



# **Dayananda Sagar College of Arts, Science and Commerce**

**Shavige Malleshwara Hills, Kumaraswamy Layout**

**Bengaluru – 560 111, Karnataka, India.**

## **HR Policy**

## **DECLARATION**

The objective of this Manual is to compile the HR policies and procedures followed in Dayananda Sagar Institutions. It also presents the general rules and regulations that govern the employees of the Institute. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual. The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The Institute will notify all employees of such changes. In the interpretation of any policies and procedures covered in the Manual, the management decision will be final and binding on all employees of the Institute.

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## I. DEFINITIONS

In this HR Policy document, unless mentioned otherwise, the definitions of the terms used as under:

**“Academic Staff”** means any member of the staff engaged wholly or partly in teaching, research, development, and extension activities.

**“Academic year”** means the year specified by the Government or University or any statutory bodies as applicable.

**“Appointing Authority”** means & about any post in the college the authority competent to make appointments to any post as indicated in the Schedule.

**“AICTE”** means All India Council for Technical Education, New Delhi, established under AICTE Act-1987 (Act-52 of 1987).

**“Chairman of the Trust”** means the Chairman of the MGVP Trust.

**“Trust”** means Mahatma Gandhi Vidya Peetha (MGVP) Trust registered under the Indian Trust Act 1872.

**“Trustees”** means the Trustees of the MGVP Trust.

**“Chairman”** means the Chairman of the Governing Council of the institutions under the Management of MGVP Trust.

**“Confirmation”** means the successful completion of Probation.

**“Contract”** means the person or group or organization that offers specialized or qualified service for the execution of services during the contracted period on mutual understanding or agreements.

**“Controlling Authority”** means the Governing Council concerning all the employees working in the respective Institutions.

**“Council”** means All India Council for Technical Education (AICTE) established under the AICTE Act 1987 including South Western Regional Office at Bangalore.

**“Dayananda Sagar Institutions (DSI)”** means all educational and such other institutions which may be established from time to time and functioning under MGVP Trust.

**“Departmental Head”** means the Director of Collegiate Education, Director of Technical Education & Director of Pre-University Education in Karnataka as the case may be.

**“Director”** means Director of the College/ Institution.

**“Dean”** means the person or persons appointed by the Management, if and when necessary, to assist the Head of the Institution for the day-to-day management of the institution in the exercise of academic and or administrative responsibilities. In the absence of the Head of the Institution, Dean will officiate as the Head of the Institution.

**“Disciplinary authority”** means the authority competent to impose a penalty without infringing any of the legal requirements and includes the authority who have been vested with such powers by the Management.

**“Employee”** means a person, employed by the Management in the service of the Institution & Hostel attached thereto.

**“Employer”** means MGVP Trust or any authorized institution by the Management.

**“Enquiry Committee”** means the committee constituted by the Trust/ Head of the Institution.

**“Family”** means the employee, the spouse, and dependent children. In the case of an unmarried employee, his/her dependent parents.

**“Financial year”** means the year consisting of 12 calendar months, the start and end dates may vary depending on the purpose.

**“Managing Committee”** means the committee constituted by the Trust to administer and manage the affairs of the Institution.

**“Governing Council”** means the Governing Council constituted by the Trust to administer and manage the affairs of the Colleges.

**“Government”** means Government of Karnataka.

**“Head of Department (HoD)”** means the Head of Department of each Department of Studies in the Institution.

**“Head of Institution”** means a person appointed by the Management as Director/Principal who is responsible for the management of the institution in its academic and administrative matters and who is accountable to the Management.

**“Honorarium”** means a payment made to specialists and guests who would not have been on the rolls of full-time employment, but have been invited to be specialists, part-timers, or guests at various programs, conferences, selections, or meetings. This would also include reimbursement of expenses incurred.

**“Institution”** means educational institution managed by MGVP Trust.

**“Management”** means the Board of Trustees of Mahatma Gandhi Vidya Peetha Trust (MGVP Trust) to manage, administer and govern the affairs of the Institution.

Management may also include any other person as directed by the Board of Trustees for any limited period.

**“Managing Trustee”** means the Managing Trustee of the MGVP Trust.

**“Ministerial/Admin”** means personnel involved in office jobs and maintenance of records and includes office clerks/ typists/ accountants / telephone operators/ confidential Assistants/ secretarial service employees dealing with files and records.

**“Pay”** means a monthly payment made to employees consisting of basic pay and dearness allowance as fixed by the management, excluding other allowances for those in a scale of pay or consolidated engagement payment for temporarily employed full-time persons.

**“Part-time”** means a person on the rolls to offer his/her specialized/ qualified service, not on a full-time basis. The service could be on a compensation or honorary basis or at his/her own will/free and will include guest faculty and guest speakers.

**“Permanent Employee”** means a person permanently employed in the service of the institution in any post, duly confirmed by the Management.

**“Person/ he/his”** or any other masculine words used is equally applicable to the feminine gender as well.

**“Principal”** means Principals of the respective Institutions.

**“Probationer”** means a person who has been taken on the scale but not confirmed as an employee pending successful performance during the probation.

**“Qualifying service”** means the period of satisfactory workdays and includes all holidays and authorized fully paid sanctioned leave periods, but does not include non-regularized absence, unpaid study or medical leave, suspension periods for which the penalties have been imposed. The total number of days for one year of qualifying service is 365 days. Only the period of service after confirmation in the grade is counted towards qualifying service. No weightage of any kind will be added for arriving at the qualifying service.

**“Re-employed”** means a person re-employed on a full-time basis after retirement from service.

**“Salary”** means pay and all allowances paid for the month and include CCA, qualification/Personal pay, Management contribution towards Provident fund paid if any, and any other allowances.

**“Scale or Grade”** means the running scale of the basic pay with the indication of minimum and maximum basic, increments, and efficiency bar (EB).

**“Temporary Employee”** means a person on the rolls of the institution to offer his/her service temporarily on a monthly or consolidated compensation during the period of engagement subject to such terms and conditions as prescribed.

**“Working hours”** The working hours of the Institution which may be according to the approval.

**All other expressions which have not been defined shall have the same meaning as in the Byelaws Memorandum of Association, Rules & Regulations as may be enacted from time to time by the MGVP Trust.**

## **II. Our History**

The Dayananda Sagar Institutions were founded by the late Sri Dayananda Sagar in 1960. Dayananda Sagar Institutions (DSI) functions under the guidance of the Mahatma Gandhi Vidya Peetha Trust, Bangalore.

Our institutions are described by the excellence of education across an extensive range of disciplines from pre-university programs to post-graduate and doctoral programs, including Engineering, Science, dental science, arts, commerce, nursing, pharmacy, business management, etc.

To keep pace with technology, courses on Information Technology, biotechnology, and microbiology are introduced. Health care education is gaining prominence at the DSI through medical, nursing, and other programs.

DSI's committed to collaborative research and student exchange programs by making world-renowned institutions partners.

Our institutions have a qualified and committed teaching staff and the students are exposed to a challenging academic environment. Colleges under DSI are well equipped with classrooms, laboratories, libraries, and computer facilities. We also have world-class sports facilities and our hostel caters to both local and international students.

