



HR POLICY

We believe that the physical, mental and emotional wellbeing of all our members is a prerequisite for assured positivity and performance.

The Presidency University HR Policy has been designed keeping one's Professional Development in mind. It is designed to bring in the inspiration, drive and productivity to the workplace!

LEAVE POLICY

GENERAL GUIDELINES

- a. The Calendar Year shall be followed for all types of Leave.
- b. Leave cannot be claimed as a matter of right.
- c. The Leave Recommending/Approving Authorities shall be notified from time to time. All Employees shall get their Leave applications sanctioned from the concerned authorities before proceeding on Leave, except in cases of any emergency.
- d. Application for Leave must be submitted sufficiently in advance and extension of Leave already sanctioned, if any, should be submitted well in time. The Approving Authority shall have the discretion to grant or refuse the extension of Leave applied by an Employee.
- e. In case, an Employee is compelled to absent himself/ herself, from duty, on account of an emergency, without obtaining prior sanction, the Employee shall seek permission from the Reporting Authority over a call to avail such Leave, latest by the morning of the same day, at least two [2] hours before the designated shift timings and ratify the same through an official Email within one day of availing such leave. In case of failure to do so, the entire period of Leave so availed shall be treated as Leave without Pay without making any reference to the Employee.
- f. In case the Employee has to go out of station, he/she shall mention his/her contact information/address while applying for Leave.
- g. During the period of Leave, no Employee shall take up any other service or accept any other employment whether full time / part time.
- h. In case of any important assignment / activity at the University, a group of or all Employees may be called for duty on a University Declared Holiday/non-working day and it shall be mandatory for such Employees to adhere to the orders of the Competent Authority.
- i. Further, unless the Appointing Authority, in view of the special circumstances of the case determines otherwise, an Employee who remains absent from duty or on Leave for a period of one [1] month shall be liable to be dismissed or removed from service.
- j. Leave cannot be accumulated, carried forward to the next Calendar Year, unless notified otherwise.
- k. Leave cannot be availed from the date of submission of the resignation letter and during the Notice Period (except CL & BL, as per the rules relevant to each leave type).
- l. Leave balance, if available, cannot be adjusted for part or all of the Notice Period, required of the Employee who has submitted the resignation letter.
- m. Advance Leave, if availed, with appropriate approval, prior to the date of resignation, shall be deducted on a pro-rata basis, from the Full and Final Settlement.

TYPES OF EMPLOYEE GROUPS FOR THE PURPOSE OF LEAVE BENEFITS

CATEGORY	DESIGNATION*	GROUPS
KEY OFFICIALS	Vice Chancellor, Pro Vice Chancellor, Registrar	Group - 1
ACADEMIC HEADS	Dean, Associate Dean, Heads of Department, or any other equivalent designation as approved by the Competent Authority.	Group - 1
FACULTY	Professor, Associate Professor, Assistant Professor, or any other equivalent designation as approved by the Competent Authority.	Group - 2
NON ACADEMIC HEADS & ADMINISTRATIVE EMPLOYEES	Director, Controller of Examination, Finance Officer, Functional Heads of Department, Deputy Registrar, AGM/DGM, Senior/Assistant Manager, University Librarian, Admin Assistants/Associates, Accountants, or any other equivalent designation as approved by the Competent Authority.	Group - 3
TECHNICAL	Assistant Professor - G1, Lab Superintendent, Supervisor, Instructor/ Assistant, or any other equivalent designation as approved by the Competent Authority.	Group - 4

***The above list of designations is only illustrative and not exhaustive.**

TYPES OF LEAVE BENEFITS (TABLE NO. I)

No.	TYPE OF LEAVE	Group 1	Group 2	Group 3&4
A	Casual Leave (CL)	12 Days	12 Days	12 Days
B	Planned Leave (PL)	20 Days	20 Days	20 Days
C	Academic Advancement Leave (AAL)	As per Eligibility	As per Eligibility	As per Eligibility
D	Maternity Leave (MAL)			
E	Bereavement Leave (BL)	3 Days	3 Days	3 Days
F	Sabbatical Leave (SL)	6 months to 1 year for Post Doc/ Research Projects/ Ph.D coursework from reputed and Authorized Institutions only		

A. CASUAL LEAVE (CL)

- All Employees are entitled to one (1) day CL per month, i.e, a maximum of twelve (12) days CL, in a Calendar Year.
- A new Employee shall be eligible for 1- day CL in the first month only if the date of joining is on or before the 15th of that month, and 0.5 day CL after 15th of the month.
- Employees shall receive an advance CL credit to their account for all the months remaining in the Calendar Year.
- An Employee is eligible to claim CL benefit for a particular month only if he/she has a minimum of 23 payable days during that month inclusive of the authorised paid leave as per eligibility.
- A maximum of three (3) days of CL can be availed at a time which should be applied for, at least one day in advance.
- Half day (0.5) CL is permissible, and this shall be computed as half of the shift timings.
- A maximum of three (3) CL may be combined with Bereavement Leave.

- h. Employees serving Notice Period can avail only one (1) day CL in a month. CL balance, if any, cannot be adjusted against Notice Period.
- i. Declared holidays falling in between such leave periods will not be calculated as CL.
- j. CL, if availed, in excess of the pro-rata eligibility, during the Calendar year shall be deducted from the Full and Final settlement.

B. PLANNED LEAVE (PL)

- a. All Employees who complete one year of continuous service are entitled for Planned Leave (as per Table No. I)
- b. PL is calculated on a pro rata basis and shall be credited in advance for the Calendar year and/or post completion of one year of service.
- c. If the date of completion of one year is falling before 15th the month, then PL will be credited from the same month.
- d. An Employee is eligible to claim PL benefit for a particular month only if he/she has put in work for a minimum of 23 Calendar Days, inclusive of the approved paid leave as per eligibility, during that month.
- e. For Group 2, a minimum of fifteen (15) days should be taken during the summer term, which must be planned at the beginning of the Semester preceding it, and not more than 5 days on non-Instructional days in case of an emergency.
- f. A minimum of four (4) PL should be taken at any time.
- g. A maximum of four (4) PL may be combined with Bereavement Leave.
- h. Employees serving Notice Period cannot avail PL during the notice period. PL balance, if any, cannot be adjusted against Notice Period.
- i. PL, if availed, in excess of the pro-rata eligibility, during the Calendar year shall be deducted from the Full and Final settlement.

C. ACADEMIC ADVANCEMENT LEAVE (AAL)

- a. All Employees are entitled to Academic Advancement Leave (as per Table No.I).
- b. AAL has to be planned and approved at the beginning of the Semester based on authentic notifications/ Invitations from renowned bodies, Institute of Eminence or National Importance and is subject to eligibility and document verification.
- c. The University shall not be liable to pay/incur/bear any financial liability/expense/cost for the AAL sanctioned to an eligible Employee.
- d. Further, the grant of AAL shall be solely at the discretion of the Competent Authority/Vice Chancellor based on policy inputs from HR and cannot be claimed as a matter of right.
- e. The detailed policy outlining applicability and protocol shall be made available for ready reference.
- f. AAL shall be approved only if the domain or area of expertise matches their specialization in academics and research.

