsibilities

- Faculty must ensure that consultancy work including Executive Education & Training Programs do not conflict with teaching, research, and administrative responsibilities.
- Faculty shall complete consultancy assignments including Executive Education & Training Programs in accordance with the terms and timelines agreed upon with the industry partner or client.

12. Revenue Sharing Model

Net revenue generated from consultancy assignments shall be shared between the faculty member(s) and the university as follows:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **When institutional facilities are used:**

  - 40% to the individual (Principal Investigator/Program Co-ordinator)
  - 60% to the University General Fund (VGU)

- **When no institutional facilities are used:**

  - 60% to the individual (Principal Investigator/Program Co-ordinator)
  - 40% to the University General Fund (VGU)

- In cases where multiple faculty members and/or students are involved, the distribution of funds shall be carried out with equity and transparency, based on clearly defined roles, responsibilities, and contributions.
- Revenue from institutional consultancy (university-led projects) will be allocated as per the specific project agreement.
- Net Revenue refers to the Gross Revenue minus all applicable taxes.

13. Intellectual Property Rights (IPR)

- Any IPR arising from consultancy work will be governed by the university's IPR policy.
- The university retains rights to use the outcomes for academic and research purposes.

14. Ethics and Compliance

- Faculty must uphold the highest standards of academic integrity and avoid any real or perceived conflicts of interest.
- Written permission from the client must be obtained before publishing or disclosing any part of the consultancy report.
- All confidentiality agreements must be strictly honoured to protect client and institutional interests.
- Consultancy activities must fully comply with applicable legal, regulatory, and ethical standards.
- Any suspected misconduct or breach of consultancy guidelines must be promptly reported to the Dean (R&D) or the designated ethics committee for appropriate action.

15. Monitoring and Reporting

- A Consultancy Review Committee comprising the President, Pro-President, and Dean (R&D) shall oversee compliance and periodically evaluate the progress of the consultancy projects including Executive Education & Training Services.
- The Dean (R&D) shall be responsible for the annual reporting of all consultancy and Executive Education & Training activities, which is mandatory for institutional review and strategic planning.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

16. Penalties for Non-Compliance

To maintain the integrity and transparency of consultancy engagements, faculty members are expected to strictly adhere to the university's consultancy policy. Non-compliance with the established guidelines will attract appropriate disciplinary measures as outlined below:

16.1 Violation of Policy Guidelines

Failure to comply with the procedural and ethical standards set forth in this policy - such as bypassing the approval process, misrepresentation of project details, or misuse of university resources - may lead to disciplinary action as per the University's Code of Conduct for faculty. This may include warnings, suspension of consultancy privileges, or entry into the employee's service record.

16.2 Undertaking Unauthorized Consultancy Work

Any consultancy assignments undertaken without prior approval from the designated university authorities will be treated as violation of the institutional policy and will attract action as listed below:

- The faculty member may be required to forfeit any revenue earned from the unauthorized consultancy.
- Academic sanctions may be imposed, including restrictions on future consulting assignments, eligibility for research grants, or participation in university-sponsored initiatives.
- Exceptions, such as physiotherapy/Architecture/Law practice conducted outside of official working hours, may be permitted with prior written approval from the university.

16.3 Misuse of University Name or Resources

Any unauthorized use of the university's name, brand, logo, infrastructure, or students for consultancy work without explicit written approval will be treated as a serious offense. Disciplinary action may include legal consequences and/or termination of employment, depending on the severity of the breach.

17. Appeal Mechanism

Faculty members subject to disciplinary action have the right to appeal to the University's Grievance Redressal Committee within a stipulated period. The committee will review the case and make recommendations to the appropriate authority.

18. Amendments and Review

This policy will be reviewed periodically by the VGU Apex Council.

19. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to Consultancy.

20. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Consultancy Proposal Form

1. Faculty Member(s) Information:

   - Name(s):
   - Department:
   - Contact Information:

2. Project Details:

   - Title of Consultancy Project:
   - Client/Organization Name:
   - Project Duration (Start Date - End Date):

3. Resource Utilisation:

   - University Resource Utilization: Full or Partial or Nil

4. Scope of Work:

   - Objectives:
   - Deliverables:

5. Financials:

   - Total Project Value (INR):
   - Payment Schedule:

6. Approval:

   - Signature of Faculty Member(s) (Request): _____
   - Associate Dean/Dean (Recommendation): _____
   - President (Approval): _____

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

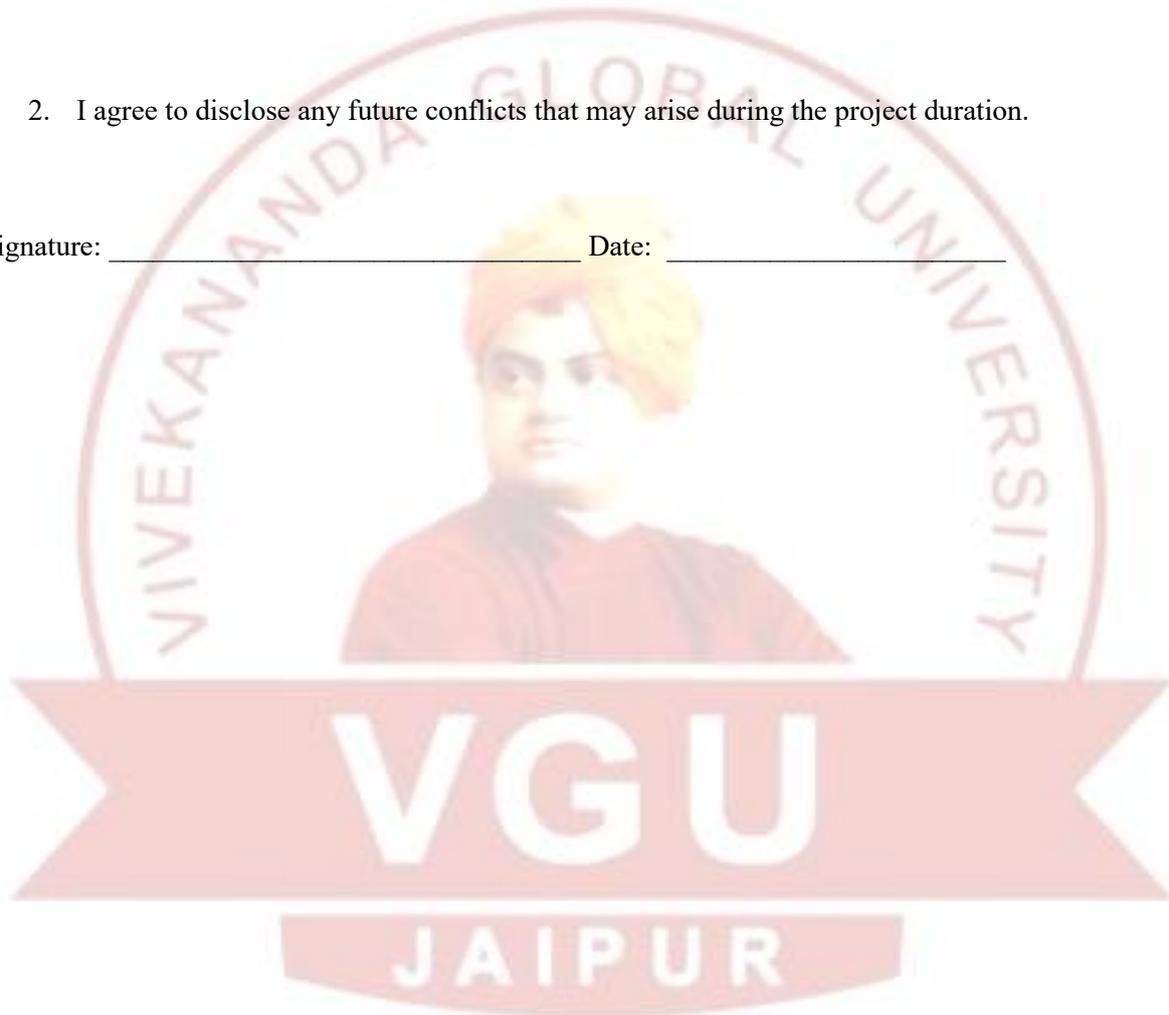(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Annexure 2

Conflict of Interest Declaration

I, _____ (Faculty Name), hereby declare:

1. I have no existing conflicts of interest regarding the consultancy project titled _____.

2. I agree to disclose any future conflicts that may arise during the project duration.

Signature: _____ Date: _____

Annual Consultancy Report Template

1. Faculty Member(s) Name:
2. Department:
3. Consultancy Projects Undertaken (List all projects with brief descriptions):
4. Financial Summary:

   - Total Revenue Generated: _____
   - Revenue Distribution (Faculty, University): _____

5. Consultancy Report submitted on:
6. Declaration: I hereby certify that the above information is true and correct.

Faculty Signature: _____   Date: _____

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

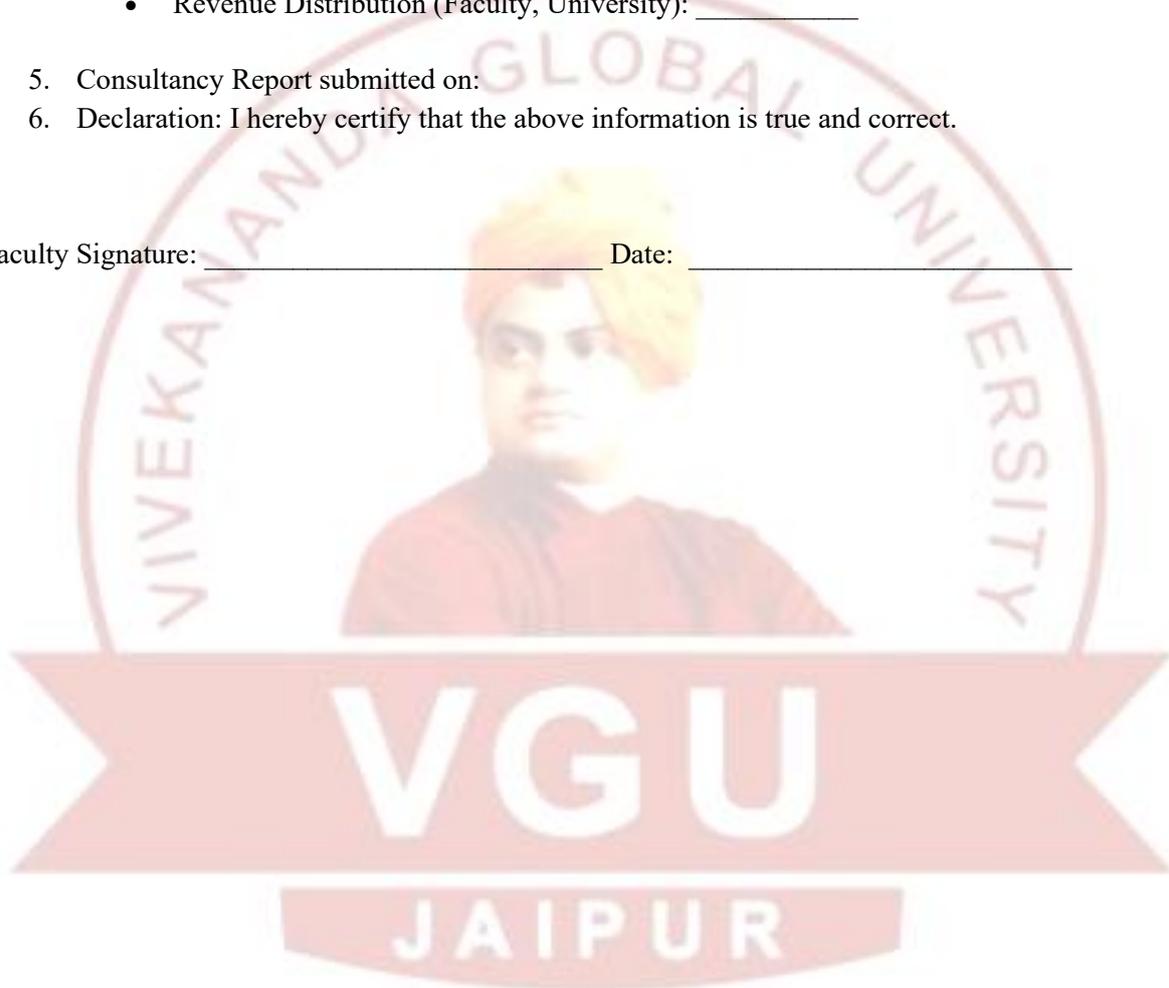**(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)**

Frequently Asked Questions

1. **What is the purpose of the Consultancy Policy at VGU?**
   The policy facilitates teaching faculty to engage in meaningful consultancy assignments with industry, government, and other external entities while ensuring alignment with VGU's academic integrity, mission, and strategic goals.

2. **Who can undertake consultancy assignments at VGU?**
   All teaching faculty members of VGU are eligible to undertake consultancy assignments, including Executive Education and Training services.

3. **What types of consultancy work are covered under this policy?**
   Technical consulting, policy advisory, market research, feasibility studies, testing/ analysis services, and executive training programs fall under the scope of consultancy.

4. **Are research projects funded by grants considered consultancy?**
   No. Funded research projects with predefined roles are not considered consultancy under this policy.

5. **Can faculty independently accept consultancy projects?**
   Yes, but faculty must promptly inform the concerned Dean and follow the university's approval and documentation process.

6. **What is the process for approving a consultancy project?**
   It involves proposal preparation, internal review by the Dean/Associate Dean, submission to the client, client approval, and formal intimation to university authorities before execution.

7. **Can I use my personal contacts to secure consultancy work?**
   Yes, faculty may use personal networks, but the assignment must be formally routed through the university and approved accordingly.

8. **Who approves and allocates faculty for consultancy work?**
   The President, in consultation with the Dean or Associate Dean, assigns faculty based on expertise, interest, and availability.

9. **How is consultancy revenue shared?**
   - If university resources are used: 40% to faculty, 60% to university.
   - If no resources are used: 60% to faculty, 40% to university.

10. **What does 'Net Revenue' mean in this context?**
    It refers to gross revenue minus applicable taxes or statutory deductions.

11. **How are funds distributed when multiple faculties are involved?**
    Revenue is distributed equitably based on contributions, roles, and responsibilities, with transparency.

12. **Are consultancy earnings paid directly to the faculty?**
    No. All payments must be made to VGU, which will then disburse the applicable share to faculty.

13. **Are Management Development Programs (MDPs) considered consultancy?**
    Yes, if they are revenue-generating and delivered to external organizations.

14. **What programs are excluded from consultancy classification?**
    Programs that are:
    - Internally funded by VGU
    - Conducted under CSR/outreach
    - Part of research grants
    - Designed for VGU staff/students

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

15. **Can external organizations co-brand the training certificates?**

    Yes, but only with prior written approval from the university.

16. **Can VGU faculty bid for tenders from government or corporate bodies?**

    Yes, faculty are encouraged to apply for such opportunities via the defined university tendering process.

17. **Who coordinates the tender proposal development?**

    The Associate Dean/Dean, with support from the Consultancy Cell and designated Proposal Team.

18. **Can I publish results from consultancy work?**

    Only with written permission from the client. Confidentiality and ethical standards must be strictly upheld.

19. **What if I undertake consultancy without approval?**

    This is considered unauthorized. You may forfeit earnings, lose consultancy privileges, and face disciplinary action.

20. **Can I use university resources (e.g., lab, name, logo) for private consultancy?**

    No. Unauthorized use is a serious violation and can lead to legal action or termination.

21. **Who maintains the records of consultancy projects?**

    Final reports must be submitted to the concerned department and R&D or Executive Education Cell for documentation and audit.

22. **Can I perform consultancy during university working hours?**

    Only if it does not interfere with teaching, research, or administrative responsibilities. Otherwise, prior scheduling and approvals are mandatory.

23. **Who monitors ongoing consultancy work at the university?**

    The Consultancy Review Committee and the Dean (R&D) oversee compliance, progress, and reporting.

24. **How is performance in consultancy considered in career advancement?**

    Meaningful consultancy contributions can enhance your performance appraisals and promotion evaluations, particularly when aligned with institutional impact.

25. **What should I do if I believe I was unfairly penalized under this policy?**

    You can file an appeal with the University's Grievance Redressal Committee, which will review the matter and make recommendations.

Ref No: HR/SOP/14	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: President, VGU	**Document Classification:** Public	**Use:** Restricted

1. Introduction

At Vivekananda Global University (VGU), we believe that developing our employees' skills and capabilities is integral to the university's long-term success. Employee development is a strategic priority aimed at enhancing the knowledge, skills, and abilities of employees to foster professional growth, improve performance, and contribute to the university's vision and mission.

This policy outlines VGU's commitment to providing ongoing learning opportunities, career development, and leadership growth opportunities for employees.

2. Scope

This policy applies to all permanent teaching and non-teaching faculty members, administrative staff and support personnel of the university.

3. Purpose

The objectives of this policy are to:

- Equip employees with the necessary skills and knowledge to excel in their current roles.
- Foster a culture of continuous learning and development.
- Retain top talent and reduce attrition by providing developmental opportunities.
- Align employee development initiatives with the university's strategic goals.

4. Core Principles

- Encourage continuous learning and skill enhancement for employees at all career stages.
- Ensure equal access to learning and developmental opportunities regardless of role, gender, background, or experience.

5. Employee Training and Development

Vivekananda Global University is deeply committed to the continuous training and development of its employees as a strategic priority to drive academic excellence, operational efficiency, and institutional growth.
The university recognizes that empowering its faculty, staff, and administrators with the latest knowledge and skills is vital to sustaining innovation and excellence.

By aligning training initiatives with its strategic goals, VGU aims to bridge skill gaps, enhance leadership capabilities, and foster a culture of continuous learning and engagement. This commitment

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

not only supports individual career growth but also reinforces the university's vision of becoming a future-ready, inclusive, and high-performing institution.

5.1 Annual Training Plan

Step	Activity	Responsibility	Timeline
1	To ensure timely execution of the university's annual training calendar (September to April), the preliminary training budget approval is taken in March every year, aligning with the broader institutional budgeting cycle. HR prepares a preliminary budget covering projected costs (e.g., trainer fees, logistics, materials) to CEO through the Finance Department for approval.	HR/Finance	Mid Feb
2	The preliminary budget is reviewed and approved during the annual budget planning meetings.	CEO	March
3	**Identification of developmental needs -** based on inputs from Annual Performance Appraisal system	HR (Collect & analyze data)	In July each year
4	**Leadership recommendations -** specific inputs from President, Pro-President, Directors, Registrar, Dean, Associate Dean, and Heads of Departments, Centres & Cells on individual employee training needs	HR (Collect data)	As and when the need is identified (twice in a year, Jan & July)
5	**Ad-hoc Training Requests** based on urgent needs	HR (Capture) Directors/Deans/Associate Deans/Heads of Departments/Centre/ Cell (Validate)	As needs arise
6	Compile the data in steps 3 to 5 and prepare Annual Training Calendar and update training budget	HR (Develop)	First week of August
7	Review and refine the training calendar and budget requirement	Academic Committee assisted by HR	Second week of August
8	Submit the Annual Training Calendar and Budget requirement with justification to Apex Council for approval	HR	Third week of August

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9	Grant approval for Annual training plan and Training Budget after review	Apex Council	Fourth week of August
9	Publish the Training Calendar and communicate to all departments, centres and cells	Registrar/HR	Frist week of September
10	Commencement of Training activities as per Training Calendar	HR	From September till April

5.2 Faculty Development Programs (FDPs)

- The Faculty Development Programs (FDPs) are designed to foster continuous professional growth, academic excellence, and leadership readiness among university faculty.
- These programs encompass mandatory annual pedagogical training in innovative teaching methodologies, biannual workshops on research, innovation, and publications, leadership development cohorts for emerging faculty leaders, personalized executive coaching for senior faculty as needed, and UGC-mandated refresher courses to ensure faculty remain updated and competent in their academic disciplines.
- All staff members should mandatorily attend training or professional development programs, subject to a minimum of 5 days in an academic year.

5.3 Orientation Program under the Malaviya Mission

As part of its commitment to academic excellence and holistic faculty development, the university shall implement a structured Faculty Orientation Programme for all newly appointed teaching staff.

The objective of this program is to induct new faculty members into the academic, cultural, and administrative ecosystem of higher education and to equip them with the foundational competencies required for their professional roles.

Through this program, newly inducted faculty shall be enabled to:

- Understand their roles and responsibilities as educators and nation-builders.
- Gain insights into the Indian Knowledge System, National Education Policies, and contemporary teaching-learning pedagogies.
- Become familiar with research ethics, student engagement practices, and the broader framework of higher education governance.

Participation in this program is mandatory and shall form an integral part of the university's faculty development and institutional orientation initiatives.

5.4 Faculty Development Program Planner

Sl. No	Type of Training	Training Classification	Delivery Source	Participants	Periodicity
1	**Orientation Program under the Malaviya Mission**	Mandatory	Internal	Newly appointed Teaching Faculty	Annual

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

	Foundational competencies required in the teaching role.				
2	**Research & Innovation:** Guidance on research proposal, writing publications, and patents filing.	Optional	Internal	Teaching Faculty	Bi-Annual
3	**Leadership Development:** Leadership capabilities for emerging faculty	Nomination by the Dean/ Associate Dean	Internal	Teaching & Non-Teaching Faculty	Annual (cohort)
4	**Domain (Subject Centric) Training** Subject-Centric programs to enhance in-depth knowledge of a specific academic subject or discipline including updates on latest trends, research breakthroughs, curriculum reforms, and industry practices relevant to their subject.	Nomination by the Dean/Associate Dean	Led by external expert	Teaching Faculty	On need basis
5	**Executive Coaching:** Personalized coaching for senior faculty	Nomination by the Dean/Associate Dean	Led by external expert	Professor & above	On need basis
6	**Refresher Courses:** **Refresher Courses** mandated by UGC/other regulatory bodies to ensure continuous professional growth and academic	Self-nomination	Internal	Teaching & Non-Teaching Faculty	Quarterly

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

	excellence among university faculty.				
7	**Technical Training:** ERP systems, Data Management	Mandatory	Internal	Teaching & Non-Teaching Faculty/ Administrative and support staff	Annual
9	**Soft Skills Development:** Communication, teamwork and collaboration	Nomination by the Associate Dean/Dean/Heads of Departments, Centres and Cells	Internal (by external expert)	All employees	Quarterly
10	**Specialized Training:** Skill enhancement programs, external certifications	Request from faculty with course relevance and justification Recommendation by Associate Dean/Dean Approval by President	External	Teaching faculty	As needed
11	**Workshops:** Academic, functional, technical, soft skill and leadership knowledge-sharing,	Self-nomination	Internal	Teaching & Non-Teaching Faculty	Quarterly
12	**Online Learning:** Access to digital platforms for self-paced learning	Self-nomination	Internal	Teaching & Non-Teaching Faculty	On going process

5.5 Role of HR

- HR will ensure that complete details of each training program are communicated to the respective Directors, Deans, Associate Deans, and Heads of Departments, Centres and Cells well in advance of the program's commencement.
- In consultation with the concerned Directors, Deans, Associate Deans, and Heads of Centres and Cells, HR may organize re-training sessions for employees whose performance is assessed as below average.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- HR will collect structured feedback from participants upon the completion of each training program.
- A consolidated summary of employee training feedback will be reviewed and submitted by HR to the Apex Council during the first week of the following month.