## **III. Vision, Mission and Values**

### **VISION**

*To be a centre of excellence in education, research & training and to produce citizens with exceptional leadership qualities to serve national and global needs.*

### **MISSION**

*To achieve our objectives in an environment that enhances creativity, innovation, and scholarly pursuits while adhering to our vision.*

### **VALUES**

*The values that drive DSI and support its vision:*



***The Pursuit of Excellence** - A commitment to strive continuously to improve ourselves and our systems with the aim of becoming the best in our field.*

***Fairness** - A commitment to objectivity and impartiality, to earn the trust and respect of society.*

***Leadership** - A commitment to lead responsively and creatively in educational and research processes.*

***Integrity and Transparency** - A commitment to be ethical, sincere and transparent in all activities and to treat all individuals with dignity and respect*

#### **IV. The Institutions under Dayananda Sagar Institutions**

**Dayananda Sagar College of Arts, Science, and Commerce**

**Dayananda Sagar College of Engineering**

**Dayananda Sagar Academy of Technology and Management**

**Dayananda Sagar Business Academy**

**Dayananda Sagar Business School**

## **V. Administration of Dayananda Sagar Institutions**

### **5.1 The Authorities**

The following shall be the authorities of Dayananda Sagar Institutions under the various institutions offering Management programs.

- Board of Management
- Academic Council of the Institution
- Financial Resources Committee
- Staff Recruitment and Selection Committee
- Management Committee
- Any other Board as may be constituted by the management of DSI

### **5.2 Governing Council**

The Governing Council shall serve as the governing body of the educational institution and be vested with powers associated with the management of the institution.

### **5.3 Academic Council of the Institution**

The academic council is responsible for maintenance of standards of education, Education, teaching, research, inter-departmental coordination, research, examinations, and tests within the University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and/or Byelaws.

### **5.4 Finance Committee**

Financial aspects of the institution shall be managed by the Finance committee and in that context shall be the custodian and trustees of the finances and assets of the Institution.

### **5.5 Staff Selection Committee**

The staff selection board shall be involved in planning the human resources, recruitment, selection, promotion, pay scale, etc.

## **5.6 Management of Dayananda Sagar Institutions**

The following shall be the Officers of the Dayananda Sagar Institutions

1. Chairman
2. Vice-Chairman
3. Secretary
4. Joint Secretaries
5. Principal
6. Directors
7. Heads of Department
8. The Finance Manager
9. The HR Manager

## **5.7 Working Hours**

- a) The college is open Monday through Saturday from 8:30am to 4:00pm and the college remains closed on 1<sup>st</sup> and 3<sup>rd</sup> Saturdays and all Sundays. .
- b) For teaching and non-teaching staff, sign in time is before 8.30 am and sign out time is after 4:00 pm as per the above stated working days.
- c) All Staff shall be permitted for late entry and / or early exit upto 120 minutes per month.
- d) Some staff members and programs may have a different timing as approved by the concerned authority.

## **VI. Roles and Responsibilities**

### **6.1 General Code of Conduct**

- a) Maintaining proper dress code as per the rules of DSI.
- b) Sign in and Sign out as per the rules of the institution.
- c) Faculty members should not accept any assignments outside the institution without the permission of the management.
- d) Faculty should not seek any favors from the students and stakeholders of the institution.
- e) No interference in the admission process of the departments of the institution without any prior approval from the top management.
- f) Responding to the communications from the higher authorities within a reasonable amount of time.
- g) Maintaining confidentiality in official matters of the institution.
- h) Following the reporting protocol in all the official matters of the institution.
- i) Not to be involved in gender / racial / caste-based bias.
- j) Promoting team spirit and harmony within the institution.
- k) Participate and contribute to the Vision and Mission of the Institution.
- l) Adhering to the amended rules by the DSI management.

### **6.2 Job description of a Management Faculty**

- a) Preparation of a course plan based on the requirements
- b) Preparing a work diary and registering the work undertaken on weekly basis.
- c) Conducting and supervising internal tests.
- d) Preparation of question paper for the internal and semester-end examinations.
- e) Evaluate the answer sheets of internal and semester-end examinations
- f) Updating on the current developments regarding the courses.
- g) Participation in meetings organized by HoD.
- h) Suggestions on curriculum development
- i) Suggesting reference materials for students
- j) Handling student attendance, conduct, behaviour, etc
- k) Consolidating student attendance and mark, etc.

- l) Identifying underperforming students and conducting remedial classes
- m) Identifying high performer students and providing them with high order activities and Projects.
- n) Conducting and managing extension programs, Curricular and Co-curricular activities from time to time.
- o) Duties related to Examinations allocated by the Controller of Examinations.
- p) Duties and responsibilities related to the NAAC, NBA, and other accreditations process from time to time.
- q) Research and Project guidance of students
- r) Research and Publications of articles in journals and magazines.
- s) Adhering to the new regulations from time to time
- t) Taking up consultancy and training assignments from the industry as per the consultancy policy of the institute.
- u) Motivate the students to solve socially-oriented projects
- v) Mentoring the students on entrepreneurship.

### **6.3 Job Description for HOD**

- a) Ensuring the well-organized functioning of the department according to the objectives set by the management
- b) Development of department calendar and scheduling of annual activities
- c) Ensuring equitable job allocation to the faculty members
- d) Managing leave of teaching and other staff
- e) Creating a good working environment for the smooth functioning of the department
- f) Review of teaching and non-teaching staff performance periodically
- g) Involving in faculty and student development activities
- h) Arranging guest lectures, seminars, conferences, etc
- i) Maintaining overall discipline.
- j) Resolving difficulties faced by the students
- k) Conducting regular meetings with faculty members
- l) Preparing and monitoring the budget of the department
- m) Promotion of research and consultancy and ensuring high-quality publications
- n) Encouraging sponsored research and consultancy activities.

- o) Convening BOS Meetings as per the regulations.
- p) Adhering to the change in regulations from time to time
- q) Brand building and strategy making
- r) Accreditations

#### **6.4 Additional Job description of Class coordinator**

- a) To be responsible for the student's attendance, dress code, conduct, behaviour, and academic results.
- b) Coordinator has to identify the non-performing students and suggest suitable remedial measures for their improvement.
- c) To communicate with other faculty members of the department regarding the student feedback.
- d) Consolidating the student attendance periodically.
- e) Consolidating the student internal marks at the end of every semester.

#### **6.5 Faculty Development Program**

- a) The faculty must attend the FDP organized by the Dayananda Sagar Institutions.
- b) The resource persons for the FDP shall be selected from the senior faculty members of the DSI or the renowned institutions outside.
- c) Faculty members should get involved in the follow-up activities of the FDP.

#### **6.6 Examination Duty**

- a) Exam duty is compulsory for both faculty and other staff members.
- b) Any adjustments to the exam duty to be done with prior permission.
- c) No leave shall be sanctioned during the examination period except for emergencies.
- d) Leave approval if any has to be cleared by the Controller of Examinations.

#### **6.7 Roles of Dean / Director / Principal**

- a) Director / Principal shall supervise the functions of the departments.
- b) Meeting with HoD and faculty members as and when needed.
- c) He shall participate in department meetings if necessary.

