

EXPLORE
EXPERIENCE
EMPOWER



HR MANUAL 2021

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EMPLOYEE CODE OF CONDUCT

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty, and be strictly honest and impartial in his official dealings.
2. Every employee should, at all times, be courteous in dealings with other members of the faculty, staff, students and the stake holders as a whole.
3. Unless otherwise stated specifically in the terms of appointment, every employee is a full- time employee, and may be called upon to perform such duties, as may be assigned to him/her by the Principal of respective schools or others to whom such powers have been delegated, beyond scheduled working hours and on holidays and Sundays. Any consultancy/ Part time work beyond office hours will require prior permission.
4. An employee shall be required to follow the scheduled hours of work, during which he/she must be present at the place of work.
5. Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
6. The employee who is in the performance, in good faith, of the duties assigned to him/her, shall not communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information, except in accordance with any general or special order of the Principal or any other statutory authority.
7. No employee of the Institute shall engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments, with or without remuneration.
8. No employee shall be engaged in active politics at any point of time during his/her service with the Institute, either during or outside the normal duty hours.
9. An employee who gets involved in some criminal proceedings shall immediately inform the Principal of respective school of the fact through the Head of the Department to which he/she is attached, irrespective of whether he/she has been released on bail or

not. An employee who is detained in police custody, whether on criminal charge or otherwise for a period longer than forty-eight hours, shall not join his/her duties, unless he/has has obtained written permission to that effect from management of P P Savani University.

10. All the employees should be decently dressed, befitting the impression of an academic campus. Casual dressing like Shorts, Pajamas, Slippers, etc. is not permitted. The ideal dressing for Male is Half/full sleeve formal shirt with sober colours, Dark/light colour formal trousers and leather shoes. The ideal dressing for Female is formal full sleeve Salvar kameez / Sari giving decent and sober appearance and decent chappals/ sandals. Ignorance of the rule may lead to disciplinary reactions.
11. All the teachers should use English as a medium of instruction in the class room as well as in administrative dealings.

SERVICE RULES

A. PREFACE

1. This service rules shall be applicable to all employees of P P Savani University appointed under any of the institution managed by P P Savani University.
2. The rules are outlined as recommended by UGC, Government of Gujarat and statutory body of the School. The same will be modified from time to time as per requirements.
3. “Governing Body” means the highest body constituted as per the guidelines of the Trust, abbreviated hereafter as “GB”.
4. “Principal” means the administrative and academic head of an institute appointed by the Trust/Company.
5. “Employee” means any person employed by the Trust. There are three categories of Employees:
 - Teaching Staff
 - Technical Staff
 - Administrative Staff
6. “Regular employee” means any Employee appointed against a sanctioned post in the prescribed scale, either on probation or on confirmed basis.
7. “Adhoc Employee” means any Employee appointed on a temporary basis, either in the scale or otherwise with specific conditions as shown in the appointment letter.
8. “Permenant employee” means any Employee, who has completed probation period.
9. “Salary” means the basic pay and other allowances prescribed by the Trust/Company from time to time, as recommended by UGC, Government of Gujarat and statutory body of the School.

B. APPOINTMENTS AND TERMINATION

1. All appointments shall be done as per the procedure laid down by the University from time to time.
2. The eligibility criteria, experience, age for any recruitment shall be as per the guidelines laid down by University and statutory body of the School.
3. The recruitment of any employee shall be done based on merit irrespective of gender

and religion.

4. Every employee, unless otherwise mentioned in the appointment letter, shall be on probation for one year. On completion of the probation period, an employee will be given confirmation of employment based on performance during the probation period.
5. The regular employees of the institute shall be entitled to Salary prescribed by the University from time to time.
6. No employee should be involved in business or occupation (with or without remuneration) without the prior notice to the Institute, except in the case of teacher who may be invited by other similar institutions for guest lectures, examinations, seminars, symposia and similar academic events with approval of responsible authority.
7. Any teacher who resigns from the services shall be relieved from service only at the end of the semester and on fulfillment of academic duties for the semester or as decided by the management. Last salary of employees will be release after 30 days of his/her relieving.
8. Any employee who is on probation or on adhoc basis may leave the service by resignation on giving one month's notice in writing.
9. Any regular employee may leave the service by resignation on giving three month's / semester notice in writing.
10. The services of an employee on probation or on adhoc basis may be terminated by the management by giving one month's notice or one month's pay in lieu thereof, with or without assigning any reason.
11. The services of a permanent employees may be terminated after providing sufficient opportunity and scope for improvement of performance. If the performance does not improve, then the employment will be terminated.
12. Any employee on adhoc/probation/regular basis can be dismissed from the services on grounds of indiscipline, violation of service rules or undesirable behaviour based on inquirey committee's report.
13. The annual increments for the employees, shall be purely on performance basis as per university policy from time to time.

GUIDING PRINCIPLES

1. Not more than 20% of the total strength of the “faculty” and “staff” of the same department shall be allowed to be on leave under different provisions/ clauses of leave including duty leave at a given time. If there are exceptional cases, the sanctioning authorities should ensure that alternative arrangements are made before sanctioning the leaves.
2. In case of any clarification required, the recommendations/guidelines laid down by the University, statutory body of the School will be considered as basis.
 - In case of marriages or other occasions between semester period not more than 5 days leaves will be sanctioned.

STAFF LEAVE POLICY

Prepared by: HR

Department Approved by:

University Management

Approval date: 20/10/2022

Implementation date:

01/01/2023

➤ **Purpose**

The purpose of leave policy for employees is to lay guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on

➤ **Objective**

The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional life.

➤ **Guidelines for Leave Policy**

- ❑ Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the business demands. Leave of absence from work without proper approval will call for disciplinary action. Leave meaning is to go away for something for a short period of time.
- ❑ The calendar year for leave is from January to December.
- ❑ Leaves will be credited to employees account in two parts ie, in the month of January and in the month of July. Earned Leave will be updated on a monthly basis for the leave earned during the month. For existing employees carried forward earned leave balance from previous year will be updated in the month of January.
- ❑ Employees will be eligible for Earned Leave only after completion of probationary period or after two years of service whichever is higher. On confirmation Earned leave for the period of probation will be credited to employee's account.
- ❑ Employees joining during course of year shall be subject to receive Leave on pro-rata basis in their leave account.

- An employee shall not proceed on leave until unless leave has been approved by reporting authorities. Leave without approval will be considered as leave without pay.
- In case of planned leave it is employee responsibility to apply for leave in advance, however in case of emergency, employee must regularize leave within 2 days of resuming duty.

➤ **Holidays**

1st January to 31st December shall be considered the Holiday Year that will cover Public, National and Religious Holidays as per applicability. The Schools of the University will observe public holidays and restricted holidays in a calendar year as fixed by the governing body of university.

A Maximum of 19* (17 fixed and 2 Optional) National Holidays will be provided to the staffs. The list of holidays will be declared by HR department as per approval of University Management in the month of January of every year.

➤ **Vacation
Leave (VL)**

- The faculty members shall be entitled for summer / Diwali / winter vacation on the basis of the norms prescribed by the Governing Body and Authority from time to time.
- Staffs who have completed 1 year from date of joining will be eligible for Vacation Leaves.
- A total of 28 Days of vacation leaves will be provided to teaching staffs in a year as per eligibility.
- Vacation leaves are subjected to academic calendar and as per university decision.
- Vacation Leaves has to be availed as per pre decided window.
- In case of non-utilisation of vacation leaves due to official duties, 1 CL will be credited to employee leave balance in lieu of 3 VL.