6. Policy Review

This policy shall be reviewed every three years to ensure its relevance and effectiveness.

7. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to Employee Development.

8. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)
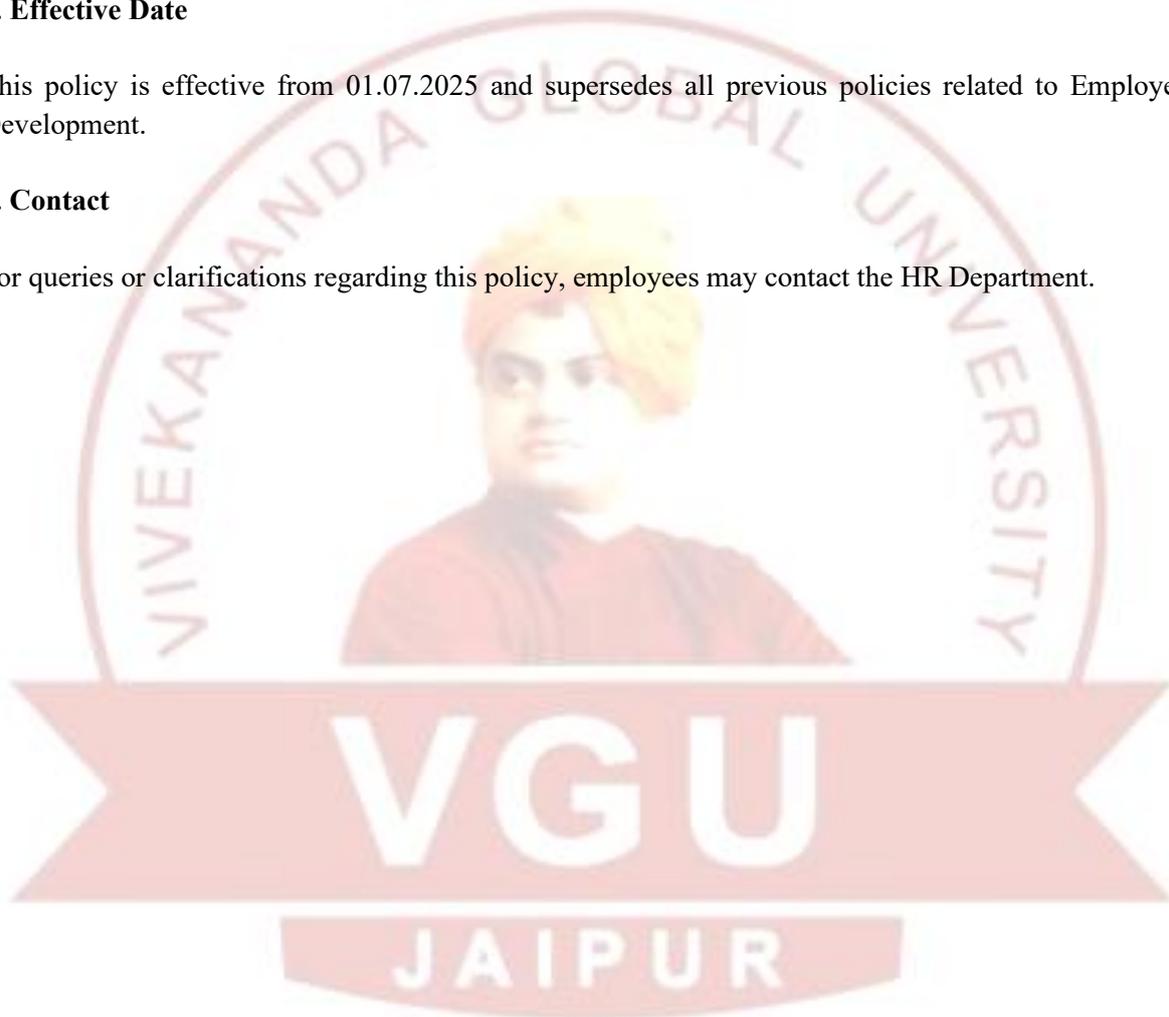
Frequently Asked Questions

1. **What is the purpose of the Employee Development Policy at VGU?**
   The purpose is to equip employees with the knowledge, skills, and competencies needed to excel in their roles, support institutional growth, and align personal development with the university's vision and mission.

2. **Who is covered under this policy?**
   The policy applies to all permanent teaching and non-teaching faculty, administrative staff, and support personnel at VGU.

3. **When are the training programs conducted during the year?**
   Training activities are conducted from **September to April** as per the approved training calendar.

4. **Can departments request additional training programs not in the annual calendar?**
   Yes. Departments can raise ad-hoc training requests based on urgent needs through their Deans or Heads.

5. **What are Faculty Development Programs (FDPs)?**
   FDPs include pedagogical training, research workshops, leadership development, executive coaching, refresher courses, and other initiatives aimed at the academic and leadership growth of faculty members.

6. **Are FDPs only for teaching faculty?**
   No. While some FDPs are specific to teaching roles, several programs such as leadership training, refresher courses, ERP training, and soft skills development include non-teaching and administrative staff as well.

7. **Is the Orientation Program under the Malaviya Mission mandatory?**
   Yes. All newly appointed teaching faculty must undergo the **Orientation Program**, which introduces them to academic culture, policies, and national education frameworks.

8. **What happens if a faculty member misses a mandatory training session?**
   If a session is missed due to valid reasons, HR may arrange a **re-training session** in consultation with the concerned Dean or Head. However, regular non-participation may affect performance appraisals.

9. **What is Domain Training and who can attend it?**
   Domain Training focuses on subject-specific expertise, including recent advancements and curriculum reforms. Participation is based on nomination by Deans/Associate Deans and is typically for teaching faculty.

10. **What is the process for participating in Specialized Training or external certifications?**
    Faculty must submit a request with course justification, which is then reviewed by the Dean/Associate Dean and approved by the President.

11. **Can employees opt for online self-paced learning?**
    Yes. All employees have access to digital platforms for online learning, which is an ongoing, self-nominated development option.

12. **Are Refresher Courses mandatory?**
    Refresher Courses mandated by UGC or regulatory bodies are highly recommended. Employees may self-nominate for these, and participation is considered in professional evaluations.

13. **What is the minimum number of training days required annually?**
    Each employee is expected to complete at least 5 days of training or professional development in an academic year.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

14. **If I have already attended 5 training days in the year, can I skip other sessions?**
    No. The 5-day minimum is not a cap. If relevant training sessions are scheduled or assigned, you are expected to actively participate, regardless of days already completed.

15. **Does attending training count toward promotion or performance appraisal?**
    Yes. Participation in training, especially in mandatory and role-enhancing programs, is considered during performance reviews and promotion evaluations for faculty.

16. **How do departments get informed about upcoming training programs?**
    HR communicates details of each training program in advance to Directors, Deans, Associate Deans, and Heads of Departments, Centres, and Cells.

17. **Who is responsible for identifying employee training needs?**
    Training needs are identified through:

    - Performance appraisals
    - Recommendations from senior leadership (President, Directors, Deans, etc.)
    - Requests from departments or employees
    - HR assessments

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Employee Experience

Ref No: HR/SOP/17	Version No: 1.0	Effective Date: 01.07.25
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Objective

The Employee Experience Policy at Vivekananda Global University (VGU) aims to create a positive, engaging, and fulfilling work environment that promotes professional growth, well-being, and long-term employee commitment. This policy ensures that employees feel valued, supported, and aligned with the university's mission of academic excellence, innovative research, and student success.

By cultivating a culture of appreciation, inclusion, and continuous development, the policy aims to enhance overall employee experience and significantly contribute to elevating the university's happiness index.

2. Scope

This policy applies to all permanent teaching and non-teaching faculty, administrative staff and support personnel of VGU.

3. Guiding Principles

- Fostering a culture of teamwork, collaboration, and knowledge-sharing
- Promoting continuous learning and professional development opportunities
- Creating a supportive and inclusive environment that that enables individual and collective growth
- Aligning faculty engagement initiatives with the university's goals for student learning and academic excellence

VGU is committed to implementing the following initiatives to enrich the overall Employee Experience.

4. Personalized Leadership Recognition

The purpose of this initiative is to establish a structured and consistent approach to recognizing key employee milestones - such as service anniversaries, promotions, academic and research achievements, certifications, and awards - through personalized congratulatory messages from the university's senior leadership.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.1 Modes of Recognition

- **Personalized Signed Notes for High-Impact Achievements:** Personalized notes on official university letterhead, signed by senior leadership, will be issued for significant milestones such as completing 10 years of service or receiving international recognition for research. *(Refer Annexure 1 – Sample Congratulatory note)*
- **Personalized Emails:** Key milestones - such as annual service anniversaries, certifications, or internal recognitions - will be acknowledged through customized emails, accompanied by a digital certificate.

Public Acknowledgment: Select accomplishments will be highlighted through institutional platforms such as the university newsletter, notice boards, or during town hall meetings to inspire and motivate the employees at all levels.

4.2 Milestones Qualifying For Formal Recognition

Sl No	Milestones	Recognition by	Mode of recognition
1	**Service Anniversaries:** Completion of 5, 10, 15, 20+ years at the university	CEO	Personalized Signed Notes
2	**Awards & Honours:** Recognition at the national or international level for excellence in academics, research, administration, or other outstanding achievements and contributions	CEO/President	Public Acknowledgment in Townhall meetings or other official gatherings.
3	**Promotions:** Internal promotions and career advancements	President (for Teaching faculty) Registrar (for others)	Personalized Signed Notes
4	**Academic & Research Achievements:** Publications in reputed journals, granted patents, and secured research grants.	Pro-President	Personalized Emails
5	**Certifications & Higher Studies:** Completion of doctoral/postdoctoral studies or specialized certifications	Pro-President	Personalized Emails

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.3 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Designate a responsible person in the Department/Centre/Cell to compile and maintain a record of significant professional and personal milestones achieved by employees, ensuring all supporting documents are verified as needed.	Directors'/Deans/ Associate Deans/ Heads of Centres/Cells	First week of Jan
2	Forward the compiled quarterly records to HR.	Designated person in the Department/ Centre/Cell	By the 20th of March, June, Sep and Dec, each year.
3	Coordinate with the offices of the CEO, President, Pro-President, and Registrar to facilitate the signing of personalized notes and the mailing of congratulatory messages to employees.	HR	Between the 21st and 30th of March, June, Sep and Dec, each year to ensure personalized notes and congratulatory messages are sent by the next day.
4	Coordinate with the office of the CEO/President to recognize and facilitate significant national or international level achievements of teaching and non-teaching faculty during the town hall meetings held in July and Jan.	HR	In the third of week of June and Dec, each year

5. Teachers' Day Celebration

Teachers' Day will be celebrated every year on 5th Sep at VGU to honor and recognize the contributions and achievements of Teaching Faculty across various fields. For details regarding the awards presented on this occasion, please refer to the Policy on Rewards and Recognition (HR/SOP/15).

A series of special events will be organized to celebrate the occasion, culminating in a special lunch or dinner.

- **Teaching Faculty Performances:** Showcasing singing, dance, and skit performances by VGU's teaching faculty
- **Inspirational Talks & Alumni Engagement:** Featuring sessions with distinguished alumni, retired faculty members, and industry experts.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5.1 Responsibility matrix

Sl. No	Activity	Responsibility	Timeline
1	Finalize the program and event schedule	Registrar in consultation with Apex Council (CEO, President, Pro-President, Registrar)	By 15th August
2	Communicate event details to all stakeholders	Registrar	By 18th August
3	Send invitation to distinguished alumni, retired faculty, and industry experts	Registrar assisted by HR	By 20th August
4	Coordinate Teaching Faculty performances (registration, rehearsals)	HR	Registration by 22nd August; Rehearsals (after teaching hours) from 25th August onwards
5	Book the venue and arrange logistics (auditorium, lunch/dinner area, sound system, decorations)	HR (Lead), Registrar (Support)	By 22nd August
6	Award nomination and selection process (as per Policy HR/SOP/15)	University Management (Approval), HR (Coordination)	By 25th August
7	Preparation of awards, certificates, and mementoes	HR	By 28th August
8	Coordinate the lunch or dinner menu, as applicable, as well as the seating arrangements.	Registrar (Lead), HR (Support)	Finalize by 25th August
9	Conduct final rehearsals for the performances	HR (Lead), Faculty (Participation)	Rehearsals (after teaching hours) 3rd to 4th Sep
10	Event management and execution on Teachers' Day (5th Sep)	HR (Overall Coordination), University Management (Chief Guest & Addresses), Registrar (Logistics Support), Faculty (Performance and Participation)	5th Sep

6. Foundation Day Celebration

The Foundation Day of VGU will be celebrated every year on 12th May.

The objective of this event is to establish a structured approach to organizing and celebrating the university's foundation, fostering a sense of belonging, recognizing contributions, and strengthening the bond between employees, their families, and the institution.

![VGU Logo] **VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR**

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6.1 Foundation Day Events

6.1.1 Family Visit Around the Campus

- **Guided Campus Tour:** Showcasing academic blocks, research centers, libraries, and innovation labs.
- **Interactive Sessions:** Engaging children and family members with activities that highlight university life and innovations.
- **Fun & Engagement Zones:** Recreational spaces featuring storytelling sessions, art corners, and science exhibitions designed for children.

6.1.2 Illumination

- Lighting up the University campus and buildings with serial lights to create a festive and celebratory atmosphere.

6.1.3 Community Lunch or Dinner or High Tea

- Hosting an inclusive and welcoming dining experience to encourage interactions and celebrate Foundation Day.

6.2 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Form the Foundation Day Organizing Committee	Apex Council	By 28th Feb
2	Finalize the event theme	Organizing Committee (under guidance of Apex Council)	By 4th March
3	Allocate Budget for the event logistics, programs, and catering	Organizing Committee (Proposal), Apex Council (Grant of budget)	By 9th March
4	Venue selection and booking	Registrar supported by HR	By 9th March
5	Develop detailed event schedule and activities plan	Organizing Committee supported by HR and Faculty	By 14th March
6	Pre-event communication and promotion (invitations, posters, digital campaigns)	Communications Team supported by HR	Initiate by 19th March; Continue until event date
7	Finalize family campus visit plan (tours, sessions, engagement zones)	HR supported by Faculty Volunteers	Finalize plan by 20th April
8	Organize illumination of university buildings	Registrar supported by Event Management Team	Illumination setup by 30th April

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9	Coordinate employee and family engagement activities (contests, performances)	HR supported by Faculty	Registrations by 20th April; Final rehearsal from 1st to 5th May (after teaching hours)
10	Finalize the menu for lunch or dinner or high-tea and seating arrangements	Registrar supported by HR	Finalize by 25th April
11	Event management and execution on Foundation Day	Organizing Committee (Overall Coordination); Registrar (Logistics); HR (Employee and Family Engagement)	12th May
12	Photography and videography	Communications Team	12th May

7. Social & Cultural Clubs

The purpose of establishing Social and Cultural clubs for the teaching and non-teaching faculty, administrative staff and support personnel is to foster camaraderie, social engagement, and personal well-being among university employees by encouraging participation in cultural and recreational activities.

7.1 Formation of Clubs

VGU encourages and supports the formation of employee-led clubs to promote engagement and well-being. The following clubs may be established:

1. **Music & Performing Arts Club:** Singing, dance, drama, and theatre
2. **Literary & Debate Club:** Book reading, poetry, creative writing, and discussions
3. **Sports & Fitness Club:** Cricket, badminton, yoga, and other fitness activities
4. **Community Service Club:** Volunteering, social outreach, and environmental initiatives

Employees may propose the formation of new clubs by submitting a request to the Registrar, who will forward it to the Apex Council for approval, along with appropriate justification and supporting details.

7.2 Membership & Participation

- All employees will be encouraged to **join at least one club** based on their interests.
- Membership will be voluntary, and employees may participate during designated club hours without affecting their work commitments. (club hours as decided by the Apex Council shall be communicated to all employees by the Registrar)
- A **Club Coordinator** (appointed by Registrar) will manage each club's activities, events, and meetings.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

7.3 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Submit proposal to the Apex Council for formation of social and cultural clubs, including justification, operational guidelines (e.g., timings), and budget requirements.	Registrar	As and when required
2	Review and approve club formation requests and allocate necessary budget.	Apex Council	Within one week of receiving the request from Registrar
3	Appoint a Club Coordinator for each approved club to oversee activities, events, and meetings.	Registrar	Within one week of receiving approval from the Apex Council
4	Communicate operational guidelines to employees and invite membership.	Registrar	Within two weeks of receiving approval from the Apex Council
5	Prepare annual calendar of planned events and get approval from Registrar	Club Coordinators (Annual event calendar), Registrar (Approval)	By 30th June
6	Organize and manage club events as per the approved calendar and maintain participation records, and coordinate logistics.	Club Coordinators	On-going
7	Submit highlights of the event, participation level and photographs to the Registrar	Club Coordinators	Within a week of holding the event

8. Department Picnic

The Department Picnic serves as a planned initiative to foster camaraderie, relaxation, and team bonding among faculty, researchers, and administrative staff. It provides an opportunity for positive employee experience.

8.1 Activities & Engagement

A well-structured picnic should include relaxation, fun activities, and team-building exercises. Food and refreshments can be organized for the picnic with the available budget.

8.2 Planning & Organization

- **Frequency:** Conducted once a year in each department/centre/cell.
- **Participants:** All permanent department/centre/cell. employees (family inclusion – optional).
- **Date Selection:** Each department selects a suitable date, ensuring it does not conflict with academic schedules or examination periods.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **Budget:** The University shall allocate a budget of ₹750 per employee for each department/centre/cell, based on the requests submitted by the respective units and subject to approval.
- **Employee Contribution:** If the actual expenses for the annual picnic exceed the sanctioned budget, the **excess amount shall be equally shared** by all participating employees of the respective department/centre/cell.

8.3 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Form a department picnic committee (on a rotation basis) to manage on-ground arrangements, activity planning, and overall event execution.	Respective Heads of Department/Centre/Cell	One month before the scheduled picnic date
2	Submit a note with planned date and estimated picnic expenditure to the Registrar for in-principle approval	Picnic committee	One month before the scheduled picnic date
3	Review the request received from the picnic committee and grant the budget based on the number of employees in the department/ centre/cell @ Rs 750 per head	Registrar	Within one week of receiving the request
4	Arrange transportation, implement safety measures, and obtain necessary permissions.	Picnic committee	Prior to the picnic date
5	Organize and manage picnic as planned	Picnic committee	On the day of the picnic
6	Submit photos and a brief picnic write-up to HR for publishing in university newsletters and notice boards.	Picnic committee	The day after the picnic

9. Alumni-Faculty Networking Sessions

The purpose of the alumni-faculty networking session is to strengthen professional relationships among faculty, staff, and VGU alumni through structured sessions focused on mentorship, collaboration, and knowledge sharing.

9.1 Event Planning & Coordination

- The Alumni Relations Office will coordinate with stakeholders to organize the annual networking sessions.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- These sessions will be held on January 13th each year.
- Each session will feature a dedicated theme - such as industry trends, research collaborations, or career mentoring - to guide discussions and engagement.

9.2 Structure of Networking Sessions

Each session will include a combination of the following elements:

- **Keynote Speeches** – Delivered by distinguished alumni or faculty on relevant topics.
- **Panel Discussions** – Engaging conversations on industry trends, academia-industry collaboration, and career growth.
- **Q&A Segments** – Open floor for faculty, staff, and alumni to interact and exchange ideas.
- **Breakout Networking Sessions** – One-on-one or small group discussions for personalized mentoring.
- **Engaging activities -** Engaging activities such as competitions, quizzes, and other fun events to actively involve participants in the session.

9.3 Faculty & Alumni Engagement
- **Faculty members** will be encouraged to mentor and collaborate with successful alumni on research projects, academic initiatives, and industry linkages.
- **Alumni** will be invited based on their expertise, industry influence, and willingness to mentor current faculty, staff and students.
- **Administrative staff** may participate to enhance university-alumni engagement strategies and activities.

9.4 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Prepare an Annual Alumni networking and engagement Calendar including budgeting requirement in consultation with Pro-President, Directors, Deans, Associate Deans and HODs	Annual Alumni engagement Calendar – by Alumni Relations Office

Approval – by CEO | By July every year |
2	Identify and invite distinguished alumni and faculty for keynote speeches and panels	Alumni Relations Office, supported by Deans, Associate Deans and HODs	2.5 months before event
3	Finalize event schedule (keynote, panel, Q&A, breakout sessions, engagement activities)	Alumni Relations Office	2 months before event
4	Coordinate venue booking, logistics, and IT support for the sessions	Alumni Relations Office	2 months before event

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5	Promote the event through official university channels (email, social media, alumni network)	Alumni Relations Office	1.5 months before event
6	Collect and confirm participation from alumni, faculty, and administrative staff	Alumni Relations Office	1 month before event
7	Assign faculty mentors for breakout networking sessions	Alumni Relations Office in consultation with Deans, Associate Deans and HODs	1 month before event
8	Prepare session materials, speaker profile, panel discussion points	Alumni Relations Office	3 weeks before event
9	Execute the networking event	Alumni Relations Office	Event Day
10	Collect feedback from participants (faculty, staff, alumni)	Alumni Relations Office	Within 1 week after event
11	Analyze the feedback and prepare a comprehensive report for submission to the Apex Council.	Alumni Relations Office	Within 3 weeks after event

10. Suggestion Scheme

The purpose of the Suggestion Scheme is to encourage employees to contribute suggestions for institutional improvement, process optimization, research initiatives, and workplace enhancements. This initiative is **open to all employees** of the university.

10.1 Implementation Process

- The **HR Department** will manage a **structured suggestion scheme** through an online portal.
- Employees can submit ideas related to:
    - **Workplace Enhancements** – Improvements in employee experience, infrastructure, and policies.
    - **Process Improvements** – Enhancing efficiency in academic and administrative functions.
    - **Research Initiatives** – Proposals for new research collaborations and academic development.
- The window for suggestion will be open in Portal for a month in **Nov and May** every year
- A Suggestion Committee formed by the Apex Council will review and shortlist the suggestions that are impactful and easy to implement.
- Suggestion Committee will present the shortlisted suggestions to the Apex Council by the second week of Dec & June
- Based on this discussion, Apex Council will finalize the list of suggestions for employee recognition/execution
- An employee whose suggestion is accepted by the Apex Council will receive a certificate of appreciation along with a gift coupon of ₹1,000 as a token of recognition.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- The suggestion committee will be tasked by Apex Council to prepare the implementation plan.
- Employees whose suggestions are selected will be invited to contribute to the implementation phase where feasible.
- Apex Council will monitor the progress of implementation
- Regular updates on the status of suggestion implementation will be shared with all employees through email circulars and town hall meetings.

