



# EMPLOYEE SERVICE MANUAL / HR POLICY



## DR. C.V. RAMAN UNIVERSITY

Chhattisgarh, Bilaspur

Approved by : PCI | AICTE | NCTE | BCI | Member of : AIU | Recognized by : UGC | A NAAC Accredited University



# **Dr. C. V. Raman University**

Kargi Road, Kota, Bilaspur (C.G.)

## **EMPLOYEE SERVICE MANUAL / HR POLICY**



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**KARGI ROAD KOTA BILASPUR (C.G.)**

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**1. PREAMBLE**

Dr. C. V. Raman University. The first private University of Chhattisgarh, set up under Chhattisgarh Niji Vishwavidyalaya Adhiniyama 2005, Located over a vast area of 60 acres with excellent infrastructure in the backward tribal region of Kota, District Bilaspur in Chhattisgarh.

Established: 3<sup>rd</sup> November 2006

**Dr. C.V.Raman University at a glance:**

Dr.C.V. Raman University is the University whose whole mission is to provide access and opportunity to students from all sectors of the country's diverse population as well as from other countries by providing quality education thereby improving the socio-economic status of the society. The Prime mission of CVRU is also to promote excellence in value-based education and skill-based teaching learning.

Dr. C.V. Raman University (CVRU) is a premier university of the state of Chhattisgarh with its various departments in the field of its various faculties of Arts, Engineering, Science, Commerce, Management, Law, Information Technology, and Pharmacy through its numerous courses by an enrolment of huge number of students. The university established in the tribal region of the rural environment of Chhattisgarh with its primary objective and vision of providing higher education to the students of rural background giving an access for them to obtain an easy opportunity for getting an advanced ICT based technological studies contributing to the higher education enhancement. Recognized by UGC and approved by AICTE, NCTE, BCI , PCI as well as certified by ISO: 9001:2008, being a member of AIU, and getting B+ through NAAC Accreditation the institutional vision of this University reflect upon various initiatives to provide literal, legal, managerial and scientific knowledge to the students generating high morals, ethics and values with cultural heritage in them by helping the society in nation building through nurturing and strengthening the young talents for being the trust-worthy citizens of tomorrow. As, the contribution extends towards the positive attitude of these students of the university it is necessary to put forward the step of motivational standards as well as high inspiration and help sustain the society thereby eventually reshaping the world of today itself. This will definitely provide the platform and opportunity for the managerial, cultural, scientific & developmental growth among the youth for the programmes of knowledge and innovation with a successful and grand achievement. CVRU owes the responsibility to explore the new domains of knowledge and seeks the new insights in creating significant competitive environment. This helps the university to obtain the wisdom of promising mission and vision.



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The CVRU mission is also envisaged to provide online teaching learning facilities for its students through its learning centers, thereby improving their approach and skills towards higher studies. Keeping in view the vision, mission and objectives, the university offers many academic programmes. While designing the curriculum of the academic programmes, the respective board of studies takes into consideration the vision towards national development, needs of the society, local needs, emerging needs and demands, expectations of stakeholders, innovativeness programme level standards, scope for further research, global demand, women empowerment, contemporary needs of the industry, inclusiveness and so on. The academic programmes of the university such as courses in engineering, management commerce and technology are offered to help the industry and business background. The programs of social work, sociology, political science, law, philosophy, journalism and mass communication are offered towards the development of the society.

The academic programs in all basic science are offered to promote scientific research in the community and the programs in languages are offered to develop the communication skills. Some collaborative programs, multi-disciplinary vocational courses, skill development programs (B.Voc./M.Voc.) as well as value added and enrichment courses of academic interests are also offered to meet the contemporary needs of the economy and the society. Thus, the university academic programmes are highly relevant to the need of the industry, economy and society. In addition, many programs offered through distance learning provide access to higher education to all those who do not otherwise find an opportunity. In this regard, CVRU for the students in the regular mode also provides NPTEL audio/video lectures to all branches of its engineering and diploma programmes. These lectures Endeavour to instill self-employment skills in a large section of the students. The university has collaborated with IT Giant Microsoft for enhancing the course curricular activities. It provides office 365(A2) SKU for all the faculties and students. The university has also setup a community Radio station named “RADIO RAMAN” at 90.4 FM under the department of Journalism and Mass Communication with a specific objective to broadcast the necessary content of education-oriented knowledge-based entertainment focusing on the basic rights and needs of the local community in terms of education, health and law including the current keen demands to benefit the society. Through this community Radio, CVRU utilizes the technology in order to impart the educational content also to those students who are staying apart at far off locations.

The radio station endeavors to give an extended foresighted vision & dimension to higher education system and orient the students towards community services. CVRU is also associated to the spoken tutorial project for its curriculum design and development, which is funded by National Mission on Education through ICT, MHRD, Govt. of India and project headed by IIT, Mumbai. It provides a



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series of tutorials and software such as Latex, Sci Lab, GNU/Linux, URCA etc. The University takes specific care to integrate the graduate attributes like communicative skills, leadership quality, value-based education, scientific temperament, tolerance, teamwork, skillful knowledge, personality built-up, recreation, amusement, sporty spirit, peaceful coexistence, inductive and creative environment through curricular, co-curricular and extra-curricular activities. The ICT infrastructure at CVRU has enabled online access to e-books, encyclopedia and many more online Journals.

CVRU has made itself to act upon its viable principles in its perspective of having dynamic education with significant harmony pertaining skill-based knowledge in each discipline of the University enabling its vision & mission to reflect in its academic programmes.

Being an University, it strives to achieve the goal of becoming one of the leading Universities by focusing on teaching and learning, research, consultancy and extension activities. The University not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled **“Employees Service Manual”** for the benefit of the employees.

## **2. DEFINITIONS**

- i) **“University”** means the Dr. C.V.Raman University
- ii) **“Management”** means the Board of Management of the University constituted as per Memorandum of Association (MoA) and UGC regulations.
- iii) **“Vice Chancellor”** means the Vice Chancellor of Dr. C.V.Raman University.
- iv) **“Registrar”** means the Registrar or any other person duly authorized by the Vice Chancellor to discharge the duties and responsibilities of the Registrar.
- v) **“Staff”** mean all employees belonging to faculty, administrative and technical category of the University excluding those who are engaged on part-time, temporary and / or on daily basis.
- vi) **“Year”** means calendar year / academic year / financial year as the case may be.
- vii) **“Vacation”** means any recess in an academic year which is a minimum of 10 days.
- viii) **“Teaching faculty”** refers to all teaching staff as per of the service rules.
- ix) **“Administrative staff”** refers to all staff members categorized as administrative staff of the service rules
- x) **“Technical staff”** refers to all staff members categorized as technical staff of the service rules.
- xi) **“Other category of staff”** refers to the staff categorized as service rules.





