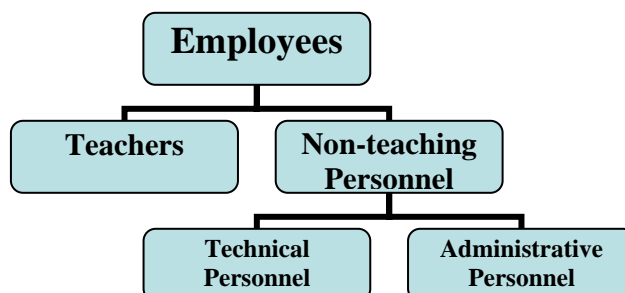


CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

Service Rules

1. PREAMBLE

- 1.1 These service rules shall be applicable to all employees of Charotar University of Science and Technology (CHARUSAT).
- 1.2 The rules are framed as prescribed by Government of Gujarat / UGC and other regulatory bodies and will be modified from time to time as may be required.
- 1.3 The following will be the definitions of terms in this manual:
- 1.3.1 “CHARUSAT” means Charotar University of Science and Technology.
- 1.3.2 “Board of Management” means the management body constituted as per Gujarat Private University Act 2009, abbreviated hereafter as “BOM”.
- 1.3.3 “Employee” shall mean any person employed by CHARUSAT. Employees shall be categorised as under:



- 1.3.4 “Contractual/Temporary/Adhoc Employee” shall mean a Teacher or Non-teaching Personnel appointed on a fixed tenure basis, either in the scale or otherwise.
- 1.3.5 “Teacher” means the members of faculties of CHARUSAT.
- 1.3.6 “Principal” means head of a constituent institute appointed by CHARUSAT .
- 1.3.7 “Regular employee” means a Teacher or Non-teaching Personnel appointed in the prescribed scale of pay, either on probation or on confirmed basis.
- 1.3.8 “Permanent employee” means a Teacher or Non-teaching Personnel, who has completed probation period & is confirmed.
- 1.3.9 “Salary” means the basic pay and other emoluments prescribed by CHARUSAT from time to time, in accordance with the recommendations of AICTE/ Government of Gujarat/ UGC or any other regulatory body.

2. APPOINTMENTS AND DISCONTINUATION

2.1 APPOINTMENTS

- 2.1.1 All “Teacher” and “Non-teaching Personnel” appointments shall be made according to the procedures for recruitment laid down by CHARUSAT from time to time.
- 2.1.2 The eligibility criteria in respect of education, experience, age and skills for different categories of “Teacher” and “Non-teaching Personnel” shall be in consonance with the guidelines laid down by AICTE/ Government of Gujarat/ UGC/CHARUSAT/ Any other regulatory authority from time to time.
- 2.1.3 The recruitment of “Teacher” and “Non-teaching Personnel” shall be made on merit and without prejudice to race, religion or gender.

2.2 PROBATION ON APPOINTMENT

- 2.2.1 Every employee of the CHARUSAT, unless otherwise provided for in the appointment, shall be on probation for a period of two years. CHARUSAT, however, reserves the right to extend or reduce the duration of probation of an employee.

2.3 CONFIRMATION

On successful completion of the probation period, an employee will be communicated the confirmation of employment.

2.4 PROHIBITION ON EMPLOYMENT OUTSIDE

- 2.4.1 No employee shall be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non-remunerative commitment outside University.
- 2.4.2 If a teacher is invited by other institutions for guest lectures, examinations, seminars, symposia and similar academic events/tasks, then he/she will be allowed to undertake such assignments after permission from appropriate authority.

2.5 REMUNERATION

- 2.5.1 The regular employees of the institute shall be entitled to all allowances, perquisites and benefits prescribed by BOM in consonance with the norms of AICTE/ Government of Gujarat/ UGC / CHARUSAT or any other relevant statutory body as prescribed from time to time.
- 2.5.2 The Pay scales for the employees, including the annual increments, allowances, perquisites and benefits shall be prescribed by the BOM in consonance with the norms of AICTE/ Government of Gujarat/ UGC / CHARUSAT or any other relevant statutory body as prescribed from time to time.