- d) He shall motivate the faculty members to apply for research grants, conferences, and seminars.
- e) He shall interact with the Controller of Examinations for the smooth conduct of the internal and semester-end examinations.
- f) In addition, he shall appraise the performance of faculty forwarded by the HoD and students once every year.
- g) He shall be involved in the recruitment of department faculty.
- h) He has to approve the department's annual budget.
- i) All the leaves taken by the teaching and non-teaching staff have to be approved by the Principal / Dean.
- j) He shall be involved in the alumni development.
- k) He shall interfere in the student affairs if he is not satisfied with HoD and Faculty members.
- l) He shall review the seminar, conference, and other proposals submitted by the department.
- m) He shall interact with the Internal Quality Assurance Cell and other divisions.
- n) He shall coordinate and supervise the student fee collection and scholarship requirements.
- o) He shall approve and submit a periodic report to the Chairman/Vice-chairman /Vice-chancellor and other authorities as referred by the top management of DSI

## **6.8 Job description of Non-teaching personnel**

### **Supervisory / Administration Staff**

- a) Carrying out job responsibilities as per the regulations of the institution.
- b) Maintaining the work diary
- c) Supervising the work carried out by the team.
- d) Reporting to the manager on issues requiring advice.

## **6.9 Grievance Management**

The grievance redressal committee can be created by the institution and the point of reference shall be the HR manager.

It shall consist of the following members

- Two senior professors of the organization.
- Administrative staff (nominated by HR manager)
- Two senior female professors (if a complaint of sexual harassment is made)
- Any grievance reported being properly signed by a concerned person with supporting evidence.
- Committee shall be convened within 10 days of the receipt of grievance from the aggrieved person.
- Committee shall decide within 10 days of the first hearing of the aggrieved person.
- If the affected person is not satisfied with the decision of the committee, he can file an appeal with the Principal / Dean / Management of the institution.

### **6.10 Counselling**

A Senior Counsellor shall be made available for counselling of staff of DSI. Faculty members can make use of the facility with prior appointments.

## **VII. Leave Rules for Teaching and Non-Teaching Staff**

### **7.1 Leave Rules for Teaching Faculty and Non-Teaching Staff**

All leave letters should be forwarded with a recommendation through the reporting officers: HOD/ Director/Dean/VC.

#### **7.1.1 Casual Leave (CL)**

- Total casual leave granted to a faculty shall not exceed fifteen days in an academic year.
- Casual leave cannot be combined with any other kind of leave except duty leave and intervening holidays if any.
- Casual leave as far as possible must be pre-informed and needs prior approval. In case of emergencies, post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.
- Not more than 3 days of casual leave shall be normally permitted in a month. Extended casual leaves up to a maximum of 6 days may be permitted in case



of exigencies and based on the leave habits at the discretion of the management.

- e) No leave shall normally be entertained during the examination/evaluation period.
- f) Failure to register entry/exit or absence without leave approval will be treated as “Unauthorized Absence” and is liable for salary/leave cut and disciplinary action.
- g) Exemption for not registering the entry/exit is permissible only when the Faculty/Staff is authorized, in the specified format, for such an exemption by a competent authority of the Institution. Application for exemption should be preferably submitted well in advance or immediately on reporting back, after the exemption period.
- h) Late entries are permitted for a total of 120 minutes from the 21<sup>st</sup> of each month to the 20th of the next month, which are recorded at the biometric machines placed at the various locations at the Institution. Habitual late entry (more than 120 minutes in a month) will lead to a half a -day salary cut or disciplinary action as per the institution rules. There is no provision for exiting early.

### **7.1.2 Duty Leave (OOD)**

Duty leave is granted at the instance of the University:

- a) To conduct an examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions
- b) To inspect academic institutions attached to a statutory board, including BOS and Academic Council, with the approval of the University
- c) To deliver lectures in institutions and universities at the invitation received by the institution, and accepted by the higher authorities.
- d) To work in another University, any other institution or organization, when so deputed by the University
- e) Participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister institution, or any academic body
- f) For performing any other duty for or on behalf of the institution.
- g) No duty leave would be permitted for doing freelance service unless it is

based on an official inquiry and the teacher is deputed for the purpose by the institution.

- h) Application for duty leave, supported by relevant documents (nomination/appointment), must be made at least 3 days in advance duly recommended by the HOD.

### **7.1.3 Maternity Leave (ML)**

- a) Maternity leave on full pay may be granted for a period not exceeding 90 days to confirmed women faculty and is applicable for two children.
- b) No maternity leave in the year of appointment/during the contract period.
- c) Maternity leave must be pre-authorized, one month in advance.
- d) Application for leave must be supported by a medical certificate.
- e) If a faculty/staff fails to report or seeks extension of leave for more than 6 months and/or resigns from service on expiry of the maternity leave, the maternity benefit availed shall be refundable unless otherwise approved by the Institution.
- f) A female member on valid adoption of a child below the age of one year, may be granted child adoption leave for 90 days immediately after the date of such adoption.

Note: Maternity leave may be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed 6 weeks and the application for leave is supported by a medical certificate.

### **7.1.4 Extra-Ordinary leave (EOL)**

- a) Absence without leave entitlement shall be on extra-ordinary leave on loss of pay and shall need prior approval of the Head of the Institution.
- b) Loss of pay leave may be granted only under exceptional circumstances, for reasons approved by the Institution.
- c) For very special reasons extra-ordinary leave for a limited period may be granted with pay, at the discretion of the Institution and based on the leave habits of the faculty/staff. However, such leave approved on one or more occasions together in an academic year shall not exceed 21 calendar days. In cases of prolonged medical treatment leave with/without pay may be

granted as per the policy and discretion of the management

- d) Extraordinary leave with pay need the prior approval of the Head of the Institution. The faculty shall submit the approval letter along with the application for leave.
- e) If an employee absents himself/herself from duty without intimation or leave sanction for more than 21 consecutive days, he/she shall be presumed to have left the services of the institution on his/her own accord without notice and his/her name shall accordingly, be struck off from the rolls of the institution.

#### **7.1.5 Vacation rules for academic faculty members**

- a) Vacation facility is available only for academic faculty members.
- b) The formal vacation period shall be based on the institution norms from time to time after every semester after completion of the valuation of the answer sheets of the End Semester Examination.
- c) Vacation dates will be as specified in the institution's calendar for the year.
- d) Any other non-class days occurring before Semester End Examination or the period of study holidays shall remain working days for the faculty unless otherwise notified as a holiday by the Institution.
- e) No vacation facility will be available for the non-teaching staff (laboratory and administrative staff) engaged in academic departments.
- f) Academic faculty deputed to non-vacation departments/centers and Deans/Directors shall avail the vacation leave for a maximum of 30 days in a year during the vacation period, without affecting the functioning of the department/center.
- g) In general, no leave is permitted on either side of the vacation period.

#### **7.2 Travel Rules and Regulations**

Traveling for official purposes by the institution's Staff shall be governed by the following rules. Traveling for these rules means any movement outside Bengaluru (Place of posting) involving an overnight stay.

- a) No travel shall be permitted unless authorized by the approving authority, in the prescribed format.

- b) The mode of travel and the limits on permissible expenses during the travel shall be as per institution rules.
- c) Timing and duration of travel shall depend on the exigencies though however no teaching faculty shall as far as possible plan their travel during the beginning and end months of a semester and shall ensure that not more than 6 class hours are lost due to travel-related absence.
- d) Within a week of completion of every travel, a Travel Report, and a Traveling Expense Statement must be submitted in the prescribed format.
- e) Traveling expense statement must be approved by the travel approving authority and the Principal/Head of the institution/HOD.
- f) Expenses for local conveyance on travel shall be permitted on an actual basis. Any expense claimed in this regard over Rs.200 must be supported by a receipt.
- g) Approval of the Principal shall be required for any foreign travel. Travel must be by Economy Class Air and limits of total expenses per day including accommodation shall be as per Institution Rules.
- h) The Principal may authorize a higher expense limit on a case-to-case basis in exceptional circumstances for domestic as well as foreign travels.
- i) In case two members of staff travel together, the approving authority may approve the higher limit of eligibility for both persons if deemed necessary in the interest of the institution.