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- xii) **“Duty”** means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically indicated in the service rules.
- xiii) **“Leave”** means leave of absence sanctioned by the competent authority of the University to a staff member to which he/she is eligible under the service rules.
- xiv) **“Pay”** means basic pay and grade pay applicable to the post a staff holds.
- xv) **“Competent authority”** means any staff member declared / nominated by the Vice Chancellor / Board of Management as the case may be for specific purposes.

### **3. CATEGORIZATION AND CADRE STRENGTH OF STAFF**

#### **Categorization of staff**

All staff members of Dr. C.V. Raman University are grouped into three categories  
viz.

- (1) a) Teaching Staff (Faculty Members)  
b) Other Category
- (2) Administrative Staff
- (3) Technical Staff

#### **Posts under each category**

##### **(a) Teaching Staff**

Professor, Associate Professor, Assistant Professor, Professor of Eminence, Visiting Professor, Visiting Faculty.

##### **(b) Othercategory**

Director, Librarian, Assistant Librarian, Training and Placement Officer, Assistant TPO, Student Counselor. Academic Coordinator.

##### **(2) Administrative Staff**

Vice Chancellor, Registrar, Deputy Registrar, CEFO, Controller of ExaminationAssistant Registrar, PRO, Superintendent, Senior Accountant, Accountant, PA to Vice Chancellor,Marketing Executive

##### **(3) Technical Staff**

Lab Assistant, Tally Operator, Radio Manager, Radio, Hardware engineer, Web Designers, Graphic Designer, Photographer, Videographer, Library Assistant.Computer Operator, Typist, Stenographer, Office Assistant, Cashier, Trainer, Tele caller, RJ Web Designer, Graphic Designer, System Administrative, Nurse.



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#### **4. CADRE STRENGTH**

##### **(i) Teaching faculty**

The strength of teaching faculty in each Department is fixed taking into account the UGC / AICTE guidelines, programmes offered and the strength of students in the Department.

##### **(ii) Other category**

The strength of other category of staff in the University is fixed taking into account the UGC/AICTE guidelines, programmes offered and the strength of students.

##### **(iii) Administrative staff**

The strength of administrative staff is as sanctioned by the competent authority, taking into account the administrative workload of the University.

##### **(iv) Technical staff**

The strength of technical staff depends upon the need in each Department of the University on the basis of proposals of the HOD concerned and is as sanctioned accordingly by the competent authority.

#### **5. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF**

##### **1. Vice Chancellor, Registrar, Controller of Examinations, & CEFO**

###### **Required Qualifications**

The qualifications and experience for the direct recruitment of Vice Chancellor, Registrar, Controller of Examinations (COE) and Finance Officer shall be as prescribed by the UGC Regulations 2010.

##### **2. Teaching Staff and other category of Staff**

###### **Direct Recruitment**

The procedure and guidelines prescribed by “UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010” (published in the Gazette of India, September 18, 2010) shall be followed for direct recruitment of all teaching and other category of staff.

###### **Required Qualifications**

The minimum qualification stipulated by UGC shall be adopted only if candidate with higher qualification is not available. The University shall recruit candidates with Ph.D. degree to all



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teaching positions as a policy. However, if Ph.D. qualified candidates are not available in a subject, candidates with qualification prescribed by UGC/AICTE/ NCTE/ BCI/PCI shall be recruited. Such recruited candidates shall register for Ph.D. within one year of joining and they shall not be continued in service beyond 3 years, if they fail to register for Ph.D. and complete the degree in a maximum period of 7 years from the date of joining. In exceptional cases an extension of one year shall be granted. A faculty shall not be entitled to any benefit including increment if he/she fails to complete the Ph.D. degree within the stipulated period after registration.

**Filling of senior positions**

For senior positions, the eligible faculty members of the University will be considered along with outside candidates, who apply against notification. Taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.

**3. Administrative Staff Direct Recruitment Selection procedure**

- i) For recruitment of administrative staff, advertisement shall be issued in leading dailies and also put up in the website of the University indicating the qualifications, experience and scale of pay prescribed.
- ii) Applications received by the University shall be short-listed by the office of the Registrar taking into consideration of qualification, previous experience and knowledge in administration.
- iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Vice Chancellor for the purpose.

**Selection Criteria**

The Selection Committee selects the candidate taking into account subject knowledge, aptitude, experience of the candidate and performance in the interview.

**Appointment**

After approval of the selection list by the Vice Chancellor, the selected candidates are appointed to the post for which he/she is selected by the Registrar.

**4. Technical Staff**

**Direct Recruitment Selection procedure**

- i) For the recruitment of technical staff, advertisement shall be issued in leading dailies and also put in the website of the University indicating the qualifications, experience and scale of pay.



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- ii) Applications received by the University shall be short-listed by a Committee consisting of the Dean of the Faculty, the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department.
- iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Vice Chancellor for the purpose.
- iv) Before appearing for oral interview, all these candidates shall take a demo test conducted by the HR and Department concerned.

**Selection committee**

The selection committee is constituted by the Vice Chancellor comprising of Registrar, Dean (Academic) and Head of the Department. The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

**Appointment**

After approval of the selection list by the Vice Chancellor, the selected candidates will be appointed by the Registrar to the respective post(s).

**6. PROBATION, PLACEMENT AND SENIORITY**

**1. Probation**

- i) The appointment to any post in the university is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of 1 year.
- ii) In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- iii) The rule of probation shall not apply to appointments made on temporary or on daily wage basis.

**2. Placement of staff**

- i) A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- ii) However, the Management/competent authority have the right to redeploy the staff



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member in any other Department in the interest of the University and depending upon the need and exigency.

### **3. Seniority**

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

- i) If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the University.
- ii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- iii) In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.
- iii) Notwithstanding the above-mentioned policy of seniority, the Management /The competent authority shall promote a junior to the next cadre, based on his/her performance and merit.

## **7. DUTY, PAY, ALLOWANCES AND INCREMENT**

### **1. Duty**

A staff member is considered to be on duty for the purpose of service benefits:

- i) When a member is discharging the duties of the post to which he/she is appointed.
- ii) When the member may be enjoying holidays declared by the University or vacation permitted or availing any leave sanctioned by the authority concerned.
- iii) When the member is attending conferences, seminars, workshops, refresher courses, orientation courses etc. duly permitted by the competent authority.
- iv) Any other work assigned to the staff member by the competent authority in the interest of the University.