10.2 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Communicate the details of Suggestion Scheme to all employees (email, intranet, posters)	HR	At the end of October and April each year
2	Manage the online suggestion portal for employees	HR	In Nov & May of each year
3	Submit suggestions through the online portal for review and consideration	Employees	In Nov & May of each year
4	Review and shortlist impactful and implementable suggestions	Suggestion Committee (appointed by the Apex Council)	By the second week of Dec & June each year
5	Present the shortlisted suggestions to the Apex Council for approval	Suggestion Committee	By the second week of Dec & June each year
6	Finalize and approve the list of suggestions for recognition or execution	Apex Council	By the third week of Dec & June each year
7	Inform employees about the accepted suggestions and recognition (gift coupon & certificate)	Registrar	Within one week of Apex Council approval of shortlisted suggestions
8	Distribute gift coupon (Rs 1,000) and certificate of appreciation to the employees	Recommendation for Gift coupon - by President; Approval – by CEO; Distribution - by Registrar -	Within two weeks of Apex Council approval for shortlisted suggestions
9	Formulate an implementation plan for accepted suggestions	Suggestion Committee	By end of Dec & June each year
10	Oversee the implementation of accepted suggestions	Registrar	Ongoing
12	Provide regular updates on the status of suggestion implementation to Registrar	Suggestion Committee	In the first week of every month, continuing until the implementation is fully completed.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

11. Exchange Programs

The Exchange Programs aim to provide faculty, staff, and researchers with opportunities for academic collaboration, professional development, and networking, both nationally and internationally. These programs are designed to enhance knowledge transfer, support institutional development, and foster professional growth.

11.1 Exchange Program Categories

- **Academic Exchange:** Faculty engage in teaching, research, or collaborative projects at partner universities.
- **Professional Development Exchange:** Administrative staff participate in training, leadership development programs, or exchanges to learn best practices.
- **Sabbaticals & Study Leave:** Faculty members may take sabbaticals or short-term academic assignments. (Refer to Policy document **HR/SOP/07 on Leave** for details)
- **Consultancy & Research Collaborations:** Employees contribute to joint research, policy projects, or consultancy work at external institutions.

11.2 Participation & Eligibility

- Employees must have at least three years of experience at the university to be eligible for participation.
- Selection will be based on:

  - Relevance of the exchange to the employee's role and career development.
  - The expected contribution to institutional goals and academic excellence.
  - Recommendations from Associate Dean/Dean and approval by President.

11.3 Financial Support & Sponsorships

- Participants will receive financial support for travel, accommodation, and research-related expenses for externally funded exchange programs.
- For exchange programs under MoUs signed by VGU with partner institutions, partial financial support may be provided - for travel, accommodation, and research-related expenses - at the discretion of the Management.
- Employees are also encouraged to apply for external grants or sponsorships to support their participation in exchange programs.

11.4 Post-Exchange Knowledge Sharing

- Participants are required to conduct workshops, presentations, or reports to share key learnings and experiences with their peers and students.
- Insights and outcomes from exchange programs will be documented and archived for future reference.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

11.5 Institutional Collaborations

- Exchange programs will be formalized through Memorandums of Understanding (MoUs) with partner universities and research institutions.
- The university will proactively seek and expand partnerships with leading institutions to enhance exchange opportunities.

11.6 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Define Exchange Program Categories	Apex Council	Every year (as part of strategic planning)
2	Eligibility Criteria for nomination of employees for exchange programs	Apex Council	Before start of each cycle (Nov/May)
3	Coordinate with Partner Institutions to enter into MOU for exchange programs	Associate Deans/ Deans	On going
4	Finalize and enter into MoUs with Partner Institutions/Organisations	Registrar (MOU signing authority)	As and when new collaborations are initiated
5	Apply for External Grants & Sponsorships	R&D cell/Registrar	Prior to exchange program start
6	Nominate participants for Exchange Programs	Recommendation – Associate Deans/Deans; Approval - President	One month before application deadline (Nov/May)
7	Post-Exchange Knowledge Sharing (Workshops/Reports)	Participants	Within one month after returning from exchange
8	Document & Archive Exchange Insights	Registrar	Ongoing (after each exchange program)
9	Monitor Program Impact	Apex Council	Ongoing (during and after each exchange program)

12. Guest Lectures

The purpose of this initiative is to inspire and motivate employees through insights shared by industry and university leaders through structured lectures and interactive sessions.

12.1 Planning & Coordination

- The HR Department will be responsible for organizing Guest Lectures in coordination with President/Pro-President/Dean/Associate Dean

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- The event will feature guest lectures from industry/university leaders and academic experts to share insights on leadership, innovation, and industry trends.
- Sessions will be held quarterly or as per the availability of speakers.

12.2 Structure of the Event

Each Guest Lecture session will include:

- **Keynote Speech** - A structured talk by a guest speaker focusing on leadership, industry developments, and best practices.
- **Interactive Q&A Session** - Employees will have the opportunity to ask questions and gain insights.

12.3 Responsibility matrix

Sl. No	Activity	Responsibility	Timeline
1	Identify guest speakers from industry, academia, and university leadership	Planning and organizing guest lectures – Faculty coordinator; Approval for guest lectures – President/Pro-President	At least one month prior to the event
2	Confirm guest speaker availability and finalize event details	Faculty coordinator	At least one month prior to the event
3	Define the themes or topics for the lecture (leadership, innovation, industry trends, etc.) in consultation with the guest speaker	Faculty coordinator	One month before the event
4	Communicate the event details to employees (email, notice board, posters)	Registrar	2-3 weeks before the event
5	Arrange logistical requirements (venue booking, seating, audio-visual setup, etc.)	Faculty coordinator supported by HR	One week before the event
6	Facilitate the keynote speech by the guest speaker	Faculty coordinator	On the day of the event
7	Manage the Q&A session, ensuring smooth interaction between participants and the speaker	Faculty coordinator	During the event
8	Document the event and share highlights with participants (photos, key takeaways, etc.)	Faculty coordinator	One-week post-event

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

| 9 | Gather feedback from participants on the guest lecture | HR | Immediately after the conclusion of the event on the same day |
| 10 | Evaluate feedback and assess the impact of the session | HR | 2 weeks after the event |

13. Open-Door Forum

The Open-Door Forum aims to enhance transparent communication between university leadership and employees by fostering a culture of trust, inclusivity, and engagement. This initiative provides faculty, students, administrative staff and support personnel with a platform to voice concerns, personal problems, seek guidance, and contribute to institutional improvements.

13.1 Leadership Accessibility – Common Open-Door Forum

To foster transparency, approachability, and employee engagement, Vivekananda Global University (VGU) will institutionalize a Common Leadership Open-Door Forum.

- **Format:** A dedicated one-hour session where the senior leadership team - including the CEO, President, Pro-President, and Registrar - will jointly be present to interact with employees in an open and supportive environment.
- **Schedule:** Held on the second and fourth Friday of each month from 4:00 PM to 5:00 PM (or as rescheduled based on leadership availability).
- **Purpose:** This forum will offer all employees a platform to:

    - Raise concerns or grievances
    - Share feedback, suggestions, or ideas
    - Express personal or professional expectations
    - Seek guidance or mentorship

Discussions will be held in a non-judgmental, confidential, and solution-oriented atmosphere.

13.2 Responsibility Matrix

Sl No	Activity	Responsibility	Timeline
1	Prepare and finalize the Common Open-Door Forum calendar with confirmed dates and times	HR in coordination with the CEO's Office	By the 25th of every month for the upcoming month
2	Reserve suitable venue and make logistical arrangements (seating, signage, privacy)	HR/Admin Office	By the 27th of every month
3	Communicate the forum schedule and purpose to all employees via email, intranet, and notice boards	HR	By the 28th of every month

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

| 4 | Collect key takeaways and non-confidential recurring themes from the session | HR | Within 2 working days after each session |
| 5 | Share summary insights (ensuring confidentiality) and suggestions for institutional improvement with the Apex Council | HR | Monthly (first week of the next month) |

14. Town Hall Meetings

The Town Hall Meetings serve as a structured forum for strategic communication, institutional transparency, and direct employee engagement with university leadership. These bi-annual events provide an opportunity for employees to gain insights into university goals, performance updates, and address concerns.

14.1 Town Hall Objectives

- **Senior Leadership Address (CEO/Chairman/President)**: Updates on the university's strategic vision, annual plans, and major institutional initiatives.
- **Performance Review**: Highlighting key achievements in academics, research, and operational efficiency.
- **Interactive Polls & Discussions**: Live feedback and brainstorming on improving university operations and culture.
- **Q&A Session**: Employees can ask questions directly and receive transparent responses from senior leadership.

14.2 Town Hall Structure & Execution

- **Frequency**: Bi-annual (July & January)
- **Format**: Live event
- **Duration**: 90 minutes
- **Venue**: Auditorium
- **Participation**: Open to all employees

14.3 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Invite town hall questions from employees in advance through email	HR	3 weeks before the Town Hall
2	Prepare key points for the Leadership Address, focusing on university strategy, milestones, and performance updates	University Leadership (CEO, President, Pro-President)	2 weeks before the Town Hall

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

3	Communicate the Town Hall details (date, time, venue) to all employees	Registrar	1 week before the Town Hall
4	Organize and coordinate the logistics (venue, AV setup, seating arrangements) for the Town Hall	HR	1 week before the Town Hall
5	Address the Town Hall (Leadership Address, Performance Review, Q&A session, and Interactive Polls/Discussions)	University Leadership (CEO, President, Pro-President)	On the scheduled date
6	Document key discussion points, resolutions, and feedback from the Town Hall	Registrar's office	On the day of the Town Hall
7	Publish a summary of the discussions, resolutions, and feedback through newsletters, circulars, and emails, with a copy filed in the Registrar's Office	Registrar's office	Within 3 days after the Town Hall

15. Management by Wandering Around (MBWA)

Vivekananda Global University (VGU) promotes *Management by Wandering Around* (MBWA) as a leadership practice aimed at enhancing communication, understanding ground realities, and strengthening employee engagement. Through regular, informal visits to various departments and units, leaders are expected to build rapport, listen actively, and gather insights directly from employees.

Guidelines:

1. Senior leaders (CEO, President, Pro-President, Directors, and Registrar) will allocate time each week to visit different departments without formal agenda or meetings.
2. Interactions will be informal, respectful, and focused on understanding employee experiences, addressing concerns, and appreciating efforts.
3. MBWA will not be used for performance evaluation or disciplinary monitoring but as a tool for open dialogue and support.

16. VGU Faculty Fiesta (VGUFF)

The VGU Faculty Fiesta is designed to:

- Promote camaraderie, relaxation, and creative expression among faculty members.
- Provide a platform for talent showcase, informal interaction, and cross-departmental bonding.
- Enhance faculty engagement and contribute to overall well-being and positive workplace experience.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

16.1 Event Planning

- **Duration**: 3 hours (once a quarter, ideally on a Friday afternoon or a low-intensity academic day)
- **Participants**: All faculty members
- **Activities may include**:

  - Music, dance, poetry, skits, and stand-up comedy by faculty
  - Team games, quizzes, or open mic
  - Celebration of birthdays, retirements, or milestones (if applicable)
  - Light refreshments and informal networking

16.2 Guidelines

1. VGUFF will be held once a quarter; dates to be pre-fixed in the academic calendar.
2. All performances and hosting roles are voluntary.
3. All departments encouraged to contribute at least one performance or activity on a rotational basis.
4. Venue can be Auditorium/Faculty Lounge/Outdoor lawn depending on weather.
5. Maintain a collegial and respectful tone; no politically or socially sensitive content.
6. The Registrar will be the Program Patron and will ensure the provision of institutional support and necessary resources for the event.

17. Employee Experience Survey

The Employee Experience Survey aims to systematically assess employee experiences, workplace culture, leadership effectiveness, and gather suggestions for institutional improvement. This survey seeks to enhance employee engagement, foster a positive work environment, and drive organizational growth. The survey will be conducted **once every three years.**

17.1 Survey Design

- The HR Department, in collaboration with the Survey Committee (nominated by the Apex Council), will develop a structured questionnaire that covers:

  - **Employee Experience:** Work-life balance, work climate, physical, mental & emotional well-being and job satisfaction.
  - **Workplace Culture**: Inclusivity, collaboration, communication, and employee well-being.
  - **Leadership Effectiveness:** Leadership communication, decision-making processes, accessibility, and transparency.
  - **Institutional Improvement:** Employee suggestions for improving policies, infrastructure, processes, and operations.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- External consultants may be engaged to ensure unbiased survey administration and data analysis.

17.2 Survey Administration

- The survey will be administered digitally on a confidential platform.
- A comprehensive communication campaign (emails, notice board, staff meetings) will be launched to encourage maximum participation.
- Employees will be given a two-week window to complete the survey.

17.3 Data Analysis & Reporting

- The Survey Committee will analyze the responses, identifying key trends and patterns.
- A detailed report summarizing insights, concerns, and actionable recommendations will be submitted to the university leadership.
- Findings will be categorized into critical, moderate, and low-priority areas to ensure structured action planning.

17.4 Action Plan & Follow-Up

- The HR Department will draft an action plan based on survey findings.
- Policy reviews, workplace enhancements, and organizational adjustments will be initiated to address the identified concerns.
- A summary of key survey findings and planned action steps will be communicated to employees via:

  - Town hall meetings
  - Email circulars

17.5 Responsibility Matrix

Sl. No	Activity	Responsibility	Timeline
1	Survey Design	Survey Committee (nominated by Apex Council)	Develop survey questionnaire three months before the survey date
2	Survey Administration	Survey Committee	Launch survey and communication campaign two weeks before survey period
3	Communication Campaign	HR, University Management	Initiate campaign via emails, posters, and staff meetings two weeks before survey
4	Survey Administration	Survey Committee	Provide employees with the survey for a two-week completion period

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5	Data Collection & Analysis	Survey Committee	Analyze responses within two weeks after survey closes
6	Reporting	Survey Committee	Prepare detailed report within one month of survey closure
7	Preparation and Submission of Report	Survey Committee	Submit findings and report to Apex Council within one month of analysis
8	Action Plan Creation	Survey Committee, under guidance from Apex Council	Draft action plan within one month of receiving survey report
9	Implementation of Action Plan	University Management, Registrar	Implement workplace improvements based on survey feedback (timeline depends on action items)

18. Policy Review

This policy shall be reviewed every three years to ensure its relevance and effectiveness.

19. Effective Date

This policy is effective from 01.07.2025 and supersedes all previous policies related to employee experience.

20. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Example of a Congratulatory Note

**Subject:** Congratulations on Your Achievement, Dr. [Employee Name]

Dear Dr. [Employee Name],

Congratulations on completing 10 remarkable years at [University Name]. Your dedication to academic excellence and unwavering commitment to research have enriched our institution. Your recent publication in [Journal Name] is a testament to your scholarly impact.

Your contribution to the growth of institution is highly appreciated. We look forward to many more years of success together.

Sd xxx

Senior Leadership
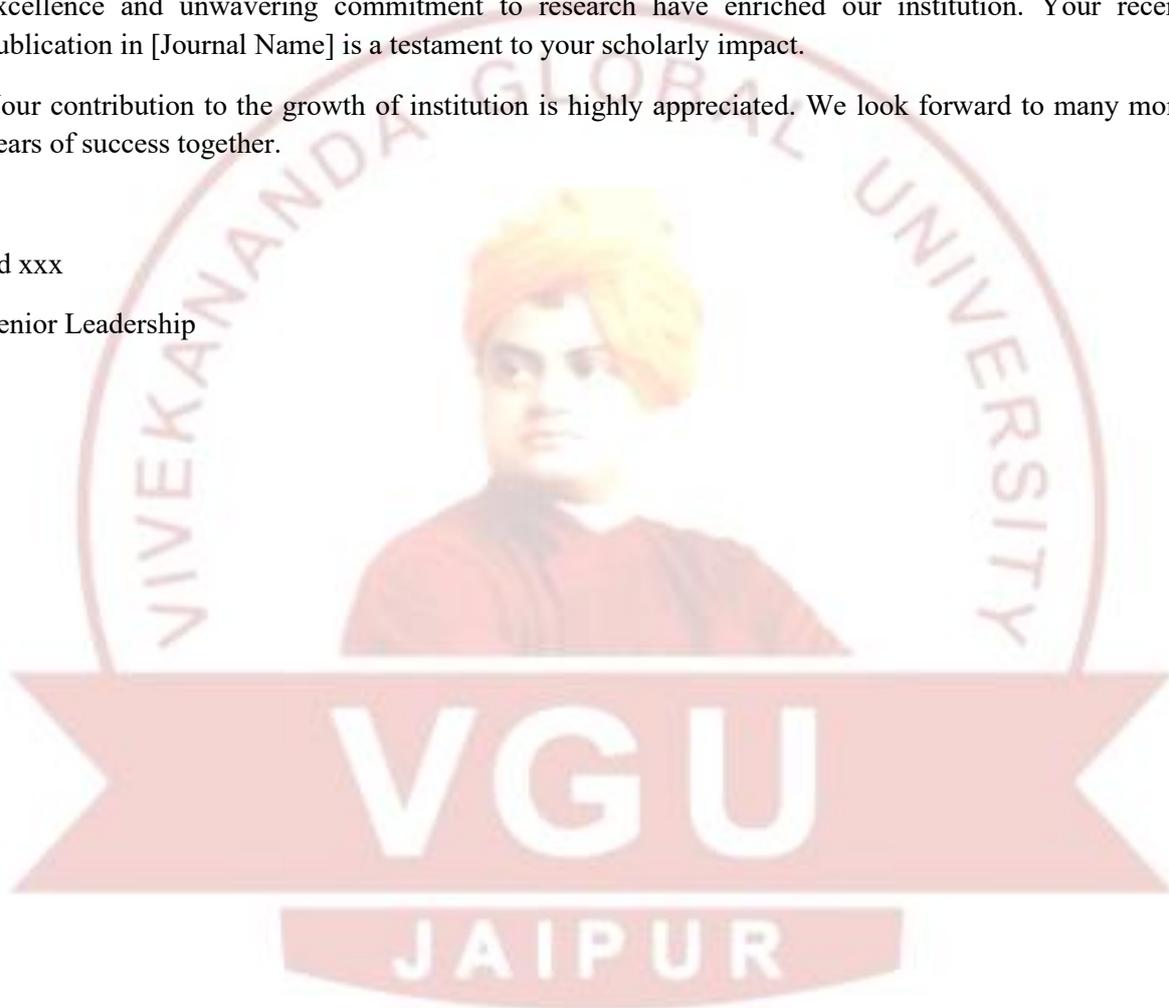
VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Annexure II

Example: Faculty Spotlight: Dr. [Employee Name]

Dr. …….., Associate Professor of …., was recognized by her peers for leading an interdisciplinary research project that resulted in a ground breaking publication. Her colleagues praised her mentorship and ability to bring diverse teams together.

Kudos to Dr. ……for her exceptional contributions!

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **What is the purpose of the Employee Experience Policy at VGU?**
   The policy aims to create a positive, engaging, and fulfilling work environment that supports professional growth, well-being, and long-term employee commitment while aligning with the university's mission of academic excellence, innovation, and student success.

2. **Who is covered under this policy?**
   The policy applies to all permanent teaching and non-teaching faculty, administrative staff, and support personnel of VGU.

3. **Does the Employee Experience Policy offer any financial incentives?**
   While the policy doesn't directly offer financial incentives, it fosters engagement through recognition programs, celebrations, networking opportunities, and well-being initiatives that enrich the overall work experience.

4. **What milestones qualify for formal recognition under the leadership recognition initiative?**
   Recognized milestones include service anniversaries (5, 10, 15, 20+ years), promotions, academic and research achievements, awards and honours, and completion of higher studies or certifications.

5. **Can personal achievements outside of work (like sports or community service) be recognized under this policy?**
   Only those achievements that align with university objectives - academics, research, administration, or certifications - are considered under this formal recognition scheme.

6. **Can I propose a new club apart from the listed ones?**
   Yes. Employees can propose new social or cultural clubs by submitting a proposal to the Registrar, who forwards it to the Apex Council for approval.

7. **Is club participation allowed during working hours?**
   Participation is allowed during designated "club hours" approved by the Apex Council and communicated in advance. Activities are designed not to affect work responsibilities.

8. Are club events compulsory for all employees?
   No. Club membership is voluntary, although all employees are *encouraged* to join at least one club that aligns with their interests.

9. **How often is the Department Picnic held, and who organizes it?**
   Once a year, each department/centre/cell organizes a picnic. A picnic committee formed within the department manages planning and execution.

10. **What if picnic expenses exceed the budget sanctioned?**
    The university allocates ₹750 per employee. If expenses exceed this amount, the *additional cost is to be equally shared* by all participating employees.

11. **Can families join the Department Picnic?**
    Family inclusion is optional and subject to the department's discretion and logistical feasibility. However, university funding applies only to employees.

12. **What types of suggestions can I submit?**
    You can submit ideas related to:
    - Workplace Enhancements (infrastructure, well-being, policies)
    - Process Improvements (academic/administrative efficiency)
    - Research Initiatives (collaborations, academic development)

13. **Will I be notified if my suggestion is accepted or rejected?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Employees whose suggestions are accepted will be formally informed by the Registrar within one week of approval by the Apex Council.

14. **What recognition will I receive if my suggestion is accepted?**
    If your suggestion is accepted, you will receive a certificate of appreciation and a ₹1,000 gift coupon.

15. **What if my suggestion is valuable but difficult to implement right away?**
    The Suggestion Committee prioritizes suggestions that are both impactful and easy to implement. Complex ideas may be documented for future consideration even if not implemented immediately.

16. **Can teams submit joint suggestions?**
    Yes. Group or team submissions are allowed. Recognition will be shared among the contributors.

17. **Who is eligible to apply for exchange programs?**
    Only employees who have completed at least three years of service at VGU are eligible to apply.

18. **Are both teaching and non-teaching staff eligible for exchange programs?**
    Yes. Faculty, and administrative staff can participate under different categories of the exchange program.

19. **What are the categories of exchange programs available at VGU?**
    There are four categories:
    - Academic Exchange
    - Professional Development Exchange
    - Sabbaticals & Study Leave
    - Consultancy & Research Collaborations

20. **Can I apply for more than one exchange program in a year?**
    Yes, but it depends on your eligibility, relevance of the program, and approval from the President.