### **7.3 Medical Leave**

Confirmed employees with continuous service of fewer than 10 years can avail of medical leave of a maximum of six months (180 days) and those with service 10 years or more will be eligible for a maximum of 12 months (360 days) of medical leave computed at the rate of 20 days for every completed year of service. Medical leave shall be availed in cases of hospitalization and prolonged medical treatment. The medical leave may be approved with pay or with half pay or without pay as per rules and at the discretion of the management.

## VIII. Salary, Allowances and Promotions

### 8.1 Salary and allowances – Teaching Staff

#### *Entry pay for Teaching Staff*

Designation	Level	Experience (Years)	Minimum Total exp.	Publication
Assistant Professor	9A	PG/NET	-	-
Assistant Professor	10	PhD+0	-	-
Assistant Professor	11	L10+4	4	1
Assistant Professor	12	L11+3	7	+2
Associate Professor	12A	L12+3	10	+2
Associate Professor	13A	L12A+3	13	+2
Professor	14	L13A+3	16	+3
Professor	15	L14+10	26	+10

Ph.D. is an essential eligibility qualification for Level 11 and above. However, the University may consider upgrading experienced faculty not having Ph.D., based on their performance and contribution to the advancement of education/research.

Recognized experience depends on the position/designation, involvement, type of appointment, entry qualification, period of service, and the profile of the institution. Relevant experience in a position equivalent to Assistant/Associate Professor in a reputed university or equivalent institution/industry will be given full credit for recognized experience. In other cases, the experience will be discounted to arrive at the recognized experience.

The experience mentioned is after acquiring a Ph.D. and excluding the period of Ph.D. The period of active service spent on pursuing a research degree simultaneously with teaching may be counted as teaching experience and the Ph.D. awarded will be considered as in-service Ph.D. Teachers who complete their Ph.D. degree while in service shall be entitled to 2 non-compounded increments if such degree is in the relevant discipline and has been awarded as

per UGC Minimum Standards and Procedures for award of MPhil/Ph.D Degree Regulation 2009. They will be shifted to the next higher level on satisfying other eligibility criteria.

### **Salary Structure for Teaching Staff**

Basic Pay (REP)

Dearness Allowance, linked to Basic Pay ,

House Rent Allowance, linked to Basic Pay,

\*Responsibility Allowance – fixed (for Coordinators/HODs of academic departments)

\*Additional Responsibility Allowance (for extra-departmental assignments)

*Note: \*These allowances are payable only during the period the position is held.*

### **8.2 Faculty Workload Schedule**

The workload of the teachers in full employment should not be less than 40 hours a week for 32 working weeks in an academic year.

<b>Hrs/Wk (Min.)</b>	<b>Professor/ Associate Professor</b>	<b>Assistant Professor</b>
Direct Teaching	14	16
Preparation for Teaching /	10	10
Innovative teaching		
Research, Professional Development	06	06
Evaluation/Examination	02	02
Administrative Work	04	02
Student related Co/Extracurricular Activities	02	02
Extension Activities/ Contribution to Corporate life	02	02
<b>Total</b>	<b>40</b>	<b>40</b>

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

Two laboratory/tutorial hours will be counted as one teaching hour. However, the total teaching workload (theory + practical) allotted to a teacher shall be limited to a maximum of 24 hours per week. For laboratory sessions, the size of a group/batch depends upon the size of the laboratory, the specificity of the course, and the facilities available.

Note: The workload schedule for teachers with relatively more practical hours may be realigned to maintain the total working hours (40). In departments where the practical workload is much higher than the theory workload, teaching associates may be appointed to share the practical workload.

### 8.3 Salary and Allowances – Non-Teaching Staff

a) Scale of pay for Non-Teaching Staff

Employee Type	Level	Positions (Representative)
General (Multitask)	0	Multitasking Staff,
	1	Security Assistant, Laboratory
	2	Assistant, Technical Assistant,
	3	Library Assistant
Administrative	4	Administrative Assistant,
	5	System Administrator,
	6	Student Counselor,
	7	Staff Nurse, Supervisor
Supervisory	8	Administrative Officer,
	9	Accounts Officer,
	10	Student Welfare Officer,
	11	Medical Officer, Public Relations Officer,

		Manager, Librarian
Management	12	Registrar,
	13	Controller of Examinations,
	14	Finance Officer

- b) Salary structure for non-teaching staff
- a) Basic Pay (REP)
  - b) Dearness Allowance, linked to Basic Pay,
  - c) House Rent Allowance, linked to Basic Pay,
  - d) Teaching Allowance for Faculty assignments of 4 to 8 hours per week
  - e) Responsibility Allowance (payable only during the period the position is held)
- c) Extra Work Pay for non-teaching staff
- Relates to work done beyond normal working hours
  - Applicable to Administrative and General (Multitask) Staff only
  - Payable for after first one hour of normal working hours
  - Payment after the month, outside the payroll
  - Payment by authorization of HOD in the specified format
  - Computation on 30 days a month/8 hours a day basis

#### **8.4 Annual Increments**

Increment on the Scale of Pay is approved annually based on the appraisal results. The increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates 'Need to Improve'. Exceptional performance may be rewarded with additional increment/s.

#### **8.5 Promotions and fitment to next higher Level**

- a) Fitment to the next higher scale will be only on promotion which will normally be guided by the availability of a position.



- b) Though seniority based on recognized experience on record will be the normal criteria for promotion other requirements such as academic advancement, research papers and publications, contribution to the departmental/institutional Vision and Mission, teamwork, participation initiative, and attitude will also be the determining factors.
- c) Except as aforesaid, change of Scale from Assistant Professor Level 9A to Assistant Professor Level 10 will be normally on routine on completion of Ph.D.
- d) In addition, a satisfactory appraisal would be an essential precondition for any promotion/higher scale fitment (Refer 6.0).

### **8.6 Position of Department Coordinator/Head of the Department**

Responsibility as the Department Coordinator or Head of the Department is a delegated assignment of authority and is not to be assumed a promotion. This delegation is determined based on skills of leadership, initiative, teamwork, and such other traits, and selection is made by the Vice-Chairman on the recommendation of the Dean. This delegated authority may be withdrawn if the performance appraisal is not satisfactory.

### **8.7 Welfare Schemes**

The following welfare schemes are provided to the employees of DSI.

- Contributory Provident Fund (Contribution: 12% of pay / statutory ceiling by an employee and equal contribution by the employer. Not applicable to short term/contract employees on consolidated pay)
- Gratuity as per government rules (Annual contribution by the employer, as per gratuity norms)
- ESI scheme as per government rules (Contribution: 1.75% by the employee and 4.75% of the wages by the employer. Medical care is available to insure and family members. Income ceiling Rs. 21,000 per month)

- Group Medical Insurance (Annual contribution by the employer)
- Staff Welfare Fund.
- EL Encashment Facility

## **IX. Recruitment Procedure**

### **9.1 Staff Selection Committee**

Staff Selection Committee shall be primarily responsible for determining the quantity and quality of human resources of the institution including determination of recruitment and promotion policies, pay scales, welfare schemes, training, academic advancements, and faculty development programs. The Committee shall have sub-committees or specific purposes with such specific responsibilities delegated. Other than as specified herein, the constitution of the sub-committee may be determined by the meeting of the Staff Selection Committee. The Staff Selection Committee has to consider all proposals (including of the sub-committees) concerning manpower resources including Human Resource Budget before placing its recommendation to the Board of Management. Human Resource Budgets and proposals on Scale of Pay revisions shall be recommended to the Finance Committee for its review and recommendation to the Board of Management.