### **2. Pay Scales**

- i) All regularly appointed teaching faculty are governed by the pay scales approved by



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the management.

- ii) For all other staff members classified as non-teaching category (Administrative and Technical Staff), they shall be governed by the scales of pay approved by the management.

**3. Allowances**

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

**4. Sanction of Increment For faculty members**

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal Scoring System (PASS), subject to the satisfaction of the following:

- i) A minimum Faculty Performance
- ii) As per PASS report system is necessary for staff in the cadre of Assistant Professor.
- iii) Should secure grants from funding agencies / industries for carrying out research in thrust areas.
- iv) Should acquire Consultancy Projects and testing to enhance the visibility of the University.
- v) Should involve in all legitimate activities for the growth of the University
- vi) Should organize / participate in International / National Conferences / symposia / workshop / seminar, etc.

**For Non-Teaching Staff (Administrative and Technical staff)**

For all staff members other than faculty members, increments will be sanctioned based on satisfactory report by the reporting officer for the purpose. In addition, confidential report on the all-round performance of staff members from the officers also may be taken into account for sanction of increment.

**8. PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE**

**PERFORMANCE APPRAISAL (Annual Review)**

The Management of the University reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc. will be given to the faculty. The following are the important provisions.



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- i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the University. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the University shall review the performance of every faculty member and recommend annual increment; career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

**Career Advancement Scheme (CAS) For Teachers**

For all teaching faculty Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2018" (published in the Gazette of India, September 18, 2018) with minimum duration of service and API score.

**General Information**

1. 'Act' means the DR. C.V. RAMAN UNIVERSITY (C.G.) Chhattisgarh Private University Act 2005 as amended from time to time.
2. Word 'Teacher' in the manner of appointment, powers and duties of teachers of the University.
3. Career Advancement Scheme (CAS) means Career Advancement procedure adopted by the University as per UGC regulations 2018
4. API means Academic Performance Indicator.

**Career Advancement Scheme (CAS)**

1. This scheme shall apply for advancement of careers of teachers of the University
2. This scheme shall apply for career advancement of:
3. Persons entering the teaching profession of this university with designation of Assistant Professor subject to the API criteria based on Performance Based Appraisal System



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(PBAS) laid out in this scheme Assessment shall be through Assessment Committee who will verify API scores.

4. Assistant Professor after completion of five years' service shall be eligible subject to API requirements laid down in this scheme to move up to next level Assessment shall be through Assessment Committee who will verify API scores.
5. Directly recruited Associate Professors
6. Incumbent teacher recruited

**NOTE:**

1. Candidates who do not fulfill the minimum score requirement under the API scoring system/selection process proposed in this scheme or also obtain less than prescribed
2. Score for all categories in the assessment process will have to be re-assessed only after a minimum a period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
3. The promotion of a teacher to the next higher position will be made on the basis of assessment of his/her performance through the prescribed procedure and the post of Associate Professor and Professor whose personal promotion is made shall be temporary addition to the cadre of Associate Professor or Professor as the case may be.
4. The career advancement of Assistant Professor will be done by the Vice-Chancellor on the recommendation of Assessment Committee.
5. The CAS of Assistant Professor to Associate Professor and Associate shall be made through a duly constituted Selection Committee and approved by Board of Management of the University.
6. The teacher shall perform such duties after his/her Career Advancement as assigned by the competent authority.
7. When a teacher allowed career advancement leaves the University or superannuated, the vacancy thus arisen shall be filled up at the original level position/cadre occupied by the teacher before career advancement.

**Eligibility (Service requirement and Academic Performance Requirement) for CAS**

**Assistant Professor/Associate Professor/ Completed 3 years' service as Assistant Professor**

Attained minimum API score using PBAS scoring proforma approved by university

- A. Participated in one course/programme of minimum one week duration amongst the categories of Refresher Course, Methodology Workshops, Training Programme,





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Teaching-Learning Evaluation, Technology Programme, Soft Skills Development Programmes and Faculty Development Programmes.

- B. Has to his/her credit at least three publications in peer refereed Journals.
- C. Earned consistently Good Appraisal Reports/ Self-Assessment Reports.

**Note** - The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightage given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) based on Performance Based Appraisal System (PABS) methodology. Expert assessment system shall be through a duly constituted Selection Committee as per provision in the University Act (Selection Committee) with interview performance weightage of 20%.

**Associate Professor (Directly recruited as well as promoted)**

An Associate Professor (directly recruited as well as promoted) will be eligible for promotion as Professor if he/ she has:

- A. Completed 3 (Three) years' service as Associate Professor
- B. A Ph.D. degree in the concerned/relevant discipline.
- C. Attained minimum API score using PBAS scoring programme.
- D. Has to his/her credit at least Five (5) publications in peer refereed Journals since the period that the teacher is placed in before Stage
- E. Earned consistently Good Appraisal Reports/ Self-Assessment Reports.

**Note** - The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightage given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) based on Performance Based Appraisal System (PABS) methodology. Expert assessment system shall be through a duly constituted Selection Committee as per provision in the University Act with interview performance weightage of 20%.

**Counting of past services for direct recruitment and promotion under CAS**

1. The essential qualifications of the post held were not lower than the qualifications prescribed by this scheme for Assistant Professor, Associate Professor and Professor as the case may be.
2. The post is/was in an equivalent grade or of the pre-revised pay as the post of



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Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

3. The candidate for direct recruitment has applied through proper channel.
4. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor as the case may be.
5. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University
6. The previous appointment was not as guest lecturer for any duration or on ad-hoc or on a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (a) the period of service was of more than one year duration
  - (b) the incumbent was appointed on the recommendation of duly constituted Selection Committee
  - (c) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service without any break.

**Procedure for CAS**

Every teacher who fulfils the criteria regarding eligibility for career advancement as laid down above and where promotion of a teacher falls due between 1st January to 30th June, he/she should apply through proper channel regarding his/her bio- data and service rendered on the post in the prescribed proforma duly supported by all documents as per PBAS guidelines at least one months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify the correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to HRD by 31<sup>st</sup> July through the Dean.