D. MATERNITY LEAVE (MAL)

- a. All married Women Employees who complete one year of continuous service shall be eligible to avail Maternity Leave by submitting an application for MAL in the prescribed form with relevant

medical documents to the Dean/HOD and the HR Department, 6 months prior to the expected date of delivery, so that the academic semester is planned appropriately.

- b. The eligible Employee can avail 26 weeks (182 days) of MAL for the first two surviving children, of which 8 weeks preceding the expected date of delivery shall be availed as the pre-natal leave. In case it is the third surviving child, the employee is eligible only for 12 weeks of MAL, of which 6 weeks preceding the expected date of delivery shall be availed as the pre-natal leave.
- c. Any period of MAL overlapping with University Declared Holidays shall be counted as part of the MAL and no extra Leave will be admissible in this regard.
- d. MAL benefits shall be granted only upon production of medical certificates / records. On resuming service, the Employee has to produce the Birth Certificate of the Child, discharge summary of Mother and other records as may be asked by the Competent Authority at the University.
- e. Extension of MAL shall not be permitted, however, in exceptional cases, the said employee will be asked to match the date of resuming duty with the commencement of a new semester, project or assignment, based on their role.
- f. In case of a miscarriage, the period of leave shall be at the discretion of the management.

E. BEREAVEMENT LEAVE (BL)

- a. All Employees of the University may avail a maximum of three (03) days Bereavement Leave [BL] solely in the unfortunate event of death in the immediate family (own parent/spouse/children) of the Employee.
- b. The application for BL shall be submitted to the Reporting Authority with the specific mention of bereavement.
- c. BL can be combined with CL and PL as prescribed in the policy above.
- d. On joining duty after availing BL, the Employee shall submit the relevant documents (death certificate/hospital documents) within thirty (30) calendar days.
- e. BL can be availed during notice period but cannot be clubbed with CL or PL from the date of resignation.

J. SABBATICAL LEAVE (SL)

- a. All confirmed employees of Group A & B are entitled to the One-year Sabbatical Leave.
- b. The Employee must be and have a minimum of three (03) years of continuous service in the University.
- c. This is applicable in case one wants to pursue a Full-Time Post-Doctoral Fellowship/Industrial Engagement at highly renowned Institutions/Universities/Research Institutes of National/International Eminence. The same should be strongly recommended by the Vice Chancellor, Registrar and Dean-Research and Innovation.
- d. The Employee must have obtained the highest grade in the annual performance appraisal and be among the top performers.
- e. Sabbatical Leave will be provided on the basis of seniority and will be approved by the designated authority.
- f. The Employee shall remain in the employment of the University during the entire course of the Full- Time Post-Doctoral Fellowship/Industrial Engagement, subject to the condition that the

Employee reports to duty at the University campus and completes the Service Bond. The period of the Service Bond is a minimum of one (01) year.

- g. The University shall notify the process for application, selection and approval of the Sabbatical Leave (without pay) from time to time.
- h. This duration of Sabbatical Leave will not be included in the calculation of the total tenure of service of the Employee and other benefits as applicable.

THE DEFINITIONS

- a. **“Academic Employees”** shall mean all employees appointed to engage in activities pertaining to teaching, mentoring, student evaluation and research. Academic Employees are also referred to as Group B Employees;
- b. **“Academic Year”** shall mean a period of twelve (12) months commencing from 1st August of a Calendar Year and ending on 31st July of the succeeding Calendar Year;
- c. **“Appointing Authority”** shall mean the Chancellor of the University or any person duly authorized by the Chancellor to act as the Appointing Authority;
- d. **“Appointment Letter”** shall mean and include any engagement / contract letter and/or any other similar communication issued by the Appointing Authority to an Employee appointing him/her to a post/position specifying, inter alia, the terms, conditions, nature, and tenure of employment;
- e. **“Calendar Year”** shall mean a period of twelve (12) months commencing from 1st January of a year and ending on 31st December of the same year;
- f. **“Competent Authority”** shall mean the Chancellor of the University or any person duly authorized by the Chancellor to act as the Competent Authority;
- g. **“Continuous Service”** shall mean the service of the Employee from the time of commencement of her/his employment, without any break, or as may be prescribed in accordance with the then prevalent statutory provisions.
- h. **“Critical Ailment/Illness”** shall mean critical medical ailments such a Cancer, Cardiac arrest, Parkinson’s disease, Bypass Surgery and such other illnesses as may be prescribed from time to time.
- i. **“Guidelines”** shall mean the various Guidelines introduced by Presidency University from time to time;
- j. **“University Declared Holidays”** shall mean the days in any Calendar Year, declared by the University as a holiday in addition to all Sundays and such Saturdays as are prescribed by the University as non-working days.
- k. **“University”** means Presidency University, Bengaluru; and
- l. **‘He’** and **‘His’** imply ‘He’/‘She’ and ‘His’/‘Her’ respectively.

EMPLOYEE BENEFITS

A. EMPLOYEES PROVIDENT FUND

All Employees of the University are eligible for EPF as per the provisions of Employees Provident Fund Scheme of the Government of India.

B. GROUP MEDICAL CLAIM (GMC)

The University focuses on the well-being of its Employees both in terms of mental and physical health. In this direction the University has entered into an arrangement with nationally renowned and accredited Medical Insurance Company for the medical insurance of its Employees across the Organization fabric. The rules as per the selected Insurance Policy in effect, shall be applicable. The Insurance Company as per their norms shall entertain the claims; the University shall not be liable for any claims whatsoever.

- a. All eligible Employees are covered under the Group Floater Medical Insurance Policy.
- b. This benefit is extended to the employee and members of the family, as per the Policy norms notified from time to time.
- c. Upon joining the Group, it is mandatory for eligible Employees to furnish such information as is necessary for him/her and his/her family to be covered under the Medical Policy.
- d. GMC E-Cards will be issued to the Employees at the beginning of the Calendar Year.
- e. The premium shall be shared between the employer and Employee on an equal cost-sharing basis.
- f. Any renewal of terms in such policy shall be notified to all Employees by the HRD.
- g. The contact details of the Insurance Single-Point of Contact [SPOC] shall be shared with all Employees.
- h. All reimbursement claims shall be made as per the terms and conditions of the Medical Insurance Policy in direct correspondence with the SPOC.

C. GROUP ACCIDENT POLICY

The University has entered into a Group Floater Accident Policy that covers all its Employees and Students. The Insured are protected against untimely death, permanent or partial disability. All claims shall be made as per the terms and conditions of the GAP Policy in direct correspondence with the SPOC.

D. GRATUITY

All the eligible Employees of the University are entitled for Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

E. STAFF WARD CONCESSION POLICY

All the Employees, from the day of joining, can enjoy concessional tuition fee for their wards if they opt to enroll at any of the Presidency Group Schools / Pre-University Colleges/ College offering UG and PG Programs/ University. The magnitude of concession depends on the number of years of service put in at the Group Institutions and the relevant Grade thereat. (admission and enrolment, relocation and admission)

F. ACCOMMODATION

- a. Employees whose nature of services is such that they may have to work longer hours at the University or where their presence on the University Campus may be required on short notice may be allocated Accommodation or Accommodation Allowance based on the terms and conditions of their appointment/ engagement. This benefit is deemed to be a perquisite within the meaning of the Income Tax Act.
- b. Employees can also avail the Hostel Accommodation on a paid basis depending on the vacancy/availability.