2.6 DEVELOPMENT PROGRAMMES

2.6.1 The teacher and Non-teaching Personnel development schemes, including career advancement, shall be implemented by CHARUSAT as per the recommendations of the AICTE/ Government of Gujarat/ UGC/ CHARUSAT or any other relevant statutory body.

2.6 DISCONTINUATION OF SERVICE

2.6.1 Resignation during probation

2.6.1.1 Unless obligated by specific conditions during appointment, any employee who is on probation may leave the service by resignation on giving one month's notice in writing. However a teacher who is on probation and resigns from the services during probationary period may be relieved from service only at the end of the semester and on fulfillment of academic commitments for the semester.

2.6.2 Discontinuation of Service by the Institute during probation

2.6.2.1 The services of an employee who is on probation may be discontinued by giving one month's notice or one month's pay in lieu thereof, with or without assigning any reason.

2.6.3 Resignation after confirmation of service

2.6.3.1 Unless obligated by specific conditions during appointment, any regular employee whose service has been confirmed may resign from the services by giving three months' notice. However, he/she may be relieved from service only at the end of the semester and on fulfillment of academic and other commitments for the semester.

2.6.4 Discontinuation of Service of a confirmed employee

2.6.4.1 Any regular employee whose service is confirmed can be discontinued from the services on grounds of indiscipline, lack of performance, or undesirable behaviour, after the employee is given sufficient opportunity to improve his/her performance and/or given a hearing against an enquiry committee.

2.7 OTHER CONDITIONS

2.7.1 Other conditions of appointment and discontinuation of service, not stipulated in these rules, shall be in consonance with the norms of AICTE/ Government of Gujarat/ CHARUSAT or any other relevant statutory body.

3. LEAVE

- The employees of CHARUSAT are eligible for different categories of leave as stipulated in the following sections.
- The leave cannot be claimed as a matter of right and when the exigencies of CHARUSAT so require, leave of any discretion may be refused, revoked or curtailed by CHARUSAT.
- Request for leave : Any employee desirous of availing any type of leave should make an application for leave in the prescribed format and can proceed on leave only after it is sanctioned. The application for leave should be made at least fifteen working days prior to the planned date of commencement of leave. However, under extraordinary circumstances like sudden illness, accidents, natural calamities, death of close relatives in the family, etc., Sanctioning Authority may waive off this requirement depending upon the circumstances. But some communication through phone/fax/email shall be ensured by the applicant. In all such cases, the employee who has proceeded on leave should submit his/her leave application to the Sanctioning Authority in the prescribed format within 3 days after resuming duty, otherwise the leave shall be considered as Leave Without Pay .
- Before proceeding on sanctioned leave, an employee must make arrangements about assigning his/her workload to appropriate colleagues.
- An employee whose services are terminated due to disciplinary action is not entitled for any kind of leave.
- On the request of an employee, the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him/her at the time of the leave was granted. But the employee cannot claim such conversion as a matter of right.
- The leave year shall run from 1st January to 31st December every year.
- A contractual/temporary/ adhoc and the employees on fixed pay will get only Casual leave, at the rate of 1 leave per month of service completed.

- Overstay of leave without proper sanction, will be treated as Extraordinary leave and no leave salary will be admissible for the entire period of overstay and the period of such overstay will not be counted for increment.
- Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- CHARUSAT may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.
- Not more than 10% of the total strength of the “faculty” and “Non-teaching Personnel” of the same department shall be allowed to be on leave under different provisions/ clauses of leave including duty leave at a given time. If there are exceptional cases, the sanctioning authorities should ensure that alternative arrangements are made before sanctioning the leaves.