1. Where the promotion of the teacher is due from 1st July to 31st December, he/she will furnish information regarding his/her bio-data and service rendered on the post in the prescribed proforma duly supported by all documents as per PBAS guidelines at least one months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the HRD by 31<sup>st</sup> January through the Dean.
2. The HRD after due endorsement and certification of the candidature will forward



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the application along with all documents of the candidates to Registrar, who will place the application, received from the HRD, before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion to the next higher position.

3. The constitution of Assessment Committee will be as follows:

|      |   |          |
|------|---|----------|
| i.   | Dean  | Chairman |
| ii.  | One person to be nominated by the Vice-Chancellor from amongs the Professors of the University                                  | Member   |
| iii. | Two experts from outside the University not below the rank of Professor/ Principal Scientist to be nominated by Vice Chancellor | Member   |

4. The Assessment Committee will take into consideration the following factors for API scoring based on PBAS while making its recommendations:
- 1) Material furnished in the Assessment proforma submitted by the teacher concerned.
  - 2) Work done by the teacher.
  - 3) API/PBAS Report of the teacher concerned.
  - 4) Personal discussion by the teacher concerned, if required
  - 5) Any other additional information which the Assessment Committee may like to call from the teacher concerned.
5. The Assessment procedure outlined above shall be completed on the day of the assessment committee meeting, where in the minutes are recorded along with PBAS scoring proforma and recommendation made as the basis of merit and duly signed by all the members of Assessment committee in the minutes.
6. On receipt of recommendations of Assessment Committee from Registrar, the Vice-Chancellor will consider the same for acceptance. The Vice-Chancellor may, however, if he considers it necessary, refer the recommendations back to the committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will accept the same.
7. Candidates who do not fulfill the minimum score requirement under the API scoring system/selection process proposed in this scheme or also obtain less than prescribed score for all categories in the assessment process will have to be re-assessed only after a minimum a period of one year. The date of promotion shall be the date on which he/she



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has successfully got re-assessed.

**Promotion of Non-Teaching Staff (Administrative and Technical Staff)**

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service, satisfactory performance as evaluated by an appropriate review committee/authority.

**RETIREMENT AND SEVERANCE**

**Retirement / Superannuation**

- i) Normally the age of superannuation of a faculty is 60 years. However, reappointment up to the age of 70 years on contract can be considered depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years. However, the retirement benefits such as gratuity, etc. shall be paid at the time of retirement (Age of 60).
- ii) Age of superannuation in the categories of Librarians and Directors of Physical Education will be 60 years only.
- iii) Normally, the age of superannuation for non-teaching staff is 58 years. However, extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need.
- iv) Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits, they may be reappointed on consolidated pay to be fixed by Management on the recommendation of Vice Chancellor.

**Resignation:**

- i) If a staff member (Teaching or Non-Teaching) intends to resign from this university he / she shall give either three months' notice in advance or pay three months' salary to the university in lieu thereof. The Three months' notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

**Termination of service:**

The University can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice, at any time in a semester.



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## **9. LEAVE POLICY AND RULES**

### **Policy for Leave Entitlement**

DR. C. V. Raman University will enforce the annual leave policy with effect from 1<sup>st</sup> of Nov, 2011. All employee leaves will be monitored strictly and exceeding the quota allocated is not permissible. The following are the types of leaves and the allocation based on grade.

| <b>Category</b>        | <b>Teaching</b> | <b>Non-Teaching</b> |
|------------------------|-----------------|---------------------|
| Earned Leave           | 15              | 10                  |
| Casual Leave           | 13              | 13                  |
| Special academic Leave | 15              | 10                  |

**Absence from duty without intimation will be counted as double leave for the duration of absence. Sanction of emergency leaves on telephone will be at the discretion of the Section Head more than twice during the year.**

Unsanctioned and uninformed leaves will not be appreciated and will adversely affect your performance appraisal.

### **Types of Leaves**

#### **1) Casual Leave**

**Casual leave** is intended to meet special or unforeseen circumstances. Prior permission of the superior shall be obtained before taking such leave other than an unexpected/unforeseen exigency. Maximum casual leaves an employee can avail during one calendar year is 13 days however this will be on pro rata basis i.e. one day C.L will be entered into account of the employee every month of working and 4/6 days only can be availed at first half of the calendar year.

**Casual leave** not availed during a session year will not be carried forward in the next session year.

#### **2) Earned Leave**

On Completion of one full year of service with the organization one can avail up to 15 days of Earned Leave (Teaching Staff) and 10 days of EL (Non-Teaching Staff) during the next one year.

EL if not used can be accumulated up to 3 years. Post this period the EL will lapse and cannot be cashed. Employees are advised to consume EL annually. EL if not availed can be carried



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over to the next year.

Earned Leave as other leaves has to be sanctioned in written by your Department Head. When you intend to take leave, please discuss the issue with your DH at least 15 days in advance. If there is an important activity you are involved with the Department Head has the right to reject your leave application. Please keep the organization's calendar of activities in mind while considering taking leave.

**3) Maternity Leave**

Married female employees of the Organization are entitled to Maternity Leave not exceeding 12 weeks. Maternity leave can be granted in conjunction with other leaves provided the total period of absence does not exceed 24 weeks. The application for leave should be supported with a copy of Medical Certificate from a registered Medical Practitioner.

**4) Declared Leave**

The list of public holidays shall be announced by the University and follow as per the Central Government. All employees are entitled to these holidays.

**5) Carryover of Leaves**

An employee is advised to exhaust his annual leave every year to ensure he is rejuvenated and refreshed from time to time. However, a maximum of 8 days can be carried forward to the next year if he decides to not consume all leave the same year. Unused annual leave cannot be cashed, it can only be used or carried forward.

**Leave application Procedure**

❖ Leave Procedure shall be prescribed under the leave rules, duly approved by competent authority.

1. Any absence from duty shall be considered as leave only when the concerned employee will submit an application for leave to the department of establishment/HR duly approved by his HOD/immediate Superior as the ease may be.

2. Any application for availing CL has to be submitted at list 1 to 2 days in advanced.

An application for availing EL to be submitted at list 10 to 15 days in advanced

**a. Step 1:** An application in the prescribed format is to be submitted to your Section Head for approval at Least 5 days in advance. You Section Head might decide not to sanction your leave in which case the issue ends there and you are not entitled to the applied leave.

**Step 2:** On approving the leave, the Section Head forwards the application to the HR with their remark / comments and signature with date.