21. **What is the process to apply for an exchange program?**
    You must get a recommendation from your Associate Dean/Dean and submit it for approval by the President, typically one month before the application deadline (Nov/May cycles).

22. **When are the exchange program nomination cycles held?**
    Nominations are reviewed twice a year: in November and May.

23. **What is the criteria used to select participants?**
    Selections are based on:
    - Relevance to your current role and career development
    - Contribution to institutional goals
    - Dean's recommendation and final approval by the President

24. **What kind of financial support is provided by the university?**
    - For externally funded programs, VGU will cover travel, accommodation, and research expenses.
    - For MoU-based programs, partial support may be provided, at the management's discretion.

25. **Is 100% funding guaranteed for MoU-based exchanges?**
    No. Funding for MoU-based programs is partial and subject to management discretion.

26. **Can I use external grants for participation?**
    Yes. You are encouraged to apply for external grants or sponsorships with support from the R&D Cell or Registrar.

27. **Can I participate in an exchange program without an MoU in place?**
    No. Exchange programs must be formalized through MoUs with partner institutions.

28. **Who is responsible for signing MoUs with partner institutions?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

The Registrar is the designated signing authority for all MoUs.

29. **What's the difference between a sabbatical and a study leave?**

    Sabbaticals are for faculty with long tenure for research/academic assignments. Study leave may apply to shorter academic opportunities.

30. **Is participation in consultancy or research collaboration considered part of this scheme?**

    Yes. If it involves external institutional collaboration, it falls under the Consultancy & Research Collaboration category.

31. **Will exchange participation affect my workload or duties at VGU?**

    Yes. Temporary adjustments will be made to your responsibilities in coordination with your Dean/department head during your absence.

32. **Can I nominate myself without Dean's recommendation?**

    No. All applications must be recommended by your Dean or Associate Dean before being considered by the President.

33. **What if I return late from an exchange program or fail to submit my post-exchange report?**

    Failure to comply with post-exchange requirements may affect future participation, funding eligibility, and performance evaluations.

34. **How often are guest lectures organized at VGU?**

    Guest lectures are held quarterly, or more frequently if speaker availability permits.

35. **What is the purpose of the Open-Door Forum?**

    To provide employees with a confidential and open space to voice concerns, seek guidance, and share ideas with senior leadership.

36. **Who participates in the Open-Door Forum from leadership?**

    The CEO, President, Pro-President, and Registrar jointly conduct the sessions.

37. **When is the Open-Door Forum held?**

    On the second and fourth Fridays of each month, from 4:00 PM to 5:00 PM.

38. **What is the objective of Town Hall Meetings?**

    They aim to provide updates on the university's strategic vision, performance, and enable direct dialogue with leadership.

39. **How often are Town Hall Meetings conducted?**

    They are held bi-annually, in January and July.

40. **Can employees submit questions for the Town Hall in advance?**

    Yes. HR invites questions via email three weeks before each Town Hall.

41. **What is MBWA and how is it different from other leadership interactions?**

    MBWA involves informal visits by senior leaders to departments to listen, support, and connect with employees without formal agendas.

42. **Will MBWA visits affect performance evaluations?**

    No. MBWA is not for evaluation or monitoring. It focuses on engagement and support only.

43. **Who participates in MBWA visits?**

    Senior leadership including the CEO, President, Pro-President, Directors, and Registrar.

44. **What is the purpose of the Faculty Fiesta?**

    To promote faculty bonding, creativity, and relaxation through informal activities and talent showcases.

45. **How often is VGUFF organized and who can participate?**

    It is held once every quarter. All faculty members are invited to participate or attend.

46. **What types of activities are part of the fiesta?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Activities may include music, dance, poetry, skits, comedy, games, quizzes, and celebrations like birthdays and retirements.

47. **How often is the Employee Experience Survey conducted?**

    Once every three years, to assess employee satisfaction and gather feedback.

48. **Are survey responses confidential, and what happens afterward?**

    Yes, the survey is conducted confidentially. The Survey Committee analyses the data, reports insights to leadership, and HR develops an action plan to address concerns.

Ref No: HR/SOP/12	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: President, VGU	**Document Classification:** Confidential	**Use:** Restricted

1. Objective

The Promotion Policy at Vivekananda Global University (VGU) establishes a merit-driven, transparent, and equitable framework for career advancement. Its key objectives are to:

- Recognize and reward employees for their performance, dedication, and potential.
- Provide structured career growth opportunities that foster employee retention and engagement.
- Align individual competencies with institutional goals to enhance overall organizational effectiveness.

2. Scope

This policy applies to all permanent employees including teaching and non-teaching faculty, administrative staff and support personnel of VGU.

3. Guiding Principles for Promotion

- The promotion scheme of employees is framed in line with regulatory body guidelines.
- Promotions cannot be claimed as a matter of right.
- Promotions are aligned with the university's vision, mission, and operational requirements.
- The university ensures equal opportunity for promotion without discrimination.
- Promotions are contingent upon the availability of vacancies and meeting prescribed performance benchmarks as per regulatory norms.
- The overall selection procedure for promotion is based on a transparent and objective methodology.
- For faculty promotion, emphasis is placed on experience, performance, merit, qualifications, and acquired skills.
- For non-faculty promotion, the criteria are based on a combination of seniority, skills and performance.
- A PhD qualification is mandatory for promotion to Associate Professor and above or as per the norms stipulated by regulatory bodies.
- Time spent acquiring a full-time PhD will not be counted as teaching experience. However, service by faculty pursuing part-time PhD will be counted as teaching experience.
- The requirement for specialization in the qualifying degree may be modified as per institutional needs.
- All promotions to teaching faculty positions shall be made through an interview conducted by the VGU Faculty Promotion Committee (VGU-FPC) to assess their suitability.
- The selection committee will also consider the performance appraisal rating of the candidate for the previous three years.
- Candidates under consideration for promotion should not have any ongoing disciplinary proceedings, memos, or punishments (excluding censure) in the last three years.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Maternity Leave, and Deputation shall be counted for promotion, subject to prior approval by the competent authority of the University.
- Seniority is determined based on the date of joining or based on the date of promotion.

4. Promotion Cycle

- **Cut-off Date for Consideration:** June 30th each year (appraisal period: July 1 - June 30).
- **Promotion Process:** Conducted annually after the performance appraisal, with the promotion list announced in July, aligning with the increment cycle.
- **Monitoring & Governance:** The VGU Faculty Promotion Committee (VGU-FPC) is responsible for finalizing criteria and overseeing the promotion process.

5. Line Promotion Scheme for Teaching Staff in Various Schools

Sl. No	Position	Qualification & Experience	Additional Criteria
1	Assistant Professor	**Engineering/ Architecture/ Agriculture/Design** • M. Tech/ME/ M. Arch/ M Des from a reputed Institution recognized by CoA/AICTE/UGC **Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management** • M.Com with NET/SLET from a reputed Institution recognized by AICTE/UGC • MCA with 2 years' experience or M. Tech from a reputed Institution recognized by AICTE/UGC • MBA from a reputed Institution recognized by AICTE/UGC • MSc with NET/SLET from a reputed Institution recognized by AICTE/UGC or Ph. D in Science • M Pharm from a reputed Institution recognized by PCI/AICTE/UGC • PG in relevant discipline as per the guidelines of the relevant statutory body for Paramedical and Allied Healthcare • MSc (Ag) with NET/SLET from a reputed Institution recognized by AICTE/UGC or Ph. D in Agriscience • MHM/MBA in Hospitality Management from a reputed Institution recognized by AICTE/UGC	**Engineering/ Architecture/ Agriculture/Design/ Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management/Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** As per prevailing UGC Guidelines

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication • MA with NET/SLET from a reputed Institution recognized by AICTE/UGC • MA with PhD from a reputed Institution recognized by AICTE/UGC **Law** • LLM (PG) or PhD in Law from a reputed Institution recognized by BCI/AICTE/UGC	
2	Associate Professor	**Engineering/ Architecture/ Agriculture/Design** • M. Tech/ME with PhD from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. • Or as Assistant professor with 5 years' experience in the parent institute and obtained Ph.D. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. **Commerce/ Computer applications/ Management/ Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management** • M Com with PhD from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. • MCA with PhD from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. • MCA from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. • MBA with PhD from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. • M Des/MFA from a reputed Institution recognized by AICTE/UGC. Experience	**Engineering/ Architecture/ Agriculture/Design/ Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management/Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** As per prevailing UGC Guidelines

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		and other relevant credentials as stipulated in the prevailing UGC Guidelines. • Worked as Assistant Professor with PhD for 5 years or served in the parent institute for 8 years and obtained PhD **Arts/Humanities and Social Sciences/Performing Arts / Journalism Mass Communication** • MA/MHM/MBA in Hospitality Management/ M Pharm with PhD from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. **Law** • LLM with PhD from a reputed Institution recognized by AICTE/UGC. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines.	
3	Professor	**Engineering/ Architecture/ Agriculture/Design** • A minimum of 5 years of teaching experience at the level of Associate Professor. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. **Commerce/ Computer applications/ Management/ Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management** • A minimum of 6 years of teaching experience at the level of Associate Professor. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. **Arts/Humanities and Social Sciences/ Performing Arts/ Journalism Mass Communication** • A minimum of 7 years of teaching experience at the level of Associate Professor. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines. **Law**	**Engineering/ Architecture/ Agriculture/Design/ Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management/Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** As per prevailing UGC Guidelines

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		• A minimum of 8 years of teaching experience at the level of Associate Professor. Experience and other relevant credentials as stipulated in the prevailing UGC Guidelines.	
4	**Senior Professor**	**Engineering/ Architecture/ Agriculture/Design** • 10 years' experience as professor **Commerce/ Computer applications/ Management/ Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management** • 12 years' experience as professor **Arts/Humanities and Social Sciences/ Performing Arts/ Journalism Mass Communication** • 14 years' experience as professor **Law** • 15 years' experience as professor	**Engineering/ Architecture/ Agriculture/Design/ Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management/Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** • A minimum of 15 SCOPUS-indexed research publications during the assessment period. • A minimum of 3 granted patents. • Alternatively, a combination of SCOPUS-indexed research publications, book chapters, and granted patents totalling 15 will also be considered. • As a sole supervisor, at least 5 doctoral candidates must have been awarded Ph.D. degrees, Or as a co-supervisor, at least 10 doctoral candidates must have been awarded Ph.D. degrees. • Demonstrated contributions to educational innovation, including the design and development of new curricula and courses, and the effective use of technology-enabled teaching–learning methods. • Proven involvement in academic administration, policy formulation, faculty mentorship, and collaboration with industry and other academic institutions. • Active involvement in organizing seminars, workshops, and academic conferences. • Favourable reviews from three eminent subject experts, selected from a panel approved by the relevant statutory bodies of the university, with each expert

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

			holding a rank not below that of Professor.
			• Successful completion of a Refresher Course or Faculty Development Programme (FDP) in online mode, recognized by regulatory bodies such as UGC or AICTE.
			• Received consistently good performance appraisal rating over the past three years.

6. Career Progression Scheme for Teaching Faculty

In addition to the promotion scheme outlined in (5) above, meritorious faculty members may be considered for career progression based on the following qualifications and eligibility criteria.

Sl. No	Position	Qualification	Experience	Additional Criteria
1	**Senior Assistant Professor**	**Engineering/ Architecture/ Agriculture/Design** • M. Tech/MCA/ME/ M. Arch from a reputed Institution recognized by AICTE/UGC **Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management** • M.Com with NET/SLET from a reputed Institution recognized by AICTE/UGC • MCA with 2 years' experience or M. Tech from a reputed Institution recognized by AICTE/UGC • MBA from a reputed Institution recognized by AICTE/UGC • M Des/MFA from a reputed Institution recognized by AICTE/UGC • MSc with NET/SLET from a reputed Institution	An Assistant Professor who has completed (a) 4 years of service with a Ph.D. degree or (b) 5 years of service with a NET. or a PG Degree or (c) 6 years of service with a PG degree The above experience as applicable to the qualification.	**Engineering/ Architecture/ Agriculture/Design/ Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/ Hotel Management/ Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** • A minimum of two research publications per annum in SCOPUS indexed journal. • Publication of a book chapter per annum assessment period. • Consistently good performance appraisal rating in the previous three years.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		recognized by AICTE/UGC or Ph. D in Science **Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** • MA/MHM/MBA in Hospitality Management/M Pharm with NET/SLET from a reputed Institution recognized by AICTE/UGC • MA with PhD from a reputed Institution recognized by AICTE/UGC **Law** • LLM (PG) or PhD in Law from a reputed Institution recognized by AICTE/UGC		
2	**Senior Associate Professor**	**Engineering/ Architecture/ Agriculture/Design** • M. Tech/ME with PhD from a reputed Institution recognized by AICTE/UGC and 2 years' experience after Ph. D • Or as Assistant professor with 5 years' experience in the parent institute and obtained Ph.D. **Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/Hotel Management** • M Com with PhD from a reputed Institution recognized by AICTE/UGC with 3 years' experience or 8 years' experience in the Parent institute and obtained PhD • MCA with PhD from a reputed Institution recognized by AICTE/UGC	• A minimum of 9 years of teaching experience, including at least 5 years as an Associate Professor, which must be post-Ph.D. **or** • A minimum of 9 years of equivalent industry experience at a senior management level (for direct recruitment cases).	**Engineering/ Architecture/ Agriculture/Design/ Commerce/ Computer applications/ Management/Applied Sciences/ Paramedical/Allied Healthcare/Pharmacy/ Hotel Management/ Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** • A minimum of 2 SCOPUS-indexed research publications per year, with at least 8 publications during the assessment period. • Alternatively, a combination of research publications, book chapters, and granted patents

VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

		and having 3 years' experience. • MCA from a reputed Institution recognized by AICTE/UGC with 8 years' experience in the parent institute and obtained PhD • MBA with PhD from a reputed Institution recognized by AICTE/UGC with 3 years' experience after PhD or 8 years' experience in the parent institute and obtained PhD. • M Des/MFA from a reputed Institution recognized by AICTE/UGC • Worked as Assistant Professor with PhD for 5 years or served in the parent institute for 8 years and obtained PhD **Arts/Humanities and Social Sciences/ Performing Arts / Journalism Mass Communication** • MA/MHM/MBA in Hospitality Management/M Pharm with PhD from a reputed Institution recognized by AICTE/UGC with 5 years' experience or 10 years at the level assistant professor from the parent institute and obtained PhD **Law** • LLM with PhD from a reputed Institution recognized by AICTE/UGC with 5 Year Experience or 12 years and obtained PhD in the parent institute		totalling 8 will also be considered. • Acted as a sole supervisor for at least one doctoral candidate registered for a Ph.D., • Or served as a co-supervisor for 2 doctoral candidates registered for Ph.D. degrees. • Demonstrated contribution to educational innovation, including the design of new curricula and courses, and the use of technology-mediated teaching–learning processes. • Successfully completed a Refresher Course or Faculty Development Programme (FDP) in online mode, recognized by regulatory bodies such as UGC or AICTE. • Received consistently good performance appraisal rating over the past three years.

7. VGU Faculty Promotion Committee (VGU-FPC)

The VGU faculty promotion committee will consist of the following members:

1. President - Chairman

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

2. Pro-President - Member
3. Registrar - Secretary
4. Associate Dean/Dean of the respective Department - Member
5. External Expert - Member
6. Representative from Minority Community - Member
7. Representative from OBC/SC/ST - Member

8. Teaching Faculty Promotion Process

Step	Action	Responsibility	Timeline
Vacancy Identification	Identify promotional vacancies in the teaching cadre in consultation with Associate Deans and Deans.	Registrar/HR in consultation with Associate Deans and Deans	15th March
Issuance of Notification	Issue internal notification in: • Email • Registrar's Circular • Notice board	Registrar	20th March
Application Submission	Submit formal application with supporting documents (API Score, qualifications, experience, etc.)	Eligible Faculty Members	15th April
Evaluation	Review applications, verify documents, calculate scores, and assess contributions to teaching, research, and institutional development.	VGU Faculty Promotion Committee (VGU-FPC) assisted by HR	15th May
Personal Interview	Conduct structured interviews to assess academic vision, leadership ability, institutional commitment, and role-fit.	VGU Faculty Promotion Committee (VGU-FPC)	31st May
Candidate Selection Finalization	Review and approve the final list of selected candidates based on merit and overall interview performance.	VGU Faculty Promotion Committee (VGU-FPC)	5th June
Issue of Promotion Order	Release formal promotion orders to selected faculty, with effect from 1st July.	Registrar/HR	Second week of June (with effect from 1st July)

9. Promotion Scheme for Non-Teaching Faculty, Administrative Staff, and Support Personnel

The promotion scheme for non-teaching faculty, administrative staff, and support personnel shall be designed in alignment with the prevailing UGC guidelines and institutional HR policies, ensuring fairness, transparency, and merit-based progression.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9.1 Types of Promotion:

- **Advancement to the Next Higher Post**: Subject to availability of vacancies, the employee may be promoted to the next higher post, accompanied by the applicable annual increment/salary hike.
- **Promotion to a Role with Higher Responsibilities**: Employees may also be considered for roles involving enhanced responsibilities, with a corresponding adjustment in designation and compensation, at the discretion of the VGU Management.

9.2 Promotion Guidelines:

- Promotions shall be subject to the availability of sanctioned vacancies in the higher cadre or role.
- The candidate must fulfil the requisite qualifications, experience, and skill sets as specified for promotion.
- A consistent track record of good performance, as evidenced through previous annual performance appraisals, is mandatory.
- There should be no adverse remarks or disciplinary actions on record during the review period.

9.3 VGU Departmental Promotion Committee (VGU-DPC)

The VGU Departmental Promotion Committee (VGU-DPC) **for Non-Teaching Faculty/Admin Staff/Support Personnel** will consist of the following members:

1. President – Chairman
2. Pro-President - Member
3. Director (Administration) – Member
4. Registrar - Member
5. Respective Associate Deans/Deans/Heads of Centres/Cells – Members
6. Representative from Minority Community - Member
7. Representative from OBC/SC/ST - Member

10. Non-Teaching Faculty/Admin Staff/Support Personnel Promotion Process

Step	Action	Responsibility	Timeline
Vacancy Identification	Identify promotional vacancies across departments for all eligible non-teaching staff.	HR in consultation with Department /Centre/Cell Heads	31st March
Application Invitation	Invite applications from eligible staff through email, or internal notice.	Registrar	5th April
Identification of Eligible Staff	Review of employee records (service duration, appraisals, disciplinary record, qualifications).	Registrar/HR	30th April
Application Submission	Submission of filled promotion application form with supporting documents.	Eligible Employees	20th May

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Evaluation	Conduct evaluations (written tests, skill assessments, interviews as applicable).	VGU Departmental Promotion Committee (VGU-DPC)	10th June
Candidate Selection Finalization	Review and approve the final list of selected candidates based on merit and overall interview performance.	VGU Departmental Promotion Committee (VGU-DPC)	15th June
Issue of Promotion Order	Release official promotion orders with effect from 1st July.	Registrar/HR	16th to 20th June (with effect from 1st July)

11. Employee grievance redressal mechanism

- Employees seeking redressal for promotion-related grievances should approach VGU Grievance Redressal Committee.
- For employee promotion issues, the maximum time limit to reply is 15 working days.

12. Records and Confidentiality

- Promotion records will be maintained by the HR Department.
- Access will be restricted to authorized personnel only.

13. Effective Date
This policy is effective from 01.07.2025 and supersedes previous policies on Promotion.

14. Contact
For any queries, contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Is promotion an automatic right for all employees?**
   No. Promotion is based on merit, performance, and eligibility criteria. It is not an entitlement or guaranteed by tenure alone.

2. **Who is covered under the promotion policy?**
   The policy applies to all permanent employees including teaching, non-teaching, administrative staff, and support personnel.

3. **How often is the promotion cycle conducted?**
   Promotion cycles are conducted annually. The cut-off date for consideration is June 30, and promotions take effect from July 1.

4. **Can part-time Ph.D. service be counted as teaching experience for promotion?**
   Yes. Teaching experience during a part-time Ph.D. is counted. However, full-time Ph.D. duration is not counted as experience.

5. **Are promotions aligned with regulatory guidelines such as UGC/AICTE?**
   Yes. Promotions are governed by the applicable regulatory body guidelines in addition to institutional policies.

6. **Is a Ph.D. mandatory for promotion to Associate Professor or above?**
   Yes, as per regulatory norms, a Ph.D. is mandatory for promotion to Associate Professor and higher teaching positions.

7. **Can I be promoted if I meet experience criteria but not the qualification?**
   No. All prescribed qualifications must be met for eligibility to the next level.

8. **Is there any relaxation in specialization requirements?**
   Yes. Specialization requirements may be modified based on institutional needs and subject to approval.

9. **Does maternity leave affect my eligibility for promotion?**
   No. Maternity leave is counted as service for promotion, subject to prior approval from the competent authority.

10. **Will deputation to another organization be counted for promotion?**
    Yes, deputation is considered, provided it has prior approval from the university.

11. **How are teaching faculty evaluated for promotion?**
    Evaluation is based on academic credentials, performance appraisal (last 3 years), API score, interview, and regulatory norms.

12. **Who conducts the promotion process for teaching staff?**
    The VGU Faculty Promotion Committee (VGU-FPC) oversees the entire process, including evaluation and interviews.

13. **What is the process for non-teaching and administrative staff promotion?**
    The process includes vacancy identification, application, review of performance and records, and evaluation by the VGU-DPC.

14. **Are interviews mandatory for faculty promotions?**
    Yes. Structured interviews are conducted to assess vision, leadership, performance, merit and institutional fit.

15. **Is there a minimum performance appraisal rating required?**
    Yes. A consistently good performance appraisal for the previous three years is required.

16. **Can an employee under disciplinary proceedings be considered for promotion?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

No. Employees with ongoing disciplinary cases, memos, or punishments (excluding censure) in the last 3 years are not eligible.

17. **Does seniority alone guarantee promotion for non-teaching staff?**
No. While seniority is considered, skills, qualifications, and performance are also key criteria.

18. **What are the research publication requirements for senior teaching roles?**
Requirements vary. For instance, Senior Professors must have at least 15 SCOPUS-indexed publications or equivalent output.

19. **Is FDP or Refresher Course completion mandatory for higher posts?**
Yes. Completion of an FDP or Refresher Course recognized by UGC/AICTE is mandatory for promotions of Teaching Faculty.

20. **Can industry experience be considered for direct appointment to senior positions?**
Yes. Equivalent industry experience may be considered in cases of direct recruitment, subject to policy and norms.

21. **What is the role of the Promotion Committees?**
They ensure transparency, fairness, and compliance with norms in reviewing applications and finalizing promotions.

22. **How is confidentiality maintained in the promotion process?**
All promotion records are maintained by HR and accessible only to authorized personnel.