- a) The Staff Selection Committee shall consist of the following members:
  - Chairman/Vice-Chairman or his nominated member as the Chairman
  - Principal/Deans
  - Heads of three Academic Departments
  - External experts
  - One Administrative staff nominated by the Chairman/Vice Chairman
  - Personnel Officer of the institution shall be the non-member secretary
  
- b) Meetings of the Staff Selection Committee (including the sub-committees):
  - The Committee shall be convened as and when needed and shall be

called by the Personnel Officer at the direction of the Chairperson of the Committee.

- One-third of the total members of the committee shall constitute the quorum for the meeting
- The Board of Management/ Governing Council may accept or reject the recommendations of the Staff Selection Committee or may seek review and resubmission based on suggestions and /or guidelines

## **9.2 General rules and conditions for engaging teaching staff**

- a) Dayananda Sagar Institutions is committed to providing equal opportunity for all qualified candidates and does not show discrimination in employment practices and procedures.
- b) The institution requires an online application/resume to be submitted for each position on the institution's website.
- c) The rules and conditions stated herein shall apply generally to all regular and non-regular employment by the institution
- d) No employment by the institution shall be done except for the categories and in the manner as contained in these rules
- e) Appointment of Consultants, Specialist Service Providers, and Auditors, irrespective of the nature of their appointment shall not be covered by these rules.
- f) The institution reserves the right to conduct a background check of all individuals selected for the institution positions
- g) Falsification or omission of information as part of the application process is grounds for denial or termination of employment

Teaching Staff appointments in the institution may be of three different categories – Regular, Contract, Temporary, Visiting, and Guest/adjunct faculty. The teaching services may also be outsourced for specific skill-related programs.

### 9.3 Recruitment process

- a) **Human Resources Budget:** The HODs shall prepare a Human Resources Budget during the first week of February, along with the annual budget, and submit it to the Principals/Head of the institution concerned. Relevant details used to arrive at the Human Resources Budget shall be attached and explained. The Dean shall scrutinize the proposals and after necessary modifications get them approved by the Chief Finance Officer/Registrar.
- b) **Human Resources Requirement:** A copy of the consolidated Human Resources requirement, along with a copy of the approved Human Resources budget, shall be submitted to the Human Resources Department by the Heads concerned. The Human Resources Budget proposals and requirements shall be presented to the Staff Selection Committee, for final approval.
- c) **Advertisement:** The Human Resource Personnel shall arrange for media advertisements as per the Human Resources requirements of various departments. The applications will be normally received online, even though hard copies are also accepted by post/courier in person or soft copy by Email.
- d) **Applications:** The applications received by the Office of Human Resource Department are sorted department/subject-wise. The basic details regarding the applicant are sent by mail to the HODs and the Heads concerned, normally every week. The selected applications may be received, with a prior request, by the HOD (or representative) from the Office of Human Resource Department. HODs have access to the online applications submitted by the candidates.
- e) **Telephonic Interview:** The HOD (Chairperson) may have a telephonic conversation with the prospective candidate to assess their basic attitude before calling for an interview. The candidates may be requested to bring

all relevant documents and additional information, in the prescribed format, if called for an interview.

- f) **Schedule for Interview:** The HODs shall prepare a list of short-listed candidates for the interview and schedule the preliminary interview in consultation with the HR Manager. Invitation to candidates for an interview may be made by the HR Manager if the list of short-listed candidates is submitted well in advance. A copy of the list of candidates, and the list of interviewers need to be submitted to the Personnel Officer at least one day before the scheduled interview. The HR manager shall inform the interviewers in advance regarding the schedule and request them to be present in time for conducting the interview and demo class.
- g) **Preliminary Interview (Stage 1):** The panel shall consist of HOD (Chairperson), two subject experts, and two external members are chosen from the list approved by the Head of the Institution. The interviewers shall independently assess the quality and competency of the candidate and enter the score under each item in the proforma (Preliminary interview statement). The entries shall be made for all the candidates interviewed, irrespective of the score in the assessment. Specific comments, if any, may be given in the space allotted for that purpose. Preliminary interview statements along with the application and other documents shall be submitted to the Office of Human Resource Department, immediately after the interview (personal and demo) for the session (am/pm) is over.
- h) **Consolidated Interview Statement:** Consolidated interview statement shall be prepared by the Office of Human Resource Department, based on the preliminary interview statement. The selected candidates will also be informed, by the HOD or the Office of HR, regarding the schedule of the next level of interview.
- i) **Fixation of Position (Stage 2):** Normally the stage 2 (and stage 3) interview will be conducted on the next day after the preliminary

interview. The panel shall consist of the Human Resource Manager, HOD, and any other member nominated by the Head of the Institution. The committee shall reassess the suitability and confirm compliance with the regulations. Position/Title and salary fitment is decided based on the qualification, experience, and competency of the candidate. The candidate may be directed to the next stage depending on his/her suitability for the post and acceptance of the terms of appointment.

- j) **Final Approval (Stage 3):** Final approval of the candidate shall be done by the committee consisting of the Head of the Institution, and other members nominated by him/her. The final approval is based on an independent assessment of the organizational compatibility of the candidate. The individual files duly signed with approval or comments shall be transferred to the Office of the Human Resource Department.
  
- k) **Intimation:** The selected candidates will be informed by the Human Resource Department through email, in the form of a draft appointment order (offer letter), mentioning the relevant terms of appointment. A copy of the communication will be forwarded to the Head of the institution and the HOD concerned. The candidate has to accept the terms of appointment by reply mail, within 5 days. The candidates not selected after the final stage will be sent a regret letter, by the Human Resource Manager. Normally no other communication is entertained in this regard.
  
- l) **Registration:** The selected candidate has to report, with all relevant documents, at 9.00 am on the day of joining or earlier at the Office of Human Resource Department to complete the registration process. They have to produce the original certificates for verification. The Office shall allot employee ID, register the biometric details, add the employee information, open the staff record, and process the allotment of email ID and issue of ID card.

#### **9.4 Appointment of Regular Faculty**

Appointments of regular faculty for the roles of:

1. Professor
2. Associate Professor
3. Assistant Professor

No appointment in these categories shall be made unless there is a vacancy for the position where the Human Resources budget has approved a new position.

#### **Eligibility as per UGC Norms**

- 60% and above marks in the qualifying Management (PG) examinations
- National Eligibility Test or equivalent qualification
- (Exempted for Candidates with Ph.D., in compliance with UGC Regulations 2010) Teaching and/or research/industry experience as per the institution's norms
- Ph.D. degree or equivalent qualification/publications for higher levels.

Appointments in the grades above Assistant Professor will be normally from among the eligible candidates within, by a process of interview and evaluation, unless there are no eligible candidates to be promoted under career advancement.

#### **Terms of Appointment**

- a) Recruitments are normally restricted to once a year at the close of the academic year (April-May).
- b) All regular appointments would be initially for one year till the end of the ensuing academic year.
- c) In case of appointments made after 31 August, the appointment will be initially for a period up to 31 April, which may be renewed from 1 June

till the end of the ensuing academic year.

