

10 YEARS  
OF UNIVERSITY  
RECOGNITION  
20 YEARS OF  
ACADEMIC  
EXCELLENCE



REVA  
UNIVERSITY

Bengaluru, India

# EMPLOYEE HANDBOOK (SERVICE RULE)

# EMPLOYEE HANDBOOK



Department	Human Resource
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## 1. DEFINITIONS

- REVA Group of Educational Institutions (RGEI) means; All the institutions in the preamble of Rukmini Educational Charitable Trust (RECT) like RU
- RECT means "Rukmini Educational Charitable Trust"
- RGEI means "REVA Group of Educational Institutions"
- RU means "REVA University"
- Employee means any person employed by the RU/RGEI.
- **Teaching Staff:** Head of the Department, Professor, Senior Associate Professor, Associate Professor, Senior Assistant Professor, Assistant Professor, Lecturer..
- **Administration Staff:** Vice Chancellor, Registrar, Pro Vice Chancellor, Dean / Director and all other officers of the University, Deputy Registrar, Assistant Registrar, Assistant Accounts, Assistant Instructor, Assistant Librarian, Assistant Mechanic, Assistant Proctor, Assistant Superintendent Accounts Assistant Superintendent Examination, Chief Librarian, Clerk, Counsellor (First Division Assistant), Junior Assistant Examination, Lab Assistant, Lab Mechanic, Manager Accounts, Mechanic, Office Assistant, Assistant Physical Education Director, Physical Education Director, Placement Assistant, Second Division Assistant, Instructor, Senior instructor, System Admin, System Maintenance Engineer, Technician Assistant, Typist, HR Department, Accounts and Administration Department, Marketing Department, Admissions Department, IT Department, Office Superintendent, Support Staff, Foreman, Helper, Attender.

## OWNERSHIP AND DISTRIBUTION OF THE EMPLOYEE LEAVE POLICY

This document is the sole ownership of RECT is meant for internal circulation among the staff alone. This document is to be maintained within the RGEI premises with the HR Department at all given times. Any of the benefits and rules can be amended, altered or with drawn at any time at the discretion of the Management and the same shall be conveyed to all the employees from time to time. The REVA Leave Policy shall be in effect from 1<sup>st</sup> August 2015.

## 2. VISION

REVA University aspires to become an innovative university by developing excellent human resources with leadership qualities, ethical and moral values, research culture and innovative skills through higher education of global standards.

## 3. MISSION

- To create excellent infrastructure facilities and state-of-the-art laboratories and incubation centers
- To provide student-centric learning environment through innovative pedagogy and education reforms
- To encourage research and entrepreneurship through collaborations and extension activities
- To promote industry-institute partnerships and share knowledge for innovation and development.
- To organize society development programs for knowledge enhancement in thrust areas
- To enhance leadership qualities among the youth and enrich personality traits, promote patriotism and moral values.

## 4. VALUES

- Ethics
- Ownership
- Involvement
- Commitment

The University emphasizes on the following values:

- **Care** - For us, the welfare of our students and employees is our top priority.
- **Supportive** - We are supportive. We go an extra mile to support our stakeholders i.e. students, faculty members, parents, government and industry.
- **Academic Excellence and Learning** - We value excellence in learning by adopting suitable pedagogy and ensuring that our faculty remains in touch with the latest in the field. We also ensure that our students are able to compete at a global level.

- **Quality** - We hold a strong commitment to high standards in all aspects of our educational activities, learning outcomes and support services. We seek to continuously strengthen the overall effectiveness of our operations.
- **Faith** - We treasure our ethos and our charter.
- **Integrity** - We conduct our operations and make our public representations in an ethical manner. We practice honesty and objectivity in dealing with our stakeholders.
- **Diversity** - We embrace and promote diversity in our policies and practices to prepare our learners to live and work successfully in an increasingly diverse society. We strive to create a learning environment by welcoming teachers, learners and staff who bring diverse ideas, values and backgrounds and beliefs to the learning and work environment.
- **Leadership** - We seek to develop responsible leaders committed to a common goal.
- **Freedom of Inquiry and Expression** - We support the rights of our people to freely inquire and express their opinions and suggestions. We involve and encourage an open exchange of ideas and seek input from one and all who wish to participate in the learning process of teaching.
- **Communication** - We believe in open, honest, respectful, and timely communication at all levels.
- **Accountability** - We are accountable to all the stakeholders and the public for fulfilling our mission in an appropriate manner by openly assessing the operations.
- **Innovation** - We provide imaginative and effective solutions to our challenges and innovative ways to fulfil our mission.
- **Collaboration** - We seek and nurture partnerships with educational institutions in India & abroad, research establishments, industry and the communities, to have an effective learning environment.
- **Access to under privileged** - We aim to promote social mobility by creating opportunities for the underprivileged to gain access to our educational system. Hence, we hold a strong commitment to the inalienable right to their pursuit of happiness.
- **Time Management** - We aim to train our people to manage time effectively so that the right time is allocated to the right activities and specific time slots to activities as per their importance.
- **Social and Cultural Sensitivity** - We value and respect diversity and hence, we are committed to function effectively in various cultures. Our aim is to make our workforce sensitive to cultural differences.