23. **Where can I find the promotion notification and apply?**
Internal notifications are issued via email, Registrar's circular, and notice boards.

24. **What if I have a grievance regarding my promotion?**
You may approach the VGU Grievance Redressal Committee. A response will be provided within 15 working days.

25. **What is the effective date of promotion once approved?**
Promotions, once approved, are effective from July 1 of the respective year.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Code of Conduct & Discipline Rules

Ref No: HR/SOP/18	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Objective

Vivekananda Global University (VGU) envisions a progressive, ethical, and student-centric academic environment. This Code of Conduct provides a structured framework for employees to uphold professional integrity and contribute positively to the University's mission.

2. Applicability

This Code applies to all categories of employees who are on the permanent rolls of VGU, including:

- Teaching Faculty: Professors, Associate Professors, Assistant Professors, and Adjunct Faculty
- Academic Support Staff: Lab Assistants, Tutors
- Administrative, Technical, and Support Staff

3. Definitions

Unless repugnant to the context, the terms used in this Code shall mean as follows:

3.1 Institutional Terms

- **VGU** – Vivekananda Global University
- **Board of Management (BOM)** – The principal governing body of VGU constituted as per the Memorandum of Association.
- **Apex Council** – The body responsible for overseeing the day-to-day management of VGU, regulating policies, procedures, and providing approvals on academic and administrative matters.
- **Chairman** – The Chairman of the Board of Management, who also serves as the President of VGU by virtue of office.
- **Employer/Management** – The management of VGU. The terms "Employer", "Management", and "VGU" are used interchangeably unless the context specifies otherwise.
- **Establishment** – VGU, including its branches, subsidiaries, constituent schools, and any other units or institutions managed by VGU in India and abroad.

3.2 Premises & Communication

- **Premises** – All departments, laboratories, offices, hostels, canteens, residential quarters, indoor/outdoor areas, and other buildings or equipment under the purview of VGU, including its constituent institutions and off-campus facilities.
- **Notice** – A written communication deemed delivered if handed in person, posted to the last known address, affixed at a designated location, displayed on the Notice Board, or published in newspapers.
- **Notice Board** – A designated and conspicuously located board on VGU premises for displaying official notices.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

3.3 Employment Classifications

- **Employee** – All permanent, probationary, temporary, and contract employees of VGU.
- **Permanent Employee** – An individual who has satisfactorily completed the probation period (including extensions) and has been confirmed in writing by the Appointing Authority.
- **Probationer** – An individual provisionally appointed who has not yet been confirmed in writing.
- **Temporary Employee** – An individual engaged for work of a temporary nature for a limited duration, with no claim to future employment.
- **Contract Employee** – A person appointed under a fixed-term contractual arrangement.

3.4 Authorities

- **Appointing Authority** – The designated officer or body empowered to appoint employees and to initiate, conduct, and conclude disciplinary proceedings, including the imposition of penalties.
- **Disciplinary Authority** – The authority listed in Schedule 1 authorized to impose penalties under these rules.
- **Competent Authority** – The authority empowered by the Board or the Chairman to exercise powers/functions specified under these rules or relevant orders.
- **Appellate Authority** – The authority listed in Schedule 1 responsible for hearing appeals against disciplinary decisions.
- **Reviewing Authority** – The authority listed in Schedule 1 tasked with reviewing disciplinary or appellate decisions.

3.5 Government and Legal References

- **Government** – Refers to either the Central or State Government, as applicable.
- **Schedule** – Refers to the schedule appended to these rules, containing designated authorities and related provisions

4. Conduct Rules

4.1 Scope of Service

- An employee's services shall be at the disposal of Vivekananda Global University (VGU).

- Employees shall serve the University in any capacity and at any location as directed from time to time.

4.2 Conformity with Rules and Orders

All employees must:

- Adhere to and comply with the rules outlined in this Code.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Obey and carry out all instructions and directions issued by superiors or authorized persons during the course of official duties.

4.3 Duty to Serve in the University's Interest

Every employee shall:

- Serve VGU with honesty, faithfulness, and in the best interest of the institution at all times.

- Maintain absolute integrity, dedication, and commitment to their responsibilities.

- Avoid conduct unbecoming of a University employee.

- Carry out duties with neutrality, independence, and impartiality.

- Uphold decorum and professionalism both within and outside the workplace.

- Be courteous and respectful in all interactions with students, parents, visitors, and the public.

- Perform duties sincerely, professionally, and to the best of their abilities, upholding the values of VGU.

4.4 General Rules

4.4.1 Furnishing of Personal Information

- Employees must provide accurate personal information at the time of joining.

- Misrepresentation may result in immediate termination without notice or compensation.

- Employees must update their personal records as required.

4.4.2 Identity Card

- Employees shall carry their Photo ID Card at all times while on duty.

- Loss or damage must be reported immediately for reissuance upon payment of the prescribed fee.

4.4.3 Security Search / Frisking

- Employees may be subject to security checks at entry, exit, or during working hours.

- Searches will be gender-sensitive and conducted in the presence of witnesses.

- Lockers may be inspected in the presence of the employee or two independent witnesses.

4.4.4 Compliance with University Policies

- Employees must be familiar with and comply with all University policies and procedures, including:

  - Human Resources
  - Finance
  - IT Usage

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Academic & Examination Conduct
- Anti-Ragging
- Prevention of Sexual Harassment
- Equal Opportunity
- Data Protection
- Grievance Redressal

- Ignorance of policies will not be accepted as an excuse.
- Employees must stay updated through official communication channels.
- Violations, negligence, or disregard for policies will be considered misconduct.

4.5 Punctuality and Attendance

- Employees must not be absent, report late, or leave work without prior permission.
- In emergencies, post-facto approval is required at the earliest opportunity.
- Absences due to illness exceeding 3 days must be supported by a medical certificate.
- Unauthorized absence beyond 7 consecutive days will be treated as job abandonment after following due process.
- All employees must comply with the University's Attendance Policy.

4.6 Leave

- Leave is granted at the discretion of the competent authority and based on work exigencies.
- Leave types, eligibility, and procedures will be governed by the Leave Policy as notified.

4.7 Patent & Intellectual Property

- Employees involved in research must not file patents independently without prior written approval from the President.
- All inventions during service are the intellectual property of VGU.
- Compliance with the University's Intellectual Property Policy is mandatory.

4.8 Conflict of Interest – Supervision and Research Guidance

No individual shall be permitted to serve as a guide, supervisor, co-supervisor, evaluator or member of any academic/research assessment committee for a candidate who is their spouse or a close relative. This applies to all research activities including thesis/dissertation guidance, funded research projects, patents or any scholarly work carried out under the University's purview.

For the purpose of this clause, "close relative" includes but is not limited to parents, children, siblings, in-laws, and first-degree relatives by blood or marriage.

In case such a relationship exists or arises during the course of research or project involvement, it must be voluntarily disclosed to the President. The University shall then make alternate supervisory or evaluative arrangements to ensure impartiality and academic objectivity.

4.9 Bigamous Marriage

- No employee shall enter into a bigamous marriage unless legally permissible under personal laws applicable to both parties.

4.10 Insolvency and Indebtedness

- Employees must avoid habitual indebtedness.

- If declared insolvent or involved in related legal proceedings, the employee must inform the Registrar with full details.

- Failure to report may be treated as misconduct.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.11 Acceptance of Gifts

- Employees and their families shall not accept gifts or hospitality from individuals or entities having official dealings with VGU, except from personal relations without conflict of interest.

4.12 Anti-Bribery and Anti-Corruption

- VGU enforces a zero-tolerance policy toward bribery and corruption. Offering, soliciting, or accepting unethical inducements is strictly prohibited.

4.13 Dowry Prohibition

- Employees are strictly prohibited from participating in any form of dowry exchange in compliance with the Dowry Prohibition Act.

4.14 Private Trade or Employment

- Employees must not engage in business, trade, or other employment outside VGU without prior approval.

- Honorary or occasional work may be undertaken with intimation, provided it does not affect University responsibilities.

- Fees or honoraria for external engagements require explicit approval.

4.15 Prevention of Harassment and Discrimination

- VGU is committed to a harassment-free, inclusive workplace.

- Any form of sexual harassment or discrimination based on caste, religion, gender, disability, etc., is strictly prohibited.

4.16 Conviction or Arrest

- Employees arrested or convicted must report the matter to their Department Head or HR, who shall inform the Registrar.

4.17 Canvassing or Influence

- Employees shall not attempt to influence employment decisions or official matters through political or external means.

4.18 Participation in Political Activities

- Participation in political activities or elections requires prior written permission from University Management.

4.19 Salary Deductions

- VGU reserves the right to deduct any outstanding dues, fines, advances, or loans from salaries or final settlements.

4.20 Lending and Borrowing

- Employees must not enter into monetary dealings with individuals having official connections to avoid conflicts of interest.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.21 Intoxicants

- Consumption or influence of intoxicants (alcohol/drugs) during duty or on campus is strictly forbidden.

4.22 Confidentiality of University Affairs

- Employees must maintain confidentiality of all institutional matters and shall not disclose information without proper authorization.

4.23 Communication of Information

- No official University matter shall be communicated externally without appropriate authority.

4.24 Non-Disclosure and Data Security

- Breach of data confidentiality, misuse, or unauthorized sharing of internal documents will lead to termination and legal action.

4.25 Criticism of Government or University

- Employees shall not make public or social media statements that adversely affect the reputation of VGU or the Government.

4.26 Use of Email and Digital Resources

- University-provided email and digital tools must be used solely for official purposes. Unauthorized use is prohibited.

4.27 Use of Electronic Gadgets

- Employees shall not remove electronic devices, documents, or data from the premises without prior approval.

4.28 Force Majeure

- In extraordinary situations such as war, pandemic, or natural disasters, the University reserves the right to withhold salaries or terminate employment without notice. Layoffs may be initiated with or without compensation.

4.29 Resignation Conditions

- Resignation must adhere to notice periods and terms in the appointment letter.

- Leave during the notice period is not permitted.

- Employees must complete all handovers, asset returns, and clearance formalities before exit.

5. Specific Conduct Rules for Teaching Faculty

Teaching faculty at Vivekananda Global University (VGU) are expected to uphold high standards of academic integrity, professionalism, and student engagement. The following guidelines outline the expectations for conduct in various areas of academic responsibility:

VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5.1 Classroom and Academic Conduct

- Prepare thoroughly for each lecture using credible, updated, and diverse academic sources.
- Deliver the course content in accordance with the allotted hours and syllabus framework.
- Encourage interactive learning by fostering student participation and discussion.
- Evaluate student assignments and examinations promptly, providing constructive and timely feedback.

5.2 Laboratory and Practical Sessions

- Demonstrate experiments with clarity and accuracy, ensuring students understand the procedures.
- Supervise practical sessions diligently to maintain safety and effective learning.
- Ensure proper documentation, evaluation, and submission of laboratory records by students.

5.3 Mentorship and Student Development

- Maintain regular and meaningful interaction with assigned mentees.
- Provide academic guidance and prepare students for competitive exams and higher education opportunities.
- Support students in career planning, internships, placements, and skill development.

5.4 Co-Curricular and Extracurricular Involvement

- Actively participate in co-curricular activities such as sports, cultural events, and student competitions.
- Encourage and mentor student participation in academic clubs, societies, and university functions.

5.5 Research and Professional Development

- Engage in continuous research and scholarly activities relevant to the academic discipline.
- Pursue ongoing skill development through workshops, training programs, and conferences.
- Maintain a current professional portfolio documenting research, teaching innovations, and service contributions.
- Participate sincerely in the faculty appraisal process and performance evaluations.

6. Prohibited Practices

Teaching faculty members of VGU shall refrain from the following actions, which are considered unethical, unprofessional, or detrimental to the academic environment:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6.1 Abuse of Position and Influence

- Do not misuse your academic or administrative position to secure employment, admissions, contracts, or other benefits for family members, acquaintances, or students.
- Avoid using unauthorized or external influence to affect university decisions, policies, or procedures.

6.2 Misuse of Resources

- Refrain from using university property, infrastructure, or digital platforms for personal, commercial, or unauthorized activities.

6.3 Unauthorized Teaching and Coaching

- Do not engage in paid coaching, private tuition, or mentoring of students currently enrolled at VGU without written approval from the competent authority.

6.4 Acceptance of Gifts or Favors

- Do not accept monetary gifts, personal favors, or hospitality from students, their guardians, or vendors in connection with your official responsibilities.

6.5 External Engagements Without Approval

- Do not accept external employment, consultancy assignments, or business engagements without obtaining prior written permission from the appropriate authority.

6.6 Involvement in Inappropriate Activities

- Do not participate in or promote communal, sectarian, or politically disruptive activities that may harm the academic environment or institutional harmony.

6.7 Discrimination and Harassment

- Discrimination on the basis of caste, religion, gender, language, disability, or socioeconomic background is strictly prohibited.
- Harassment, intimidation, or misuse of authority in any form—verbal, physical, sexual, emotional, or academic—is not tolerated.

6.8 Academic Malpractice

- Faculty must not participate in or condone any form of academic misconduct, including:
    - Plagiarism, favouritism, or manipulation of academic data or research outcomes.
    - Proxy attendance, falsification of records, or unauthorized grading.

VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Interference in internal or external academic audits, accreditation processes, or quality assurance mechanisms.

7. Discipline and Appeal Rules

7.1 Acts Constituting Misconduct

The following acts or omissions by an employee of Vivekananda Global University shall constitute misconduct and may lead to disciplinary action, including termination.

1. **Insubordination:** Willful disobedience to lawful and reasonable orders of a supervisor.
2. **Theft/Fraud**: Involvement in theft, fraud, dishonesty, or unauthorized possession/use of university property or resources.
3. **Damage/Negligence:** Willful damage or negligence leading to loss or misuse of university equipment or property.
4. **Corruption:** Accepting or giving bribes, illegal gratification, or engaging in corrupt practices.
5. **Attendance Issues:** Habitual late-coming, absenteeism, or overstaying sanctioned leave without approval.
6. **Policy Violations:** Habitual breach of university rules, policies, or applicable laws.
7. **Neglect of Duties:** Habitual negligence or carelessness in the performance of duties.
8. **Repeat Misconduct:** Repeated misconduct despite prior warnings or disciplinary actions.
9. **Industrial Action:** Participation in or incitement to strikes, work stoppages, or any form of protest against the University.
10. **Conduct Harmful to the University:** Acts prejudicial to the University's interests, reputation, or operations.
11. **Inappropriate Behaviour:** Drunkenness, disorderly, indecent, or riotous conduct in the premises of the University or outside the premises where such behaviour is related to or connected with the employment.
12. **Sexual Harassment at workplace:** Any unwelcome act or behaviour of a sexual nature that violates the dignity of a woman in the University environment.
13. **Prohibited Acts:** Gambling, smoking, or spitting in restricted areas on campus.
14. **Unauthorized Activities:** Unauthorized fundraising or collections in the University premises.
15. **Sleeping on Duty:** Sleeping during work hours without valid justification.
16. **Criminal Offences:** Commission of any act which amounts to a criminal offense involving moral turpitude.
17. **Absenteeism:** Unauthorized absence from duty or prolonged absence without cause.
18. **Subversive Acts:** Commission of any act subversive of discipline or good behaviour.
19. **Personal Misconduct:** Gross misconduct in personal life that damages the University's image.
20. **Financial Misuse:** Misuse of financial advances for personal purposes.
21. **Unbecoming Conduct:** Behavior unbecoming of a University employee.
22. **Abuse or Assault**: Abuse, intimidation, or assault of fellow staff or superiors within the premises or other place of work or outside.
23. **Workplace Interference**: Interference in others' work responsibilities.
24. **Bypassing Hierarchy:** Directly approaching higher authorities or using influence for personal gain.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

25. **Anonymous Communications:** Circulating anonymous or defamatory materials about the University.
26. **Rumors and Defamation:** Spreading false or defamatory information harming the University's reputation.
27. **Private Business:** Running unauthorized businesses or money lending.
28. **Medical Non-compliance**: Refusal to attend a Medical Board when officially required.
29. **Incitement:** Abetment or encouragement of others to commit misconduct.
30. **Confidentiality Breach:** Unauthorized sharing of confidential University information.
31. **Absence from Workspot:** Absence of employees from appointed place of work without permission or sufficient cause.

8. Penalties for Misconduct

8.1 Minor Penalties *(May be imposed without domestic enquiry)*
- Written Warning
- Censure
- Fine (up to 7 days' salary)
- Recovery for financial loss
- Withholding promotion for up to 6 months

8.2 Major Penalties *(Only after a domestic enquiry)*
- Withholding increment (with or without cumulative effect)
- Suspension (up to 30 days)
- Demotion
- Discharge
- Dismissal

8.3 Actions Not Considered Punishment
- Termination during or upon completion of probation
- End of contract period
- Medical discharge
- Early retirement due to performance

9. Domestic Enquiry Procedure

9.1 Preliminary Enquiry
An informal fact-finding process. If evidence of misconduct emerges, the disciplinary process proceeds.

9.2 Show Cause Notice
A written notice is issued asking for explanation.
- If satisfactory: No further action.
- If unsatisfactory: Minor penalty may be imposed, or a charge sheet may be issued.

9.3 Charge Sheet
Specifies precise allegations and statements of imputations.
- Employee must respond within 7 days.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

9.4 Appointment of Enquiry Officer

If no or unsatisfactory explanation is received, an impartial Enquiry Officer is appointed.

9.5 Notice of Enquiry

Employee is informed in writing about the enquiry date, time, and venue.

9.6 Right to Defense

- Employee may be represented by a co-worker or trade union office bearer. Cross-examination and defense presentation allowed.

9.7 Conduct of Enquiry

- Conducted as per natural justice.
- Proceedings may be held in English, Hindi, or Rajasthani.
- Final records maintained in English.

9.8 Enquiry Report

A detailed report is submitted by the Enquiry Officer to the Disciplinary Authority.

9.9 Final Decision

Disciplinary Authority reviews findings and imposes penalties as appropriate.

10. Suspension Pending Enquiry

10.1 Grounds for Suspension

- Employee may be suspended during enquiry if actions are prejudicial to University interests.
- Takes effect upon communication and continues until revoked.

10.2 Subsistence Allowance

- First 90 days: 50% of last drawn basic salary.
- Beyond 90 days: 75% if delay not employee's fault; otherwise remains 50%.

10.3 Obligations During Suspension

- Employee must comply with service rules and attend all proceedings. Non-cooperation may lead to deductions.

10.4 Employment Prohibition

Subsistence allowance will cease if employee engages in other employment during suspension.

11. Award of Punishment

While deciding penalties, the Disciplinary Authority shall consider:
- Gravity of misconduct
- Past service record
- Any mitigating or aggravating factors

![VGU Logo] **VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR**

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

12. Appeal Process

- Employees may appeal major penalties within 15 days of communication.
- Appellate Authority shall issue a reasoned decision within 15 days of receipt.

13. Review Petition

If dissatisfied with the appeal outcome, the employee may seek review:

- Within 15 days of receiving the appellate order.
- Reviewing Authority shall issue a final decision within 1 month.

14. Refusal to Accept Communication

If an employee refuses to accept official communication, it shall still be deemed served if:

- Displayed on the University notice board, and/or
- Sent to last known address or via registered email/SMS/WhatsApp.

Failure to attend proceedings will result in ex-party decisions, which shall be binding.

15. Special Procedure for Termination

In exceptional cases, services may be terminated without enquiry, including:

- Poor performance or inefficiency
- Moral turpitude or conviction by a court
- Suppression of material facts
- Loss of institutional faith
- Security risks or integrity concerns

The Competent Authority may terminate such employees without providing a reason.

16. Interpretation

In the event of any doubt, dispute, or ambiguity regarding the application or interpretation of these rules, the decision of the President of Vivekananda Global University shall be final and binding on all parties.

17. Amendment

- The President or Chief Executive Officer of the University reserves the right to amend, modify, or supplement these rules at any time.
- Such amendments shall take effect from the date specified in the notification and shall be considered an integral part of these rules from that date onward.

18. Jurisdiction

Any dispute arising between an employee and Vivekananda Global University in connection with or related to the contract of employment shall fall exclusively under the jurisdiction of the competent courts located in Jaipur, Rajasthan.

19. General Provisions

Nothing contained in these rules shall override or conflict with:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Any prevailing law of the land;
- The terms of a valid contract of employment;
- Any applicable award, agreement, settlement, or recognized custom or practice in force at the University.

Schedule 1

Disciplinary authorities for different categories of Employees

S/No	Post	Nature of Penalty	Disciplinary Authority	Appellate Authority	Reviewing Authority
1.	Faculty	Minor Penalty	Dean		
		Major Penalty other than Dismissal	Pro- President	President	Board of Management
		Dismissal	President	Chairman	Board of Management
2.	Administrative Staff (Manager & Above)	All penalties other than Dismissal	Registrar	CEO	Chairman
		Dismissal	CEO	Chairman	Board of Management
3.	Administrative Staff (Deputy/Assistant Managers)	All penalties other than Dismissal	Registrar	CEO	Chairman
		Dismissal	CEO	Chairman	Board of Management
4	Administrative Staff (Staff below Deputy/Assistant Managers)	All penalties other than Dismissal	Vice President (Admin)	Registrar	CEO
		Dismissal	Registrar	CEO	Chairman
5	Support Staff	All penalties	Head HR / AVP (HR)	Registrar	CEO

NB

1. Any authority higher than the disciplinary authority can impose any of the penalties mentioned in the schedule
2. Appeal and Review is available only in the case of major penalty

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **What is the legal standing of this Code of Conduct?**
   This Code constitutes a binding internal governance instrument, approved by the President of VGU, and is enforceable upon all employees as per Clause 2.

2. **Does the Code apply to employees on contract or probation?**
   Yes. All categories of employees—permanent, probationary, temporary, and contractual—fall under the purview of this Code (Clause 3.3).

3. **Is willful disobedience a punishable offense?**
   Yes. Willful disobedience of lawful instructions constitutes "Insubordination" and is categorized as misconduct under Clause 7.1.

4. **Is habitual late-coming treated differently than occasional tardiness?**
   Yes. Habitual late-coming or absenteeism constitutes misconduct, whereas occasional lapses may attract minor penalties or warnings.

5. **What is the penalty for furnishing false personal information?**
   Immediate termination without notice or compensation, as per Clause 4.4.1.

6. **Are employees obligated to carry their ID cards at all times?**
   Yes. Failure to do so repeatedly constitutes a violation under Clause 4.4.2.

7. **Is refusal to undergo frisking or locker search permissible?**
   No. Searches conducted as per Clause 4.4.3 must be complied with to ensure institutional security.

8. **Can ignorance of policy be used as a defense in misconduct proceedings?**
   No. Employees are deemed aware of all University policies; ignorance is not an acceptable defense (Clause 4.4.4).