❖ **Type of
Leaves**

The employees of the university and its various Schools may be sanctioned leave as mentioned below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Schools of the University so require, the

discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.

➤ **Casual
Leave (CL)**

- Casual Leave admissible to 8 days for teaching staffs and 12 for non-teaching staffs for a calendar year and can be availed for a maximum period of three days in one stretch.
- Any un-availed leave at the end of the Calendar year shall automatically lapse.
- Casual Leave cannot be clubbed with any other leave category. Any National & Festival holidays or weekly holidays falling in between the leave applied tenure shall be considered as CL.
- Staffs will be eligible for CL from the date of joining on pro rata basis.
- Casual Leave will not be carry forwarded yearly.
- In case the employee leaves the organisation before 1 year, the total CL utilised will be recovered during the full and final settlement.

➤ **Earned Leave (EL)**

- The calculation of earned leaves is done for the entire calendar year. Ideally, the earned leaves get credited to the employee's leave account at the start of the calendar year, but the number of leaves the employee is entitled to also depend on the number of months they worked.
- Earned Leave admissible to 8 days for teaching staffs and 12 for non-teaching staffs for a calendar year and can be availed for a maximum period of five days in one stretch.
- Employee will be eligible to avail EL only after successful completion of two years from the date of joining.
- The accumulated EL will be added to employees leave balance only after 2 years of service from date of joining.
- Earned Leave can only be availed for a minimum of 3 days in stretch.
- If an employee joins the institution at the middle of the calendar year, then the entitled earned leaves will be calculated on a pro-rata basis, from the joining date to December 31 of the same year.
- If an employee resigns, the entitled leaves are calculated on a pro-rata basis until the last working day. If the employee has taken any extra leaves, this will get adjusted in the final settlement amount.
- If an employee is unable to utilize all the entitled earned leaves in one calendar year, then the unused earned leaves will get carried forward to the next year. However, there is a limit to the number of leaves that can be carried forward to the next year. The maximum number of leaves that can be accumulated is 120 days.
- Employee who are availing LTA as per policy and eligibility, the leaves availed for the same will be compensated from the balance EL of the respective employee.

- There will be no encashment for unused EL during employment period or after.

➤ **Sick Leave (SL)**

- Every employee is entitled for 10 Sick Leaves in one Leave Year.
- Employee will be eligible to avail SL only after successful completion of two year from the date of joining.
- The calculation of Sick Leave for the employee joining in between the Leave Year shall be done on a pro-rata basis.
- Sick Leave may be availed on the grounds of illness or injury. SL can be availed by the employee only in case of hospitalization. Post resuming duty, the employee should provide IPD documents to the HR department to avail the same.
- Submission of factitious medical certificate/IPD Documents as supporting document shall lead to disciplinary action against the employee which may include termination from services without notice.
- Sick Leave may be clubbed with the Summer Vacation Leave and Earned leave only in the case of grave injury or serious illness causing hospitalization of the said employee and the discretion of the management is exercised.
- If an employee is unable to utilize Sick Leaves in one calendar year, then the unused sick leaves will get carried forward to the next year. However, there is a limit to the number of leaves that can be carried forward to the next year. The maximum number of leaves that can be accumulated is 120 days.
- There will be no encashment for unused SL during employment period or after.

➤ **Special Leave (Only applicable to Teaching Staff)**

- Special casual leave in an academic year may be granted,
 - To conduct examination of a university/public service commission/board of examination or other similar bodies/institutions; and
 - To inspect academic institutions attached to a statutory board, etc.
- All confirmed faculty and other employees are entitled to Special Leave for 10 days during the year as per the entitlement.
- Under normal circumstances, this leave can be availed during the semester or term breaks only when classes are suspended and all assessment related to examinations / other duties have been completed.
- Special Leave should be applied at least 7 days in advance.

➤ **On Duty Leave (OD)**

On duty leave may be granted for:

- ❑ Attending conferences, congresses, symposia and seminars on behalf of the School of the University or with the permission of the Competent Authority.
- ❑ Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the institute of the University, and accepted by the University.
- ❑ Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
- ❑ Participating in a delegation or working a committee appointed by the Government of India, State Government, the University Grants Commission / AICTE, a sister university or any other academic body, and;
- ❑ The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- ❑ The leave may be granted on full pay. Provided that if the faculty receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned a duty leave on reduced pay and allowances; and
- ❑ Duty leave may be combined with the Earned Leave (EL) with the permission of the Competent Authority.

➤ **Compensatory Off (CO)**

- ❑ Compensatory off can be availed either half day or full day. Employee will be eligible for half day CO for not less than 4 hours working on holiday/Week off day and full day CO for not less than 7 hours working on holiday/Week off day.
- ❑ The employee should utilize the generated Compensatory Off within 15 days.
- ❑ For performing any other duty of the university on holidays/Week Off days, the employee will be eligible for a Compensatory Off (CO). Working on holidays should be approved in advance by the competent authority. However, CO cannot be availed for more than seven days at a stretch.
- ❑ Employees who are having a Gross Salary of Rs. 40000/- per month or above will not be eligible for Coff.
- ❑ Coff will be provided to the employee only if the university demands his/her duty during holidays/week offs. The same will be approved by the HR department only after work evaluation.

➤ **Sabbatical Leave / Academic Leave for Faculty Members**

- To encourage an interface between education and industry/ R&D Institution/ other relevant organization of repute, a faculty of PPSU should be given a sabbatical leave for six months for working in an industry/ R&D Institution/ other relevant organization of repute, after the completion of seven years of service. Staff who are availing of this leave should provide a documented commitment of service at the university for a further 3 Years.
- A Faculty should avail this type of leave for intellectual and professional development that will be of benefit to him/her and to the University. Such leave shall be available to a faculty only twice in his/her entire career.

➤ **Relocation Leave**

- Relocation leaves will be provided for maximum of 2 days for staffs relocating from a place more than 100 Kilo meters from the university.
- The employee can avail a minimum of 1 day relocation leave at a time.
- The employee can utilise this leave only within 3 months from date of joining.

➤ **Maternity Leave (ML)**

- Maternity leave on full pay may be granted to a female faculty member/ employee who has completed 2 years of service and can be availed of twice in the entire career. Maternity leave may also be granted in the case of miscarriage including abortion and while the application for leave is supported by a medical certificate.
- Maternity Leave with pay may be granted to female employees, as per prevailing rules of the university. Staffs who are availing ML should provide a documented commitment of service at the university for further 2 Years.
- The faculty / staff member will have to necessarily join the duty on the completion of a Maternity Leave. However, Maternity Leave may be combined with Earned Leave and Sick Leave but any leave applied for, in continuation of maternity leave, may be granted if the request is supported by a medical certificate.

NOTE: - Payment of Maternity leave will be done only after successful completion 2 years of continuous service, post maternity leave.

➤ **Paternity Leave**

Paternity leave of 6 days may be granted to a male employee who has completed two year of continuous service during the confinement of their wives, provided, the limit of two children. Birth Certificate of the child in support of the Paternity Leave must be submitted to the Human Resources department.