## 5. OUR LOGO



REVA logo depicts 'Srivatsa' or "the endless knot". The Srivatsa has rich significance in Indian Symbolism- in the religions of Hinduism, Buddhism and Jainism. Chief among its varied interpretations is that it represents the interplay of opposite forces in the world and a final merging of the dual, leading to harmony. It binds and connects all the stakeholders- the teacher and the learner at one level; and at another level connects the individual units of the institution to make it a harmonious whole.

The 'endless knot' signifies the continuous process of learning which has neither a beginning nor an end. In the Tibetan branch of Buddhism the endless knot signifies both wisdom and compassion which are essential in making the teaching-learning process meaningful and productive. Finally, the logo in its digitized version embodies the institution's blend of tradition and technology – a blend that signifies change and evolution at the individual and collective level and finally the societal level.

## 6. Aims and Objectives of Laying Service Rules

It is important to communicate Management's philosophy, ideas, suggestions and goals to the employees as it brings clarity and thereby affects the employees' growth and the organization's performance as well. The objective of these rules is to lay down a uniform policy for all the employees of this University with a view to minimize the use of discretionary powers & to reduce procedural delays and hold-ups. All the employees are expected to make themselves aware of these rules & regulations for the most effective results.

## 7. Recruitment Policy

**Objective:** Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

**Applicability:** All new recruits in all positions/grades.

### Policy & Procedure

- Provision in approved will be a pre-requisite for all recruitment in the University.
- Any new recruitment will need to be approved by the appropriate approving authority. The

concerned Director/HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of the Registrar and the Vice Chancellor, and only then proceed with the process of recruitment.

- Any new recruitment will need to be approved by the appropriate approving authority. The concerned Director/HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of the Registrar and the Vice Chancellor, and only then proceed with the process of recruitment.
- HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.
- HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, Career portals), LinkedIn, Website page External Recruitment partners, consultants, Job portals, Data base, internal reference etc.
- HR shall screen and shortlist the profiles depending on their qualification, experience, specialization and other credentials for the position. The list of shortlisted profiles will be communicated to the concerned Director.
- HR will coordinate the entire process of conducting the interviews.
- Depending on the grade/level of the position being recruited, the interview panel/selection committee will consist of the concerned Director, Professors, External members, and HR representative.
- Shortlisted candidates by the Selection committee will be interviewed by the Vice Chancellor and Registrar for Final round of interview.
- Final Selected candidates will be intimated about the selection and offer is sent across for their acceptance with joining date.
- Offer letter along list documents to be submitted will be communicated to the candidate on the day of joining, Originals certified will be verified and self-attested documents are collected along with service certificates from previous employer.
- On completion of the documentation, HR will explain the University policies and procedures with the help of employee manual.
- The University shall be an equal-opportunity employer, with affirmative action towards socio- economically weaker section of societies.

## **8. Internal Promotion Policy for Faculty**

### **Preamble**

This policy governs the promotions for the faculty so as to encourage scholarship through



high quality teaching, research and Institutional commitment.

## **Eligibility**

- From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines.
- Ph.D. Qualification is must for Promotion from Assistant Professor to Associate Professor
- Five years in the current position (from the date of joining/attaining previous promotion/completing Ph.D.).
- Prescribed research output.
- Acceptable teaching feedback.
- Demonstrated academic administration.
- The Eligibility shall stand modified in the following cases:
  - a) For those whose probation may have been extended, the 5 year period will commence only after confirmation.
  - b) For those who may not have cleared the ratification on the first attempt, the 5-year period will commence only after the date of ratification.
- The Eligibility conditions may be extended at the discretion of the Management, in the following cases:
- Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.

## **Policy and Procedure:**

When Ph.D. is just completed, completion shall mean possessing certificate of completion of Ph.D. from the degree awarding Institution (or provisional degree certificate)

## **Indicated Output (Assistant Professor to Associate Professor)**

- At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference/seminar papers in reputed conferences/seminars. Participation in sponsored research projects will add significantly to the credit.
- Teaching feedback from the students above 4 on a 6 - point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required, or expected of the faculty by the Management.