**Step 3:** HR files leave application for yearend reconciliation.



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**Caution: Absence from duty without intimation will be counted as double leave for the duration of absence. Sanction of emergency leaves on telephone will be at the discretion of the Section Head not more than twice during the year.**

**6) Working Hour and Punctuality/ Time-**

- (a) Every employee shall report by or before 10:15 A.M by recording his/her attendance in biometric machine/Attendance register.
- (b) Any employee, for reasons beyond his/her comfort if he/ she fails to report by 10:15 A.M then He/she shall record his/her attendance by signing the attendance register also entry the time of his/her arrival/sign.
- (c) In the event as aforesaid the concerned employee shall immediately his/her later arrival along with the reason for so, to the concerned authority of the department of HR.
- (d) The concerned authority of the Department of HR as mention above shall consider the reason of late arrival of the concerned employee and if found justifiable with genuine reasons the concerned authority shall grant full day attendance, it shall further be noted that the after said approval of the concerned authority shall not exceed two approvals in a month.
- (e) if the concerned authority of the department of HR is not satisfy with the reason assigned for the late coming by the concerned employee, then the concerned authority shall consider his late coming as attendance for half day only.
- (f) if any employee, under the instruction of any of the superior official of the University goes on any official tour /work /fulfill/execute any task than the period so spend on accomplishing/fulfilling executing/shall considered as official duty (OD).
- (g) The period of official duty shall only be considered and allowed when the concerned employee furnishes the 'OD form to the department of establishment duly signed and approved by concerned superior authority that had sent the concerned employee to official duty.
- (h) After the receipt of duly filled and signed OD form the concerned authority of department of establishment shall after consideration if finds it satisfactory than the concerned authority of department of establishment shall adjust and count the period of OD as the period of concerned employees' presence.

**7) Punctuality Rules**



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Punctuality is valued at DR. C. V. Raman University and the therefore coming late is not appreciated. All employees as expected to report punctually by 10:15 sharp (some members may have to report sooner for specific duties) Employees habitually reporting late for work will face salary deduction as per the following guideline:

3 to 5 days late – deduction of 1 day from earned leave

6 to 10 days late – deduction of 2 days from earned leave.

More than 10 days late – deduction 4 days from earned leave.

In case of a valid emergency, the Department Head may grant special permission.

This Interim Leave Policy issued with approval from the BOM of the University. The first Principle Leave Rule would be that the Leave cannot be claimed anytime, the matter of right and shall avail with approval from designated authority and keeping in view the Organizational Properties.

**8) Special Academic Leave:**

Special Academic Leave not exceeding 15 working days in a year may be granted to a faculty member for:

- a. Attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the University or where invitation has been accepted with prior approval of the competent authority.
- b. Delivering lectures in Institutions/ Universities when deputed by the University or with the prior approval of the competent authority.
- c. Working as a member of a delegation or a committee appointed by the University/UGC/Govt. of CG. /Govt. of India or any other Academic or Public Body.
- d. Undertaking field work related to the area of specialization with prior approval of the competent authority.

Provided that the faculty member has successfully completed his/her probation period and subject to the submission of an undertaking that the faculty member shall serve the University for a period of at least one year.

**9) Right to Avail Leave:**

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.





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**Misconduct**

**Following act shall be considered as misconduct.**

- a. Unauthorized absence.
- b. Disobeying the written and verbal order of the seniors.
- c. Unauthorized demonstration and strike.
- d. No employee shall do anything's against the ethics of the post he is holding.
- e. No employee shall communicate directly or indirectly any confidential documents of the university to any other person etc. except in accordance with any order or in performance of his duties.
- f. No employees shall enter the university premises in intoxicated state neither shall the employee be on duty in intoxicated state.

**10) Assessment of Leave**

1. Assessment of the leave for the entire employee will be done on 6 Monthly bases to be calculated in twice in each academic year.
2. Every teaching & Nonteaching employee shall be entitled to total (EL+CL) leave of 28 days & 23 days respectively in each academic year.
3. Every teaching employee can avail only 13 days of leave out of his 28 days in first half of the academic year (July to December). Any leave left unclaimed out of these 13 days leave shall be carry forwarded to next half of the academic year (January to June), but in case any teaching employee takes more than the 13 days of leave allowed to him, then such number of days other than 13 days cause deduction of pay.
4. Every nonteaching employee can avail only 11 days of leave out of his 23 days leave in first half of the academic year (July to December). Any leave left unclaimed out of these 11 days leave shall be carry forwarded to next half of the academic year, but in case any nonteaching employee takes more than 11 days of leave allowed to him/her, then such number of days other than those 11 days shall cause deduction of pay.
5. Number of remaining CL will be lapse at the end of each academic year.
6. If 50% of leave left unclaimed at the end of the academic year shall be carry forwarded to next academic year.
7. Leave carried forward from previous academic year shall be carry forwarded to next academic year



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**General:**

- (i) If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the university without any further reference to him.
- (ii) The sanction of any type of leave will be subject to the procedure as may be decided from time to time.

**11) Teaching Days:**

The University must have at least 180 working days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, annual day, etc. and 2 weeks may be attributed to various public holidays. If the University, at any point of time decides to adopt a 5-day week pattern, then the number of weeks would be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6-day week.

**12) Discipline and Related Matters:**

**Suspension:**

The appointing authority may place an employee under suspension:

- (i) Where disciplinary proceedings are either contemplated or are in progress.
- (ii) Where a criminal case against is either under investigation or is in progress in the trial court.

Provided a subsistence allowance of not less than one half and not more than three fourth of his pay is allowed to him during the period of suspension.

**Penalties**

An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties;

- a) Censure
- b) Withholding annual increment without cumulative effect.
- c) Withholding annual increment with cumulative effect.
- d) Withholding promotion.
- e) Removal from service without disqualification for future employment.
- f) Dismissal from service with disqualification for future employment in the university



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**Appeals:**

An employee aggrieved by the order of penalty imposed upon him/her, shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the appellate authority shall be final.

**The General Code of Ethics:**

The effectiveness of a university in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the faculty and employees displays in day-to-day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and expectations expected of them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

**Content Competence**

A faculty member should maintain a high level of subject knowledge and must ensure that the content is current, accurate, and appropriate with reference to the requirement of the course of study.

**Student Competence**

A faculty member must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

**Dual Relationship with Students**

A faculty member must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

**Confidentiality**

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.

**Respect Of Colleagues**

All members of university community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.



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**Impartial Assessment of Students**

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

**Respect Of the Institution**

All the employees of the university must respect the values, the goals and the policies lay down by the University.

**Scholastic Integrity**

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

**Social Responsibility**

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

**IPR (Intellectual Property Rights)**

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.