9. **Is unauthorized absence beyond 7 days considered abandonment?**
   Yes. Such absence, if unexplained, will be treated as job abandonment after due process (Clause 4.5).

10. **Can leave be claimed as a matter of right?**
    No. Leave is not a right and is subject to approval and exigencies of service (Clause 4.6).

11. **Who owns intellectual property developed during employment?**
    All inventions made during service are the exclusive property of VGU (Clause 4.7).

12. **Is prior disclosure of familial relationship in research guidance mandatory?**
    Yes. Any such conflict must be disclosed for reallocation to avoid academic bias (Clause 4.8).

13. **Can an employee be penalized for taking a second spouse without approval?**
    Yes. Bigamous marriage is restricted unless permitted under personal law (Clause 4.9).

14. **What is considered habitual indebtedness?**
    Repeated failure to manage personal liabilities leading to insolvency or legal action (Clause 4.10).

15. **Is accepting gifts from vendors always prohibited?**
    Yes, unless from personal relations and free of conflict of interest (Clause 4.11).

16. **Is casual bribery treated as a minor offense?**
    No. VGU enforces zero tolerance under Clause 4.12. Bribery may lead to dismissal or prosecution.

17. **What is the university's stance on dowry?**
    Participation in dowry-related activities is strictly prohibited under Clause 4.13.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

18. **Can an employee take freelance work outside of University hours?**

    Only with prior written permission (Clause 4.14). Unauthorized employment is a punishable offense.

19. **What constitutes discrimination under the Code?**

    Any bias based on gender, caste, religion, disability, or other protected characteristics (Clause 4.15).

20. **Are employees obligated to report arrests or convictions?**

    Yes. Non-reporting is treated as misconduct under Clause 4.16.

21. **Can disciplinary action be influenced through political contacts?**

    No. Use of political or external influence is expressly barred (Clause 4.17).

22. **Is social media engagement on political matters permissible?**

    Unauthorized participation is a violation (Clause 4.18 and 4.25).

23. **Can salary be deducted without employee consent?**

    Yes. The University may deduct outstanding dues, fines, or advances from salary (Clause 4.19).

24. **Are monetary transactions between staff and students prohibited?**

    Yes. Lending or borrowing to/from individuals connected with official functions is restricted (Clause 4.20).

25. **Can an employee consume alcohol off-campus during duty hours?**

    No. Presence under the influence at the workplace is a violation (Clause 4.21).

26. **Is data sharing over personal email punishable?**

    Yes. Misuse of institutional data can lead to dismissal and legal action (Clause 4.24).

27. **What is the stance on criticism of the University in public forums?**

    Such criticism is prohibited and actionable under Clause 4.25.

28. **Can an employee be dismissed without an enquiry?**

    Yes. Under Clause 15, termination is allowed without enquiry in cases involving performance, integrity, or security.

29. **What is the minimum penalty that requires a domestic enquiry?**

    Any major penalty, including increment withholding or dismissal, necessitates a domestic enquiry (Clause 8.2).

30. **Can dismissal be appealed?**

    Yes. An appeal may be filed within 15 days to the Appellate Authority (Clause 12).

31. **Can an employee be suspended during an enquiry?**

    Yes. Suspension may be ordered to safeguard institutional interest (Clause 10.1).

32. **Can subsistence allowance be revoked?**

    Yes. If the suspended employee engages in alternative employment or does not cooperate (Clause 10.4).

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Employee Grievance Handling

Ref No: HR/SOP/20	Version No: 1.0	Effective Date:
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Objective

VGU is committed to fostering a positive, safe, and productive work environment. This policy aims to ensure that faculty and staff concerns are addressed with fairness, transparency and efficiency.

2. Scope

This policy is applicable to all employees of VGU, including:

- Teaching Staff
- Non-teaching staff
- Administrative staff
- Support personnel

3. Guiding Principles

- **Fairness & Transparency**: All grievances shall be addressed impartially, with adequate documentation and clear communication of decisions.
- **Resolution-Oriented**: The process emphasizes timely and effective resolution to maintain a conducive work environment.
- **Confidentiality**: Grievances, particularly those involving sensitive matters, will be handled with strict confidentiality.
- **Right to Appeal**: Employees have the right to appeal if dissatisfied with the initial decision, and appeal it to the next higher authority.

4. Key Definitions

- **Grievance**: Any concern or dissatisfaction raised by an employee regarding the work environment, institutional policies or interpersonal conflicts.
- **Resolution**: Closure of the grievance with the agreement of the complainant or through a decision made by the Grievance Redressal Committee (GRC).
- **Complainant**: An employee submitting a grievance via the ERP system or in writing to the Nodal Officer.
- **Nodal Officer**: The designated authority responsible for grievance oversight. At VGU, the Registrar serves this role.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- **Grievance Redressal Committee (GRC)**: A high-level body comprising the President, Pro President and CEO of the University, constituted to resolve escalated grievances.

5. Types of Grievances

Grievances are classified into two broad categories:

a) Policy-Related Grievances

These refer to dissatisfaction arising from the formulation, communication, or implementation of university policies affecting employee roles, rights, responsibilities, or entitlements (e.g., leave, performance appraisal, promotion, career progression).

b) Non-Policy / Work-Related Grievances

These include concerns related to day-to-day operations and work conditions, such as:

- **Service-related**: Salary, transfers, disciplinary actions
- **Academic-related**: Teaching, research, evaluation, academic conduct
- **Administrative-related**: Infrastructure, facilities, procedural matters
- **Financial-related**: Payments, reimbursements, financial support

6. Grievance Submission Channels

Grievances can be submitted through the following modes:

- **ERP System**: Employees with access to the ERP may log their grievance online.
- **Grievance Form**: Employees without ERP access may submit a written grievance using the prescribed format, routed through their Reporting Officer to HR.

7. Grievance Redressal Process

A. Classification and Routing

Upon receipt, HR will classify the grievance as either Policy-Related or Work-Related and forward it to the appropriate authority.

B. Redressal Process for Policy-Related Grievances

1. **Initial Review**:
   - HR Head reviews the grievance, consults the Nodal Officer and communicates a decision to the employee within **7 working days**.
2. **First Appeal**:
   - If dissatisfied, the employee may appeal to the Grievance Redressal Committee (GRC).
3. **GRC Resolution**:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- The GRC reviews the case, may consult relevant stakeholders and the employee and delivers a decision within **15 working days** of receiving the grievance.
- The final decision is communicated to the employee and recorded for closure.

C. Redressal Process for Work-Related Grievances

1. **Initial Resolution**:

   - HR forwards the grievance to the Reporting Officer.
   - The Reporting Officer investigates, consults as needed and communicates a decision within **5 working days**.

2. **Second-Level Appeal**:
   - If unsatisfied, the employee may escalate the grievance to the next supervisory authority, who must resolve it within **5 working days**.
3. **Third-Level Appeal**:
   - If still unresolved, the grievance may be escalated to the Nodal Officer, who will resolve it within **7 working days**.
4. **Final Appeal**:
   - If unresolved, the employee may appeal to the GRC.
   - The GRC must complete the final review and communicate the decision within **7 working days**.

8. Communication of Decision

- All grievance resolutions shall be formally communicated in writing to the concerned employee within **2 working days** of the decision.
- The communication shall include the outcome and the rationale for the decision.
- HR will maintain complete documentation of all grievance cases and their closures.

9. Escalation Matrix and Timelines

A. Resolution Timeframe

Level	Responsible Authority	Resolution Timeline
1	Reporting Officer	5 Working Days
2	Next Supervisory Authority	5 Working Days
3	Nodal Officer	7 Working Days
4	Grievance Redressal Committee	7 Working Days

10. Reporting Hierarchy by Employee Category

Category	Reporting Officer	Next Supervisory Authority
Up to Associate Professor/ Admin Equivalent	HoD	Dean/Equivalent Admin Role
Professor/Admin Equivalent	Dean / Equivalent	Pro President/Director Ops

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

| Dean /Admin Equivalent | Pro President | President |
| Non-Supervisory Staff | Immediate Reporting Officer | Department Head |

10. Monitoring, MIS, and Documentation

A. Quarterly Reporting

The Nodal Officer shall prepare a **quarterly report** for submission to the GRC, including:

- Total number of grievances received
- Number of grievances resolved
- Pending cases with reasons
- Percentage of employee satisfaction

B. Annual Report

At the end of each academic year, the Nodal Officer shall submit a comprehensive **annual report** to the GRC, covering:

- Total grievances received by type
- Mode and time taken for resolution
- Recurring patterns or systemic issues
- Recommendations for improving the grievance mechanism

11. Policy Review

This policy shall be reviewed periodically to ensure its relevance and effectiveness.

12. Effective Date

This policy is effective from [Insert Date] and supersedes all previous policies related to employee grievance handling.

13. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department at [Insert Contact Information.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **What if my grievance concerns both policy and a work condition—how will it be classified and addressed?**
   Mixed grievances will be jointly reviewed by HR and the Nodal Officer to determine whether policy or operational resolution takes precedence, and may involve parallel or sequential routing.

2. **If my grievance involves my Reporting Officer, how do I escalate it fairly without bias?**
   In such cases, you may directly escalate the grievance to the Next Supervisory Authority or the Nodal Officer, bypassing the immediate Reporting Officer to avoid conflict of interest.

3. **What happens if the grievance is not resolved within the timeline mentioned at each level?**
   Delays must be justified and documented. The employee retains the right to escalate to the next level if the response time is not honoured without valid reason.

4. **If I submit a grievance anonymously or through a representative, will it still be processed?**
   Only formally submitted grievances—through ERP or the grievance form—will be entertained. Anonymous or verbal complaints are not processed unless converted into official format.

5. **What qualifies as a 'policy-related' grievance versus a 'work-related' one in borderline cases?**
   If the issue involves institutional rules or entitlements, it's policy-related; if it concerns your daily tasks or supervision, it's work-related. HR helps in classifying such cases.

6. **Can I raise a grievance on behalf of a fellow colleague who feels intimidated to file it?**
   Only the concerned employee should file a grievance. However, you can assist them or escalate safety-related issues through HR or the POSH mechanism if applicable.

7. **Is there a limit to how many times I can appeal a grievance decision?**
   Appeals are limited to the levels defined in the escalation matrix. Once the GRC has delivered a decision, it is considered final unless new evidence surfaces.

8. **What support can I expect while preparing a grievance if I lack digital access or writing fluency?**
   HR or your Reporting Officer must assist you in preparing and submitting the grievance through the appropriate channel.

9. **Can I be penalized for filing frequent grievances, even if they are genuine?**
   No penalties apply to genuine grievances. However, habitual, frivolous, or malicious grievances may lead to disciplinary review.

10. **How is confidentiality maintained during the grievance process?**
    All documents, discussions, and decisions are restricted to the involved parties and responsible authorities. Breach of confidentiality will be treated as misconduct.

11. **If I resign while my grievance is under review, will it still be resolved?**
    Yes, the university will proceed with grievance redressal to ensure closure and documentation, especially if it affects final settlement or references.

12. **How do I know if my grievance qualifies for escalation to the Grievance Redressal Committee?**
    If your grievance remains unresolved after exhausting all previous levels, or involves significant policy deviation, it qualifies for GRC review.

13. **Can a grievance regarding infrastructure (e.g., inadequate workspace) be filed under this policy?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Yes, it falls under administrative work-related grievances and must be routed via your Reporting Officer or HR.

14. **What if I disagree with how HR classified my grievance—can I challenge it?**
You can request a re-evaluation through the Nodal Officer, who holds authority to reclassify the grievance type.

15. **Will the grievance record impact my performance appraisal or promotion prospects?**
No, filing a grievance will not negatively impact your career progression unless it's proven malicious or defamatory.

16. **What is considered a valid reason for appealing a grievance decision?**
Disagreement with facts, insufficient redressal, or procedural lapses qualify as valid grounds for appeal.

17. **How will I know the rationale for a decision taken on my grievance?**
The formal communication from the concerned authority will include both the outcome and the reasoning behind the decision.

18. **Can I request to be present during deliberations on my grievance?**
While direct presence isn't standard, you may request a hearing or interaction, especially during higher-level appeals.

19. **If the grievance is about salary discrepancies, who is the right authority for redressal?**
Initially, your Reporting Officer, followed by HR. If unresolved, escalate to Finance via HR and then to the Nodal Officer or GRC if needed.

20. **What if my grievance relates to unethical conduct by a senior official?**
You may bypass lower levels and directly report to the Nodal Officer or GRC, ensuring protection against retaliation.

21. **Can grievance submissions be made outside working hours or during leave?**
Yes, ERP submissions can be made anytime. For physical forms, submission can be done upon return or via authorized representative.

22. **What happens if multiple employees raise the same grievance collectively?**
HR will consider it a collective grievance and route it accordingly. However, each employee's submission should be individually acknowledged.

23. **What if I receive no communication on my grievance even after escalation?**
You may send a written reminder to the Nodal Officer. Prolonged silence or inaction can itself be escalated as a procedural grievance.

24. **What kind of MIS data is collected on grievances, and is it shared publicly?**
Quarterly and annual anonymized reports are submitted to the GRC for institutional review. Individual identities or details are not disclosed publicly.

![Vivekananda Global University Logo]

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

<u>**Prevention of Sexual Harassment (POSH)**</u>

Ref No: HR/SOP/21	**Version No:** 1.0	**Effective Date:** 01.07.2025
Approved by: President, VGU	**Document Classification:** Public	**Use:** Internal

1. Preamble

Sexual harassment is a serious infringement on fundamental rights, including the right to equality, the right to life and dignity, and the right to work and study in a safe environment. Vivekanand Global University, Jaipur is committed to upholding these rights by ensuring a campus that is free from sexual harassment, intimidation, discrimination, and abuse.

This policy is formulated in accordance with:

a **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, hereinafter referred to as the **POSH Act**;

b The **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013**;
University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Aggrieved persons and Students in Higher Educational Institutions) Regulations, 2015;

c Other applicable labour and civil rights laws in India.

The relevant sections and subsections of the POSH Act have been referenced in this document where applicable to promote clarity and legal compliance. in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and UGC Guidelines, extending the scope to protect persons of all genders.

2. Policy Statement

The University has zero tolerance for sexual harassment. All complaints of sexual harassment will be taken seriously, handled sensitively and with due confidentiality, and addressed promptly through a fair process in accordance with the law and the principles of natural justice.

3. Objectives

a To articulate a clear policy against sexual harassment.
b To establish a safe academic and work environment.
c To educate the university community on what constitutes sexual harassment.
d To provide effective procedures for prevention, reporting, inquiry, and resolution of complaints.
e To prohibit retaliation against anyone who reports or participates in an inquiry.

4. Scope

This policy applies to all:

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

a Students (full-time, part-time, online, visiting)
b Teaching and non-teaching staff (permanent, temporary, contractual, and outsourced)
c Vendors, service providers, visitors, and any other individuals present on campus
d Activities conducted off-campus (internships, study tours, conferences, placements, etc.)

5. Definitions

The definitions in this section are aligned with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Aggrieved persons and Students in Higher Educational Institutions) Regulations, 2015.

5.1 Sexual Harassment

Sexual harassment includes but is not limited to:

a Unwelcome physical, verbal or non-verbal conduct of a sexual nature
b Requests or demands for sexual favours
c Sexually coloured remarks, jokes, emails, messages
d Display of pornographic or sexually explicit materials
e Conduct that interferes with an individual's academic or professional performance or creates an intimidating, hostile, or offensive environment

The policy covers two primary forms:

a **Quid Pro Quo Harassment**: Demanding sexual favours in exchange for academic or employment benefits.
b **Hostile Environment Harassment**: Conduct that creates an uncomfortable, threatening or offensive environment.

5.2 Aggrieved Person

Any female who alleges to have been subjected to any act of sexual harassment by the respondent.

5.3 Respondent

A person against whom the aggrieved person has made a complaint.

5.4 Employer

The university authority responsible for management, supervision, and control of the workplace including administrative, academic, and service areas.

5.4 Disciplinary Authority

The Disciplinary Authority is responsible for reviewing the recommendations of the ICC and executing appropriate action in accordance with service rules, employment contract, or university regulations. The disciplinary committee comprises of the Registrar, Pro President, and Director Management Studies of the University.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

5.5 Appellate Authority

The Appellate Authority refers to the higher authority designated to hear appeals made by either the complainant or the respondent against the recommendations or decisions taken by the ICC or the Disciplinary Authority. The Appellate Authority must be independent of the ICC and the original disciplinary process to ensure fairness and objectivity. The Appellate Authority comprises of The President of the University.

5.6 Employee

Any female employed by the university for any work, either directly or through a contractor, on regular, temporary, ad-hoc or daily wage basis, either for remuneration or not, and includes staff, faculty, trainees, interns, and volunteers.

5.7 Student

A person admitted to and pursuing any programme of study (regular or distance mode) or short-term courses at the university. It includes students visiting from or attending affiliated institutions.

5.8 Third Party Harassment

Sexual harassment by a person who is not an employee or student of the university but is associated in some capacity such as visitor, vendor, or contractor.

5.9 Workplace

"Workplace" includes:

a   Any department, organization, unit, branch or premises under the control of Vivekanand Global University, Jaipur.
b   Any place visited by the aggrieved person or student arising out of or during the course of employment or study including field work, study tours, placements, internships, cultural events, academic conferences, or any activity sponsored by the University.
c   Any mode of transport provided by the University for the purpose of commuting to and from the location of activity.

5.10 Victimization

Victimization refers to any adverse action or threat of adverse action against a person who files a complaint of sexual harassment, provides evidence or support during an inquiry, or otherwise participates in the redressal process. It includes intimidation, discrimination, reprisal, or ostracism directed towards complainants or witnesses. The University strictly prohibits any form of victimization.

5.11 Campus

The physical or virtual space of Vivekanand Global University, Jaipur, including all its schools, departments, hostels, libraries, laboratories, auditoriums, canteens, sports facilities, vehicles, affiliated colleges, and off-campus activity sites such as field trips, internships, exchange programs, cultural events, or any other settings associated with university functions. Any location within or outside the university premises where activities related to the university take place, including classrooms, hostels, cafeterias, virtual platforms, field visits, placements, study tours, and university-sponsored events.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6. Section 3 Of POSH ACT (2013)

Section 3 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, mandates that no woman shall be subjected to sexual harassment at any workplace. It further elaborates that certain circumstances, if present in relation to or connected with any act or behavior of sexual harassment, can be considered as such. These include:

- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Implied or explicit threat about her present or future employment status.
- Interference with her work or creating an intimidating or offensive or hostile work environment.
- Humiliating treatment likely to affect her health or safety.

7. Institutional Framework: Internal Complaints Committee (ICC)

VGU shall constitute an ICC with the following members:
a   Presiding Officer: Senior woman faculty member
b   Minimum two faculty/staff with experience in social work, gender studies, or law
c   Three student members (at least one female)
d   One external member from an NGO or with gender sensitization background
e   The ICC will function with autonomy and report directly to the President of the University.

7.1. Duties and Responsibilities of the ICC

The Internal Complaints Committee (ICC) is responsible for implementing the POSH policy and ensuring prompt redressal of complaints. The key responsibilities include:

a   **Complaint Handling**: ICC shall receive, acknowledge, and record all complaints of sexual harassment confidentially. They will provide assistance in filing complaints where needed, especially in cases of incapacity.

b   **Preliminary Assessment**: Determine the prima facie validity of a complaint, decide whether conciliation may be attempted, and if necessary, initiate formal inquiry procedures.

c   **Inquiry & Hearings**: Conduct fair, unbiased, and time-bound inquiries, offering equal opportunity to the complainant and the respondent. Hearings must adhere to principles of natural justice, and all records must be properly documented.

d   **Digital Communication & Proceedings:** All communications, documents and/or notices issued in electronic form in relation to the proceedings under this Policy shall be deemed to have been serviced on the respective parties, in accordance with the provisions of the Information Technology Act, 2000 (IT Act).The proceedings of the ICC under this Policy shall be conducted either in physical mode or virtual mode, as the facts and circumstances may require, in accordance with the provisions of the IT Act and the Committee shall ensure that such proceedings are conducted as per the requirements laid down by the Act.

e   **Interim Measures**: Recommend interim protective steps during pendency of the inquiry, such as temporary transfer, leave for complainant, or restriction on respondent.

f   **Decision Making & Reporting**: Submit findings and recommendations to Registrar within 10 days of completing the inquiry. ICC shall suggest disciplinary measures or exoneration as appropriate.

g   **Sensitization and Capacity Building**: Conduct regular gender sensitization and awareness sessions, orientation for students, faculty, and support staff, and ensure visibility of POSH policies.

h   **Annual Reporting**: Submit annual reports to the university and to appropriate statutory authorities, summarizing number of complaints received, resolved, and pending.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

i **Confidentiality & Record Keeping**: Maintain confidentiality throughout the process. All documentation should be securely stored and accessed only by authorized members.

7.2 Tenure of the ICC Committee

Tenure of the ICC Committee is 3 years

8. Filing of Complaints

8.1 Mode of Filing

Aggrieved Person can submit a complaint in writing to the Internal Complaints Committee (ICC) or any of its members.

The complaint can be submitted through:

- Email
- The official complaint portal
- A hard copy

If the aggrieved person is unable to write the complaint due to a physical or mental condition, the Presiding Officer or any member of the ICC will help in drafting the complaint.

8.2 Time Frame

The complaint must be filed within three (3) months from the date of the incident. If there were a series of incidents, the complaint should be filed within three (3) months of the last incident.

As per Section 9 of the POSH Act, the ICC may extend this timeline by another three (3) months, if it is convinced that there was a valid reason for the delay. This decision will be recorded in writing.