### **Indicated Output (Associate Professor to Professor)**

- At least 3 papers in peer-reviewed and reputed journals as the first author\* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.
- Teaching feedback from the students above 4 on a 6-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required, or expected of the faculty by the Management.

### **Assistant Professor to Senior Assistant Professor**

- Movement from Assistant to Senior Assistant Professor was considered a “promotion”. However, this policy views movement to Senior Assistant Professor as an “early recognition system” of a promising Assistant Professor. Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.
- The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:
- Ph.D.: Significant progress (completion of pre-Ph.D. course work, and literature survey) Three years as Assistant Professor.
- Prescribed research output (At least two published papers in peer reviewed and respected journals (with not more than two co-authors); 2 conference/seminar papers in reputed conferences/seminars).
- Teaching feedback above 4.0 on a 5-point scale.
- Demonstrated initiatives in institutional affairs.
- The Senior Assistant Professor shall be eligible for two additional increments.
- Additional increments will be applicable if the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade.
- The UGC has implemented a system of Academic Performance Indicator (API), the same framework shall be applied.

## **9. Salaries**

- Salaries to the staff are credited in time, directly to their bank accounts..
- Each member should provide complete details along with supporting documentary

evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

- Both teaching and non-teaching staff are paid in accordance with the norms prescribed by UGC and Government of Karnataka.
- Pay scales are revised from time to time in accordance with University Ordinances and as per guidelines of UGC and Government of Karnataka.
- No any other kind of deductions is made from the salaries except statutory deductions, permitted by law.
- The members appointed by the University shall be in the grades of Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the case of re-employed teachers and others whose terms of appointment specify otherwise, be paid salaries on such pay-scales, or at such stage of such pay-scales and allowances as the University may adopt or decide from time to time, after taking into consideration the UGC guidelines.

## **10. Performance Appraisal System**

### **Performance Appraisal:**

- a) Performance Reviews allow for both the employee and employer the time to review the expectations of the tasks required within the job function and measure performance against these expectations. Every year the REVA University will compile an annual appraisal plan that details its key performance indicators for the year.
- b) All Schools Director / Heads of Departments are required to discuss with their staff and set their key activities and performance indicators for the year. The same will then be entered into the Performance Management system and used to appraise the staff periodically.
- c) REVA University encourages continuous performance management throughout the year. However to review the progress the University will conduct the appraisals in December through HCM by evaluating the employee on the set Key result areas.
- d) The review will take place between the employee and the respective School Director / Heads of Department.

## **Academic Achievement through Faculty Appraisal**

Academic achievement is also a part of quality management; it can be described as the excelling of students in academics, by way of achieving good grades which will ensure the route to a successful career in future life. The management stress on the importance of academic achievements and Research achievements, stating that it is the most crucial way of establishing a student firmly on his path to a successful career. In this regards we can say that rational and logical thinking have always been associated with learned and educated people, where the faculty of educational institutions is the part of this said universe. As stated that academic achievement is the major constituent of the quality management in educational institutions and it can be achieved by all the three constituencies of the University namely; the students, the faculty and the Management, among all these three constituencies, there is a one constituency which is faculty, who plays a vital role in that. So, considering all these, the faculty should be motivated, because motivated faculty can only be able to support the management to achieve all the standards required for quality development. It is necessary to retain the faculty in the University and keep them motivated by the Management, through incentivize either monetary or non-monetary. Reward to faculty either monetary or non-monetary through performance appraisal methods keep faculty motivated, which directly and indirectly give impression on the quality Management University. The cognitive development and progress of the ability of the faculty gives positive impact on the culture and functioning of the University.

1. Process of Faculty Appraisal: Self-appraisal and School Director
2. For faculty, self-appraisal is an important part of the performance appraisal process where the faculty themselves gives feedback or their view and points regarding their performance based on the predefined parameters / key performance indicators. Usually, this is done with the help of a self-appraisal form integrated in HCM application, where the faculty rate themselves on various parameters, talk about their achievements or development programs (if required), talks about their accomplishment, strength, weakness, problems related to their assigned responsibilities or assignments.
3. Self-appraisal gives a chance to the faculty to look at his/her strengths and weaknesses, achievements, and judge their own performance. Self-appraisal, ideally include the accomplishments, the goals achieved, the failures, and the personal growth including new skills acquired preparation for the future etc., the obstacles faced during

the period, the efforts for removing them, the suggestions, and the areas of training and development felt by the employees.