**Power to Interpret the Rules**

The decision of the Vice Chancellor on all matters concerning to interpretation of these rules shall be final.

**10) TRAVELLING ALLOWANCE (TA)**

**TA / DA for travel within India**

TA/DA will be paid to staff members for attending conference and other travel for official purposes within India as per the rules given below:

- i) For conferences conducted by recognized professional bodies and National/ International conferences conducted by higher learning institutes like IITs/IIMs/ NITs /reputed Universities as certified by HOD.
- ii) It is applicable for oral presentation only and not for poster presentation.
- iii) Funding support could be given twice in a year for attending National Conferences.
- iv) Faculty should also apply to funding agencies for financial support.
- v) Economy class airfare for travel to cities like Mumbai, Delhi, Kolkata, where the



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train travel is more than 18 hours. This is only for Professors. Others are eligible for train fare only.

- vi) Train fare in First Class or AC-3 Tier including reservation subject to production of evidence.
- vii) No DA / Local conveyance will be given at either end for travel.
- viii) Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise, allowances may be provided as per Government rates. As and when the Government revises these rates, then the revised rates will be allowed to claim.

**TA / DA for travel abroad**

The rules applicable for TA/DA to attend conferences and other official duties in overseas are as follows:

- i) The conference in which the paper is presented should be a reputed conference, certified by the concerned HOD.
- ii) Papers should be for oral presentation and not for poster presentation.
- iii) The faculty member should apply for funding agencies to get financial assistance. (Registrar may facilitate this by providing a letter stating that the Institution will provide half the airfare and per diem allowances, subject to getting the funds from funding agencies).
- iv) The foreign travel is permitted only once in three years to attend Conferences in Overseas.
- v) Fifty percent (50%) of the Airfare in Economy class will be provided.
- vi) Actual registration fee will be paid subject to production of evidence.
- vii) The per diem charges as per the rates of the Government at present. The per diem charges are restricted to the days of conferences only.

[**Authority:** Board of Management]

**11) SOCIAL SECURITY BENEFITS**

**Employee Provident Fund Scheme**

All the members of staff (Teaching & Non-Teaching) other than those who joined in this University after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA puttogether) with a



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maximum pay limit of Rs.15,000/- p.m.

[**Authority:** Provident fund Act.]

**Interest Free Festival Advance**

Members of Non-Teaching staff who have completed two years of service and those who apply for festival advances are sanctioned interest free advance of Rs.10000/- each for the festivals viz Ramzan, Bakri-eid, Deepavali, Pongal & Christmas every year and it is recoverable in ten equal instalments from the salary of the staff member.

**Employees' State Insurance (ESIC)**

The Government of Chhattisgarh in the Gazette Notification to compulsorily brought the educational institutions also under ESI Scheme. Hence the employees of CVRU are also governed by this scheme. Under this scheme, employees earning up to Rs 21,000 a month contribute 1.75% towards ESI while the employer contributes 4.75%.

Employee pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.21000/- per month.

**12) DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF**

**1. Faculty Members**

Consequent to becoming a deemed to be University, the management has taken efforts to introduce UGC scales of pay, proper working conditions, social security scheme, etc. As this is a university the contribution of faculty members is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Board of Management.

**2. Non-Teaching Staff (Administrative and Technical Staff)**

As a university, the scope of activities of administrative and technical staff has not only increased but also become more focused and result oriented. Though the size of administrative category of staff is less compared to faculty and technical staff, their contribution to the efficient functioning of the University is great. While the management of the University has taken efforts to improve service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and goals of the University. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made.



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This was approved by the Board of Management.

**13) DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY**

**1.0 PURPOSE AND SCOPE**

As faculty members of Dr. C.V.Raman University, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the University community, they are collectively accountable for upholding those standards of behavior and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

**2.0 APPLICABILITY AND INFRINGEMENTS**

These rules and regulations and code of conduct prescribed applies to all full-time faculty members, visiting faculty members, faculty members on contract/part- time employment, research scholars given teaching assignment attached to all schools/departments of Dr. C.V.Raman University.

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the University. Raising such concern is a service to the University and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action up to and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.

**3.0 CURRICULAR RELATED**

**a) Teaching and Learning**

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by



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the University.

- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core/elective course as project based/experimental/activity-based learning.
- vii) Helping peer-assisted learning.
- viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

**b) Course Planning and Material Preparation**

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

**c) Examination, evaluation and grading**

- i) A faculty is required to set standard question papers to test the knowledge/ analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
- ii) A faculty is required to conduct and invigilate any exam/test in the university. Such test/exam may be for the course taught by him/her or for any other





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course assigned by the Head of Department/Controller of Examinations of the University.

- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

**d) Maintenance of Records**

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

**e) Monitoring of students' progress**

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-



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learning process.

- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till, they leave the University.

**f) Participation in Academic Developments**

- i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National/International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

**g) Punctuality and regularity**

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the University so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.



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- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

**4.0 Research and Development**

**a) Academic research**

- i) As research is an inherent component of the functions of a University, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Universities only



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with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

**b) Research publications and books**

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

**c) Sponsored and funded research projects**

- i) An important source of financing and professional recognition to the University is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.



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- iii) Many funding agencies provide funding assistance for establishment of centers of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centers.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

**5.0 CONSULTANCY AND EXTENSION ACTIVITIES**

**a) Consultancy projects**

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the University.

A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.

- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry-oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions



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such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

**b) Extension activities**

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self-supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the University. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community-oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

**6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

**a) Laboratory Development & Maintenance**

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.



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- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.
- b) Purchase of items for the laboratory**
- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalize it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the University with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.
- c) Co-Curricular activities**
- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or University.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/University he/she shall perform such duties accordingly.



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- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g., ASME, IEEE etc.) to promote the student chapter of the professional bodies.
  - v) A faculty member is required to coordinate National / International conferences / seminars / symposium/workshop.
  - vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.
- d) Extra-curricular activities (Co-administrative Activities)**
- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
  - ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
  - iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
  - iv) A faculty member is required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
  - v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/University organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
  - vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
  - vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
  - viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer





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and shall discharge the duties assigned to the position.

- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

**WORKLOAD NORMS**

**a) Working hours**

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the University on a 5-day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

**b) Teaching-contact workload**

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

|                                 |   |               |
|---------------------------------|---|---------------|
| Assistant Professors            | - | 20 hours/week |
| Associate Professors            | - | 16 hours/week |
| Professors                      | - | 12            |
| hours/week Deans/HODs/Directors | - | 6             |
| hours/week                      |   |               |

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

**a) Faculty Member and Student**

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the University in which he/she is a member. He/she has to make all efforts for the



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physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- iv) not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- v) To be fair and to assess the students impartially and only on merit/performance.
- vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

**b) Faculty Member and Parents / Guardian**

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

- i) respect the prerogative of parents/guardian to look after the interest of students.
- ii) develop friendly and co-operative relations with parents/guardian.
- iii) monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- iv) bring to the notice of the parents/guardian any short comings/behavior noticed which the faculty feel, the parents should know.

**c) Relationship with Colleagues**

A faculty member is expected to develop fraternal relations with his/her colleagues



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to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- i) move with his/her colleagues in the University in a manner that he/she expects them to move with him/her.
- ii) extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
- iii) eschew writing anonymous letters to the authorities about his/her colleagues.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) resist the temptation of harming the teaching community for self-interests.
- vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

**d) Faculty Member with Management**

A faculty member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channel.
- ii) Do not discuss with unauthorized individuals about professional and secret information.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favoritism or against professional ethics.
- v) Honor the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. University.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) Avoid condemnation of authorities, behavior through anonymous



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communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.

- ix) Conduct the University's transaction with utmost honesty, accuracy and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Get the approval from appropriate authority empowered by the University to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the University to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the University.
- xii) Should follow all norms and standards set by the University for the faculty from time to time.

**10.0 USE OF UNIVERSITY RESOURCES**

The University resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. These resources must be used only for the purposes of the University. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

**11.0 FACULTY AND PROFESSIONAL CAREER**

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

- i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.



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- iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) Adherence to professional ethics, standards and values, whether supervised or unsupervised.

**12.0 REPRESENTATION AND GRIEVANCE REDRESSAL**

- i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her school/department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

**13.0 FACULTY MEMBER AND SOCIETY**

The activities of a faculty member are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) adherence to desirable standards expected of professionals by the University.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the promotion of educational programmes.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

**14.0 CONFLICT OF INTEREST/COMMITMENT**

A faculty member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and scholarship. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the University working hours is strictly prohibited.



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**MISCELLANEOUS RULES OF CONDUCT**

The following are the miscellaneous items of rules of conduct, which a faculty member is expected to follow.

- i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he remains a member of the elected body of which he/she is a member.
- ii) A faculty member shall not indulge in any adverse criticism of the University and its officers by means of any article, broadcast or any other document or statement.
- iii) A faculty member is entitled to protection by the University if he/she is subjected to any libel in the discharge of his/her duties.
- iv) A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- v) Use of cell phones by students in the University campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.
- vi) Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the university even if it is not pre judicial to his/her duties and even if it is non profiteering.
- vii) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the University from time to time in true letter and spirit.

**14) DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF**

**1.0 SCOPE**

As employees of the Dr. C.V. Raman University, the administrative and technical staff has to follow the rules & regulations and code of conduct prescribed in



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performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the University.

**DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

**GENERAL ADMINISTRATION**

**a) Secretarial Work**

As a Private University, there are many statutory committees like Management Committee, Finance Committee, Academic Council, Board of Studies, etc. The work relating to these bodies include,

- i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- ii) Calling for subjects for inclusion in the agenda from the Dean/Director/Head of Department compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- iii) Sending agenda and notes to the members of various committees.
- iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- v) Maintenance of all important documents such as Memorandum of Association (MoA), Bye-laws and carrying out changes/modifications as and when necessary, after approval by appropriate bodies, without destroying the immediately past versions.
- vi) Seeking the approval of/information to the UGC, AICTE and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the University.
- viii) Communicating and putting up notes in English, unless or otherwise required.

**b) Dealing with UGC and Accrediting Agencies**

The responsibility of the administration includes:



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- i) Initiating all necessary actions in time to get extension of the deemed University status since the conferment has to be extended after the expiry of the stipulated period.
  - ii) Furnishing all returns called for by the UGC, AICTE and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the University.
  - iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the University may decide to get.
  - iv) Furnishing of compliance reports and providing the details called for by the agency.
- c) Collaboration with other Universities**
- i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions in India and abroad.
  - ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
  - iii) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the University.
  - iv) Looking after all other related activities pertaining to collaborations.





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**BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES**  
**BY THE FINANCE SECTION**

**a) Budget preparation**

Budget is an important instrument for the control of expenditure and financial management of the University. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the Departments of the University.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

**b) Account keeping and compilation**

- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the University.
- iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- v) Accounting of caution deposit of students and refund/adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the University by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.



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**c) Fund Management**

- i) Investment of funds received from parent body and from income realized from students as per the decision of the University.
- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

**d) Salary and wages**

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- vi) Drawl of payment towards encashment of leave; leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the University.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.



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**PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)**

**e) Recruitment of staff**

- (i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- (ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- (iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- (iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- (v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- (vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

**f) Service-related matters**

- (i) All matters relating to probation, regularization for all categories of staff promptly.
- (ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- (iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- (iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- (v) Maintenance of all service records of all employees and periodic updating.
- (vi) Matters relating to deputation of employees for higher studies in India or abroad.
- (vii) All matters relating to deputation of faculty to attend



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Conferences/Seminars/Workshops either in India or abroad.

(viii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

**g) Retirement, severance and disciplinary action**

(i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the University.

(ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.

(iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.

(iv) Issuing certificate/experience certificate only on completion of all formalities.

(v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.

(vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the University.

**ACADEMIC RELATED MATTERS**

**a) New academic programme**

(i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the University.

(ii) Securing the approval of the Board of Management after due examination in the concerned Board of Studies and Academic Council.

**b) Admission of students**

(i) Issuing advertisements calling for application for various programmes offered by the University and processing of applications.

(ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.

(iii) Verification of all certificates of students for validity before admission.

(iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

**c) Maintenance of student records**

(i) Maintenance of all information relating to every student pursuing programme in the University in proper form and to retrieve them as and



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when necessary.

- (ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

**d) Scholarships, bank loan and research fellowships**

- (i) Issuing certificates to students to secure loan from Banks for pursuing education in the University.
- (ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
- (iii) Matters relating to award of merit scholarship, fee waiver, etc., by the University for meritorious students.
- (iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of University.
- (v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

**e) Disciplinary action**

- (i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
- (ii) Pursuing matters relating to cases filed by student in the courts to defend the University.
- (iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
- (iv) Dealing on priority basis disciplinary action relating to ragging by students.