G. TRAVEL & CONVEYANCE

- a. Employees are entitled for reimbursement of certain expenses incurred by them on the Official Travel and Local Conveyance incurred by virtue of their discharging their official duties at any place other than their usual place of work as per the instructions of the Approving Authority as per the then prevalent policy.
- b. This may otherwise, also, include reimbursement of fuel expenses as approved for any employee as per the terms of employment. The appropriate policy and procedure for such reimbursement claims shall be notified from time to time.
- c. The University has dedicated a few of its buses to help Employees commute to and from the University Campus from certain vantage points in the City. The frequency and the routes are modified from time to time depending on the requirements.

H. SALARY ADVANCE:

- a. A Confirmed Employee may submit the prescribed application form to avail salary advance to the HR Department in case of a genuine emergency.
- b. The HRD and the Accounts Department shall scrutinize the Application Form to verify their eligibility and thereafter forward it to the concerned Approving Authority.
- c. The Salary Advance, if sanctioned, will be recovered in ten [10] equal Instalments from the Salary of the concerned Employee.
- d. The can be applied for only after 6 months of complete payment of the previous loan or salary advance, unless otherwise approved by the Competent Authority.
- e. In case of transfer from one Payroll Unit to another, the Employee shall continue his/her payments from his salary.
- f. Salary Advance shall be sanctioned as per the discretion of the Competent Authority and will not be a matter of right.

POLICY FOR RESEARCH PROMOTION

1. PREAMBLE

Presidency University aims to contribute to society by becoming a global knowledge superpower through quality education, research, and innovation. In order to achieve this goal, the University seeks to strengthen research and innovation activities by motivating faculty members and students through internal funding in the beginning of their research career. The Seed money scheme and Grants offered by the University will enable an early start of research work until sponsored projects from external agencies are secured by the faculty. To retain and motivate the faculty to contribute towards achieving the University research goals, incentives are granted for research activities.

2. SHORT TITLE AND APPLICATION

- 2.1. This document shall be called the “Presidency University Policy on Research Promotion”.
- 2.2. This document shall come into effect from the date of approval by the Academic Council of Presidency University and ratified by appropriate higher bodies.

3. EXTENT AND APPLICABILITY

This shall apply to all the researchers and to all the research-related activities of the University. The 'researchers' are defined to include:

- 3.1 All Employees, permanent, probationary, and contractual, who are active in Teaching, Research, Administration, and provision of any form of support to the core functions of the University.
- 3.2 All students registered with the University.
- 3.3 All mentors, guides, external experts, and sponsors associated with any of the research activities of the University.
- 3.4 All academic and administrative departments of the University.

4. RESPONSIBILITY OF THE FACULTY/ RESEARCHERS

All the eligible Faculty/ Research members of the University are expected to:

- 4.1. Publish journal articles/ papers/books/ book chapters, write project proposals and seek external grants with accurate details of affiliation and association to Presidency University, Bengaluru, Karnataka.
- 4.2. Publish a minimum of 2 Research articles which are indexed by Scopus / SCI / SSCI/ ABDC / WoS.
- 4.3. Publish a minimum of One Conference Article with an ISBN.
- 4.4. Attempt to file at least one / File a Patent with the guidance and mentorship of Senior Researchers and Dean.
- 4.5. Submit a minimum of one Research Proposal.

5. RESEARCH PROMOTION

5.1. INTERNAL FUNDING -SEED GRANTS

The R&D has mandated Research Funding Schemes Through Seed Grants to encourage faculty researchers to set up the basic infrastructure through development of research centers/institutes and to carry out research achieving the outcomes such as Research paper publications, Patents, Book / Book Chapter publications, Collaborations with National and International Institutions of repute, Applying for grants from External Agencies. This seed grant scheme shall offer financial assistance to individuals or to teams of faculty (Interdisciplinary/Multidisciplinary Research Centers) in establishing basic research infrastructure.

GUIDELINES:

Sponsored Research division will put out a call for research proposals annually for grant of seed money.

5.1.1 Individual / Joint Proposals to be submitted through their respective Deans of the Schools to Dean – Sponsored Research Division.

5.1.2. All the Research Proposals submitted by the faculty Call for grant for seed money will be put forward to Expert Committee constituted by Dean – Sponsored Research comprising of external experts in various disciplines in which these proposals have come. This committee will first review the proposal in written form and based on their recommendations there will be an opportunity given to the proposers to clarify the comments of the experts through presentation.

5.1.3. Based on the above process the proposals will be shortlisted. These shortlisted proposals would be put forward to the Seed Grant Committee consisting of School Dean, Dean - Sponsored Research and Vice Chancellor.

5.1.4. Following the Approval, a sanction letter indicating the title of the project, name of the Principal Investigators (PI and Co-PIs), Duration of the Project, Sanctioned Amount and date of commencement will be issued by R&D Division to all the successful applicants.

5.1.5. PI should acknowledge the receipt of the Sanction letter mentioning the actual date of Commencement of the Project and the budget outlay for this financial year. The PI and Co PIs will sign an undertaking that they will not leave the employment of the University prior to completion of the sanctioned project.

5.1.6. The procedure in procuring capital equipment and raw materials / Labor Charges/Transportation will be as per the Regular Purchase rules of the Presidency University. PI shall comply with these policies and will coordinate with concerned officers.

- 5.1.7. PI and his/her team are collectively responsible in achieving the proposed objectives of the sanctioned Project within the stipulated period of the Project.
- 5.1.8. PI and his/her team should be present for bi-annual Project Review meetings chaired by Dean – Sponsored Research without fail and ensure that the recommendations of the Expert members are incorporated. Review meetings are held twice a year and the schedule of the Review meetings shall be conveyed by the Office of Sponsored Research to all the Concerned PIs two weeks ahead of the meeting dates.
- 5.1.9. Dean - Sponsored Research along with the duly constituted committee shall judge whether the outcomes of the Project are patentable or publishable in peer reviewed journals/conferences. In case it is Patentable, the University shall assist the PI and his/her team in filing the required patent in the name of Presidency University with PI as the Patent Investigator.
- 5.1.10. In the event of PI going on long leave, Co-PI shall be responsible for completing the project. In case, Co-PI does not exist for the concerned Project, the Dean – Sponsored Research in consultation with respective School Deans will be responsible in identifying the authorized and competent Co-PI.
- 5.1.11. The equipment procured under the sanctioned projects will be the property of PU. It is the responsibility of the PI to ensure that all the details of procured equipment/raw materials are recorded in the Stock registry of the concerned Research Centre. In future this equipment is open to be used by any researcher at the University.
- 5.1.12. PI should submit three copies of the yearly Progress report to Dean - Sponsored Research in the standard format as issued by R&D Division along with Expenditure statement duly signed by FO.
- 5.1.13. Five Copies of the project report on completion should be submitted by the PI to the office of Sponsored Research Division in the standard format.
- 5.1.14. The Dean - Sponsored Research reserves the right to terminate the project in the event of PI and his/her team not working on the proposed deliverables/ unsatisfactory progress/ lack of commitment in meeting the project schedule/ not implementing recommendations of the Review Experts or under some unforeseen circumstances.
- 5.1.15. The seed grant money provision would be available to faculty members only once during their tenure at the University. Further, under any circumstances, if the project of a faculty member is terminated, he/she will lose the opportunity to seek the grant again.