4. On submission of the filled self-appraisal form is evaluated by the respective School Director. The Director has to diligently assess the self-rating given by the faculty on each parameter and ask for evidences or document wherever required and give his/her ratings. The ratings should be agreed by both the Director and the faculty.
5. On Receipt of the completed appraisal forms the consolidated and submitted to the Vice Chancellor and Registrar for their review and corrections, if any. The final consolidate appraisal report with the recommendations is submitted the Chancellor for the approval.
6. The KRA's for the Faculty appraisal are mentioned below:
  - a) Academics and Mentoring
  - b) Research and Innovations
  - c) Skill Enhancement, Awards and Recognition
  - d) Administration and Behavioral Performance

## **e) Professors of Practice:**

In alignment with the National Education Policy 2020 and the recommendation that higher education institutions must focus on skill-based education to meet needs of the industry and the economy, REVA HR policy provisions for creation of a new category of positions for Professors of Practice in the teaching fraternity. This adoption will strengthen the industry-academia collaboration in REVA University.

### **Objectives:**

- To develop courses and curriculum to meet the industry and societal needs and enable the HEIs to work with industry experts on joint research projects and consultancy services which will be mutually beneficial
- To bring in distinguished experts from various fields such as engineering, science, technology, entrepreneurship, management, chartered accountancy (CA), commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession and public administration into the academic institutions;
- To enable the higher education institutions to formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring role.

### **Eligibility:**

- Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, community development, small green energy systems, among others. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.
- A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section.

- The number of Professors of Practice in REVA, at any point in time, should not exceed 10% of the sanctioned posts in REVA.

### **Duties and Responsibilities:**

- Involve in the development and designing of courses and curriculum.
- Introduce new courses and deliver lectures as per institutional policies.
- To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- To focus on enhanced industry-academia collaborations.
- Conduct jointly in collaboration with regular faculty member of the institution, workshops, seminars, deliver special lectures and training programmes.
- Carryout joint research project or consultancy services in collaboration with the regular faculty member of the concerned School.

### **General Conditions:**

- The engagement of Professor of Practice will be for a fixed term.
- The engagement of Professor of Practice will be exclusive of the sanctioned posts of the university. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.
- Professor of Practice is not open for those in teaching profession- serving or retired.

### **Categories of Engagement:**

It is envisioned that Professor of Practice can be engaged in one of the following categories:

#### **A. Professor of Practice funded by Industries**

For engaging industry experts and professionals in this category, REVA may collaborate with the industries to support the Professor of Practice positions.

#### **B. Professor of Practice funded by HEIs from their own resources**

As per the policy directives of NEP 2020, graduate programmes are revised with the holistic and multidisciplinary approach. REVA Directors may assess the required gap areas in different fields and engage experts working in leadership positions in various fields. In this category, the remuneration for the Professor of Practice is made by REVA Schools from their own resources as indicated below:

**Remuneration:** Part-time/Full-time engagement: Consolidated amount, mutually agreed between the School and expert.

### **C. Professor of Practice on Honorary basis**

Experts fulfilling the eligibility criteria for the Professor of Practice may like to share their expertise with students and come forward to teach on honorary basis. Such experts may be engaged on honorary basis as Professor of Practice and their services may be utilized for the benefit of the students. The School Director may decide on the amount of honorarium to be paid to the Professor of Practice in this category from their own budgets.

#### **Procedure for selecting Professor of Practice:**

- a. The Vice-Chancellor/Directors may invite nominations from eminent experts for Professor of Practice positions.
- b. The experts willing to serve may also be nominated or they can send their nomination to the Vice-Chancellor/Director with a detailed biodata and a brief write-up about their potential contribution to the HEI.
- c. Such nominations will be considered by a selection committee consisting of two senior Professors from the HEI and one eminent external member. Based on the recommendations of this committee, the Academic Council and the BOG of REVA along with HR will decide on the engagement.

#### **Tenure**

The engagement may be initially for up to one year. At the end of the initial engagement or subsequent extension, REVA will make an assessment and take the decision about extension. REVA will devise its own assessment procedure for extension based on the contribution and requirement of the experts engaged as Professors of Practice.

The maximum duration of service of Professor of Practice at REVA should not exceed three years and is extendable by one year in exceptional cases and the total service should not exceed four years under any circumstances.

(Ref: UGC guideline 1<sup>st</sup> October, 2022)



## **f) Grievance Redressal**

- Faculty shall have the right to represent their grievance to their Director.
- The Director shall redress the grievance within the stipulated time, failing which the grievance may be escalated to the next higher level.
- If the grievance persists for over one month, the matter may be escalated to the Registrar and the Vice Chancellor.

## **g) Group Mediclaim & Personal Accident Insurance**

### **a. Objective**

To provide employee welfare through basic assurance of healthcare to employees and help them meet unforeseen personal expenses arising from medical emergency.