➤ **Emotional Wellness Leave/ Menstrual Leave:**

Menstrual leave is being provided to Female employees if the employees experiences pain or discomfort which prevents them from performing work duties to the best of their ability

- Menstruating employees are provided a maximum of 2 paid days per calendar year
- One (1) EWL/ML may be taken per month
- Menstrual leave days cannot be carried over
- Unused menstrual leave day credits are not paid out upon employee departure from the institution
- There will be no encashment for unused Menstrual Leave during employment period or after.

➤ **Leave Without Pay (LWP)**

- Leave availed beyond the entitlement of Casual Leave, Sick Leave, Earned Leave or Summer Casual Leave shall result into Leave without Pay.
- Leave availed or extended without prior approval of the Sanctioning Authority shall also result in Leave without Pay.
- Leave without Pay shall have a direct impact on the appraisal increments/promotions of employees.
- Unapproved LWP for a continuing period of 15 days or more including absence when leave though applied for but not granted and when availed for a period of 15 days or more would cause the concerned staff to lose the lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorisedly, the staff have abandoned his/her job.

➤ **Staffs Appointed on Contract**

- Staffs appointed on contract will be granted leave in accordance with the terms of the contract.
However, the rules relating of availing and other related will remain the same as per university rules.

➤ **Peons/Drivers**

- Drivers and Peons will be provided a total leaves of 80 Days per year which includes Week offs, National holidays and Casual Leaves. The unavailed leaves will be encashed in the month of January of every year.

Leave Entitlements: - In summary, the leave entitlement for all the employees of the university is as follows:

LEAVE ENTITLEMENTS			
Type of Leaves	Teaching	Non-Teaching	Accumulation
Casual Leave (CL)	8	12	0
Earned Leave (EL)	8	12	120
Sick Leave (SL)	10	10	120
Vacation Leave (VL)	28	0	0
Special Leave	10	0	0
Relocation Leave	2	2	0
Menstrual Leave	5	5	0
National Holidays	19*	19*	0
Total	90	60	

*17 fixed and 2 optional holidays

Performance Appraisal Policy

OBJECTIVE:

The objective of a performance appraisal policy is to systematically evaluate and assess the job performance of employees within the University. The primary goals of implementing a performance appraisal policy include:

- To reward and recognize according to their performance.
- To assess the strength and weakness of an individual and to impart training on the required skills and needs.
- To identify potential for career development and advancement
- To provide feedback to the employees regarding their past performance.
- To judge the gap between the actual and the desired performance.
- Provide clarity of the expectations and responsibilities of the functions to be performed by the employees.

SCOPE:

This policy is applicable to eligible employees of the University.

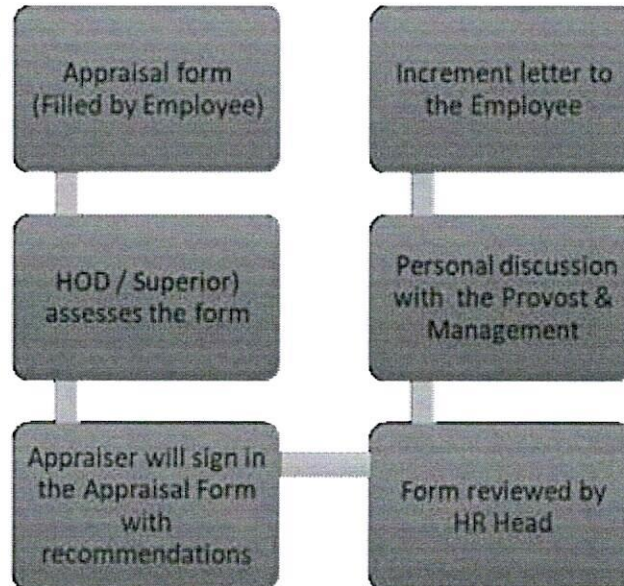
DURATION:

Appraisal is done once in a year (in the month of **August**)

ELIGIBILITY:

This policy is applicable to permanent employees of PPSU.

PROCESS FLOW:



POLICY:

The process you've outlined for the performance appraisal policy involves several stages, from the employee filling out the appraisal form to the issuance of an increment letter. Here's a detailed breakdown of the steps:

1. Appraisal Form (Filled by Employee):

Employees are provided with a performance appraisal form to self-assess their achievements, goals, strengths, weaknesses, and any other relevant information. The form may include sections for setting and evaluating goals, as well as self-reflection on performance over the specified period.

2. HOD/Superior Assessing the Form:

The Head of Department (HOD) or the immediate supervisor evaluates the completed appraisal form submitted by the employee.

The assessment may include a review of the employee's achievements, skills, areas for

improvement, and alignment with departmental or organizational goals.

3. Appraiser Signing the Form with Recommendations:

The appraiser (HOD or immediate supervisor) signs the appraisal form, indicating their assessment and recommendations.

Recommendations may include suggestions for improvement, training needs, or recognition of outstanding performance.

4. Form Reviewed by HR Head:

The completed appraisal form, along with the HOD's assessment and recommendations, is then submitted to the Human Resources (HR) Head for further review.

HR may ensure consistency in the evaluation process and check for adherence to organizational policies and procedures.

5. Personal Discussion with the Provost & Management:

A personal discussion is conducted with the Provost (or relevant high-level management) to discuss the employee's performance appraisal.

This discussion may involve reviewing the appraisal form, the supervisor's assessment, and any additional insights from HR.

6. Increment Letter to the Employee:

Based on the overall assessment and discussions, if deemed appropriate, an increment letter is issued to the employee.

The increment letter communicates any salary adjustments, bonuses, or other benefits that the employee may receive as a result of their performance appraisal.

It's important to note that this process involves collaboration between the employee, immediate supervisor, HR, and higher-level management. Effective communication and transparency throughout the process contribute to the success and acceptance of the performance appraisal policy. Additionally, feedback and discussions during the process can serve as valuable opportunities for employee development and engagement.

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The utility and interpretation of the policy will be at the sole discretion of the Management

Your Faithfully

Place and Date:

Approved By,

Provost

Director

ANNEXURE I

APPRAISAL FORM TEACHING AND NONTEACHING

EMPLOYEE REVIEW FORM (NON-TEACHING)

NAME OF STAFF:	DESIGNATION:
DEPARTMENT:	DOJ:

WEIGHTAGE (100 marks)			
PARAMETERS	Total Marks	Obtained	Name & Signature
Reporting Authority evaluation	40		
Principal	10		
HR	10		
Deputy Registrar	10		
Registrar	10		
Provost and Management	20		
TOTAL	100		

REPORTING AUTHORITY EVALUATION

Performance Grade		Very Good (V) Good (G) Average (A) Poor(P)			
Grade Score		(V) =4	(G)=3	(A)=2	(P)=1
<u>Sr. no</u>	<u>Parameters</u>	<u>Grade</u>	<u>Grade score</u>	<u>Remarks</u>	
1	Speed of work				
2	Quality of work				
3	Handling stress				
4	Multitasking skills				
5	Work efficiency and commitment				
6	Communication with peers				
7	Communication with superior				
8	Punctuality				
9	Proper handover & takeover of charge				
10	Present ability and personal grooming				

40

11	Etiquette & manners			
12	Computer /IT skills			
13	Submission of reports & statistics			
14	Shouldering extra burden of work			
15	Interpersonal relationship			
16	Ability to lead / command			
	TOTAL			