3.1 CASUAL LEAVE

- 3.1.1 Total Casual leave admissible to a “Teacher” will be 12 days for a calendar year. It has to be availed into two parts i.e. First part of Six (6) days shall be availed from January to June and Second part of Six (6) days shall be availed from July to December.
- 3.1.2 Total Casual leave admissible to “Non-teaching Personnel” will be 15 days for a calendar year. It has to be availed into two parts i.e. First part of Eight (8) days shall be availed from January to June and Second part of Seven (7) days shall be availed from July to December.
- 3.1.3 The unused Casual Leave in first half may be allowed to be availed in Second half in exceptional circumstances.
- 3.1.4 Casual Leave is essentially intended for short period. Not more than four days Casual Leave can be granted at any one time.
- 3.1.5 Casual leave cannot be accumulated and leave not availed during any particular calendar year shall lapse at the end of that year.
- 3.1.6 Casual leave cannot be joined with any other kind of leave, except Special Casual Leave.

- 3.1.7 Casual Leave can be taken for Half Day.
- 3.1.8 Casual leave can be prefixed and/or affixed with Sundays and declared holidays.
- 3.1.9 Sunday and declared holidays falling during a period of casual leave are not counted as part of Casual leave.
- 3.1.10 In case of employee joining in the middle of a year, the proportionate casual leave will be granted for first year.

3.2 SPECIAL CASUAL LEAVE

- 3.2.1 Special casual leave, not exceeding ten days in a calendar year, may be granted to a permanent teacher.
- 3.2.2 Special Casual leave is granted on full pay.
- 3.2.3 Special casual leave will count as service for increment.
- 3.2.4 Special casual leave may be granted for following purpose:
- (a) To conduct examination of a University/Public Service Commission / Examination Board or other similar bodies/institutions;
 - (b) To attend meeting of the committees, boards, faculties and other academic bodies of a University or of a statutory board;
 - (c) To inspect academic institutions attached to a University or Statutory Board;
 - (d) To do such other work as may be approved by the Principal/Provost as Academic work.
- (Note: In computing the ten days leave admissible, the actual days spent on the journey, if any, to and from the places where activities specified above have taken place will be included).
- 3.2.5 Special casual leave can neither be accumulated, nor it can be combined with any other kind of leave, except Casual Leave. It may be granted in combination with declared holidays and/or sundays.
- 3.2.6 Special casual leave may be granted to employees residing at places 8 km. away from their office, when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs, etc. If the absence was due to picketing or disturbances or curfew, Special Casual leave may be granted irrespective of the distance from residence to office (if no other type of leave is in balance).
- 3.2.7 To any employee, special casual leave to the extent and for the reasons mentioned below may be granted (within limit as in 3.2.1), provided a medical certificate to this effect is being produced at the time of rejoining the duties.

- (a) In case of a Male employee maximum two working days special casual leave will be granted (i) for vasectomy operation (ii) for undergoing recanalization operation (iii) if his wife undergoes tubectomy, laparoscopy or salpingectomy operation. The leave should follow the date of operation.
- (b) In case of a Female employee maximum of Six days special casual leave (i) for tubectomy/ laparoscopy. (ii) for salpingectomy operation after Medical Termination of Pregnancy(MTP) (iii) for recanalization operation.

3.3 EARNED LEAVE

3.3.1 **For Non-teaching Personnel:**

Every permanent “Non-teaching Personnel” will get 30 days earned leave for every year of service completed. 15 earned leave will be credited to individual’s account on 1st July and remaining 15 earned leave on 31st December.

3.3.2 **For Teachers:**

Earned leave for permanent “Teacher” for performing duty during vacation will be given as mentioned in the following clauses,

- (a) A “Teacher” who is directed by the Principal/ Provost, to perform the duty during vacation such as academic or administrative work will be eligible for such type of leave.
- (b) Any activities carried out, by a Teacher, during vacation which is generating extra remuneration for the concerned teacher shall not be considered as earned leave.
- (c) The number of days will be 1/2 of the days a teacher has carried out duties.

3.3.3 An application for availment of Earned leave should be given at least 15 days in advance.

3.3.4 No employee shall be entitled for earned leave unless he/she has put in twelve months service after confirmation.

3.3.5 Earned leave can be prefixed and/or suffixed with Sundays and declared holidays.

3.3.6 The employee will be entitled to full pay with all the allowances except transport and special allowances, if any during earned leave.