5.2 EXTERNAL FUNDING TO BE RAISED BY FACULTY MEMBERS

Faculty members are encouraged and supported to apply for Research Grants/Infrastructure to various funding agencies of both Government and Private Organizations. He / She shall take utmost care in preparing a funding budget with clear understanding that the project will not burden the

University. They should also include adequate overheads for utilizing shared services/resources of the University.

GUIDELINES:

- 5.2.1. Faculty members from the University can formulate the research project proposals in their areas of expertise. An Individual Project Proposal shall have one Principal Investigator (PI), preferably with one Co-PI. However, in the case of multi/inter disciplinary field of research, a maximum of three Co-PIs is permitted. Emphasis shall be on Inter/multi-disciplinary research to achieve Innovations through research.
- 5.2.2. All the Research Proposals should be forwarded through School Deans to Dean - Sponsored Research well in time to meet the deadline of the funding agency. The office of Sponsored Research will examine these proposals and suggest modifications, if required, and conformance to the stipulated conditions of the funding bodies.
- 5.2.3. Upon approval of Dean - Sponsored Research, the PI will forward the proposal under the aegis of Presidency University to the funding agency. A copy of the submitted proposal is to be submitted to the School Dean and Dean - Sponsored Research for records without fail.
- 5.2.4. The PI shall intimate the sanction/ rejection of the submitted proposals to the Dean - Sponsored Research.
- 5.2.5. PI is authorized and responsible for all the financial transactions complying with fiscal norms of the University. He/she shall submit a Copy of the Annual Audited financial statement and Utilization Certificate duly certified by FO to the R&D Division.
- 5.2.6. In case the research funding provides funds for appointment of temporary project staff (JRF, SRF, Research Assistants, Lab Assistants etc.) the PI in consultation with Dean - Sponsored Research shall have the right to appoint such staff conforming to the HR policy of the University.
- 5.2.7. PI shall get a copy of the Annual Progress report duly approved by Dean - Sponsored Research before submitting to the funding agencies.
- 5.2.8. PI shall submit the Progress reports duly approved by the Dean - Sponsored Research as and when due to the Funding agencies and attend all the Review Meetings without fail.
- 5.2.9. PI shall constitute a Purchase Committee as per the norms of the University to oversee the purchases of equipment/Items as listed in the sanctioned letter of the Project Proposal.
- 5.2.10. PI is responsible for installation and maintenance of all the equipment procured under the sanctioned grants in a place allotted by the University to operate the respective Research Centers. He / She shall put in place mandatorily all the necessary safety and environmental protection measures to safeguard all the users from any accidents.

- 5.2.11. In case of survey Projects, PI shall have prior appropriate and necessary permissions by the concerned authorities.
- 5.2.12. PI is responsible for successful completion of the Sanctioned Projects within the allotted timeframe. He / She should submit a closure report duly approved by Dean – Sponsored Research in the standard format as suggested by the Funding agency.
- 5.2.13. In the event of PI unable to continue execution of the sanctioned project due to unforeseen reasons (resignation, ill-health, long leave), the designated Co-PI shall be the PI and will be responsible for the successful completion of the project.
- 5.2.14. PI and Co-PIs are encouraged to publish the outcomes of research of sanctioned projects in Refereed Journals/ Conferences after seeking the necessary permission from the funding agencies. In all the Publications, PI should acknowledge the funding agency as well as the University. Wherever, there is a possibility of Innovation in the outcomes, PI and Co-PI's should not publish the results but are encouraged to apply for patent(s).
- 5.2.15. In case there is a possibility of Co-owned Intellectual Property rights in the Sanctioned project, it is the responsibility of the PI to protect it by applying for Joint Patent in consultation with the concerned authorities of the funding agency. The University shall also have joint rights as a Patent Owner with PI and Co-PIs as Investigators.
- 5.2.16. PI is responsible for maintaining the data/records of observations/Trials/ Experiments/Simulation results, Action Plan records, Audited Financial Statements, Problems faced, Progress reports and Closure Reports with due professional ethics.

5.3. GRANT TOWARDS ANALYTICAL AND TESTING CHARGES

Faculty/Researchers are encouraged to publish their Research Articles in High Impact Journals and the University provides financial support for the expenses made towards analytical charges/ experiments / tests done from outside the Institute.

- 5.3.1. This financial support shall be applicable to the first author of the article only and the grant amount will be based on the Quartile of the Journal in which the article was published.

Quartile of the Journal	Maximum allowed amount in Rs.
Q1	15,000
Q2	10,000
Q3	5,000

- 5.3.2. Invoice for the Analytical / Testing / Characterization must be obtained in the name of the Institution.
- 5.3.3. Article / Paper must be published in SCI Indexed journal showing affiliation to Presidency University.

5.3.4. Results of the Testing /Characterization should reflect in the published article, and it is mandatory to acknowledge the Presidency University, Bengaluru for the support.

5.3.5. Request must be submitted by the first author through their respective reporting head to office of the Dean – Sponsored Research with a Reprint of the published Paper/ Article, Original Invoice (with email communication, if the invoice is sent by email), Copies of Characterization / Testing results and proof of Impact Factor.

6. INCENTIVES FOR FACULTY MEMBERS TO ACCELERATE RESEARCH PROMOTION

To retain and motivate the faculty to contribute towards achieving the University research goals, the following incentives are awarded to eligible members:

6.1. Incentive for External Grants for Research/Establishment of Research Centers

To encourage the faculty to actively participate in applying for research grants from outside agencies, it is proposed that a faculty succeeding in getting the grants shall be entitled for the following incentives. PI of sanctioned Project shall get an appropriate incentive based on the size of the sanctioned project. These incentives would be payable in parts over the course of the project. (Refer Annexure – I).

6.2. Incentive for Journal Publications/Books/Book Chapters:

The disbursement of the incentives described below shall be prerogative of a committee constituting of VC, Respective School Dean and Dean - Sponsored Research, after ascertaining the reputation of the journal and publishers. (**Refer Annexure – I**). The Affiliation details must be clearly mentioned as **“Presidency University, Bengaluru”**.

- Faculty members publishing papers in peer reviewed Journals.
- Faculty members contributing a Book Chapter in Books published by reputed National/ International Publishing House.
- Faculty members publishing full Book with reputed National/International Publisher.
- Faculty members publishing the Patent with Presidency University Bengaluru as applicant, shall receive an incentive.