PRINCIPAL REVIEW

Overall Performance: Excellent/Good/Average/Poor

Remarks:

10

HR REVIEW

(Punctuality, Attendance, Behavior, Inter & Intra departmental relations)

Overall Performance: Excellent/Good/Average/Poor

Remarks:

10

DEPUTY REGISTRAR REVIEW

Overall Performance: Excellent/Good/Average/Poor

Remarks:

10

REGISTRAR REVIEW

Overall Performance: Excellent/Good/Average/Poor

Remarks:

10

PROVOST & MANAGEMENT REVIEW

Overall Performance: Excellent/Good/Average/Poor

Remarks:

20

(Note: The rating is based on the outcome of the contribution, not how well the contribution is described .Minimum 70% marks ar

FACULTY MEMBER'S LAPTOP POLICY

Document no	Revision no	Effective date	page	Document holder
PPSU-17-01		01-08-2017	1 of 5	Administrator

A. PURPOSE.

To provide quality services, the P P Savani University, will incorporate advanced technological tools to impart education. This is one of the quality values of the University. This policy will give clarity on the laptops being used for University work by the faculty members.

B. SCOPE

This policy is limited to the faculty members of all departments working for the P P Savani University Surat, whether through third party contracts or on direct roll. It also covers the laptops being used for the University's work.

C. DEFINITIONS

1. **UNIVERSITY:** It refers to the P P Savani University, Surat.
2. **FACULTY:** It refers to the faculty members who are employed, on-roll or through contract, by the P P Savani University.
3. **LAPTOP:** It is a portable personal computer, which in this policy will only be referred for educational purposes.
4. **Equated Monthly Installment (EMI):** It is a fixed amount of money, based on the cost of the laptop and the numbers of months fixed to pay the loan that you need to pay the University every month, as repayment of a loan taken, until your loan is totally repaid.
5. **NETWORK FOLDER:** It is the local sharing drive (faculty members' content and admin drive), where the staff members store their data to operate from different computer systems.
6. **GOOGLE DRIVE:** It is an online cloud-based storage space of up to 5 TB, which is available throughout official Gmail accounts.

FACULTY MEMBERS' LAPTOP POLICY

D. TERMS & CONDITIONS FOR FACULTY MEMBERS-OWNED LAPTOPS:

1. PAYMENT:

- A.** The P P Savani University will help the faculty members of all departments, in procuring a laptop, through an interest-free loan.
- B.** The laptop is not, necessarily, to be purchased through the University. A faculty members may purchase the laptop, being used for teaching the students, should be at par or above those specifications given in this policy.
- C.** The faculty members have the liberty of choosing which laptop they wish to opt for. But the University will provide a maximum loan amount of Rs. _____/-, if the laptop costs more than Rs. _____/-, then the concerned faculty members will have to pay the excess sum (beyond Rs. _____/ -), together, at the time of procuring laptop.
- D.** The payment of the above mentioned loan will be done in equated monthly installments (EMI) of maximum 24 months by the faculty members.
- E.** The laptop will be procured in the name of the concerned faculty members. But laptop, which are procured through University, will be owned by the P P Savani University, till the loan is fully paid up by the concerned faculty members.
- F.** For guarantee of full payment of the laptop, the University will collect a no-date cheque, from the concerned faculty members, of an amount equal to the cost of the laptop (as stated in invoice). The cheque will be retained by the school till the payment of all EMIs, of the laptop, is paid up OR will be used, in case any faculty absconds without fully paying all EMIs.
- G.** If a faculty member leaving University before fully paying the loan, then the remaining dues will be adjusted in the full and final settlement statement (last salary before being relieved).
- H.** No new loan will be given for a period of 3 years, starting from the date of issuing previous loan.
- I.** The faculty members need to consult the I.T. administration team, mandatorily, before procuring laptop, to check whether it is within the specifications stated in this policy.

FACULTY MEMBERS' LAPTOP POLICY

2. USAGE:

The University will be assisting in procuring laptops for better output in educating its students. The laptops must be used in University, keeping the same in mind.

- A. The Faculty members are compulsorily required to use the laptop during office hours, for office related work, and not occupy University's personal computers that are available for other staff members.
- B. The laptop should not be used for personal work during working hours.
- C. Any other operating system or office should not be operated within school premises.
- D. If other operating system (OS), office, software and applications are installed, then they need to be licensed versions only.
- E. The laptop should be optimally charge before using them during classes.
- F. If you have important data on the laptop, such as grades, tests or exams, you must back it up on your network folder or Google drive, regularly, as a safety precaution against hard drive failure.
- G. The faculty members will be responsible for usage, safety and ownership of their respective laptops.
 - I. The University will not entertain any complaints of lending and/or borrowing.
 - II. The safety and security of the physical safekeeping and content of the laptop is the sole responsibility of the faculty members.
 - III. Each faculty member is monetarily responsible for any hardware damage that occurs on/off University premises and/or software damage or upgrades (including labor costs). All maintenance related costs will be borne by the concerned faculty member.
- H. Faculty members should not attempt to install or change the system's network settings without prior consultation with I.T. administration team.
- I. The official use of laptops in University is for:
 - I. Valuable educational content download (subject content).
 - II. YouTube access to download & present, education content, in the class.
 - III. Question paper typing.
 - IV. Faculty member's resource material can be prepared.
 - V. PPT preparation and presentation.
 - VI. Study material preparation for classes.
 - VII. Maintaining MLS related records (soft copy)
 - VIII. Google classroom Usage.
 - IX. Accessing flip learn.
 - X. ERP system usage.
 - XI. Any other academic use.

FACULTY MEMBERS' LAPTOP POLICY

3. THE UNIVERSITY'S I.T. TEAM WILL RANDOMTY CHECK THE FACULTY MEMBER'S LAPTOP FOR USABILITY, GENUINITY OF OPERATING SYSTEM, OFFICE, ANTI-VIRUS, SOFTWARE AND APPLICATIONS, AND IF ANY OF THE ABOVE MENTIONED POINTS ARE NOT FOLLOWED, THEN THE CONCERNED FACULTY WILL BE LIABLE FOR DISCIPLINARY ACTION.

E. SPECIFICATIONS OF LAPTOPS TO BE USED BY FACULTY MEMBERS

The laptops used by the faculty members for University related work, whether bought through school or personally, should be at par with the below mentioned specifications:

Sr. No.	particular	Requirements
i.	Processor:	Minimum core i3/i5
ii.	Screen size:	15.6"(suggested)
iii.	Hard disk (storage space):	Minimum 500 GB (internal)
iv.	RAM:	Minimum 4 GB
v.	VGA port:	Yes
vi.	HDMI port:	Yes
vii.	USB ports:	Minimum 2 ports
viii.	LAN port:	1
ix.	WI-FI:	Yes
x.	Audio Out:	Yes
xi.	Microphone in:	Yes
xii.	DVD R/W:	Yes
xiii.	Licensed anti-virus:	Yes (Mandatory and should be renewed)
xiv.	Operating system (OS):	Linux (Ubuntu)
xv.	Office:	Open Office
xvi.	Procure and install any additional software are advised and approved by the management in the future.	
xvii.	If any other OS, Office, software or applications are installed in the laptop, then they need to be licensed versions only.	