3.3.7 Sundays and declared holidays falling during a period of earned leave are counted as part of earned leave.

- 3.3.8 An employee shall not be entitled to earn this type of leave for the period for which he/she enjoys an earned leave.
- 3.3.9 Earned leave can be joined only with leave on medical grounds, but holidays and/or Sundays can be prefixed and/or suffixed to earned leave.
- 3.3.10 This type of leave can be accumulated upto a period not exceeding 300 days, inclusive of half pay/sick leave.
- 3.3.11 The period spent on earned leave will be counted for increment.
- 3.3.12 At a time, minimum 3 days of earned leave and not more than 60 days of earned leave can be granted. However, as a very special case, on medical ground more leave can be granted with due permission of the competent authority to sanction the leave.
- 3.3.13 If an employee, who retires/resigns/ dies in the middle of a calendar year, has taken any extraordinary leave during that half-year, the earned leave credited should be reduced at the rate of 1/10th of such extraordinary leave and the leave account regularized.
- 3.3.14 The credit for the half-year in which a “Non-teaching Personnel” retires/resigns from the service or dies in service will be awarded or counted at the rate of 2 ½ days per completed calendar month in that half- year upto the date of retirement/resignation/death.
- 3.3.15 While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1st January/1st July will be kept separately and set off against the EL availed of during that last half year ending 30th June/31st December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.

3.4 HALF PAY LEAVE (HPL) (SICK LEAVE)

- 3.4.1 All the permanent employees are entitled for half pay leave.
- 3.4.2 No employee shall be entitled for this leave unless he/she has put in two years of service.
- 3.4.3 During this leave half pay will be paid.
- 3.4.4 Half pay leave if granted on medical ground, can be commuted to full pay leave.
- 3.4.5 Half-pay leave is credited at the rate of 10 days on the 1st of July and 31st December every year.
- 3.4.6 Minimum 4 days half pay leave will be granted.

- 3.4.7 All employees who have been granted leave on medical ground a certificate will be required to be produced while proceeding or being on leave and also a certificate of fitness while resuming duties.
- 3.4.8 The authority competent to grant leave may in its discretion, waive off the production of a medical certificate in case of an application for leave for a period not exceeding 4 days at a time on medical ground.
- 3.4.9 This type of leave can be accumulated upto any period.
- 3.4.10 No employee shall get more than 15 days half pay leave at a time except in special circumstances.
- 3.4.11 Leave sanctioning authority may secure second medical opinion, if it considers to be necessary.
- 3.4.12 This leave may be allowed to be joined with earned leave.
- 3.4.13 The period spent on half pay leave will be counted for increment.
- 3.4.14 The credit for the half-year in which an employee is due to retire/resign/die will be accorded at the rate of 5/3 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- 3.4.15 Any fraudulent claim of leave on medical ground may lead to immediate termination of service.

3.5 DUTY LEAVE

- 3.5.1 Duty leave may be granted to all the employees for:
- (a) Attending conferences, congresses, symposia and seminars on behalf of the institute with due permission of competent authority;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities and accepted by the sanctioning authority;
 - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute;
 - (d) Participating in a delegation or working committee appointed by the Government of India, State Government, the University Grants Commission / AICTE, or any other academic body, and;
 - (e) For Performing any other duty of the Institute/CHARUSAT.
- 3.5.2 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- 3.5.3 The Duty Leave to be granted should not be more than 5 times during an academic year under normal circumstances.

- 3.5.4 Duty leave may be combined with earned leave/ half pay leave/ extraordinary leave.
- 3.5.5 The duty leave may be granted on full pay, provided that if the Teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- 3.5.6 Person availing Duty Leave for the purpose of attending seminars/symposia, workshops and courses shall be required to give a talk in the department/institute highlighting the objectives and theme of such event, indicating his/her contribution in the event, stressing the benefit derived from the event and its relevance to the academic enrichment of the department/institute. He/she will also have to file a report along with action plan as to how the knowledge gained will be made useful for the department / institute.