6.3. Incentive / Financial Support for Conference Publications / Technical Chairperson / Speaker:

To ensure dissemination of research activities in the right forum, to create networking opportunities for collaborations, to be abreast with the latest developments in cutting edge technologies and domains, faculty are encouraged to attend Conferences, Seminars, Workshops, Faculty Development Programme organized by reputed National and International Scientific/Academic/Research/Professional Bodies.

National Events

The Faculty Members may attend Inter-State, National, International Conferences, Government organized Events of repute relevant only to their domain of expertise held in India for which the following support will be rendered:

- a. Registration Fee (reimbursement up to a maximum of **Rs.5000/-** per event)
- b. Travel Allowance (as per TA/DA Policy)

International Events (outside India)

- a. Travel Allowance (as per TA/DA policy- Shortest Route to and Fro Economy Airfare)

Note: All other Expenses shall be borne by the Faculty Member.

6.3.1. The nominations of the faculty members to the conference / seminars/ FDPs as duly approved by School Deans under the faculty incentives scheme shall be the prerogative of a committee constituting of VC, Dean Academics and Dean - Sponsored Research, after ascertaining the reputation of the organizers and quality of the events.

6.3.2. Faculty are encouraged to seek financial assistance for Travel and Registration from Funding Agencies like DST, AICTE, CSIR for Conferences within India and Abroad specially under policies which promote young faculty researchers.

6.3.3. Annual grants as applicable to an Academic Year from August to July are as under:

- a. Professor is entitled for a maximum of **Rs.1,00,000/-**
- b. Associate Professor is entitled for a maximum of **Rs.75,000/-**
- c. Assistant Professor is entitled for a maximum of **Rs.60,000/-**

6.3.4. Application for the Participation needs to be forwarded by the School Dean. Faculty members should submit the following documents for seeking approval prior to attending the Event:

- a. Acceptance Letter and Event Brochure
- b. Copy of Abstract with Full Paper (Accepted Version)
- c. Invitation Letter
- d. Estimated Expenditure

6.3.5. Faculty members can attend not more than Four Events in one Financial Year.

6.3.6. A sanction letter from the office of the Dean - Sponsored Research shall be issued to the successful applicant.

6.3.7. After the event, the following documents are to be furnished by the faculty participant to the office of the Dean - Sponsored Research routed through the School Dean. A copy of the following

documents authorized by the Dean and HRD needs to be submitted to the Finance Department for final settlement of accounts:

- a. Travel Documents
- b. Proof of participation
- c. Proof of Expenditure
- d. Brief Report on the event Attended and Benefits to Department/School/University verified and authorized by the Dean, Sponsored Research.

6.4 Incentive for Conference Proceedings

The Faculty Members are encouraged to get their papers published through conference proceedings which should have either ISBN or ISSN Number to receive the incentive.

6.5. Incentive for Publication/Award/Grant of Patent

The Faculty Members employed with Presidency University are encouraged to file for Patents which provides identification and recognition of the innovative research work leading to a novel Process/Product/Technology, as well as to ensure protection of Intellectual Property Right (IPR).

GUIDELINES

- 6.5.1. The Patent should be in the name of the University and the Faculty should be employed at the University.
- 6.5.2. Prior permission needs to be taken by the faculty, from the University, before filing a Patent.
- 6.5.3. Faculty will be extended Financial Assistance up to a maximum of Rs.50,000 towards both Patent Filing Fee and Patent Examination Fee post-submission, to the Dean - Sponsored Research, of all the relevant Patent-related documents.
- 6.5.4. Preference shall be given to those Patents having potential for Commercial adoption.
- 6.5.5. Incentives shall be given on the basis of patent filing acceptance and viability.
- 6.5.6. Stage-wise Incentives of the Patenting Process, leading to the Publication and Award thereof, shall be applicable as per Annexure – 1.
- 6.5.7. In the event of commercialization of the said Patent, the Faculty Inventor is entitled to receive 60% of the Profit and the remaining 40% shall be processed in the name of the University.

6.6. Incentive for Best Paper Award in Conferences of other Universities / Institutions

The Faculty Members are encouraged to participate in National/International Conferences organized by other Universities/Institutions and attempt to win the Best Paper Award in such conferences. The first author shall be eligible for the Incentive.

7. SABBATICAL LEAVE

As per the HR leave policy, the University encourages faculty to take up Overseas Sabbatical assignments in Universities and Industries, National/International. This is to promote Global exposure to faculty/researchers and to enhance their research and teaching capabilities.

8. ACADEMIC ADVANCEMENT LEAVE

The HR Leave policy encourages Faculty members through the provision of Academic Leave for a maximum of 15 days in a year to enable them to disseminate his/her research activities, to promote networking opportunities and staying abreast of knowhow in their domain by attending/presenting research papers in conferences/seminars. The eligible faculty members interested in availing the Academic Leave should route his/her application recommended by the School Dean well in advance of at least Two Weeks prior to the event schedule so as to ensure their travel does not affect the smooth functioning of Academics.

9. FACULTY APPRAISAL AND DEVELOPMENT SYSTEM (FADS)

The University has an appraisal system in place to encourage and reward Faculty members to contribute towards research and consultancy activities as detailed in the FADS Policy.

10. RESEARCH SUPPORT FOR STUDENTS

To inculcate the spirit of research amongst all the UG / PG students and to encourage them to get involved in the research activities of the University, the “**Student Research Experience**” (SRE) scheme shall be extended to all prospective student researchers.

10.1. To be eligible he/she shall have a minimum CGPA of 7.0.

10.2. Students desirous of opting for this scheme should apply through Research mentors of the Departments/School either in even or odd semester to the office of Dean, Sponsored Research. The application should mention the Research topic and Specific Outcomes.

10.3. The Research Interns shall work closely with their research mentors and publish their research outputs in reputable Seminars/Conferences.

10.4. The SRE consists of following set of activities:

- a. Assisting the PI or Co-PI who has an internally or externally funded project in terms of data collection, data analysis, conduct of experiments and report writing. Based on the judgment of the PI, he/she will be given a token stipend. These research experiences will run concurrently with the academic semester. However, the onus is on the students to work on these assignments outside of class timetable.
- b. Summer Research Experience: In this case, interested students may spend an entire summer with the research centers or within the university or outside the university and undergo such research activities.

- c. Selected students who have potential to go for higher education may also opt for research internship in which case an internship amount of Rs.5000/- for their internship period of Eight Weeks.

10.5. A report highlighting the research experience during the course of any of above three research activities should be submitted to the office Dean - Sponsored Research, duly forwarded by the Research mentor.

11. RESEARCH SUPPORT FOR PH.D. SCHOLARS.

Research scholars are encouraged to keep abreast with the latest know how of research knowledge and dissemination of their research outcomes by attending workshops/seminars/symposium /conferences at National and International levels.

11.1. Full Time Research Scholars are entitled for a contingency grant of **Rs.10,000** per annum as per the University Research Fellowship based on recommendation by the Research Supervisor and School Dean, approved by Dean – Research & Development (Academic Research).