### **b. Eligibility & Applicability**

- All regular employees of the University, including probationers will be covered.
- Mediclaim Insurance coverage is applicable for the employee and her/his family members. The Family Members shall include:
  - Spouse
  - Two Dependent Children.
- The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining.

### **c. Policy & Procedure**

#### **Group Mediclaim Insurance:**

- A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, and Tonsillitis, and such other ailments as covered under the Mediclaim Policy.
- Annual entitlement of Group Medical Insurance is Rs.2,00,000/- (Rupees Two Lakhs only). This can be used only by the individual or by the family members covered under this policy.
- The Admissions are restricted to specified Network Registered Medical Hospitals or affiliated hospitals by the Mediclaim Insurance service provider.
- The policy also covers reimbursement of expenses on maternity for the first two confinements. The Mediclaim policy usually covers:

- Room and board as provided by the Hospital/Nursing home.
- Nursing care, Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee, Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances, Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

### **Group Personal Accident Insurance:**

The insurance provides relief for the following due to any accident any where in India:

- Temporary Total Disablement
- Permanent Partial Disablement
- Permanent Total Disablement
- Death Benefits
- Carriage of Dead body
- All claims are administered/settled as per the terms & conditions between the Insurer and the institute under the Group Personal Accident Insurance Policy.

### **ESI Benefit**

All Employees who are covered under ESI Act are entitled for the benefits as mentioned below:

- Sickness Benefit
- Medical Benefit
- Disable Benefit
- Maternity Benefit
- Dependent Benefit
- Funeral Benefit

## **h) Leave Policy**

### **a. Policy Statement& Objective**

The policy aims to encourage work-life balance for the employees and gives the details of leave entitlements for the employees for the year.

### **b. Applicability**

These leave rules shall apply to all regular and contractual Faculty, Admin and Technical Staff of the University/Institutions as per the respective eligibility criteria specified under each category.

### **c. Right of Leave**

Leave cannot be claimed as a matter of right by any employee what so ever, and when exigencies of work so demand, leave of any description may be refused or revoked, postponed or reduced by the authority empowered to sanction leave.

### **d. General Rules**

- Leave shall not be claimed as a matter of right. Discretion to grant, refuse or cancel leave is reserved, in the case of teaching and non-teaching staff with the Principal, Directors and Management and in the case of the Head of the institutions/Directors.
- Leaves are accounted for the calendar year from January to December every year.
- The employee appointed on a contract basis will be granted leave in accordance with the terms the entered contract of into. He/she is also referred to as a temporary employee.
- It is compulsory for all Employees to be present on last working day and first working day of the academic Term.
- No Employee on leave shall take up any employment for profit or gain. If the employee does so, the services are likely to be dispended with, without notice or pay and the employee shall forfeit all benefits and privileges accrued to her during the service.
- Leave sanctioning authority may refuse or revoke leave of any kind.
- Leave will not be granted to staff who are under suspension.
- To plan and ensure smooth functioning of the course work. Leaves should always be applied one week in advance and sanctioned after the alternative arrangements are made for the course work before it is taken, except in cases of emergency and for satisfactory

reasons.

- Absence from duty after availing (completing leave period) leave entails disciplinary action. Absence without leave will constitute an interruption in service.
- A person appointed will be on probation for a period of one year and until confirmation letter issued from the University/Institutions.
- Leave is a provision to stay away from office work for genuine reasons with prior approval of the authorities.
- Leave ordinarily begins from the date on which leave as such is availed and ends on the day proceeding the date on which duty is resumed.
- No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- If an employee resigns from the Institution, in such case he/she is not eligible for any form of leave due to his/her credit.
- Any kind of leaves will lead to LOSS OF PAY from full and final settlement salary.
- The leave account will be maintained separately for each employee.
- Any type of planned/unplanned leave availing must be avoided during the semester working days, as it affects the academic process. In emergency/exceptional cases concerned may approve provided the alternative arrangements for the regular academic institution Heads/Principal/Directors/Registrar.
- Avail the leave only if required, rather than just taking leave to complete the quota of leaves.
- Considering all the availed leave in a year other than holidays, they should not exceed more than 60 (Sixty) days of leave (except Maternity leave), permission must be obtained by the Principal/Registrar/Vice Chancellor.
- Leave salary for the period of earned leave will be full.
- Employees must substitute his/her duties while on leave. He/she must make up the number of classes/labs taken to compensate lost labs/classes due to leave.
- If an employee is taking leave for more than 3 consecutive days, he/she must have handled advance classes/labs that are to be missed while on leave.
- In case the employee arrives late, permission should be taken from the respective HOD/Directors and should be informed to the HR Department along with a permission letter.
- Once the Employee has clocked in, it is expected that the employee will remain present at

his/her designated location I class as per the timetable. If due to certain reasons the employee is supposed to go out, a written permission shall be taken from the reporting HOD. In case the permission is not taken then it is at the discretion of the reporting Authority to consider the case or mark it as a half day/ days off.