3.6 MATERNITY LEAVE

- 3.6.1 This type of leave can be granted to permanent woman employee who has completed atleast three years of service with less than two children.
- 3.6.2 This type of leave can be granted for a period not exceeding 90 days from the probable date of confinement. This type of leave can be availed of twice in the entire career, subject to condition as in 3.6.1.
- 3.6.3 Maternity leave can be combined with any other kind of leave.
- 3.6.4 A female employee who has two or more children are not entitled for such type of leave.
- 3.6.5 Maternity leave in respect of first and second delivery shall be granted only if there is a gap of atleast three years after the previous delivery.
- 3.6.6 Maternity leave may be combined with earned leave, half pay leave (commuted or othersiee) or extraordinary leave or vacation in the case of women teacher, but any leave applied for in combination with maternity leave may be granted if the request is supported by a medical certificate.
- 3.6.7 Duration of this Leave is counted as service for increments.

3.7 PATERNITY LEAVE

- 3.7.1 Paternity leave of 15 days may be granted to a male employee with less than two children during the confinement of his wife, provided, the no. of children are not more than two.

- 3.7.2 This type of leave can be granted to permanent male employee who has completed at least three years of service with less than two children.
- 3.7.3 This type of leave can be availed of twice in the entire career subject to condition as in 3.7.2.
- 3.7.4 A male employee who has two or more children are not entitled for such type of leave.
- 3.7.5 Paternity leave in respect of first and second child shall be granted only if there is a gap of at least three years after the previous delivery.

3.8 EXTRAORDINARY LEAVE

- 3.8.1 A permanent employee may be granted extraordinary leave when no other leave is admissible by rule.
- 3.8.2 Extraordinary leave shall always be without pay and allowances.
- 3.8.3 Extraordinary leave shall not count for increment except in the following cases:
- (a) Leave is taken on medical grounds;
 - (b) It is proved to the satisfaction of the sanctioning authority that absence of the employee from duty was caused due to reasons beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave has been granted for pursuing higher studies; and
 - (d) Leave has been granted for a teaching or research fellowship/position or research-cum-teaching post or on assignment for technical or academic work of importance or consultancy advisory assignment with approved institutions at National / International level.
- 3.8.4 Ordinarily this type of leave shall not exceed six months on any one occasion.
- 3.8.5 The total period of Extra Ordinary leave granted to an employee during his/her entire service shall not exceed 3 years.
- 3.8.6 Out of three years of Extra Ordinary Leave in the entire service, the total period of Extra Ordinary leave granted to a permanent teacher to accept an offer to a teaching post or fellowship or research cum teaching post or an assignment for technical or academic work of importance or consultancy/ advisory assignment with approved institutions at national/ international level shall not exceed one year. The leave may be granted to those teachers who have put in more than five years of service.

- 3.8.7 The aforesaid limit of one year may be relaxed upto two years in individual cases provided the teacher concerned has rendered more than ten years of service.
- 3.8.8 The employee will not earn any kind of leave during the period of extra ordinary leave.
- 3.8.9 The period of such leave enjoyed shall not be counted for increment.
- 3.8.10 Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with extraordinary leave) shall not exceed three years except in cases where leave is taken for medical reasons. The total period of absence from duty shall in no case exceed five years in the full working life of an individual.
- 3.8.11 A teacher, who has availed of Study Leave, shall not be permitted to go on Extra-Ordinary-Leave, for accepting an assignment elsewhere before the expiry of the Period of bond executed by him/her with CHARUSAT in respect of the Study Leave granted to and availed of by him/her.
- 3.8.12 Teacher shall not be sanctioned Extra-Ordinary-Leave for taking up salaried assignment elsewhere, unless he/she has served CHARUSAT continuously for a period of five years prior to the date of commencement of the Extra-Ordinary-Leave. For this purpose, absence from duty for 6 months or less shall not be treated as disqualification provided that he has served CHARUSAT for a total period of five years prior to the date of commencement of the Extra-Ordinary-Leave.
- 3.8.13 Notwithstanding anything contained in the above guidelines, CHARUSAT Authority may, in any exceptional cases, grant Extra- Ordinary-Leave to an employee.
- 3.8.14 If a teacher who, having been granted Extra-Ordinary-Leave, fails to rejoin duty on expiry of the leave his/her services would be deemed to have been terminated with effect from the date he/she originally proceeded on leave.