11.2. Research Scholars should submit the following documents for seeking approval prior to attending the Event.

- i. Acceptance Letter and Event Brochure
- ii. Copy of Abstract with Full Paper (Accepted Version)
- iii. Invitation Letter
- iv. Estimated Expenditure
- v. A sanction letter from the Dean – Research & Development, Academic Research (Dean – R&D, AR) shall be issued to the successful applicant.

11.3. After the event, the following documents need to be furnished by the research scholar to the office of Dean – Research & Development (Academic Research) routed through School Dean. To receive the financial grant, the following documents should be submitted to the Finance Officer of PU authorized by the Dean – R&D (AR):

- i. Travel Documents
- ii. Proof of participation
- iii. Proof of Expenditure
- iv. Brief Report on the event Attended and Benefits to Department/School/University.

12. RESEARCH INCENTIVES FOR POST-DOCTORAL RESEARCH FELLOWS:

To encourage young Ph.Ds. to continue their research work and to strengthen the R&D efforts of the Faculty in contributing to the research activities, the university will provide Post-Doctoral Fellowship in specific domains. The guidelines for the award of Post-Doctoral fellowship will be announced from time to time.

13. SUBSCRIPTION TO PROFESSIONAL BODIES:

The University believes that Employees should be given opportunities to create networking bases for future collaborations and to be kept abreast with the latest developments in cutting edge technologies and domains. In this direction, the University perceives a need to encourage Members of the Academic Fraternity to subscribe to at least one Professional Body, which is related to their respective Domain-expertise.

GUIDELINES:

- 13.1. The University will compensate the Employee for Professional Subscription or Membership Fee where it is deemed necessary for the discharge of their respective roles in the University or is a pre-requisite to help them enhance the quality of Academic/ Research-pursuits.
- 13.2. The Faculty Members are entitled to a maximum of two subscriptions to Professional Bodies which have advisory or regulatory control over the domain or discipline in which the eligible Employee is teaching or whose professional qualification and nature of work is relevant to the Professional Body to which Membership/Subscription is sought.
- 13.3. The Professional Body shall be on the Approved List of Professional Bodies as published by the University. Where the Professional Body is not on the Approved List of the University, a special recommendation can be taken from the Dean – Sponsored Research and HR, on a case-to-case basis. Such request and approval will be routed through the Offices of the respective Dean of the School to which the Eligible Employee is attached and that of the Vice Chancellor.
- 13.4. The Subscription / Membership Fee shall not exceed **Rs. 5,000/-** per year. In circumstances where the duties of the Position in the Organization span more than one professional discipline and are not covered by the existing subscriptions or where membership of other respected and reputed Associations/Bodies will add value to the University, the Dean – Sponsored Research and HR may recommend the necessary grant, for final approval from the Vice Chancellor.
- 13.5. The Fee once approved can, on the advice of the Vice Chancellor, be either paid as Institutional Membership or reimbursement can be claimed, by the Employee, post payment from his/her personal account, as evidenced by a valid Receipt from the relevant Professional Body.
- 13.6. To be eligible for reimbursement, Employee must demonstrate some form of correlation between the use of the Professional-body Membership and the Performance of the Duties or for Higher Learning or Career-enhancement purpose like completing a professional qualification, publishing papers, inclination to act as a Mentor to Junior Faculty who are working towards full membership of the applicable Institution or such membership is essential to carrying out the duties of the position.

14. CONSULTANCY PROJECTS:

The Faculty Members are encouraged to collaborate with External Agencies/ Organizations with an objective to utilize their expertise in their respective domain towards offering Consultancy-services, Projects dealing with Process Improvement, Policy Formulation etc which will help the Faculty Member gain repute in the industry for both, the Individual-self as well as for the University.

On successful collaboration and agreement through an MOU, the Faculty Member, serving as the Principal Consultant shall be entitled to the incentives as per the guidelines provided by the Consultancy Policy of the University.

15. RESEARCH ETHICS

Achieving the highest ethical standards is integral to the entire concept of Research promotion and advancement. In this direction, the University aims at Zero Tolerance towards plagiarism in research activities and their outcomes.

15.1. All the Faculty & students contributing to the research outcomes in terms of Paper/ Books/ Book Chapter/Patents Publications should strictly adhere to this principle of ethics with no compromise whatsoever at any stage in their professional career while on duty in the University.

15.2. The Committee shall meet twice in one Academic year. Constitution of the Research Ethics Committee shall be:

- i. Chairperson – Dean, Research & Development
- ii. Member- One Member outside the University to be nominated by the Chairperson.
- iii. Member- Pro-Vice Chancellor- Academics / CoE
- iv. Member- Dean, Sponsored Research Projects
- v. Member-Deputy Dean –Academics Research-Member
- vi. Member-Chief Librarian

15.3. Penalties in case of Plagiarism in submission of Thesis, Dissertation and Paper Manuscripts.

- i. Level 0: Similarities up to 12% -Minor Similarities, no penalty
- ii. Level 1: Similarities above 12% -25%, such students shall be asked to submit a revised script within a stipulated time not exceeding 15 Days.
- iii. Level 2: Similarities above 25% - 40%, such student shall be debarred from submitting a revised script for a period of one month.
- iv. Level 3: Similarities above 40%, such student registration for that programme shall be cancelled.

15.4. If a student is found guilty of the Charges of Plagiarism, his/her Program registration may be cancelled.

15.5. If the Faculty is found guilty of the Charges of Plagiarism, his/her services may be terminated / withheld of Increments.

15.6. In the event of complaints against a faculty/student, the same will be referred to Research Ethics Committee constituted by the Chairperson, R&D. The decision of the Committee is final and is binding.

ANNEXURE-I

The Incentive Schemes for the various Research contributions are detailed below:

1.0 Incentive for Journal Publications

Sl. No.	Journal Quality	Single Author Incentive (Rs.)
1	Q1	35,000/-
2	Q2	25,000/-
3	Q3	15,000/-
4	Q4	10,000/-
5	Publication, if, indexed in Scopus / WoS / ABDC	5,000
6	Listed in UGC Care	3,000

Note: In the case of Co-Authors, 50% of the Single Author incentive is for the First Author and the remaining 50% will be shared equally among the Co-Authors.

2.0 Incentive for Book Chapter(s) Publication

Sl. No.	Book Publisher	Single Author Incentive (Rs.)
1	National	5,000/-
2	International	10,000/-

Note: In the case of Co-Authors, 50% of the Single Author incentive is for the First Author and the remaining 50% will be shared equally among the Co-Authors.

3.0 Incentive for Book Publication

Sl. No.	Book Publisher	Single Author Incentive (Rs.)
1	National	10,000/-
2	International	15,000/-

Note: In the case of Co- Authors, 50% of the Single Author incentive is for the First Author and the remaining 50% will be shared equally among the Co-Authors.

4.0 Incentive for Publication of Patent

An incentive of Rs. 10,000/- shall be awarded on publishing a Patent.

Note: In the case of Co-Inventors, 50% is for the First Inventor and remaining 50% will be shared equally among the Co-Inventors.

5.0 Incentive for Award/Grant of Patent

An incentive of Rs. 50,000/- shall be awarded on being awarded/granted the Patent.