- d) On satisfactory appraisal appointment will be regularized with a one-year probation.
- e) Salary for vacation period during probation shall be payable only on the commencement of the subsequent academic year. The vacation salary depends on the duration of service in the institution.
- f) The staff members are liable to be transferred to any Department/Campus of Dayananda Sagar Institution based on the exigencies/requirements of the institution.
- g) The institution shall be entitled to terminate the appointment in the event of the employee:
  - Neglecting or failing to attend to his/her duties
  - Not attending to work (absent without leave entitlement) for a continuous period of 1 month or a cumulated period of one month in any twelve months
  - Is found guilty of any misconduct as defined under law or as per the employment regulations of the University

#### **9.4.1 Appointment of full time contract/temporary faculty/staff**

- i. This category of appointments is intended to fill temporary vacancies for not more than 12 months but not less than 3 months.
- ii. Temporary vacancies may arise either due to long leave of the regular faculty or due to the short-term nature of the course. The appointment will be contractual for a short period. Either extension of the duration of the contract or conversion of the appointment into a regular category is not permitted.
- iii. No appointment shall be considered under this category unless the need has been approved by the Principal/HOD. The HOD/Principal before approving such position shall duly consider the possibility of utilizing the appropriate resource available with any other department within the Institution.
- iv. A person appointed under this category is normally not expected to be



working elsewhere.

- v. Such faculty will stay full-time in the department and is paid monthly lump-sum emolument.
- vi. The interview board for this category shall include the HOD, Senior Faculty Member (subject specialist), Principal, and the HR manager.
- vii. The contract of appointment will be inbuilt in the Letter of Offer.
- viii. Eligibility for appointment under this category shall be post-graduation in the relevant subject with teaching experience of at least 5 years.
- ix. Temporary Faculty who is appointed on limited period contract terms (normally for not exceeding one semester) on a full-time basis will stay full-time in the department and is paid monthly lump-sum emolument. This appointment will need a limited interview process at the department level and by the HOD. All such appointments will also need notification to the Human Resource Officer and approval of the Principal.
- x. Teaching associates are appointed for a period not exceeding 10 months for engaging exclusively in practical or fieldwork.
- xi. Faculties appointed on consolidated pay due to not satisfying the required criteria shall be extended PF and Gratuity benefits; they may be regularized based on appraisal and on satisfying the eligibility as per University norms.

#### **9.4.2 Engaging Visiting/Adjunct Faculty**

Departments may require engaging the services of Visiting/Adjunct Faculty to meet the curriculum specifics and/or to overcome casual exigencies. The following procedure must be adhered to in this regard.

- i. The need for such faculty must be approved by the HOD and the Head of the Institution. While approving the need, the actual requirement/availability of the faculty component in the department for the specific subject or specialization area and the qualification, relevance of competence, and experience of the proposed Visiting/Adjunct faculty must be properly assessed. Visiting/Adjunct faculty must be properly qualified as per UGC/AICTE norms. No person with less than a

Postgraduate Degree (or equivalent) with less than 5 years of experience should be considered for Visiting/Adjunct faculty position.

- ii. The Visiting/Adjunct faculty must fill in the online resume and prescribed Profile Sheet and must enclose the details specified therein.
- iii. The Visiting/Adjunct faculty will be considered as internal faculty of the department for evaluation of answer sheets. Any person impaneled by the Department as External Examiner for its examinations shall not be appointed as Guest/adjunct faculty. In other words, the same person cannot remain as internal faculty as well as external examiner at any time during an academic year.
- iv. Appointment of Visiting/Adjunct faculty must be for a maximum duration of one academic year and the appointment process must be renewed at the beginning of every particular Semester if the services are required for a subsequent period. No renewal should be considered unless the Visiting/Adjunct faculty returns a score of 4 Plus in Student Evaluation and can merge with the institutional culture of the institution as reflected in its Vision and Mission and with the specified General Code of Conduct.
- v. Visiting/Adjunct faculty may be given access to the institution/Departmental Library but shall not be entitled to borrow more than 4 books at a time and for more than one month at a time. HOD of the Department may issue a Letter of Authorization to the Library, which must be countersigned by the Human Resource Officer.
- vi. Appointment of any Visiting/Adjunct faculty (subject to pre-approved human resources budget) must be approved by the Dean and be notified to the Personnel Officer in the specified format, within one week of such appointment/renewal along with a copy of the Profile Sheet and Enclosures.
- vii. Honorarium for the Visiting/Adjunct faculty must be at the rate/s approved for the Department by the University. Honorarium for the final month of the term must be paid only after clearance from the Library.

#### **9.4.3 Outsourcing of Teaching Services:**

- i. Specialized result-oriented short-term non-academic course programs may be outsourced from expert service providers on a contractual basis.
- ii. Terms and conditions of the outsourcing arrangement must be contained in a Memorandum of Understanding executed between the institution and the service provider.
- iii. Service provider shall not be normally permitted to use its brand name either in the program brochure or in the learning materials given to the students. However, in specific cases, co-branding with the University may be permitted, if it adds value to the program.
- iv. Outsourcing for any program may be proposed by the Department and has to be approved by the Head of the Institution.
- v. MOU for outsourcing must be in the prescribed format and must be executed only by the head of the institution.

#### **9.4.4 Engaging Research Assistant**

- i. A Research Assistant is employed on a temporary contract basis to assist in academic research, generally as a part of a sponsored research project.
- ii. Research Assistants appointed for institution-funded projects will be paid a monthly honorarium as per the regulations of the Center for Research-Projects.
- iii. Research Assistants appointed for externally funded projects will be paid honorarium as per the regulations of the funding agencies.
- iv. Institution's ID card and email ID will be provided to the Research Assistants
- v. Research Assistant is appointed on a full-time basis and subscribes to the regulations of the University with regular attendance.
- vi. Appointment order and service certificate will be issued to the Research Assistants by the Human Resource Department.

#### **9.4.5 Engaging Emeritus Professor**

- i. Dayananda Sagar Institution provides opportunities for superannuated teachers/researchers who want to continue their research/teaching.

- ii. The appointment of an Emeritus Professor is based on the quality of research and published work contributed by the teacher in his/her service career.
- iii. The selected Emeritus Professor is awarded the Fellowship for two years, which can be renewed every two years up to the age of 70 years.
- iv. The awardee can work under the scheme with a well-defined time-bound action plan.
- v. The Emeritus Professor may also engage in lectures or research guidance, for which additional payment will be made as per the institution's norms.
- vi. The applicant should not hold any other post or be gainfully employed anywhere at the time of joining.

#### **9.4.6 Engaging Visiting Research Mentor / Visiting Professor**

- i. Dayananda Sagar Institutions provides an opportunity for the Professors / Researchers of eminence to associate with the institution as Visiting Professor /Research Mentor who will guide / mentor researchers in research projects and publications.
- ii. In general, Research Mentors be attached to the Centre for Research-Projects and would be connected to departments/projects and researchers concerned.
- iii. Visiting Research Mentor shall guide the researchers on themes for research papers or projects, research methodology aspects, identification of scholarly journals, and encourage faculty to develop proposals for externally funded projects.
- iv. Visiting Research Mentor shall also offer at least one lecture per month on advanced aspects related to the subjects or research.
- v. Visiting Professors / Research Mentors will be initially appointed for one year, which can be renewed every year up to the age of 70 years.
- vi. The Visiting Professor / Research Mentor has to visit the institution at least two days a month and remain on the campus for at least ten hours per month.