- Public holidays which will be observed in the next year are announced at the beginning of the academic year.
- The holidays are determined by the Management and Management will have the right to make changes in such days declared as public holiday if the circumstances so warrant.
- Holidays declared every year for Students, Teachers, HOD's, Principal, Directors and Administration Staff will be different and will vary.
- In case the public holiday falls on a Sunday then no adjustments will be made for such days.
- All employees would have 1st and 3rd Saturdays off; however, employees shall do actual teaching as per the schedule assigned to them from time to time. The remaining time may be utilized for evaluations and training. Though employee are entitled to all the holidays as in the policy, it is to be clearly understood that, employees employees may be called on a holiday, to attend official work/Examination duty/Meetings/Workshops/ Trainings or for any other purposes connected with the University/Institute, or go out on any University/Institute work (including educational trips) as required, notwithstanding the fact that it is a holiday.
- In addition to the above holidays, unforeseen circumstances like heavy rains | floods | riots | strike etc. will not be treated as a holiday due to different reasons unless the holiday has been declared officially by the University/Institute. Holidays declared by State Government or Central Government will be officially announced by the University/Institute. Such unplanned holidays to be compensated by working on other holiday, which will be decided by the management.

## **Attendance**

- Everyday attendance will be tracked through the Biometric device | Swipe Cards Attendance Muster. Failure to sign the Login in Biometric device may result in the Employee being marked absent for the day.
- The late marks will be identified by HR of the RU/RGEI.
- Incase of any dispute on the same and the reasons for late arrival are not justified by the

Employee, then the issue is to be escalated/taken to the Registrar/Principal along with the HR at the end of the month.

- In case an employee has gone on an official outdoor duty, he/she should fill-in the outdoor duty authorization form duly authorized by his/her immediate superior to regularize the attendance and submit it to the HR.

## **Working Hours**

- The normal working hours at REVA University campus will be from 08:20 am to 4:30 pm. and may vary as per Grades/and Shifts assigned to you and based on your role and function, the same or in case there is a change shall be intimated to you by the respective Head of the Department/School.
- RIPSU Kattigenahalli, RU, are given holidays on first and third Saturday and work on second, fourth and fifth Saturdays from 8:20 am to 4:30 pm. (Prevention from time to time).
- Ganganagar campus (RIMS, RIPSU & RIE) and Sanjaynagar campus (RFGC) works all/every Saturday from 8:20 am to 2:30 pm. (Prevention from time to time).
- Maximum Grace time is till 8.40 am

## **Responsibilities of Employee before going for the Leave**

Inform the Director / Dean & HR about the contact details during leave where the employee shall be contactable in case of an emergency.

- If for any reasons the leave is to be extended, the employee is supposed to take approval for the same from the reporting HOD with the intimation to the HR through mail or in writing before the expiry of the leave. In case the employee fails to do so, then the extra leave taken will be treated as leave without pay.
- If the extension of the leave is on medical grounds then the request has to be supported by a certificate from the medical practitioner certifying the illness and the probable period of recovery.
- The HR Department shall then inform the Employee whether the leave has been sanctioned or not sanctioned and how the leave will be categorized.

## Kinds of Leave

	On roll Staff, Functional Managers/Heads and Directors		Probation Period Staff	
	Teaching	Non-Teaching	Teaching	Non-Teaching
General Holiday	As per Reva Calendar Year	As per Reva Calendar Year	As per Reva Calendar Year	As per Reva Calendar Year
Public Holiday	As per RECT	As per RECT	As per RECT	As per RECT
Restricted Leave (RH)	2	2	2	2
Casual Leave (CL)	12	12	12	12
Earned Leave (EL)	10 (5+5)	30	-	-
Compensatory Off Leave (Comp Off)	-	-	-	-
Vacation Leave (VL)	30 (10 + 20)	-	15 (5 + 10)	-
Special Casual Leave (SCL)	7	-	-	-
On Official Duty Leave (OOD)	Maximum of 10 days	Maximum of 10 days	-	-
Maternity Leave (ML)	180	180	-	-
Paternity Leave (PL)	3	3	3	3
Matrimonial/Marriage Leave (MgL)	4	4	4	4

## General Holidays

- The holidays (other than Sundays) will be restricted to as per RECT/RU/RGEI Calendar (considering the significance of the holidays in local context). Which will be decided by the management.
- An employee may be called for work on general holiday(s) Sunday, if there is a need and urgency to complete some work. If a person attending to work on general holiday can avail compensatory leave on any other day. However, such of those employees working on holidays may avail compensatory off, preferably within 45 days in any case not beyond 2 months. Compensatory leaves restricted to 16 days in a year with related approvals from respective Directors.