Note: In the case of Co-Inventors, 50% is for the First Inventor and remaining 50% will be shared equally among the Co-Inventors.

6.0 Incentive for receiving External Grants for Research and Establishment of Research Centers

An incentive of 10% of the External Grant received by the Faculty Member shall be awarded to the Principal Investigator (PI).

Note: In the case of Co-PIs, 5% of the sanctioned grant is for the PI and the remaining 5% will be shared equally among the Co-PIs.

7.0 Incentives for Conference Proceedings

An incentive of Rs. 3000/- Per Paper published through Conference Proceedings with ISBN/ISSN number

8.0 Incentive for Best Paper Award in Conferences of other Universities/Institutes

An incentive of **Rs. 10,000/-** for Best Paper Award in Conferences

Note: The corresponding Incentives are applicable only to the Employees/ Researchers of Presidency University.

CODE OF CONDUCT

EMPLOYEE OBLIGATION

1. Comply with the Code of Conduct and its constituent Policies, Guidelines, Regulations, Rules and Procedures.
2. Maintain Dignity, Integrity and Devotion to Duty.
3. Discharge Roles and Responsibilities assigned with due diligence and respond proactively and positively to unanticipated additional work.
4. Demonstrate Professional Conduct and courtesy to all persons in all professional engagements within the University Campus and outside.
5. Comply with the work place attire policy of the University
6. Maintain the highest level of professional relation and interaction with Students and refrain from entering into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favouritism.
7. Ensure safe keep of the assets that are entrusted to their care in the normal course of his/her duties and responsibilities or by virtue of the position held by him/her in such a manner as will not erode the value of the asset or impair it, in any form.
8. Apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by an Employee as a result of his/her service in University, either during the service of the Employee, in the University or thereafter, only with the prior written consent of the Management.
9. Comply with search protocols i.e, to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the Premises of University, provided that the women Employees shall be searched only by women. University owned Accommodation or such other facilities provided by University are also liable to be searched in the presence of the Employee concerned. Where the Employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
10. Inform University of involvement in any form of Criminal Proceedings.
11. Refrain from using one's own position to secure employment for any person.
12. Refrain from using external influence to further personal interests in the University.
13. Refrain from misuse or abuse of amenities provided to the Employee by the University to discharge one's official duties.
14. Refrain from indulging in any act of verbal and/or physical assault, or threaten to use physical force against any Employee or student of the University.
15. Refrain from directly or indirectly propagating, promoting, supporting or engaging in anti-social, unlawful communal or sectarian activities. Further, no Employee shall incite or allow any student or colleague to indulge in anti-social, unlawful communal or sectarian activities.
16. Refrain from direct/indirect association with any political/religious group/party/organization which are detrimental to the interests of the University, Society or Nation at large.
17. Refrain from contesting, canvassing or otherwise interfering or using influence with or taking part in any election to any legislature or local authority, beyond exercising his/her franchise without prior written permission from the Management.
18. Refrain from all forms of financial dealings/transactions/lending/borrowing from students or colleagues.

19. Refrain from engaging in the sale, distribution, promotion of any product or service or membership that is not authorized by the University.
20. Refrain from/ prevent any act of Discrimination against any person on the ground of caste, creed, race, religion, gender, language, and place of origin, social and cultural background.
21. Refrain from engaging in giving private tuitions/training at a fee to any student of the University or the Schools functioning there under or at any other Institutions at any time.
22. Refrain from publishing content on Social Media, Press or appearing on a Radio/TV Broadcast or give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or in his own name, on a subject which may have a bearing on the affairs of University or detrimental to the image / interests of University, except with the prior permission of University or in the Bonafide discharge of his/her duties, by virtue of the assigned Role and Responsibility.
23. Refrain from directly or indirectly engaging in any trade, business or activity that will confer financial benefit on the Employee outside the scope of his/her employment.
24. Refrain from, publically disclosing / divulging/ using any confidential information, trade secrets, documents, papers or content, gained in the course of one's employment in University as well as post retirement, resignation, dismissal or discharge from the University; for personal gains / profit or advantage for oneself or any other person.
25. Refrain from accepting any "Gift" from any sources by virtue of his/her position in the Institution. The term "Gift" shall include free transport, boarding, lodging or any other service or any other pecuniary advantages when provided by any person other than a near relative or personal friend having no dealings with him/her in connection with the University.
26. Refrain from consuming narcotic substances, intoxicating drinks or drugs and/or being under their influence during the University working hours and/or the course of his/her duty.
27. Refrain from unauthorized Possession of University Material, Equipment, Tool, Document or Article.
28. Refrain from unauthorized Presence on the University Campus or being accompanied by an unauthorized person at the Campus at any point of time.
29. Refrain from organizing or participating in any Demonstration and /or Strike Prejudicial to University or Public Order, Decency or Morality or which involves Defamation or Contempt of Court; Resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
30. Refrain from criticizing the Management either in the Press, Electronic Media or any other Platform.
31. Refrain from indulging in any act or deed whether within or outside University hours or University Premises which is an offence under prevalent law or is considered as an infringement of Law, which is likely to or has adversely impacts the reputation, fair name of the Institution and/or lowers the estimation/respect of students for such Employee or the University.
32. Refrain from irresponsible use of Internet and email as it may compromise on data security and network integrity leaving the Institute open to potential damages and litigation. These resources are meant to make official communication very effective. These are valuable resources to facilitate the working of the Institute.
33. Employees may carry their phones; however, they should refrain from making and entertaining personal calls during working hours. In case of personal emergencies, the Employee can give an alternative number of the Front Desk at the University Campus and use extension lines for internal communication. Any loss of a personal cell phone is not the Institutes' responsibility.

34. Refrain from providing official address for personal correspondence or documentation purpose like loan applications, credit card applications, etc. In the event that a personal package/letter is received at the Campus, the University reserves the right to detain the contents of the package/letter at the Campus entrance with the Security Office.
35. Refrain from use of external storage devices without the prior permission of the Approving authority to download confidential data/ documents pertaining to work. Any external storage device found on the person of an Employee may be confiscated and its contents scrutinized.

TECH USE AT WORKPLACE

INTERNET AND EMAIL - The Internet and email are the means to make official communication very effective. These are valuable resources to facilitate the working of the Institute. Irresponsible use of these resources may compromise on data security and network integrity leaving the Institute open to potential damaging litigation.

CELL PHONE/ LAND LINE - Staff may carry their phones; however, they should refrain from making and entertaining personal calls during working hours. Cell phone usage must be restricted to post working hours only. In case of personal emergencies, the Employee can give an alternative number of the Front Desk at the University Campus and use extension lines for internal communication. Any loss of a personal cell phone is not the Institutes' responsibility.

CORRESPONDENCE ADDRESS - No employee will give the School address for personal correspondence or documentation purpose like loan applications, credit card applications, etc. In the event that a personal package/letter is received at the Campus, the University reserves the right to detain the contents of the package/letter at the Campus entrance with the Security Office.