8.3 Who Can File the Complaint

A complaint can be filed by:

- The aggrieved person
- A relative, friend, co-worker, or psychologist on behalf of the aggrieved person
- Any person who knows about the incident, with written consent from the aggrieved person
- In case the aggrieved person is deceased, their legal heir or a person with knowledge of the incident may file the complaint

8.4 Acknowledgment and Initial Response

- The ICC will acknowledge the complaint in writing
- A case number will be assigned, and the record will be securely maintained

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- The ICC will do a preliminary assessment to check if the complaint is admissible and will then decide whether to proceed with an inquiry or suggest conciliation

9. Redressal Process

9.1 Preliminary Review

As per Section 9 of the POSH Act, after receiving a complaint, the ICC will review it to determine if it can be taken forward. Based on this review, the ICC may:

- Start a formal inquiry, or
- Suggest conciliation under Section 10 of the POSH Act

9.2 Conciliation (Optional)

- Before starting the inquiry, the ICC may try to resolve the matter through conciliation, only if the complainant makes a written request
- Monetary settlements are not allowed during conciliation
- If a settlement is reached, it will be recorded, signed by both parties, and submitted to the employer for action
- If both sides comply with the settlement, the ICC will not proceed with the inquiry

9.3 Formal Inquiry

If conciliation is not requested or fails:

- The ICC will begin an inquiry as per Section 11 of the POSH Act
- The respondent will receive a copy of the complaint within 7 working days
- The respondent must submit a written reply, list of witnesses, and any supporting documents within 10 working days
- The ICC will conduct hearings for both sides and their witnesses while ensuring natural justice
- The entire inquiry must be completed within 90 days from the date the complaint is received

  Grievance addressal mechanism if ICC fails to act what is the next course of action

9.4 Findings and Recommendations

- The ICC will prepare a report of its findings with recommendations and submit it within 10 days of completing the inquiry to the Registrar of the University
- Both the complainant and the respondent will be informed of the findings
- If the complaint is proven, the ICC will suggest action according to the applicable service rules
- If the complaint is not proven, no action will be taken against the respondent unless it is a false complaint as defined under Section 14 of the POSH Act

9.5 Non-Cooperation and Ex-Parte Decisions

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

If the complainant or the respondent is absent without reason for three consecutive hearings, the ICC may:

- Close the inquiry, or
- Decide the matter ex-parte (in the absence of one party), after giving 15 days' notice

10. Interim Relief Measures

As per Section 12 of the POSH Act, while the inquiry is in progress, the ICC may suggest the following temporary relief measures to the university:

- Transfer of either the complainant or the respondent to avoid contact
- Leave for up tof for the complainant (apart from regular leave entitlement)
- Restriction on the respondent from supervising or evaluating the complainant's work
- Restriction on the respondent's access to the complainant's work area, hostel, or classes
- Protection from retaliation, ensuring that no negative or disciplinary action is taken against the complainant or any witnesses

11. Disciplinary Action

As per Section 13 of the POSH Act and Clause 8 of the UGC Regulations, 2015, if the ICC concludes that sexual harassment took place, the university shall take suitable action.

11.1 For Aggrieved persons

Based on the seriousness of the case, actions may include:

- Written apology or warning
- Official reprimand or censure
- Denial of promotion or pay increment
- Removal from administrative responsibilities
- Suspension
- Termination of employment
- Deduction from salary for compensation to the complainant

11.2 For Students

Disciplinary actions may include:

- Written apology or warning
- Suspension from academic activities or hostel
- Holding back grades, certificates, or other entitlements
- Counselling or community service
- Ban from exams or re-admission
- Expulsion from the university

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

11.3 For Third Parties

For contractors, vendors, or others not directly employed:

- Written warning or censure
- Ban from entering the university campus
- Informing their employer or institution
- Termination of contracts or association

11.4 Disciplinary Committee

A disciplinary committee comprising of the Registrar, Pro President, and Director Management Studies will decide the type/quantum of punishment depending upon the gravity of the case.

11.5 Compensation

The ICC may recommend payment of compensation to the complainant by deducting it from the respondent's salary, stipend, or benefits. The amount will be decided based on:

- Mental trauma and emotional suffering
- Loss of career or academic opportunity
- Medical expenses
- Income and social status of both parties

12. False Complaints

As per Section 14 of the POSH Act:

- If the ICC finds that a complaint was made with malicious intent or was knowingly false, disciplinary action may be taken against the complainant
- However, if the complaint cannot be proved or lacks evidence, that does not automatically make it false
- Malicious intent must be clearly established through a separate inquiry
- Witnesses who provide false evidence or interfere in the inquiry may also be penalized
- Any action will be fair and as per university service or academic rules

13. Confidentiality

As per Section 16 of the POSH Act:

- The identity of the complainant, respondent, and witnesses must remain confidential
- Inquiry details cannot be shared with unauthorized individuals or the media
- Anyone breaking this confidentiality may face disciplinary action
- Information can only be shared with people directly involved or as required by law
- The university may publish summaries of cases (without names) to promote awareness and deterrence

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

14. Appeals

As per Section 18 of the POSH Act, if the complainant or the respondent is not satisfied with the ICC's decision or the action taken, they may file an appeal within 90 days of receiving the final report or recommendation.

14.1 Grounds for Appeal

An appeal may be filed on the following grounds:

- Disagreement with the ICC's findings
- The disciplinary action taken was inadequate
- There was a delay in implementing the ICC's recommendations

14.2 Appeal Process

- The appeal must be submitted in writing to the Registrar of the University
- The Appellate Authority may ask for further clarification or conduct a hearing
- A final decision will be given within 30 days of receiving the appeal
- This process ensures transparency and fairness in grievance redressal

15. Institutional Responsibilities

Vivekanand Global University, Jaipur will ensure complete compliance with the POSH Act, 2013 and UGC Regulations, 2015. The university shall:

- Display the POSH Policy on campus notice boards, in student and staff handbooks, and on the university website
- Conduct awareness programs and training sessions every 6 months for students, faculty, staff, and support personnel
- Provide support services such as counselling, medical aid, and legal guidance to aggrieved individuals
- Ensure the ICC works independently and its recommendations are followed promptly
- Submit annual reports to the UGC with data on complaints, actions taken, and awareness activities
- Create a safe environment where aggrieved persons and students feel encouraged to report incidents without fear
- Maintain confidentiality and protect the identity of all parties involved during and after the inquiry

15.1 Support to Complainant for Legal and Disciplinary Action
Vivekananda Global University is fully committed to supporting complainants of sexual harassment through both institutional mechanisms and legal recourse. The University shall:

- Facilitate legal support if the aggrieved chooses to file a complaint under the Bhartiya Nyay Sanhita, 2023 or other applicable laws, by coordinating with law enforcement and offering legal guidance.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

- Take action against non-employees (e.g., visitors, vendors, interns) involved in incidents within University jurisdiction, by supporting legal proceedings and providing assistance as needed.
- Treat sexual harassment as misconduct, with appropriate disciplinary action taken based on the Internal Complaints Committee's (ICC) findings.

Post-resolution, the University ensures ongoing support through follow-ups, access to counselling and academic/workplace assistance, and a clear mechanism for addressing retaliation or recurrence. Feedback will be used to further strengthen redressal processes.
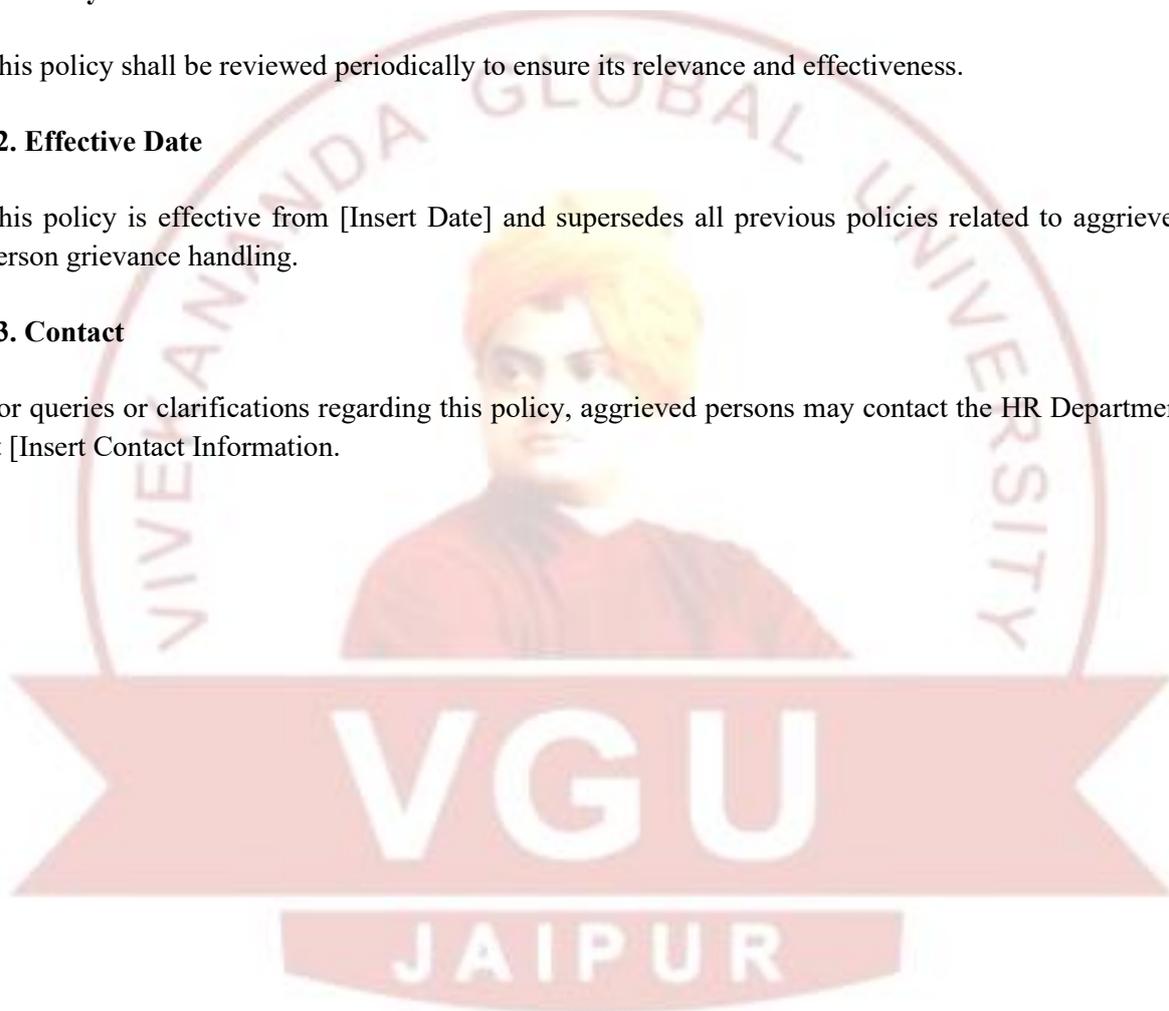
11. Policy Review

This policy shall be reviewed periodically to ensure its relevance and effectiveness.

12. Effective Date

This policy is effective from [Insert Date] and supersedes all previous policies related to aggrieved person grievance handling.

13. Contact

For queries or clarifications regarding this policy, aggrieved persons may contact the HR Department at [Insert Contact Information.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Who is covered under the University's policy on prevention of sexual harassment?**
    The policy applies to all female students (regular, distance, part-time, visiting), teaching and non-teaching staff (permanent, temporary, ad-hoc, contractual, or outsourced), vendors, service providers, and any individual present on campus or during off-campus activities sponsored by the University.

2. **Does the POSH policy apply during off-campus events such as internships or study tours?**
    Yes. The scope of the policy expressly includes all university-related activities conducted off-campus, such as internships, placements, field visits, conferences, and study tours.

3. **Is third-party harassment within university premises covered under this policy?**
    Yes. The policy covers sexual harassment by third parties including visitors, contractors, or any non-employee associated with the University.

4. **How is "sexual harassment" defined under this policy?**
    Sexual harassment includes any unwelcome physical, verbal, or non-verbal conduct of a sexual nature, sexually coloured remarks, display of explicit content, and conduct that interferes with professional or academic performance or creates a hostile environment.

5. **What constitutes "quid pro quo" sexual harassment under this policy?**
    It refers to situations where sexual favours are demanded in return for academic or employment benefits, including promotion, grades, or favourable treatment.

6. **Is harassment via digital platforms (emails, messages, virtual classrooms) included under the policy?**
    Yes. Harassment occurring through digital or virtual means is expressly covered under the definitions of workplace and conduct in the policy.

7. **What is the composition of the Internal Complaints Committee (ICC)?**
    The ICC comprises a woman Presiding Officer (senior faculty), at least two faculty/staff members, three students (at least one female), and an external expert with knowledge of gender sensitization.

8. **What is the tenure of the ICC members?**
    The tenure of the ICC is three (3) years from the date of its constitution.

9. **To whom does the ICC report?**
    The ICC functions autonomously and reports directly to the President of the University.

10. **Are ICC proceedings legally valid if conducted virtually?**
    Yes. Proceedings may be conducted virtually or physically, and such mode is legally recognized under the Information Technology Act, 2000.

11. **Who can file a complaint of sexual harassment?**
    The aggrieved woman, her relative, friend, psychologist, or any third party with her written consent. In case of death or incapacity, a legal heir or person aware of the incident may file the complaint.

12. **What is the limitation period for filing a complaint under the POSH policy?**
    A complaint must be filed within 3 months from the date of the incident, or in case of a series of incidents, within 3 months from the last incident. This may be extended by an additional 3 months upon showing sufficient cause.

13. **Can the ICC assist the aggrieved person in drafting the complaint?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Yes. If the complainant is unable to draft the complaint due to physical or mental incapacity, ICC members are obligated to provide assistance.

14. **Does the ICC assign a case number to complaints?**

Yes. All complaints are acknowledged in writing and assigned a unique case number for official records and tracking.

15. **Can the ICC suggest conciliation before inquiry begins?**

Yes, but only upon a written request by the complainant. Monetary settlements are prohibited.

16. **What happens if conciliation is successful?**

A written settlement is signed by both parties and submitted to the University. No further inquiry will be conducted if compliance is ensured.

17. **What if the respondent fails to submit a reply to the complaint?**

The inquiry will proceed ex-parte after giving 15 days' notice, ensuring due process.

18. **What is the maximum time limit for completion of ICC inquiry?**

Ninety (90) days from the date of receiving the complaint.

19. **What disciplinary measures may be recommended if the complaint is proven?**

The ICC may recommend actions including written warning, suspension, pay deduction, removal from administrative duties, or termination, depending on the severity.

20. **What if the complaint is not proved?**

If the complaint is unsubstantiated, no action is taken against the respondent unless the complaint is found to be false and malicious under Section 14 of the POSH Act.

21. **Can the ICC recommend interim relief before inquiry completion?**

Yes. The ICC may suggest measures such as transfer, leave, restriction on contact, or non-retaliation protections to ensure the aggrieved person's safety.

22. **Is the University obliged to act upon interim recommendations?**

Yes. The University must implement interim measures suggested by the ICC to prevent further harm or victimization.

23. **What protection is offered to witnesses and supporters of the complainant?**

The policy prohibits any form of victimization, intimidation, or retaliation against complainants, witnesses, or those assisting in the inquiry.

24. **Who imposes disciplinary action post ICC recommendations?**

A Disciplinary Committee comprising the Registrar, Pro-President, and Director (Management Studies) shall determine the appropriate quantum of penalty.

25. **Can compensation be awarded to the complainant?**

Yes. The ICC may recommend monetary compensation based on trauma, loss of career opportunity, and other relevant factors, to be deducted from the respondent's remuneration.

26. **What action is taken against students found guilty?**

Disciplinary measures may include warning, suspension, expulsion, withholding of results, or denial of re-admission.

27. **Are third-party offenders liable under this policy?**

Yes. They may be censured, banned from campus, have their contracts terminated, or be reported to their employer.

28. **Can the decision of the ICC be appealed?**

Yes. Either party may appeal within 90 days of the decision to the Appellate Authority – The President of the University.

29. **On what grounds can an appeal be filed?**

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Appeals may be based on dissatisfaction with the inquiry outcome, inadequacy of punishment, or delay in implementing ICC recommendations.

30. **What is the time frame for the Appellate Authority to decide on the appeal?**

    The appeal must be disposed of within 30 days of receipt by the Registrar.

31. **Is the identity of the complainant and respondent protected under this policy?**

    Yes. Disclosure of identity is strictly prohibited, except when legally mandated.

32. **Can inquiry details be shared with the media?**

    No. Sharing of inquiry details or identities with unauthorized individuals or the media violates Section 16 of the POSH Act and attracts disciplinary action.

33. **Is the University obligated to publish an annual POSH report?**
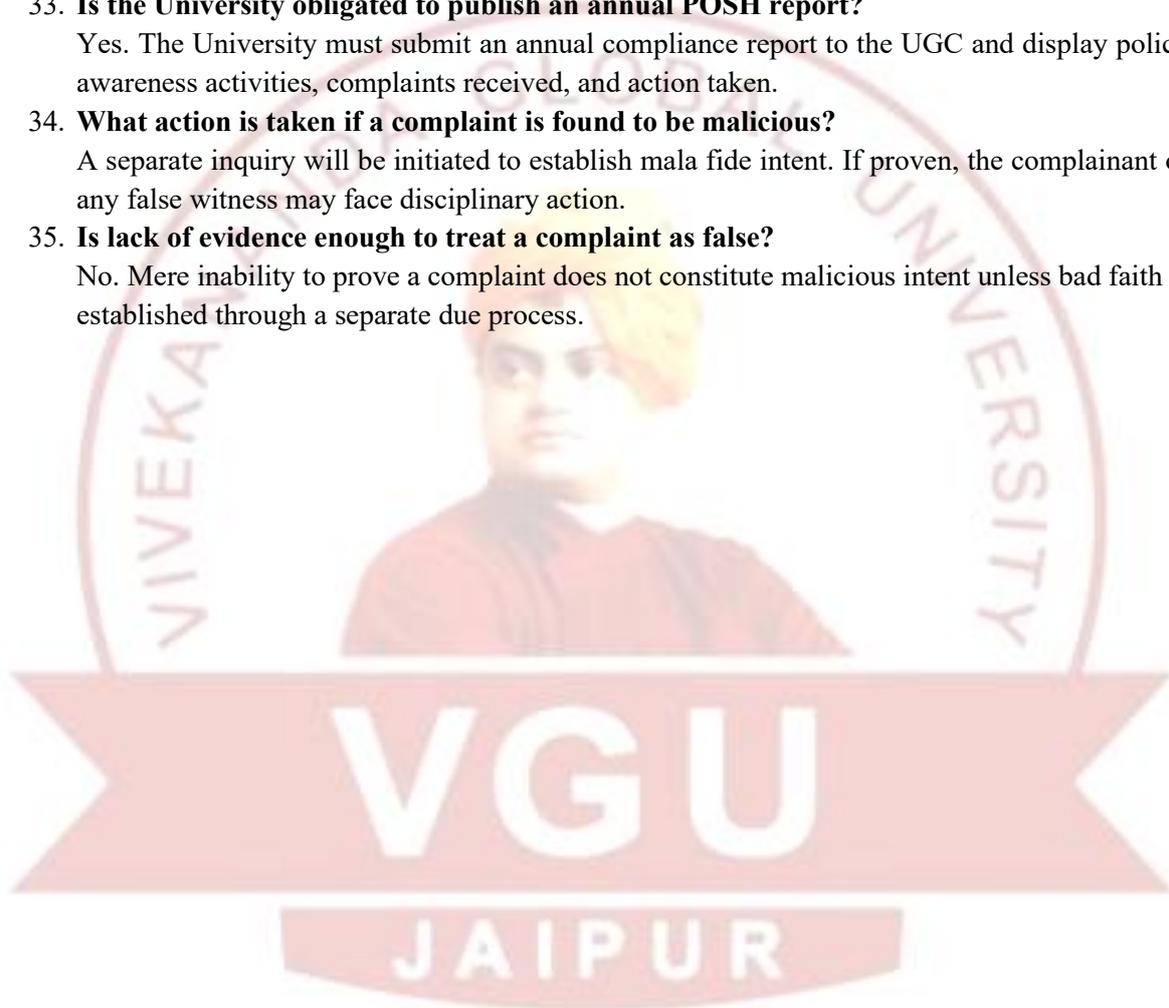
    Yes. The University must submit an annual compliance report to the UGC and display policy awareness activities, complaints received, and action taken.

34. **What action is taken if a complaint is found to be malicious?**

    A separate inquiry will be initiated to establish mala fide intent. If proven, the complainant or any false witness may face disciplinary action.

35. **Is lack of evidence enough to treat a complaint as false?**

    No. Mere inability to prove a complaint does not constitute malicious intent unless bad faith is established through a separate due process.

![VGU Logo] **VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR**

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

Welfare & Benefits

Ref No: HR/SOP/09	Version No: 1.0	Effective Date: 01.07.2025
Approved by: President, VGU	Document Classification: Public	Use: Internal

1. Objective

The purpose of the Welfare & Benefits Policy is to establish a structured and transparent framework for managing employee welfare initiatives and benefits programs within the University.

2. Scope

This policy applies to all permanent teaching and non-teaching faculty, administrative staff, and support personnel at VGU.

3. Guiding Principles

Ensure consistent administration of welfare measures and benefits across all employee categories.

Maintain clear communication regarding welfare and benefit policies, eligibility, processes, and changes to build trust and reduce ambiguity.

Implement welfare measures and benefits that are financially sustainable for the institution while maximizing value for employees.

Regularly review and refine the Welfare & Benefits Policy in response to employee feedback, institutional growth, and emerging trends in education and workforce management.

4. Types of Benefits

4.1 Medical and Insurance Benefits

VGU is committed to ensuring the health and well-being of its employees through accessible, affordable, and high-quality medical care. This includes in-house clinical services, hospital tie-ups, insurance plans, and accident coverage.

Components of Medical Benefits

Benefit Type	Description
In-house Clinical Facility	On-campus medical assistance for employees
Tie-up with EHCC Hospital	Concessional medical care for VGU employees
Group Mediclaim Insurance	Floater insurance plan of ₹5,00,000 per person per year
Accident Group Insurance Coverage	Accident coverage

In-house Clinical Facility – VGU Health Centre

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Available Services:

Doctor Consultations (Mon–Sat 3 pm–5 pm)

First Aid and Basic Emergency Care

Basic Diagnostics (BP, sugar check, pulse oximetry, etc.)

Free Basic Medicines

Visiting Medical Specialists

Nurse/Paramedic support

Medical Records (employee-wise file maintenance)

Eligibility & Access:

All employees

Walk-in consultation with valid VGU ID

Hospital Tie-up: VGU employees can avail concessional rates:

10% off on consultations, diagnostics and OPD procedures

5% off on health packages

Group Mediclaim Insurance Scheme Eligibility: All employees who are in continued service

Feature	Details
Sum Insured	₹5,00,000 per employee per year

Note: Claims must be routed through TPA/insurer within deadlines.

Group Personal Accident Coverage All employees receive employer-funded ₹2,00,000 insurance coverage for accidents, effective from their joining date.

4.2 Educational Assistance for Employee's Children

To promote education and foster long-term association, VGU supports its employees by offering fee concessions for their children's/ spouse/self-education within VGU and its associated institutions.

Eligibility Criteria:

Parameter	Eligibility
Minimum Service Tenure	All confirmed employees
Number of Children	Up to two
Age Criteria	As per institution's admission norms

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Fee Concession Structure:

20% tuition fee waiver for children pursuing any class from KG 1 to Class 12th in Trust school, or any course in VGU University.

50% fee concession for faculty pursuing course/Ph.D. at VGU.

Priority admission and fee discount at VTS School.

Note: Other fees like hostel, books, lab, etc. are excluded.

Conditions:

Valid during employee's active service.

If the employee resigns/retires, benefit continues until the current academic year ends.

Non-transferable and subject to merit-based admission.