FACULTY MEMBERS' LAPTOP POLICY

F. OTHER ASSISTANCE FROM UNIVERSITY:

The University will also provide certain assistance to make the usage of laptops comfortably and optimum.

- A. If any faculty member's laptop is under maintenance, then the school will provide the faculty members with a 'spare' laptop for 3 working days. If the 'spare' laptop is required for more than 3 working days, then a lending charge of Rs. 100/-, per day, will be charge to the concerned faculty members. (This will apply to the faculty members who own laptop from the University)
- B. The University will provide training to the faculty members on basic operations of Linux (Ubuntu) installed systems.
- C. I.T. team will provide guidance to faculty members before procuring laptop, to check whether the laptop is within the specifications stated in the policies.

	HEALTH INSURANCE REIMBURSEME	PPSU/HR/DOC/00
Revision date: 01/01/2024		
NH 8, GETCO, near Biltech Company, Village: Dhamdod, Kosamba, Ta.: Mangrol, Dist.: Surat- 394125 Email: info@ppsuh.ac.in. website:www.ppsuh.ac.in		

Health Insurance Reimbursement

OBJECTIVE:

With a view to enable employees and their family to take get support during medical emergencies, the University has provided a policy for reimbursing the yearly Medclaim premium amount incurred by the employee.

SCOPE:

This policy is applicable to eligible employees of the University. The claim period is after successful completion of every One service year.

DATE OF COMMENCEMENT:

This revised policy come into effect from 1st January, 2024.

ELIGIBILITY:

This policy is applicable to permanent employees of PPSU.

The word “family” shall include, (i) spouse and children* (ii) dependent parents and (iii) brothers and sisters who are wholly dependent on the employee.

POLICY:

The policy is applicable when the employee is registered under recognized medical insurance agency and is paying the premium regularly.

	HEALTH INSURANCE REIMBURSEME	PPSU/HR/DOC/00
Revision date: 01/01/2024		
NH 8, GETCO, near Biltech Company, Village: Dhamdod, Kosamba, Ta.: Mangrol, Dist.: Surat- 394125 Email: info@ppsus.ac.in. website:www.ppsus.ac.in		

The amount for reimbursement will be as mentioned in the table below:

Health Insurance Reimbursement			
SR.N	Eligible Cadre	Eligible Amount (Previous)	Eligible Amount
1	Director, Provost/Deputy Provost	Rs. 12,000	Rs. 20,000
2	Dean, Principal, Registrar, Deputy Registrar, Controller of Exam, CFO	Rs. 9,000	Rs. 15,000
3	Professor, Associate Professor/Head Librarian & Senior Managerial Staff	Rs. 7,000	Rs. 12,000
s4	Assistant Professor/Officers	Rs. 5,000	Rs. 10,000
5	Clerical Staff/Driver/Peons	Rs. 4,000	Rs. 10,000

*** reimbursement Amount for those who are given responsibilities as in-charges, will be provided as per their respective cadre.**

GENERAL GUIDELINES

- The Scheme is applicable to all confirmed Staff Members as per eligible cadre.
- The reimbursement amount will be paid after completing every one year of services. It has to be availed within one year after being eligible or as per timeline informed in case by the management.
- Staff who is availing the reimbursement amount should submit the active policy details to HRD.

Leave Travel Allowance (LTA) Policy

OBJECTIVE:

With a view to enable employees to take time off from their work and to enjoy a holiday with their family, the University has provided a policy for reimbursing the travel expenses incurred by the employee along with his/her family members.

SCOPE:

This policy is applicable to eligible employees of the University. The claim period is after successful completion of every 5 service years.

DATE OF COMMENCEMENT:

This policy will come into effect from 1st May, 2022.

ELIGIBILITY:

This policy is applicable to permanent employees of PPSU.

The word “family” shall include, (i) spouse and children* (ii) dependent parents and (iii) brothers and sisters who are wholly dependent on the employee.

*Exemption from tax is available to only two children of an individual after 1st May, 2022. However, this restriction does not apply in respect of children born before the said date and also in respect of multiple births after first child.

POLICY:

LTA is applicable when the employee is proceeding on leave to any place in India or out of India.

The amount for LTA will be as mentioned in the table below:

Leave travel Allowances		
SR.NO	Eligible Cadre	Eligible Amount
1	Director, Provost/Deputy Provost	Rs. 60,000

2	Dean, Principal, Registrar, Deputy Registrar, Controller of Exam, CFO	Rs. 45,000
3	Professor, Associate Professor/Head Librarian & Senior Managerial Staff	Rs. 35,000
4	Assistant Professor/Officers/Managerial Staffs	Rs. 25,000
5	Clerical Staff	Rs. 20,000

***LTA Amount for those who are given responsibilities as in-charges, will be provided as per their respective cadre.**

PROCEDURE FOR AVAILING LTA:

An employee availing LTA shall submit his/her request for leave to the sanctioning authority at least 15 days in advance (Form 1). Sanction of leave should not be assumed for LTA. LTA will be payable only when an employee actually proceeds on leave for a minimum period of 5 working days sanctioned in advance as per the leave rules in force. When the LTA leave commences at the end of the year and ends in the New Year, the LTA will be treated as it is availed for the year in which the leave commenced. The employee shall submit the claim form along with supporting tickets within one week on resuming duty from LTA. In case an employee fails to submit the declaration of travel as required, the LTA claim shall be liable to income tax which will be deducted from salary, and responsibility of satisfying Company/IT authorities rest with the employee concerned, regarding exemption of the same for IT purposes.

In case an employee is not able to avail leave after getting sanction for LTA due to work exigencies, his/her eligible family members will be allowed to take the advantage of the policy. However, the LTA amount received by the employee will be liable to income tax and the same will be deducted from salary at source.

LTA payment will be considered as per prevalent IT regulations subject to employee furnishing necessary information/proof.

CLAIM FORMAT:

As per annexure attached with this policy and completed form needs to be submitted to the HR along with all the supporting documents for reimbursement.

The University reserves the right to amend/withdraw the policy at anytime without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management

LTA GUIDELINES

- The Scheme is applicable to all confirmed Staff Members as per eligible cadre.
- The LTA will be paid after completing every five years of services. It has to be availed within one year after being eligible (i.e. after 5 years of service) or as per timeline informed in case by the management.
- Staff who is availing LTA should submit the leave plan prior to the HOD/Principal for pre- approval (Form 1).
- LTA can be availed only when an eligible employee avails a minimum of 5 days leave.
- Every one eligible for LTA must inform in writing before 15th January, 3 periods of option in the year to avail LTA to enable respective department to allot leaves accordingly.
- The HOD, after analyzing the leave roster, will intimate the employees individually about their sanctioned period of Earned Leave for LTA
- The employee who has availed Leave and LTA should give a declaration (Form 2) in the format as per Annexure and submit the form within one week of returning from Leave.

Form No.1

From:

**To: HR Department
P. P. Savani University**

Respected Sir,

This is to kindly request you to sanction my leave from _____ to _____ as I am proceeding to _____ availing my LTA benefit.

I will be resuming my duty from _____. Kindly consider my above mention leaves as _____.