## **X. Resignation and Termination**

- i. Resignation/Termination shall be on one month's notice (excluding vacation) or payment of one month's salary in lieu of notice. The person should be

working and attendance recorded during the notice period. In case of termination ex gratia payment if any will be paid as per individual request and at the discretion of the institution.

- ii. The resignation letter should be submitted to the Personnel Manager citing reasons, if any, and forwarded through the Head of the Department/the Dean through the Head of the institution, one month before the relieving date. The resignation letter should not be un-dated or pre-dated and specifically mention the date of relieving.
- iii. Resignation is not generally encouraged during a semester. In case of vacation staff resigning during the first month of a semester the effective date of resignation will be the last signing day of the previous semester.
- iv. All official documents/materials issued / in possession should be returned to the institution before relieving.
- v. Clearance from the departments, in the specified format should be submitted at least three days in advance, before the relieving date and one month after submitting the resignation letter.
- vi. Relieving order is issued to the outgoing Faculty/Staff after submitting the clearance from the departments/centers concerned on the relieving date or later, as informed by the Office of Personnel Relations. However, no separate Service Certificate will be issued by the University at the time or after the relieving.

Note: Absence without leave approval for more than 30 days shall be liable for termination of service and action shall be initiated to recover the dues, if any.

#### **10.1.1 Credential certificates**

- i. Certificates indicating the topics taught or job responsibilities may be issued by the HOD at their discretion on their letterheads.
- ii. Employment, Residence, or No objection certificates are issued for specific purposes by the Human Resource Executive on specific request in writing by the Faculty/Staff, only during their tenure at Dayananda Sagar Institutions.

## 10.2 Re-joining after Extended Leave/Resignation

- i. These guidelines will apply only if the faculty/staff member offers to re-join not later than one year from the date of relieving and the break of service is approved by the authorities.
- ii. Extended leave is normally permitted for higher studies, medical treatment, or other personal/family reasons necessitating a long absence from work.
- iii. The faculty/staff member may be allowed to re-join (subject to vacancy) based on the following documentation.
  - Application for re-joining by the faculty/staff in the prescribed format
  - Re-joining recommendation of the HOD and the Principal
  - Approval by the Human Resources Head
  - Formal notification of the re-joining by the HR Manager.
- iv. Salary fitment for the re-joining faculty/staff shall be on the same/equivalent scale (in case of any change) and the Basic Pay as was applicable at the time of resignation.
- v. Allowances payable shall be as applicable at the time of joining
- vi. Any change in Scale or Basic Pay that may be warranted by additional qualification, if any, acquired by the faculty/staff during the service break period shall be considered during the first appraisal after re-joining
- vii. If the faculty/staff at the time of resignation, had not completed the first year of contract period based probation, he/she shall be subject to normal rules of appointment terms as applicable for fresh appointment.
- viii. If the faculty/staff at the time of resignation, had completed the first year of contract period based probation he/she shall be subject to one year of probation on re-joining.
- ix. If the faculty/staff at the time of resignation, had completed the probationary period and was confirmed in service he/she shall re-join as confirmed faculty/staff without any probationary period.
- x. Faculty/Staff offering to re-join beyond one year of a break in service shall be treated as a fresh appointment and shall need to undergo the regular process of appointment, unless otherwise approved by the Head of the Institution on a case to case basis.

Note: In case of an approved break of service of more than 30 days, faculty/staff should submit clearance of dues and get the relieving order. The re-joining application in the specified format forwarded through the HOD should be submitted.

## **XI. Retirement Regulations and Benefits**

- i. Normal retirement age (superannuation) of regular faculty/staff shall be 60 years.
- ii. Faculty members who shall be completing the age of 60 during the academic year shall continue service till the completion of the semester.
- iii. The retired faculty members may be continued/re-employed by the institution, at its sole discretion, up to the age of 65 years and on such terms as may be mutually agreed.
- iv. Where service is not extended, the institution may consider at its discretion to retain the retiring staff on a yearly contract basis. Such a contract may be renewed but not beyond the age of 70.
- v. No extension of service shall be for more than two years at one instance.

The institution shall initiate discussion and finalize the terms with the retiring faculty members, to whom it intends to offer an extension of service. Such discussion and finalization shall take place no later than two months before the effective retirement date.

### **11.1.1 Retirement benefits**

- i. Gratuity: As per the Gratuity Act, 1972 the employees will get Gratuity.
- ii. Upon a member leaving the service (on retirement/superannuation or own free will) after five years of continuous and regular service the benefits payable will be equal to fifteen days' salary as on the date of leaving service for each year of completed year of service, subject to the statutory maximum limit.
- iii. Upon the death of a member whilst in service, the benefits payable will be equal to fifteen days' salary as on the date of death for each year of completed year of service, subject to the statutory maximum limit.

- iv. **Provident Fund:** As per the Employee Provident Fund Act 1952, the college offers Contributory provident fund and pension as per EPF rules. PF contribution/deduction is mandatory for all regular employees whose pay is less than the statutory ceiling. It is optional for employees whose pay is more than the ceiling, however once opted cannot be revoked until the end of regular service in the University.

## **XII. Faculty/Staff Evaluation and Appraisal**

### **12.1 Faculty Evaluation and Appraisal**

Faculty evaluation and appraisal for the management program in DSI follows a 360-degree approach of evaluation which consists of:

- a) Faculty evaluation by students once every semester
- b) Peer evaluation by other faculty members of the department
- c) Faculty Self-Appraisal.
- d) Faculty Appraisal by HOD/ Department Head/Principal.
- e) Performance Appraisal scorecard (based on the appraisal review).

The evaluation and appraisal questions are available in ERP/ E-Governance portal, under regulations.

### **12.2 Faculty Evaluation by Students**

- a) The evaluation is to be conducted once every semester
- b) Online evaluation will be administered by the E-Governance / ERP.
- c) The HOD will monitor the evaluation process at all stages
- d) Confidentiality is to be maintained at all points by all the staff involved.
- e) The evaluation results are accessible to the concerned faculty member but do not give any comparative results with that of the others
- f) The evaluation result is to be used only to facilitate self-evaluation
- g) The evaluation reports will be discussed with the faculty member individually by the HOD and will be reviewed by the Principal/ Head of Institution.
- h) However, if the overall score falls below average, it could be an issue needing attention on the part of the HOD.
- i) The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.



- j) The evaluation score will appear in the performance appraisal scorecard of a faculty member and will have a weightage of it in final assessment.

### **12.2.1 Performance Appraisal Score Card**

- a) Several output measures concerning supporting documents such as Students Evaluation, Peer Evaluation, Faculty Self-Assessment, faculty appraisal measures, work diary, course plan, library work, projects undertaken, research papers, and publications, and other documentary evidence will be considered as vital evidence to measure the attributes of the dimensions being measured on the performance appraisal.
- b) The review will be carried out by the HOD or an exclusive independent appraisal committee set up by the Principal/Head of Institution.
- c) Performance Appraisal Score Card is created based on the independent/joint performance appraisal/review by the HOD.
- d) A signed copy of the Appraisal Score Card shall be submitted by the Principal/Head of Institution to the Office of HR.
- e) The Performance Appraisal Score will be the basis for an independent measure on which important decisions, about awards, promotions, and other aspects of faculty development will be determined.