Application Process:

Step	Activity	Responsibility
1	Submit application with proofs	Employee
2	Verify & approve	HR, Principal, Finance
3	Issue concession letter	Finance, HR

4.3 Emergency Loan Facility

Employees may avail an interest-free Emergency Loan up to one month's gross salary for unforeseen financial needs.

Approval of the loan is entirely at the discretion of the management.

The sanctioned amount will be recovered in 10 equal monthly instalments.

4.4 Laptop facility

To empower employees with essential digital tools, VGU offers provision for laptops, supporting academic and administrative efficiency.

University will provide laptop for all employees whose role demand usage of laptop.

Configuration of laptop for different levels will be at the discretion of the University

10 equal instalments.

Returnable in case of resignation if instalments are not fully paid.

VIVEKANANDA GLOBAL
UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.5 Subsidized Canteen Facility

To ensure access to nutritious meals at affordable rates, VGU operates a subsidized canteen for all employees and students.

Menu includes breakfast, lunch, tea, snacks, dinner.

Prices and menu reviewed periodically.

Payment for reviewed discounted rates

4.6 Transport Facility Subsidy

To encourage eco-friendly commuting, VGU offers a 50% subsidy on transport fees for all employees using university buses.

Applies only to designated routes

Requires annual registration

The discount can be revised at the discretion of the University keeping in mind inflation

4.7 Faculty Development Reimbursement

To foster professional growth, VGU reimburses 50% of registration fees for seminars, conferences, and professional body memberships for faculty presenting papers or engaging externally.

4.8 Leadership Responsibility Honorarium

To acknowledge and encourage the additional academic and administrative responsibilities undertaken by key academic leaders, the University shall provide a monthly Leadership Responsibility Honorarium as follows:

Heads of Departments (HODs)/ equivalent admin positions: ₹5,000 per month

Deans/ equivalent admin positions: ₹8,000 per month

This honorarium is extended in recognition of their leadership roles in areas such as:

Strategic planning and curriculum development

Faculty mentorship and departmental coordination

Student academic oversight

Participation in institutional committees

Liaison with industry, regulatory bodies, and academic peers

It is provided in addition to their regular salary and can be utilised for conveyance and subscriptions like AI, Linkedin and others.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

4.9 Accommodation & Guest House Facility

To support new joiners and promote convenience, VGU provides temporary guest house accommodation at concessional rates based on availability.

4.10 Festival Advance

VGU offers an interest-free advance of ₹3,000 to regular employees for festive expenses. This is recoverable in 10 monthly instalments of ₹300.
Available for confirmed employees
Must apply 30 days before the festival
Disbursed along with the salary prior to the festival

4.11 Staff Quarters (Vision 2030)

In alignment with its long-term vision, VGU plans to build dedicated staff quarters on or near campus. Allotments will be performance-based, supporting community living and work-life balance.

Current Facility:

Limited family/single accommodation available

Allotments based on eligibility and availability

Managed by Director–Operations

Institutional Accommodation Policy:

Confirmed Senior Teaching Faculty, Essential Staff will be eligible for accommodation in the premises basis the availability.

It will be mandatory for essential staff to stay in the Institution quarters

Standard Rent Recovery will be applicable which will be decided by the VGU Management

Water and Electricity bill will have to be borne by the employee.

Employees will not be eligible if owning a house within 5 km radius (with exceptions)

The allotment of accommodation is at the sole discretion of the VGU management, and is subject to availability and institutional policies.

5. Compliance & Responsibilities

The HR department in coordination with IT and Facilities team ensures policy implementation.

6. Policy Review
Reviewed every three years for relevance and effectiveness.

7. Effective Date
Effective from 01.07.2025 superseding previous policies.

8. Contact
For queries, contact the HR Department.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

1. **Who is eligible to access the in-house clinical facility at VGU?**

   All employees with a valid VGU ID are eligible for walk-in consultation and services at the in-house health centre.

2. **What medical services are available at the VGU Health Centre?**

   Doctor consultations, basic diagnostics, free basic medicines, emergency care, nurse/paramedic support, and visiting specialists are available.

3. **What benefits are offered under hospital tie-up?**

   VGU employees receive 10% off on consultations, diagnostics, OPD procedures, and 5% off on health packages.

4. **What is the coverage amount for the Group Mediclaim Insurance scheme?**

   ₹5,00,000 per employee per year.

5. **Who is eligible for the Group Mediclaim Insurance plan?**

   This policy applies to all permanent teaching and non-teaching faculty, administrative staff, and support personnel at VGU.

6. **Is accident insurance provided to employees?**

   Yes, all employees receive ₹2,00,000 accident coverage from the date of joining.

7. **Are employees eligible for educational fee concessions for their children?**

   Yes, confirmed employees can avail fee concessions for up to two children studying at VGU or its institutions.

8. **What is the tuition fee concession for children of employees?**

   20% waiver for education from KG to Class 12 at Trust School or any course in VGU.

9. **What is the educational benefit for employees pursuing higher studies at VGU?**

   Faculty members pursuing a course or Ph.D. at VGU receive a 50% fee concession.

10. **Does the educational benefit continue if the employee resigns or retires?**

    Yes, the benefit continues until the end of the current academic year.

11. **Are hostel and book fees included in the education concession?**

    No, only tuition fees are covered; other fees like hostel, books, and labs are excluded.

12. **Is there a provision for laptop facilities for employees?**

    Yes, employees whose roles require it will be provided laptops, repayable in 10 equal instalments.

13. **What happens to the laptop if an employee resigns before completing instalments?**

    The laptop must be returned if instalments are not fully paid.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

14. **Is there a subsidized canteen facility at VGU?**

Yes, employees can access nutritious meals at subsidized rates, with periodic reviews of prices and menus.

15. **Does VGU provide transport fee subsidies?**

Yes, a 50% subsidy is offered to confirmed full-time employees using university buses on designated routes.

16. **What faculty development support is available at VGU?**

Faculty receive 50% reimbursement for registration fees for seminars, conferences, and memberships if they participate or present.

17. **What is the leadership responsibility honorarium at VGU?**
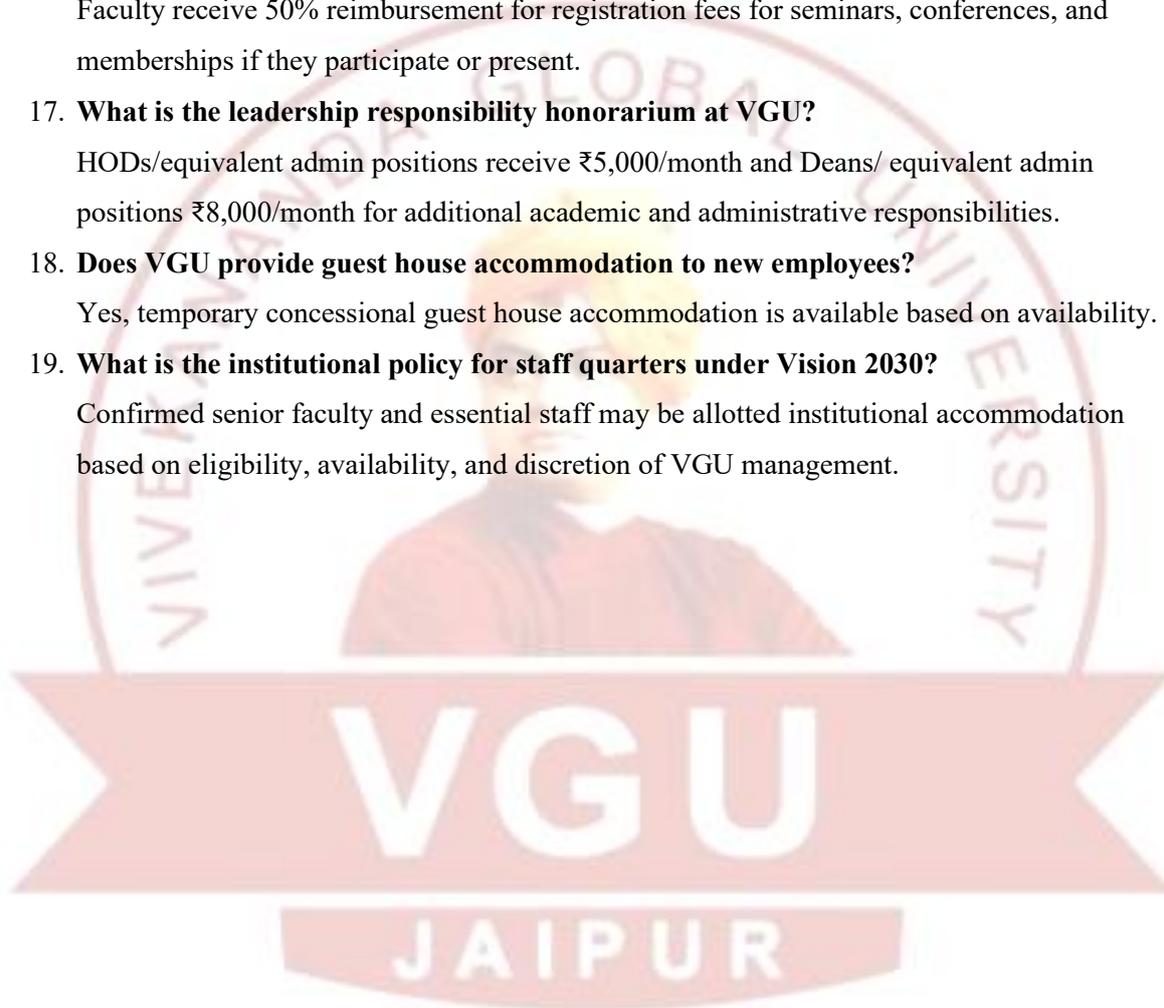
HODs/equivalent admin positions receive ₹5,000/month and Deans/ equivalent admin positions ₹8,000/month for additional academic and administrative responsibilities.

18. **Does VGU provide guest house accommodation to new employees?**

Yes, temporary concessional guest house accommodation is available based on availability.

19. **What is the institutional policy for staff quarters under Vision 2030?**

Confirmed senior faculty and essential staff may be allotted institutional accommodation based on eligibility, availability, and discretion of VGU management.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC
ACCREDITED
A+
UNIVERSITY

Employee Exit

Ref No: HR/SOP/23	Version No: 1.0	Effective Date:
Approved by: President, VGU	Applicability: All Employees	Classification: Confidential

1. Objective

At Vivekanand Global University (VGU), we recognize that retirement and separation are significant transitions for both employees and the institution. This policy ensures a structured, transparent, and dignified exit process for faculty and administrative staff, whether due to any type of separation, while maintaining positive relations with former employees who may contribute to VGU in advisory, mentorship, or alumni roles.

2. Scope

This policy applies to all categories of employees at VGU.

3. General Guidelines:

Provide a clear roadmap for employees exiting the university.

Maintain fairness, transparency, and compliance with labour laws.

Ensure knowledge transfer and institutional continuity.

Recognize and appreciate the contributions of outgoing employees.

4. Types of Separation

4.1 Retirement

Age of Superannuation

Teaching Faculty shall retire upon attaining the age of superannuation, i.e., 65 years, unless formally reduced or extended by the Competent Authority in writing.

Non-Teaching Faculty shall retire upon attaining the age of superannuation, i.e., 60 years, unless formally reduced or extended by the Competent Authority in writing.

This will apply to all employees who are on the rolls of the University as on date of the implementation of the policy and who join thereafter.

Pre-Retirement Formalities

To ensure a structured and dignified retirement process, the following steps must be followed:

Three months prior to the retirement date, the HR Department shall issue a formal intimation to the retiring employee and their Reporting Officer, initiating the retirement process.

HR shall provide the employee with all required Statutory and University specific forms along with timelines for submission.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

The Reporting Officer shall begin planning the handover of tasks and documentation to the identified successor.

The employee shall complete and return all retirement-related forms within the prescribed timelines.

The employee shall begin handing over all duties, records, and university assets to the concerned departments and obtain the required clearances.

HR shall communicate with all the departments about the retirement of the employee and seek a no dues certificate from them at least 15 days before the final working day.

In case of any dues, HR shall notify the same to the employee and it will be the responsibility of the employee to clear the dues within the stipulated timeframe.

On basis of no dues, HR shall inform Finance to process the employees case for Full and Final Settlement.

During the final week of service, the HR Department shall organize a Retirement Function to acknowledge the employee's contributions, with participation from peers, leadership, and the employee's family.

Post-Retirement Engagement Opportunities

Based on the institutional need and the individual's expertise, VGU may offer post-retirement roles such as:

Visiting Faculty / Guest Lecturer

Mentor for Faculty Development / Research

Advisory Board or Committee Member

These roles will be governed by separate contractual terms and honorarium guidelines.

4.2 Resignation

Notice Period:

Employees on Probation on first appointment: One month notice period or one month's salary in lieu of notice period.

Employees on confirmation: Three month notice period after confirmation or three month's salary in lieu of notice period

Submission of Resignation:

Employee must submit his/her resignation in writing or through email to his/her Dean/ Department Head, with a copy to the HR Department, clearly stating his/her intended last working day in accordance with the applicable notice period.

Acknowledgement & Acceptance of Resignation:

The Dean/ Department Head will acknowledge the receipt of the resignation and ascertain the reasons for the resignation.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

The Dean/ Department Head shall forward the resignation letter to HR for official documentation and further processing.

HR will conduct an Exit Interview to gather feedback and insights from the employee.

HR shall obtain the approval of the competent authority for acceptance of resignation.

The Competent authority may accept, defer or reject the resignation.

In case the resignation is accepted, a formal acceptance Letter will be communicated to the employee indicating his/her date of release and other exit formalities to be completed by him/her

In case the resignation is not accepted, the reasons for the same will be communicated to the employee in writing.

5. Authority for Acceptance of Resignation (Faculty)

Position	Recommending Authority	Approving Authority
Faculty up to the level of Professor	Dean	Pro-President
Dean	President	Board of Management
Pro-President	President	Board of Management
President		Board of Management

Authority for Acceptance of Resignation (Admin Positions)

Position	Recommending Authority	Approving Authority
Support Staff	Department Head	Director- Admin
Admin Positions	Department Head	Registrar
Department Head	Registrar	Pro-President
Registrar	President	Board of Management
Controller of examination	Pro-President	President

6. Grounds for Deferment/Rejection of Resignation

6.1 Deferment of resignation

6.1.1 Academic Calendar Commitments

Resignation may be deferred until completion of:

Current academic semester/course

Ongoing examinations or evaluation duties

Administrative or research responsibilities (e.g., project PI, conference head)

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

6.1.2 Strategic Institutional Requirement

In rare cases, if the university deems the resignation to critically impact functioning or violates staffing norms (e.g., mandatory faculty-student ratio per regulatory bodies like UGC, AICTE), the resignation might be deferred.

6.1.3 Non-clearance of Dues / Assets

If the employee has not obtained a No Dues Certificate (NDC) from various departments (library, finance, HR, IT, hostel, etc.), the resignation process may be delayed.

6.2 Rejection of resignation

6.2.1 Pending Disciplinary Proceedings

If the employee is under investigation or has disciplinary proceedings pending, the university may not accept the resignation until the matter is concluded.

6.2.2 Bond or Service Agreement Not Completed

If the employee is bound by a service agreement (e.g., minimum years of service after training or higher studies sponsorship), resignation can be rejected.

6.2.3 Notice Period Non-Compliance

If the employee has not served the required notice period or refuses to pay the notice period salary in lieu of notice, resignation may be rejected.

7. Relieving Process

The employee shall begin the handover process of tasks and responsibilities to an identified successor or team member, as facilitated by the Reporting Officer.

The Reporting Officer will monitor the handover, ensure completion, and certify the same to HR along with confirmation of operational clearance.

The employee must submit No Dues Clearance certificate by coordinating with all relevant departments (Library, IT, Admin, Finance, etc.) and return all university-owned assets including ID card, laptop, documents, and other items.

Once clearance is confirmed, HR will forward all documentation to the Accounts Department for Full & Final Settlement processing.

The IT/Admin team will disable the employee's email, system access, and entry permissions effective the day after the last working day, and update their inventory after recovering all hardware and software resources.

The Accounts Department will process the Full & Final Settlement within 30 working days from the employee's last working day. This includes salary dues, leave encashment (if applicable), reimbursements, and any recoveries.

Relieving letter will be issued to the employee on the last day of his working

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

8. Issuance of Service Certificate

At the request of the employee, the University may issue a service certificate to the employee.

9. File Closure Process for Resigned Employees

If an employee **resigns**, a maximum of **45 days** shall be allowed for proper and complete closure of the file.

10. Termination of Service

1. Discharge/ Dismissal by way of disciplinary action

2. Termination due to Contract Completion / Non-Renewal

3. Termination of service due to non-performance as per appointment terms

10.1 Process- HR Role

Obtaining a copy of the order by the competent authority and placing it in the employee file.

Removal of name from muster roll.

Disablement of email id and all system access by IT ensuring surrender of ID card by HR.

Intimation to all departmental heads and other stakeholders both internal and external if applicable.

Settlement of final dues by HR including Salary up to the last working day and other applicable entitlements after adjustment of all dues to the University within 45 working days.

11. Due to Abandonment of Service

Abandonment of service refers to a situation where an employee remains absent from duty for more than 7 consecutive working days without prior notice or approval, and without any valid reason or communication. This is treated as a breach of employment terms and may lead to termination of services following due process.

11.1 Process

The HR Department shall regularly monitor employee attendance. If an employee is found to be absent for more than 7 working days without any formal communication or approval, HR will initiate the abandonment process.

HR shall issue a letter to the employee via email, asking the employee to provide a valid explanation or report back to duty within 7 working days from the date of the letter.

If the employee responds with a justification, HR will assess the explanation in consultation with the Reporting Officer and take appropriate action—either allowing rejoining with conditions or proceeding with disciplinary action if the justification is unsatisfactory.

If the employee fails to respond within the stipulated period, HR shall treat the case as abandonment of service, initiate the separation process, and inform the Department Head accordingly.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

HR shall prepare an internal note for file closure, and in coordination with the Finance Department, process the settlement of statutory dues only, as per applicable laws.

Settlement of final dues by HR including Salary up to the last working day and other applicable entitlements after adjustment of all dues to the University.

The IT/Admin Department shall disable all system, email, and campus access, and recover any university-owned assets from the last known address, if applicable.

No relieving letter or service certificate shall be issued unless the employee reports back and completes exit formalities.

12. Death While in Service

In the unfortunate event of an employee's death during service, Vivekananda Global University (VGU) shall ensure a compassionate and timely response, including support to the deceased employee's family or legal nominee, along with prompt processing of all statutory and terminal benefits.

12.1 Process

Upon receiving information about the demise of an employee, the Department Head or immediate colleague must immediately inform the HR Department.

The HR and Admin Teams shall promptly notify the family or legal nominee, express condolences on behalf of the University, and offer support in navigating the required formalities.

If the incident occurred on campus or during official duty, HR/Admin shall after doing an inventory of the personal possessions of the employee handover the same to the spouse, children or parents and obtain acknowledgement of the receipt.

HR shall guide and assist the nominee in submitting claim forms for all eligible benefits, and the family or nominee shall submit the following documents:

Death Certificate

Government-issued ID proof of the nominee

Nominee declaration form (if not already on record)

Bank account details for fund transfer

Settlement of final dues by HR and finance including Salary up to the last working day and other applicable entitlements after adjustment of all dues to the University within one month.

HR shall prepare and hand over the Service Certificate and coordinate with relevant departments for the settlement of any retirement-linked benefits, if applicable.

The University may arrange a condolence meeting or send an official letter of tribute to the family in recognition of the employee's service and contribution to the institution.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

12.2 Ex-gratia Support

Subject to management discretion and approval, the University may extend a one-time lumpsum ex-gratia financial support to the family. The quantum will be decided at the discretion of the management.

13. Effective Date

This policy is effective from [Insert Date] and supersedes all previous policies related to Employee Exit.

14. Contact

For queries or clarifications regarding this policy, employees may contact the HR Department at (Insert Contact Information).

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Frequently Asked Questions

Is retirement automatic at age 60, or does it require formal approval?

Retirement is automatic at 60 for Non-Teaching and Admin staff and 65 for Teaching Faculty unless explicitly extended in writing by the Competent Authority.

Can retirement be delayed if the employee is handling a critical project?

Only with written extension from the Competent Authority. Institutional need alone does not automatically delay retirement.

If a resigning employee submits notice via WhatsApp or phone, is it considered valid?

No. Resignation must be submitted in writing or via official email.

Can the notice period be waived if both parties agree?

Only with approval from the Competent Authority. Mutual consent must be formally documented.

What happens if the Dean does not acknowledge a resignation in time?

HR will follow up; however, resignation is not valid until officially accepted by the competent authority.

Can a resignation be withdrawn after submission?

Yes, but only before formal acceptance and subject to institutional discretion.

Is the reason for resignation mandatory in the letter?

Yes. It helps inform institutional learning, although personal discretion is respected.

Can resignation be rejected even if the notice period is served?

Yes. Grounds like disciplinary action or pending dues can still lead to rejection.

If a faculty has taught part of the semester, can they leave mid-semester?

Only if the resignation is accepted and handover arrangements ensure no disruption.

What if no successor is available for task handover?

The Reporting Officer must coordinate with the department to manage transition before release.

Can a resignation be deferred indefinitely?

No. Deferral must be justified and time-bound (e.g., until semester end).

If dues are pending, can HR hold relieving and final settlement?

Yes. Clearance of dues is mandatory before full and final settlement.

Can service certificates be denied to employees who resigned without serving notice?

No. Service certificates can be issued upon request, but relieving letters may be withheld if exit formalities are incomplete.

Does the 45-day file closure limit apply even for senior roles?

Yes. The timeline is standard but may vary based on complexity; HR is responsible for follow-up.

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

Can a dismissed employee receive a relieving letter?

No. Only statutory dues will be cleared. Relieving letters are not issued in cases of dismissal.

Can an employee resign while under suspension or disciplinary inquiry?

No. Resignation during such proceedings can be rejected until the matter is concluded.

If a resigned employee doesn't complete the handover, can clearance be forced?

No. HR will report non-compliance, and dues may be withheld. Legal or contractual remedies may follow.

Is the full & final settlement timeline of 30 days strict?

Yes, but delays due to documentation or disputes can extend the timeline.

Can abandonment of service be revoked by returning after 10 days of absence?

Only if a valid explanation is provided and accepted by HR and the Reporting Officer.

If an employee dies without nominating anyone, who receives the dues?

Legal heirs must provide documentation such as legal heir certificate or succession affidavit.

Is ex-gratia in case of death guaranteed?

No. It is discretionary and based on management's approval.

Can an employee claim unfair rejection of resignation?

They may appeal to higher authorities within the university's grievance redressal system.

Is email disablement allowed before the last working day?

No. System access is disabled the day after the last working day, unless a security breach mandates earlier action.