Thanking You, Yours
Faithfully,

Place and Date:

Approved By,

HR Department

Provost

EXPLORE
EXPERIENCE
EMPOWER



PPSU ENTREPRENEURSHIP POLICY 2020

A GUIDING FRAMEWORK FOR FACULTY & STUDENTS

Version 1.0

Effective from

01/09/2020

Preamble

PPSU aims to encourage broad utilization of the PPSU's research and development activities and to provide a vehicle for the transfer of innovative ideas and the new technologies from the University to the community at large, by permitting commercialization in the public interest, in a manner consistent with the integrity and objectives of the academic process. On account of this, the PPSU Innovation and Startup Policy 2020 is designed to create a robust innovation and startup ecosystem within the institution. This policy is designed, in line with the best practices of other institutes of higher learning across the world to support the institution's faculties, staffs, and students to actively participate in innovation and entrepreneurship-related activities. This guiding framework will also encourage interested faculty members to launch startup that could result from their innovation, and research and development activities. The policy also underlines the guidelines on how the innovator (faculty / staff / students) be on the board of such startups. It also aims to define clarify and protect the rights and equities of inventors and innovators by promoting recourse to the patenting and copyright process and by providing information, support and liaison concerning the procedures and problems involved therein. This policy encourages faculty/staff members to take their efforts to balance their academic responsibilities while assuming the above role and responsibilities in the startup. It is expected that faculty/staff members will respect and adhere to the terms and conditions of this policy.

Definitions

1. "PPSU" or the "Institute" or the "University" mean "P P Savani University"
2. "Policy" means "PPSU Innovation and Startup Policy 2020" of P P Savani University
3. "Faculty Member" shall mean a faculty member of P P Savani University
4. "Promoter" means a promoter as defined under Section 2(69) of Companies Act 2013.
5. "Executive capacity" shall mean a role as a Director or a Chief Executive Officer, Chief Operating Officer or Manager or any person, enjoying similar role, by whatever name called, in the Company, having executive power(s) in the Company.
6. "Equity" shall mean 'liability free' equity shares (fully paid up), having voting rights, of the Company.
7. "Company" shall mean a startup Company, having at least one Faculty member from PPSU in Executive or in Non-Executive Capacity in the company.

Eligibility of Companies

1. Faculty members are eligible to establish companies that can originate from their idea, innovation, creativity, and the research and development activities.

2. PPSU encourages and prioritizes the companies in the following order:
 - a. Companies jointly owned by the faculty members and/or graduating students/alumni (along with possible others).
 - b. Companies owned by the faculty members (one or many) along with possible others
3. In such companies, the faculty member(s) and student(s), if applicable, will be known as a founding member(s)/Promoter(s) in a Non-Executive position of the Company
4. The faculty member cannot associate, either as a Promoter or in an “Executive Capacity”, with:
 - a. Companies providing consultancy services
 - b. Companies involved in teaching
 - c. Companies involved in development of educational content
5. Companies engaged in developing innovative technology platforms that facilitate delivery of content are permissible.

Guidelines for the Faculty Member

1. A prior permission from the Institute must be obtained by the faculty member has before associating with any business venture or starting a new venture in the application format as prescribed by PPSU (**Annexure I-need to be drafted**).
2. PPSU expect that the faculty member would be
 - a. a Promoter of such Companies and
 - b. a Director on its Board.
3. In addition, the faculty member can choose one of the following options:
 - a. Provide consultancy to the Company in a non-executive capacity. However, the total number of days allocated by the faculty member for the consultancy activities should not exceed the maximum number of days allowed by the Institute for such activities.
 - b. Undertake projects that could be executed at PPSU, and manage through the Company. However, this may be undertaken only after obtaining explicit permission from the competent authority at PPSU and entering into an explicit agreement with the Institute following existing processes.
 - c. Take a sabbatical and/or Leave without pay and work full-time for the Company in an Executive Capacity (COO, CEO, Vertical Head etc). Eligibility and approvals of such leave are governed by the extant rules of the Institute.
4. It should be noted however that the faculty member of PPSU should take all possible steps to ensure that his/her duties and responsibilities as a member of PPSU

faculty, take precedence over all other activities regardless of the nature of his/her engagement with the Company.

Product Ownership Rights for Technologies Developed at Institute

1. When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly and equally owned by inventors and the institute.
 - a. Inventors and institute could together license the product / IPR to any commercial organisation, with inventors having the primary say. License fees could be either / or a mix of
 - i. Upfront fees or one-time technology transfer fees
 - ii. Royalty as a percentage of sale-price
 - iii. Shares in the company licensing the product
 - b. An institute may not be allowed to hold the equity as per the current statute, so SPV may be requested to hold equity on their behalf.
 - c. If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably 1 to 2%, unless it is pure software product. If it is shares in the company, shares will again be 1% to 4%. For a pure software product licensing, there may be a revenue sharing to be mutually decided between the institute and the incubated company.
2. On the other hand, if product/ IPR is developed by innovators not using any institute facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.

Disclosure and Compliance

Financial and non-financial disclosure agreement will be signed as per the existing Institute norms. Also, a separate Conflict of Interest Disclosure Statement (**Annexure II-need to be drafted**) will have to be furnished every six months (April 30th and October 31st) by the Company. At all times, the faculty member(s) must ensure that the Company/Companies he/she is associated with is/are compliant with all the norms of the Government of India. Non-compliance by the faculty member(s) shall have no bearing on PPSU.

Support from other Faculty Members

Support from other faculty members of the institute during and after the incubation (if applicable, see below) period of the Company would be treated under the Institute's extant consultancy norms (other than assigned faculty mentor(s)).

Support from Students

Any support received from students for the Company would be as per the existing guidelines of the Institute.

Outsourcing of Sponsored Research/ Consultancy Assignment to the Company

Outsourcing of full/in part of Institute's projects to the Company would be governed by the existing policies of the institutes. If in case such a policy is not available then a decision on outsourcing would be taken on a case by case basis by the Institute and in accordance with the guidelines provided by the sponsor, if applicable.

Methodology

A Company will necessarily be required to be incubated in the Institute. However, in exceptional cases, the institute may allow a faculty member to open/operate/incubate the Company outside the institute if sufficient justification is provided. The process of entrepreneurship will be as below:

A faculty member will submit the duly filled application form (**Annexure III-need to be drafted**) for establishing a new company to the Provost of PPSU. This form needs to be forwarded by a PPSU SSIP Committee, as indicated in the form.

1. Once permitted, the faculty member may form a Company. A faculty member may approach the Institute even before the formation of a Company for an in-principle approval for incubation of the Company.
2. For the incubation of the Company, evaluation will be as per the policy of the University.
3. Upon approval, the Institute and the Company may negotiate and enter into an agreement for financial consideration by the Company towards PPSU which will consist of consideration via equity shares in the Company and/or a share in the revenue of the Company, as mentioned below:
 - a. Liability-Free fixed equity of 10% in the Company. PPSU will reserve the

right to liquidate any or all of the equity shares after seven years of formation of the Company while the Company will reserve the first right of refusal for purchase of the equity shares from PPSU.

OR

b. A pre-determined, and agreed upon, share in the revenue of the Company, measured in terms of cost of units of product or services rendered by the Company, at fair market value on a given date.

OR

c. A combination of liability free equity in the Company and share in the revenue of the Company, measured in terms of cost of units of product or services rendered by the Company, at fair market value on a given date.