STORAGE DEVICES - No Employee shall use external storage devices without the prior permission of the Approving authority to download confidential data/ documents pertaining to work. Any external storage device found on the person of an Employee may be confiscated and its contents scrutinized.

CODE OF WORKPLACE ATTIRE:

Workplace is a reflection of the decorum, the culture and the ethos of an Organization and this requires formal grooming and dress code policy. It is believed that a formally attired employee is a testimony of the Institutional Philosophy of 'Service with a Smile'.

a. Dress code

- Towards ensuring that all Employees are dressed in formal attire, this guideline envisages the Employees to be neat and well presented.
- All Employees should be dressed in formals from Monday till Friday and can dress in smart casuals on Saturdays
- On all weekdays the Women shall present themselves in Sarees / Salwar kameez / Formal Tops/Jackets and Trousers with formal footwear.

- On all weekdays Male Employees shall present themselves in Formal shirts and trousers. Formal shoes are a must.
- On Saturdays, Jeans with a Kurta /Collared t-shirt for Men and long casual tops/Kurti for Women is permitted.
- All Employees must dress conservatively. Short hemlines, sleeveless blouses, deep neck tops, body hugging dresses, short length tops are strictly not permitted.
- Support staff shall be attired in their uniforms as may be provided depending on the nature of job.

b. Grooming

- All Employees shall ensure that they are well groomed while at work or when representing the University at an external forum.
- All Employees shall ensure that their hair is neatly cut and clean and tied up appropriately and not present themselves in fad hair styles (with unnatural colouring) dreadlocks or unconventional cuts.
- Male members must ensure they are clean shaven every day or where they sport a beard, the same should be neatly trimmed and moustache shall be of a conservative nature.
- Tattoos and body piercings should not be visible.
- Rings, necklaces, bracelets etc although worn, shall not be a hazard to the employee or students.

MISCONDUCT:

All Employees of the University shall at all times observe the Code of Conduct as set out by the University from time to time.

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of the University, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. However, any act of omission / commission / indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of University.

ACTS OF MISCONDUCT

The following acts (only illustrative, not exhaustive), inter alia and/or violation or failure to adhere to the prescribed Code of Conduct shall constitute misconduct:

1. Commission of any acts subversive of discipline or good behaviour or damaging the reputation of the University.
2. Breach of any term of the contract of service/employment, or, of the Appointment Letter/Confirmation Letter;
3. Wilful neglect of duty;
4. Insubordination, misconduct or impertinent behaviour;
5. Abandonment of job or unauthorized absence for more than 30 days;
6. Failure or inefficiency in the discharge of duties;
7. Absence or overstaying of leave without sanction/authorization.

8. Dishonesty connected with Academic and Administrative delivery, Research, Publications, Intellectual Property, Patent, University Examinations or any other work entrusted by the University;
9. Conviction by a Court of Law for any criminal offence or an offence involving moral turpitude;
10. Submission of fraudulent/false information while applying for employment with the university or at any time thereafter and/or withholding or not disclosing any information regarding any health condition either physical or mental;
11. Any act or activity in violation to the regulations governing the university owned or provided accommodation.
12. Participation in any strike / demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitation activities.
13. Theft, fraud, dishonesty, embezzlement, corruption, misappropriation in connection with work / finances/property of University.
14. Sexual harassment of co-employees, students, external parties and or any other persons who would be involved with University including such unwelcome sexually determined behaviour (whether directly or by implication) such as:
 - 14.1 Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any activity;
 - 14.2 Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, text messages, emails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance;
 - 14.3 Eve teasing, taunts, physical confinement against one's will and likely to intrude upon one's privacy;
 - 14.4 Uploading obscene pictures of the complainant in the social networking sites;
 - 14.5 Such act or conduct of the person which is likely to create a hostile or intimidating environment to the employee / student belonging to the other sex;
 - 14.6 Any unwelcome gesture by an employee or student towards a fellow employee or student, having sexual overtones.
 - 14.7 Conduct of such an act at work place /study area or outside in relation to an employee or student of the University.

DISCIPLINARY ACTION

1. Before imposing any punishment referred to above except the punishment of a warning and/or censure upon an Employee for any act of misconduct and/or indiscipline, the Vice Chancellor shall issue a Show Cause Notice to the concerned Employee detailing therein the act(s) of misconduct/indiscipline alleged to have been committed together with documents relied upon and calling for an explanation from such Employee within a specified time. The Vice Chancellor may suspend the concerned Employee pending receipt of an explanation from the Employee, for a specified period or till the time the enquiry is completed by an Enquiry Officer/Committee constituted by the Vice Chancellor for this purpose.

2. The Employee shall be entitled to submit his/her written explanation to the Show Cause Notice within the time specified. After receipt of the explanation or on the expiry of the time prescribed for submission of the explanation, the Vice Chancellor shall be entitled to hold or cause the holding of a domestic enquiry against the Employee. The enquiry shall be held in accordance with the principles of natural justice and after affording adequate opportunity to the concerned Employee to participate in such enquiry. No outsider or legal practitioner shall be permitted to represent such Employee in the enquiry proceedings. Upon conclusion of the enquiry the Enquiry Officer/Committee shall submit a report with its findings and recommendations to the Vice Chancellor. The University may at its option appoint a senior Employee of the University as an Enquiry Officer to conduct the domestic enquiry or appoint an external person as an enquiry officer.
3. If an Employee is held to be guilty of the misconduct /indiscipline, the Vice Chancellor shall seek the approval of the Chancellor for imposing one or more of the penalties enumerated earlier.
4. An aggrieved Employee shall have the right to appeal against the order to the Chancellor. The decision of the Chancellor shall be final and binding on all concerned.
5. Any or all of the punishment/s imposed on an Employee guilty of misconduct shall be entered in the Confidential Record/Service Records of the Employee.

SUSPENSION PENDING ENQUIRY:

- a. The Appointing Authority shall be entitled to keep any Employee under suspension, pending either the issuance of a Show Cause Notice and/or pending conduct of an enquiry against the Employee.
- b. Consequent upon issuance of an order of suspension the concerned Employee shall not be entitled to enter the Premises of the University and/or perform his duties.
- c. During the period of suspension, the Employee shall be paid a Subsistence Allowance as per the Karnataka Payment of Subsistence Allowance Act.

PENALTIES

The University shall be entitled to impose any or all of the following punishments for an act of misconduct namely:

MINOR

1. Warning or Caution in written;
2. Censure;
3. Withholding of increment(s)
4. Withholding promotion
5. Recovery from pay of the employee in whole or part of any pecuniary loss to the university/institution, caused through negligence or breach of orders by the employee.
6. Fines, not exceeding an amount equivalent to 07 days' salary

MAJOR:

1. Demotion to a lower rank or position;
2. Suspension for 30 days without salary and allowance, and
3. Discharge/dismissal from employment/service.

APPEAL IN CASE OF DISMISSAL /DISCHARGE:

An employee aggrieved by the order of Discharge / Dismissal by the Competent Authority / Disciplinary Authority may prefer an appeal to the Appellate Authority within 30 days from the receipt of the order. The decision of the Appellate Authority shall be final & binding.