3.9 STUDY LEAVE

- 3.9.1 May be granted to all permanent employees with not less than five years' service for undergoing a special course consisting of higher studies leading to a degree for enhancement of his/her qualifications or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties at CHARUSAT.

- 3.9.2 Course should be certified to be of definite advantage to employee from the point of view of University interest.
- 3.9.3 The particular study or study tour should be approved by the authority competent to grant leave.
- 3.9.4 The official on his/her return should submit a full report on the work done by him while on study leave.
- 3.9.5 The Study Leave is not granted ---
- a) for studies out of India if facilities for pursuing of such studies are available in India.
 - b) to an official who is due to retire within five years of his return to duty after the study leave.
 - c) to some official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his/her absence on leave.
- 3.9.6 The employees should have satisfactorily completed period of probation and has rendered not less than five years of regular continuous satisfactory service including the period of probation.
- 3.9.7 All study leaves will be sanctioned by Board of Management (BOM). BOM will decide on Leave Salary, Duration of Study Leave etc.
- 3.9.8 Requisite bonds and other securities in the prescribed forms are to be executed by the employees before going on study leave.
- 3.9.9 If the course falls short of the study leave, the official should resume duty on completion of the course; or the excess period may be created as ordinary leave with the leave sanctioning authority's prior approval.
- 3.9.10 In normal case, an employee who has only 10 years of service remaining before retirement is not eligible for study leave.

3.10 LEAVE NOT DUE :

- 3.10.1 'Leave not due', at the discretion of sanctioning authority may be granted to a permanent employee for a period not exceeding 300 days during the entire period of service, out of which not more than 90 days at a time may be availed. Such leave shall be debited against the half pay leave earned by him/her in the subsequent year of service.
- 3.10.2 Leave not due is granted when there is no half-pay leave at credit and the employee requests for the grant of Leave Not Due (LND).

- 3.10.3 Temporary/ Adhoc / Contractual employees with one year's service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted LND if the post from which the employee proceeds on leave and the period of contract is likely to last till his/her return.
- 3.10.4 It is granted only on medical certificate if the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.
- 3.10.5 The amount of leave should be limited to the half-pay leave that the employee is likely to earn in subsequent year of service.
- 3.10.6 If an employee, who having availed this leave resigns or retires from the service before crediting these leaves then the salary of such leave shall be recovered from him/her.
- 3.10.7 A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health in incapacitating the teacher for further service, he/she shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

3.11 Encashment of Leave

- 3.11.1 An employee will be eligible to encash the earned leave and half pay leave to his/her credit at the time of his/ her retirement/death of service subject to a maximum of 300 days of accumulated leave. For such an encashment, before retirement the employee should have served for a minimum of 15 years of service.
- 3.11.2 In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his/her service, the authority competent to grant leave shall issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the teacher on the date of his retirement subject to a maximum of 300 days.
- 3.11.3 The cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable.

3.12 Sabbatical Leave

- 3.12.1 To encourage interface between education and industry/ R&D Institution/ other relevant organization of repute, a teacher of CHARUSAT should be given a sabbatical leave for six months for working in an industry/ R&D Institution/ other relevant organization of repute, after the completion of six years of service.
- 3.12.2 A Teacher should avail this type of leave for intellectual and professional development that will be of benefit to him/her and to CHARUSAT.
- 3.12.3 Such leave shall be available to a Teacher only twice in his/her entire career.

3.13 Vacation:

- 3.13.1 All teachers of CHARUSAT will be vacational employees except Principals.
- 3.13.2 All the teachers who put in full two semesters service will be eligible for 8 weeks of vacation during an academic year, including the summer vacation and diwali vacation.
- 3.13.3 Planning of vacations may be decided by the deans of CHARUSAT as may be required during an academic year.
- 3.13.4 Any teacher who is assigned official work during vacation will be given one earned leave for every two days of work carried out during vacation.
- 3.13.5 Vacation can not be clubbed with any other type of leave.
- 3.13.6 No vacation can be availed if a teacher has not served for two full semesters.