4. **Exit:** The Company shall work towards a plan that would give PPSU an “Exit”. It should be noted that this policy will cease to be in effect, other than the part governing his/her responsibility towards PPSU as listed in points 3a, 3b, 3c under ‘Guidelines for the Faculty Member’, once the “Exit”, as defined below, takes place.

a. Company raises investment at a valuation of INR 30 crores or more. This threshold value may be changed from time to time.

b. Seven years from the date of Incorporation of the Company and the Company has graduated from incubation, both conditions satisfying.

c. Whichever between (a) or (b) happens earlier OR

d. The faculty member relinquishes executive position in the Company and/or ceases to be a Promoter of the Company

Resolution of Conflicts

In situations in which the objectivity of a faculty member – due to his/her association with the Company - could reasonably be questioned, the Provost of PPSU may establish an independent committee to investigate the operation of the Company and possible conflict of interest between the functioning of the Company and the academic duties of the faculty member(s) associated with the Company.

The faculty member may appeal to the Provost PPSU for a review of the committee’s decisions. The decision of the Provost, in this regard, would be final.

FACULTY EXTERNAL ENGAGEMENT POLICY - 2020

Purpose and Scope

The Faculty External Engagement Policy essentially outlines the University's Policy on employment responsibilities and conditions on consultancy assignments to be undertaken by the Faculty. To establish the circumstances under which PPSU faculty members are permitted to engage in consultancies; provided such consulting activities must not impact an individual's ability to adequately perform his or her instructional, research, administrative, service or other University responsibilities.

This Policy applies to all University Employees including, without limitation, Administrative Officers, Faculty, Non-Faculty Academic Employees and Staff.

Overview

Consultancy assignments are viewed as a dynamic learning process for the faculty of any organisation. It provides an opportunity for them to share insights with experts and contributes to experimentation and new learning by patrons. Consultancies brings the faculty in contact with real-life questions, and thus greatly enriches teaching and research.

Consultancy assignments have been guided by several norms:

- Consultancy is an academic activity. Projects are taken up only if they have a definite learning value.
- Faculty members may solicit consultancy projects or it may be offered by the external agencies.
- The total time spent on consulting is voluntarily restricted, so that other academic responsibilities are not compromised.

Policy

A. Full-Service Obligation of All Full-Time University Employees

All Employees of the University holding full-time positions shall give full services to the work of the University during scheduled work periods. Any non-University employment must not interfere with the discharge of the person's full-time service obligations to the university. It is expected that all full-time University Staff Members will treat the University as their prime employment activity.

1. Part-time or full-time employment in an off-campus position or business enterprise in addition to full-time University employment is discouraged. Each Employee is responsible to inform his/her immediate

superior of all such outside employment activities.

2. In any case in which present or contemplated outside employment is believed to involve a question as to a potential conflict of interest, the concerned individual is encouraged to seek advice from the administration.

B. Remunerative Consultation by Faculty Members and Administrative Officers

Remunerative consultation, teaching and other services to persons, firms, institutions, and agencies outside the University may be carried on by faculty members as long as the performance of such services does not interfere with the individual's service obligations to the University, subject to the following restrictions:

1. Full-time faculty and Administrative Officers may engage in the consultancy as follows:
 - a. ***Time and Resources of the University is utilised:*** If the faculty engages in the consultancy work during the office hours and utilises resources of the organisation; the remuneration of the project will be 50:50 wherein 50% will go to the faculty and 50% will be deposited to the University. Direct expenditure/operating expenditure of the organization's resources must be paid separately. These direct expenses/operating expenditure will be decided during the approval process of the utilisation of the organisation resources.
 - b. ***Only Time is utilised:*** If the faculty engages in the consultancy work during the office hours and no resources of the organisation are utilised; the remuneration of the project will be 70:30 wherein 70% will go to the faculty and 30% will be deposited to the University.
 - c. ***Only Resources are utilised:*** If the faculty engages in the consultancy work after/before office hours and utilises resources of the organisation; the remuneration of the project will be 70:30 wherein 70% will go to the faculty and 30% will be deposited to the University. Direct expenditure/operating expenditure of the organization's resources must be paid separately. These direct expenses/operating expenditure will be decided during the approval process of the utilisation of the organisation resources.
 - d. ***Neither time nor resources are utilised:*** If the faculty engages in the consultancy work before/after the office hours and does not utilise resources of the organisation; the remuneration of the project will be 90:10 wherein 90% will go to the faculty and

10% will be deposited to the University.

2. This policy is not intended, nor shall it be interpreted, to permit a faculty member or Administrative Officer to engage in consultancies that impact the individual's ability to adequately perform his or her instructional, research, administrative, service or other University responsibilities, as determined by that individual's department chair, dean or other immediate supervisor, as applicable, even if the faculty member or Administrative Officer otherwise complies with the other requirements.
3. Use of consultation time should have a demonstrable relation to the area of expertise of the Faculty or Administrative Officer, and to the University's general mission within the community.
4. Any absence from the University for the purpose of consultation services may be recorded as an excused absence for approved consultation only if the restrictions of this section have been satisfied.
5. Consultation involving service to individual patients or clients may take place in a Faculty or Administrative Officer's office or laboratory. Use of university facilities and equipment resulting in clearly identifiable additional cost to the University shall be reimbursed and shall require authorization by the Dean.
6. The individual engaged in consultation activities must arrange in advance, with the approval of the Dean for scheduling of classes or other work assignments missed as the result of consultation activities.

STAFF QUARTERS POLICY

Introduction:

The Staff Quarters Policy outlines the guidelines and procedures for the allocation, management, and utilization of staff accommodation within the University premises. This policy aims to ensure fair and transparent allocation practices while optimizing the utilization of available housing resources.

Objectives:

- To provide suitable and comfortable accommodation for University staff.
- To establish fair and transparent procedures for the allocation of staff quarters.
- To optimize the utilization of available housing resources.
- To maintain the quality and upkeep of staff quarters.

Eligibility:

- All full-time permanent staff members of the University are eligible to apply for staff quarters.
- Allocation of staff quarters will be subject to availability and in accordance with the priorities set forth in this policy.

Allocation Process:

Applications for staff quarters must be submitted through the designated channel provided by the HR Department.

Allocation of staff quarters will be based on the following priorities:

- Distance of employee residence from the University.
- Administrative or academic duties that require on-campus
- residency. Family size and composition.
- Special needs or medical requirements.

Tenure:

The tenure of staff quarters shall be subject to the terms specified in the employment contract of the staff member.

Staff members must vacate the staff quarters upon termination of employment or upon request from the University administration.

Maintenance and Upkeep:

- It is the responsibility of the occupants to maintain the cleanliness and upkeep of the staff quarters.
- Routine maintenance and repairs will be carried out by the University's Facilities Management Department.
- Occupants must report any maintenance issues promptly to the Facilities Management Department.

Transfer and Relocation:

- Staff members may request transfer or relocation to a different staff quarter subject to availability and approval by the University administration.
- Transfer or relocation requests will be considered based on valid reasons such as changes in family size or medical requirements, etc.

Compliance:

- All staff members occupying staff quarters must comply with the rules and regulations set forth by the University administration.
- Non-compliance may result in disciplinary action, including eviction from the staff quarters.

Review and Amendments:

- This policy will be reviewed periodically by the University administration to ensure its effectiveness and relevance.
- Amendments to the policy may be made as deemed necessary by the University administration.

