

## SERVIVCE RULES AND CODE OF CONDUCT POLICY FOR FACULTIES

### SERVICE RULES

#### A. PREFACE

1. These 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. “Permanent 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 released 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 inquiry committee's report.
13. The annual increments for the employees, shall be purely on performance basis as per university policy from time to time.

#### **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/she 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, Pyjamas, 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.



Registrar,  
P P Savani University

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