4. RETIREMENT, PROVIDENT FUND AND GRATUITY

4.1 Retirement

4.1.1 The age of retirement/superannuation of the regular employees will be in consonance with the norms of AICTE/ Government of Gujarat/ CHARUSAT or any other relevant regulatory authority.

4.1.2 Age of retirement:

The age of retirement for teachers shall be 62 years. The age of retirement for Non-teaching Personnel shall be 60 years. This shall be reviewed from time to time.

4.1.3 Retirement will be effective from the afternoon of the last day of the month in which the age of superannuation is attained in the case of Non-teaching Personnel. However, a teacher will retire on the last day of the month of the academic term/semester in which he/she is teaching, if the date of his/her superannuation falls before the end of the academic term/semester.

4.1.4 The day of retirement on superannuation will be deemed as a working day.

4.1.5 Re employment of retirees may be considered on fixed pay and fixed tenure basis as per requirements of CHARUSAT.

4.2 Provident Fund / Pension Scheme

4.2.1 Every employee of CHARUSAT shall be entitled to the benefit of contributory provident fund along with the linked pension scheme under “the Employees’ Provident Fund Act, 1952” of the Government of India, as amended from time to time.

4.3 Gratuity

4.3.1 The regular employees of CHARUSAT will be eligible for gratuity as per provisions of “the Payment of gratuity Act, 1972”.

5. CODE OF CONDUCT

- 5.1 Every employee shall, at all times, maintain absolute integrity and devotion to duty, and be scrupulously honest and impartial in his/her official dealings.
- 5.2 Every employee should, at all times, be courteous in dealings with other members of the faculty, Non-teaching Personnel, students and the stake holders as a whole.
- 5.3 Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee, and may be called upon to perform such duties, as may be assigned to him/her by their reporting authority/senior of respective institutes or others to whom such powers have been delegated, beyond scheduled working hours and on holidays and Sundays.
- 5.4 An employee shall be required to follow the scheduled hours of work, during which he/she must be present at the place of work.
- 5.5 Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. In case of contingencies, the appropriate authority should be telephonically or otherwise communicated.
- 5.6 No employee shall, in any radio/TV broadcast/telecast or webcast or in any document publish anonymously in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of CHARUSAT.
- 5.7 The employee who is in the performance, in good faith, of the duties assigned to him/her, shall not communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information, except in accordance with any general or special policy.
- 5.8 No employee of the Institute shall engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments, with or without remuneration.
- 5.9 No employee shall be engaged in active politics at any point of time during his/her service with the Institute, either during or outside the normal duty hours.

- 5.10 An employee who gets involved in some criminal proceedings shall immediately inform the Principal of respective institute/ Registrar of the CHARUSAT of the fact through the Head of the Department to which he/she is attached, irrespective of whether he/she has been released on bail or not. An employee who is detained in police custody, whether on criminal charge or otherwise for a period longer than forty-eight hours, shall not join his/her duties, unless he/she has obtained written permission to that effect from the Registrar of CHARUSAT.
- 5.11 All the employees should use CHARUSAT material and financial resources only for legitimate University purposes, by avoiding waste and by maintaining adequate security over CHARUSAT property, facilities and resources.
- 5.12 All the employees should be decently dressed, befitting the impression of an academic campus. Casual dressing like Jersey, T-Shirts, Jeans, Slippers, etc. is not permitted. The ideal dressing for Male is Half/full sleeve formal shirt with light colours, Dark/light colour formal trousers and leather shoes. The ideal dressing for Female is formal and light coloured full sleeve Salwar kameez / Sari giving decent appearance and decent chappals/sandals.
- 5.13 All the teachers should use English as a medium of instruction in the class room as well as in administrative dealings.
- 5.14 All teachers should be punctual in dispensing their active academic assignments like lecture, practical, exam supervision etc.
- 5.15 Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, without using any unauthorised way.
- 5.16 No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or of any other matter.
- 5.17 An employee shall, regarding imposition of penalties for breach of any of these rules, and regarding preference of appeals against any action taken against him, be governed by the rules made in this behalf from time to time by CHARUSAT.