## **Public Holidays**

- Public holidays which will be observed in the next year are announced at the beginning of the Calendar year.
- The holidays are determined by the Management in consultation with the Vice Chancellor/Registrar/Principal. The Management will have the right to make changes in such days declared as public holiday if the circumstances so warrant.
- Holidays declared every year for Students, Faculties & Support Staff will be different and will vary from Institute to Institute and University.
- In case the public holiday falls on a Sunday, then no adjustments will be made for such days.
- In addition to the above holidays, unforeseen circumstances like heavy rains/floods/riots/strike/Bundh etc., will not be treated as a holiday due to different reasons unless the holiday has been declared officially by the RU/RGEI. Holidays declared by State Govt. or Central Govt. will be officially announced by the RU/RGEI.

## **Restricted Holidays**

- An employee can avail maximum of 2 restricted holidays in a calendar year.
- One RH will be declared by the management and availing another RH must justify and obtain permission from the concerned Institution Head/Principal/Directors/ Registrar.

## **Casual Leave**

- Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as right and is subject to a maximum of 12 (Twelve) days in a calendar year quarterly prorated basis. (3 CLs per Quarter)
- Employees on contractual basis will be entitled for 16 days (Monthly One and & Quarterly one) of casual leave on prorated basis. (i.e prorated from January to December)
- CL can be suffixed or prefixed with Special Casual Leave and holidays but not with any other kind of leave.
- Normally only three days CL will be sanctioned in a month during working semesters. Availing CL more than 3 (three) consecutive days is not entertained.
- CL shall not be granted for more than 3 (three) days in a month, Incase more than Three



CL are availed, it would be considered as EL or LOP or as the case may be.

- CL is calculated on a calendar year (January to December) basis for regular and contractual employees.
- CL cannot be carried forward to subsequent years or to the next calendar year.

## **Earned Leave**

- Earned leaves are earned by duty. They can be accumulated, i.e., carried forward to subsequent years. The teaching faculties are eligible for Ten (10) days EL per Year. Administration staffs are eligible for Thirty (30) EL per year. (i.e prorated from January to December)
- To consider the EL minimum of 4 (Four) leaves should be applied at a stretch, without any gap in leaves availed.
- EL may be refused or curtailed depending on the exigencies of work.
- The existing accumulated EL of the staff will be carried forwarded to next calendar year. EL can be accumulated maximum up to 240 days.
- The maximum amount of EL that can be granted to an employee at a time shall be 30 days. However, the decision to increase the number of days of EL can be taken depending upon validity of the case and approval to be obtained from the Chancellor.
- EL can be encashed for maximum of 30 days in once a year, only in case of the accumulated EL are more than 150 days and EL to be applied for 30 days long with encashment. With this 30 days of EL will be deducted from accumulated EL Balance.
- Continuous absence (without approval) beyond 7 days will be treated as Leave on Loss of Pay.

## **Compensatory Leave/Comp Off Leave**

- A person working on holidays as required by the University I Institute will be given a compensatory leave. This must be declared by the Vice Chancellor/Registrar/Director/HOD and Reporting Head and Principal of the Institution
- This leave will not be carried forward for subsequent years. The leave must be availed within 45 days from the day worked on, otherwise it will be lapsed and maximum 3 Compensatory leaves can be applied in a month.

## **Vacation Leave**

- Only teaching staff employees are eligible to avail vacation leave.
- Vacation leave can be availed only during the vacation period. The vacation period will be declared by the competent authority.
- Vacation leave is further bifurcated into winter and summer. For Teaching staff who have successfully completed two semesters are eligible for 10 days and 20 days during winter and summer seasons, respectively. For Teaching staff who have not completed two semesters are eligible for 5 days and 10 days during winter and summer seasons, respectively.
- Holidays falling between the vacation period including Sundays or any other declared holidays would be considered as part of the vacation period.
- Vacation leave starting or ending with Sunday or any other declared holiday would be treated as vacation leave only
- Any holiday and study leave falling with in vacation leave will be considered as part of vacation leave. Vacation leave cannot be prefixed or suffixed with any kind of leave. To consider the same, approvals required from Principals/Directors/Registrar
- The vacation salary shall be payable only on the condition that the Faculty/staff is present on the last working day before the vacation and the first working day after the vacation.
- The employee will not be eligible for vacation pay if he/she is serving the notice period.
- Vacation period will not be considered as notice period for the separating employees.
- Vacation leave may be taken in two stretches if required during the vacation period.
- Institute/University may call the staff during vacation leave, if his/her services are required. In such case, that day will not be considered as part of vacation leave.