Charges:

Accommodation type	3BHK	<i>Semi Furnished</i>	<i>Fully furnished</i>	<i>non furnished</i>
Family 3 BHK	Accommodation Charges	8000	15000	4500
	Maintenance	500	500	500
	Electricity	As per actual consumption	As per actual consumption	As per actual consumption
	Accommodation Charges	6000	10000	4500
	Maintenance	500	500	500

Family 2 BHK	Electricity	As per actual consumption	As per actual consumption	As per actual consumption
	Accommodation Charges	2500	5000	2000
	Maintenance	200	500	150

Single accommodation	Electricity	As per actual consumption or shared norms	As per actual consumption or shared norms	As per actual consumption or shared norms
Single Shared Accommodation	Accommodation Charges	1500	2500	NA
	Maintenance	200	500	NA
	Electricity	As per actual consumption or shared norms	As per actual consumption or shared norms	NA

Type	Particulars
Fully furnished	TV, Refrigerator, Washing machine, Sofa, Centre table, study table, chair, Dining table with chairs, geyser, Bed, Fan, Tube light, Mattress, Pillow, Cupboard, Curtains, Mirror
Semi Furnished	Bed, Fan, Tube light, Mattress, Pillow, Cupboard, Curtains, Mirror
Non furnished	Fan, Tube light

General Rules and Regulations for accommodation:

- It's important to note that the accommodation provided by the university to staff members does not establish a tenant and tenancy relationship. This accommodation is an additional facility provided by the university as part of our commitment to staff welfare.
- Upon resignation, it is mandatory for staff members to vacate the accommodation provided by the university. Additionally, you are required to complete the No due clearance procedures. Upon completion, you will be furnished with your relieving letter, experience certificate, and any outstanding salary dues.
- In case if staff wish to vacate the accommodation voluntarily, he/she is required to provide a minimum of three months' notice. Failure to provide this notice will result in the obligation to pay charges equivalent to the accommodation charges for the three- month notice period.
- Management reserves the right to ask staff members to vacate the accommodation based on Institutional requirements and employee is obliged to vacate accommodation as per instruction of the management.
- Single staff members have the option to purchase a package that includes additional facilities such as food services, housekeeping, and laundry. This is designed to enhance convenience and comfort for our staff members.
- Please be aware that the PPSU maintenance and administrative teams reserve the right to enter the accommodation facility in case of any maintenance requirements or administrative needs.
- The management reserves the right to allocate accommodation to staff members based on availability and the specific requirements of the university and will review staff allocation every year.
- Charges will be applicable as per policy of the university from time to time.
- All furniture and fixture in the rooms allotted must be cared for properly. The faculty will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The faculty will also be required to pay double the charges of the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- Interchange of Furniture/Fixture: It is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Campus Administrator, those who are involved in such activities may be expelled from the staff quarters.
- The Campus Administrator / Hostel Wardens/ or any other Officials of the University along with Security Guards may at their discretion inspect /check any room or belongings in the presence of there in any time of the day or night.

ANNEXURE
FACULTY ACCOMMODATION
FORM

Name of Faculty	
Designation	
Department	
Joining date	
Accommodation type	<input type="checkbox"/> Family accommodation <input type="checkbox"/> Single accommodation on sharing basis <input type="checkbox"/> Single accommodation without sharing
Accommodation subtype	<input type="checkbox"/> Furnished (Bed, mattress, cupboard, fridge, RO, iron, oven) <input type="checkbox"/> Semi furnished (Bed, mattress, cupboard, light) <input type="checkbox"/> Unfurnished (-)
Accommodation subtype	<input type="checkbox"/> AC <input type="checkbox"/> Non-AC
Accommodation duration	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Number of maximum days if accommodation is temporary	
Accommodation charges to be taken from faculty?	Yes/No
Please mention amount if answer is yes	
Maintenance	
Electricity charges	

Faculty signature	HR	Deputy Registrar	Provost

TO BE FILLED BY ADMIN MANAGER

Accommodation location	
Room number	
Date of allocation	
Signature	

NOTE : Please submit this form at least one week before the arrival of the faculty in campus

Rules and Regulations for Accommodation

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- Upon resignation, it is mandatory for staff members to vacate the accommodation provided by the university. Additionally, you are required to complete the No due clearance procedures. Upon completion, you will be furnished with your relieving letter, experience certificate, and any outstanding salary dues.
- In case if staff wish to vacate the accommodation voluntarily, he/she is required to provide a minimum of three months' notice. Failure to provide this notice will result in the obligation to pay charges equivalent to the accommodation charges for the three-month notice period.
- Management reserves the right to ask staff members to vacate the accommodation based on Institutional requirements and employee is obliged to vacate accommodation as per instruction of the management.
- Single staff members have the option to purchase a package that includes additional facilities such as food services, housekeeping, and laundry. This is designed to enhance convenience and comfort for our staff members.
- Please be aware that the PPSU maintenance and administrative teams reserve the right to enter the accommodation facility in case of any maintenance requirements or administrative needs.
- The management reserves the right to allocate accommodation to staff members based on availability and the specific requirements of the university and will review staff allocation every year.
- Charges will be applicable as per policy of the university from time to time.
- All furniture and fixture in the rooms allotted must be cared for properly. The faculty will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The faculty will also be required to pay double the charges of the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- Interchange of Furniture/Fixture: It is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Campus Administrator, those who are involved in such activities may be expelled from the staff quarters.
- The Campus Administrator / Hostel Wardens/ or any other Officials of the University along with Security Guards may at their discretion inspect /check any room or belongings in the presence of there in any time of the day or night.

DECLARATION

I understand the rules and regulations of the staff quarters and undertake to abide by them.

I/ we understand that institute has provided this accommodation on temporary basis and it can be changed as per institutes policy.

I have read all the terms & conditions for Quarters allotment carefully and undertake to abide by them.

Name:		Date:	
Designation:		Department:	
Signature:			

EMPLOYEE REFERRAL POLICY

Objective:

To reward Team Members of PPSU who help identify and refer competent talent in order to meet our resource requirements at an optimum cost.

Eligibility:

All Team Members including trainees on payroll of the University are covered under this policy.

Procedure:

A Team Member may refer individuals who fit the specifications given in job descriptions for the vacant position either by email from HR department or by inquiring at HR Office. In case the resume exists in the data bank, the referral process will be terminated.

The Team Members' involvement is limited only to the submission of the resume and will not in any way be influential in the interview or compensation finalization of the candidate.

The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if it meets the requirements of the existing vacant position.

There will be no specific canvassing in case of a referred candidate by both the employee who has referred him and the HR.

Employee Referral Scheme		
Sr. No	Designation	Reward Amount (Rs.)
1	Principal / Dean	15000
2	Professor	12000
3	Associate Professor	10000
4	Assistant Professor	9000
5	Teaching Assistant /Tutor / Clerk	5000
7	Non-Teaching/Lab Assistants/Lab Technicians.	3000
8	Peon	1000

The above points will accrue to the Team Member in three installments i.e. Initial payment (25%) will be made on completion of 3 months in the organization, (50%) on completion of 6 months in the organization and remaining 25% on completion of 1 year in the organization.

During the aforesaid period of 1 year, if the candidate resigns from the organization, the scheme will not be applicable and the balance payment will not be payable.

All recommendations made by PPSU Team Members must come from their personal contacts / connections and not through any recruitment agency.

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