### **12.3 Staff Appraisal**

- a) All appraisals will be annual in July/August and must be completed not later than 15th August every year, along with and in line with even semester faculty appraisals.
- b) Appraisals will consist of online Self Appraisal, Staff Appraisal by the HOD, and Appraisal Review by the Principal/Head of Institution in the case of Academic Departments and Non-Academic Departments.
- c) Non-teaching Staff attached to non-teaching Centres and Departments shall be appraised by the respective HOD and the Principal/Head of Institution/HR.
- d) For General Staff like attenders, sweepers, gardeners, etc there will be only Staff Appraisal and Appraisal Review by the HOD/ Principal/Head of Institution HR.
- e) For HODs, the appraisal will be Self-Appraisal and Appraisal Review by the Principal/Head of Institution.

- f) Appraisals will be done in the specified format as applicable to the position. Duly signed appraisal scorecards after review shall be sent to the HR Officer for maintaining confidential records. These records will form the reference for determining annual increments and promotion to a higher level. The appraisal scorecard will be available to the staff in KP, after completion of the appraisal review by the Principal/Head of Institution.

### **XIII. Research and Development**

#### **13.1 Financial Incentive for research publications**

Teachers are encouraged to publish research work in reputed journals and are considered for financial incentives. For providing a financial incentive to published work the research journals are classified into seven categories:

<b>Type of research journal (listed by UGC)</b>
Not Indexed in WoS/SCOPUS
Indexed in WoS/SCOPUS (no JCR/SJR)
JCR Impact Factor/SJR Indicator below 1
JCR Impact Factor/SJR Indicator between 1 and 2
JCR Impact Factor/SJR Indicator between 2 and 5
JCR Impact Factor/SJR Indicator between 5 and 10
JCR Impact Factor/SJR Indicator 10 and above

Publication incentive applies only to publications in the journals approved by the Departments of Dayananda Sagar Institutions. If the publication fee support has been granted by the Institution, the incentive will be given after deducting the publication fee released by the Institution. In case the publication fee of the article exceeds the incentive amount, the difference will be paid to post the publication, with an additional incentive of Rs.5000.

Faculty Members have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence through the HOD concerned to the Principal/Head of Institution/HR for sanctioning the amount. The

contributors of the articles have to submit along with the application the indexing details and latest Impact Factor of the Journal, from reliable sources. The financial incentive is provided only to the first author with Dayananda Sagar Institution affiliation, who is a regular/confirmed/temporary faculty of the Institution. All journals should have ISSN numbers from national or international centers. A maximum of four publications of a faculty in a year will be eligible for financial incentives.

#### **13.1.1 Procedure for Recognition of Publications**

- a) The Faculty will submit to the Principal/Head of Institution/HR, the prescribed Application Form along with two copies of the reprint of the published material. The application must be routed through the Head of the Department and the Principal/Head of Institution.
- b) HR Officer (or a Committee) will examine the details, decide on the Award Amount as per the Regulation and send one copy of the authorized form or the approved list, with the forward letter (without the article) for releasing the Award.
- c) The HR Officer/Principal/Head of Institution will also place a Congratulatory Message (only for UGC listed/ Scopus journals) on the Faculty Notice Board. The Message will also be displayed on the website under News and Events. The faculty shall upload the details of publications at the link “Research and Publications” in the E-Governance portal.

#### **13.1.2 Financial support for presenting papers in seminars, and conferences**

Faculty Members attending and presenting papers in conferences, with the approval of the HOD, may be sanctioned financial assistance from the Dayananda Sagar Institutions towards traveling expenses (limited to II Class Train fare) and Registration fee to the extent of Rs.2000/- or a higher amount as approved by the Institution, once in a semester, if no other financial assistance is availed towards the published paper or research project. Travel documents, Registration fee receipt (in original), and attendance certificates have to be produced.

Faculty Members desirous of availing financial assistance for attending seminars/symposia should apply in the specified format forwarded through the Head of the Department. In general, financial support is provided only with prior approval and for confirmed faculty.

Release of financial assistance: The financial assistance, if any, approved by the HR Officer/Principal/Head of Institution will be released only after submitting the relevant documents, along with the application to the Office of HR.

### **13.2 Financial Support to Faculty Members for attending training programs**

Teachers attending training programs, with the approval of the Institution, may be sanctioned financial assistance from the Institution to the extent of registration/training fee, limited to Rs.10000 or a higher amount as approved by the Institution if the program is directly related to the new topics in the syllabus to be taught by the teacher.

Teachers desirous of availing financial assistance for training programs should apply in the specified format in duplicate and forwarded through the Head of the Department, at least a week in advance.

Release of financial assistance: The financial assistance, if any, approved by the HR Officer/Principal/Head of Institution will be released only after submitting the relevant documents, including the attendance certificate and fee receipt along with a duplicate copy of the application to the Office of HR.

Undertaking: In cases, where financial assistance is availed from the Institution for attending training programs, the teacher has to give the undertaking to serve the institution for at least one year after attending the training program or pay back the amount received for registration of the training program.

### **13.3 Private Consultancy/Service by the regular Faculty and Staff members**

In terms of the Employment Regulations of the DSI, no regular faculty/staff members, while in service, shall directly or indirectly engage in any kind of private consultancy or service without express consent from the DSI. Private consultancy/Service shall include items specified in the consultancy policy of the Institution.

DSI shall normally encourage consultancy/services only as a departmental initiative through a properly documented process. In exceptional specific cases, consultancy

service on an individual basis may be permitted. In any case, teaching in other institutions will not normally be within the permissible services.

Any faculty/staff member, already engaged in private consultancy/service should obtain the approval of the Institution, in case he/she wishes to continue with such consultancy. Approval will be normally guided by the nature and relevance of the consultancy concerning its qualitative impact on the mission of the Institution. An application seeking approval must contain details of the consultancy/service, time duration, work schedule if any with an undertaking that faculty/staff shall not derelict from their duty/responsibility to the DSI if the approval is granted.

#### **13.4 Financial assistance for MOOC**

The faculty members are encouraged to enrol for Massive Open-source Online Courses (MOOC), in relevant disciplines which enables them to enhance academic skill and competence. The DSI shall reimburse the fee paid for the verified certificate, on successful completion of the course. The reimbursement will be limited up to, twice in an academic year. Application for reimbursement can be submitted to the Office of Principal/Head of Institution, along with the receipt of payment. However, there will be no reimbursement of the course fee paid for enrolling in online courses.

#### **13.5 Orientation, Refresher and Quality Improvement Programmes**

The DSI requires all of its Faculty members and academic administrators to attend Orientation and Refresher courses or Quality Improvement Programs to provide adequate opportunities for professional development and to enhance the inbuilt system of career advancement, for promotion to higher levels and scale fitment.

#### **13.6 Updating research and publications**

Faculty members shall regularly update and verify research and publications data at the E-Governance portal with the link “Research and Publications”. All the relevant information shall be entered on the corresponding page as per the available documents. The original copy of the documents shall be uploaded or submitted to the approver for verification of the information before approval. They may contact the approver if the entry is not approved within a reasonable time. The information

entered and approved from 1 July to the end of June of the subsequent year will be considered for performance appraisal.

#### **XIV. Consultancy Services**

- a) No faculty should engage in private consultancy without the approval of the management
- b) Faculty has to take prior permission before being involved in consultancy services
- c) College shall have the option of using 1-day per week for those who want to get involved in consultancy activities.
- d) 30% of the revenue generated with consultancy services has to be shared with institution by producing documentary evidence.