**f) Student professional bodies**

- (i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.
- (ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

**g) Issue of Transfer certificates & Hall tickets, etc.**

- (i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the University after completion of programme/discontinuance the programme.



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- (ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.
- (iii) Any other issues relating to students' academic activities.

**EXAMINATION RELATED MATTERS**

As a deemed to be University, the responsibility for scheduling and conducting of end semester examinations, declaration of results, distribution of mark sheets and degree certificates rest with the University. The duties and responsibilities include,

- (i) Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assign marks.
- (ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- (iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- (iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.
- (v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programmes.
- (vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- (vii) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.
- (viii) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.
- (ix) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

**STORES AND PURCHASE**

- a) **Purchase of items**



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The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the University.
  - ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
  - iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
  - iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.
  - v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
  - vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
  - vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the University.
- b) Stores stocking & distribution**
- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the University.
  - ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
  - iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
  - iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the University.
  - v) Follow up action on the stock verification report pertaining to Departments



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to ensure they rectify the defects pointed out.

**c) Bills processing**

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

**DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF**

**PRACTICAL CLASSES**

**a) Science Laboratories**

The technical supporting staff are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
- viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by staff in charge and HOD.





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**b) Workshops**

The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.
- iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and in plumbing works.
- vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by staff in charge and HOD.

**c) Testing and machine-oriented laboratories**

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

- i) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid



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doing by himself instead of the students.

- ii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iii) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- iv) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- v) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vi) Maintenance of the laboratory clean.
- vii) Carry out any other work assigned to them by staff in charge and HOD.

**d) Electrical and Electronics laboratories**

- ii) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- iii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- iv) to ensure the safety of the students during lab classes by carefully following the safety instructions.
- v) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- vi) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- vii) keeping the working tables in their respective labs always in working condition by proper maintenance.
- viii) to help the students in the fabrication of working models, as a part of their project work.
- ix) Maintenance of the laboratory clean.
- x) Carry out any other work assigned to them by staff in charge and HOD.



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**e) Computer related laboratories**

- i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the University office and senior officials like Vice-Chancellor, Registrar, Director and Deans.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- vii) Attending to the problem faced by students with respect to hardware and system software's.
- viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

**CLEANLINESS AND MAINTENANCE**

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staff are posted



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is kept clean and neat by using the sweepers posted for the purpose.

- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the University posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

**RECORD KEEPING**

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.



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- iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

**INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES**

**a) Laboratory development**

- i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.
- ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- iii) Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

**b) Research related**

- i) Whatever experimental set up needed by the Ph.D./M.S./M.Phil. researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.
- ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- iii) As a university, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project coordinator and project associates in their endeavor.
- iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project coordinators.

**c) Testing for outside agencies**

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the



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faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

**EXAMINATION RELATED ACTIVITIES**

The duties and responsibilities during practical examination are as follows:

- i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

**WORKLOAD**

- i) A full-time technical staff should perform a minimum of 34 hours of work per week for the University on a 5-day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii) The 34 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,
- iii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department.

**4.0 CODE OF CONDUCT**

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the University and in the administration of the University is enormous. They are responsible for sustaining the highest ethical standards of the University and the broader community in which they function. This code serves as a guide to all the members of both the category.

**5.0 APPLICABILITY AND VIOLATIONS**

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a



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concern is a service to the University and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action up to and including termination from employment of the University. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

**RELATIONSHIP WITH STUDENTS**

While the aim of the University is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

- (i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- (ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- (iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law.
- (iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- (v) Abstaining from indulging in any corrupt practices with the students by showing favor of any kind.
- (vi) Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
- (vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the University values them.

**RELATIONSHIP WITH FACULTY MEMBERS**

As the technical and administrative staff are expected to work closely with the faculty of the University in day-to-day activities, the staff should

- (i) Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- (ii) Develop friendly and co-operative relationship with the faculty members.



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- (iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- (iv) Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- (v) Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

**RELATIONSHIP WITH COLLEAGUES**

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

- i) Move with his/her colleagues in the University in a manner that he/she expect them to move with him/her.
- ii) Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- iii) Eschew writing anonymous letters in self-interest to the authorities about his/her colleagues thereby harming others in self-interest.
- iv) Desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) Refrain from passing information about colleagues to any individual or agency without his/her express permission.

**RELATIONSHIP WITH MANAGEMENT**

A member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the University.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favoritism or against professional interest/ethics.
- v) Honor the provision of the bilateral agreement viz. bond/University, which the member committed/entered with the employer viz. University.





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- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of mission and goals of university by performing his/her role in a professional manner.
- viii) Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of university.
- ix) Every member is required to conduct the University's transaction with utmost honesty, integrity and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Should follow all norms and job details assigned by the University to the member from time to time with dedication.

**USE OF UNIVERSITY RESOURCES**

The University resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. These resources must be used only for the purposes of the University. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

**REPRESENTATION AND GRIEVANCE REDRESSAL**

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) The affected member should address his/her problem through channel to the



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grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

**RELATIONSHIP WITH SOCIETY**

The activities of a member of technical and administration are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) Adherence to desirable standards expected of the University by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the University.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

**CONFLICT OF INTEREST/COMMITMENT**

A staff member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the University working hours.

**MISCELLANEOUS RULES OF CONDUCT**

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

- i) If any member wishes to stand for election to any local body, State Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.
- ii) A staff member shall not indulge in any adverse criticism of the University and its officers by means of any article, broadcast or any other document or statement.
- iii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- iv) Use of cell phones by students in the University campus during working hours is discouraged and hence a technical staff member should not use them during



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practical class hours, meetings, etc.

- v) Notwithstanding rules and regulations and code of conduct specified in this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the University from time to time in true letter and spirit.

**15. MISCELLANEOUS CONDITIONS**

- i) All staff members of the University are required to be present in the University timings during working hours on all working days and days specifically notified.
- ii) A staff member shall devote his/her whole duty time to the service of the University and shall not engage directly or indirectly on any other private work/business.
- iii) All members of staff are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules.
- iv) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Vice Chancellor is the final authority to decide.

**16. DISCIPLINARY ACTION**

- a) All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
- c) Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.
- d) While pursuing disciplinary action, the competent authority of the University is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.
  - i) Censure



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- ii) Withholding of increments
- iii) Recovery of salary, whole or a portion towards the loss caused to the University.
- iv) Suspension issued pending enquiry.
- v) Dismissal from service.
- e) If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.

**[Authority: Board of Management]**

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