## **Special Leave**

- This category covers the following: Examination duties of affiliated or concerned University, attending faculty/staff development programmes, attending conferences, attending workshops/seminars, fund raising, cultural/sports activities, professional duties (invited talks, BOS/BOE meeting, conference chairs, research proposal presentations, inspection committee members, interview panel members), institutions duties, Ph.D viva examination, board meetings and others.
- Academic and research related activities.
- SCL cannot be carry forwarded to subsequent years.

- The SCL for attending conferences in India/Abroad will be forwarded through Directors/Heads of respective Institution. The leave must be applied at least one month in advance. Head of the Institute is the sanctioning authority.
- The SCL can be granted up to a maximum of 7 days in a calendar year.
- An employee availing SCL in a calendar year must seek permission personally and justify the benefit to the University/Institute. However, SCL will be permitted for cases in Academic related assignments of Institution/University duties as assigned by the competent authority.
- Combination of CL or EL or any other type of leave (Ex. EL etc.,) with SCL is not permissible.
- Relevant papers knowledge must be shared among the department faculty for the benefit of the department/Institute/University. Without relevant proofs the leaves can be considered as Leave on loss of pay.
- SCL may be avoided during academic working days so that teaching learning process is not affected. It is advised to avail the SCL as far as possible during the non-academic working days. A maximum of 8 days SCL can be availed in a semester.

### **On Official Duty–OOD**

Any employee is sent for official work by University/Institutions sanctioned by with the concerned Principals/Director/Registrar will be considered as OOD.

### **Maternity Leave**

- This facility is given twice in the entire service with REVA spacing 3 years from the rejoining date of first maternity leave.
- The staff should have completed probation period and continuous service with Institute/University.
- Maternity leave is permitted as per the norms with full salary for 180 days.
- Extension of Maternity leave is not allowed, only on medical grounds. The extension of maternity leave is considered as leave without pay.
- Maternity Leave in combination with any other type of leave (Ex.: EL, SCL, CL) is not permitted. It must be only maternity leave only.
- Employee should apply for maternity leave at least 3 months in advance, to make necessary arrangements for the smooth running of the classes/curriculum.

## **Paternity Leave**

- The leave can be granted only to male staff members.
- This facility is given twice in the entire service with REVA spacing for 3 years.
- The staff should have completed probation period of continuous service with the Institute/University.
- Paternity leave is limited to a maximum of 3 (Three) days only.
- Registrar and Director/Principal are authorized to sanction the leave.

## **Matrimonial/Marriage Leave**

- Employees in both Teaching & Non-Teaching who are getting married are eligible for Marriage leave of Four (4) days only. The Leave application should be submitted atleast a month before enclosing the Marriage Invitation Card for sanction.
- The faculty should make alternative arrangement for entrusting his/her teaching responsibility to any other faculty and he/she has to make up that subject teaching before the Last working day.
- Registrar and Director/Principal is the authority to sanction the leave.

## **Permissions**

- Late arrival/early exit without valid permission will be penalized.
- 2 Maximum permission duration allowed is 90 minutes in a month.
- In case of availing permission, the staff should sign in the movement register kept in the director's/principal's office, and submit letter duly signed by the controlling authority to HR Team along with permission letter.
- Only 2 permissions are allowed in a month and the permission should not exceed more than one hour in a day.
- If the staff Biometric registers more than 1 hour late coming and early going in a day with or without permission then the same will be considered as ½ day CL/3 days EL /½ LOP.
- Maximum Grace period is 5 minutes. (i.e 8:35 am for punch in.)

## **Leave Encashment**

- No encashment is allowed on General Holiday, Restricted Leave, Casual Leave

Compensatory Leave, Vacation Leave and Special Casual Leave. Encashment is allowed only on EARNED LEAVE.

- Confirmed employees have the option of encashing his/her accumulated EL more than 180 days.
- This encashment will happen on his/her current BASIC salary pay only.
- A minimum balance of 180 EL has to be maintained all time up to such accumulation before encashing it.
- Maximum of 30 EL can be encashed on BASIC pay at a time.
- EL encashment to be done considering the base as 30 days in a month.
- EL encashment is allowed to both Teaching and Administration staff during a year.
- Employees eligible for EL encashment should submit the EL encashment application atleast one month in advance.
- The ceiling limit for EL accumulation is 240 days.
- During separation if the employee has more than 90 days EL at credit, 50% basic salary will be paid for the days at credit beyond 90 days.

### **Separation/Relief**

- Staff members, desirous of resigning their post/position, have to necessarily to give NOTICE period of ONE FULL MONTH, in case he/she is on probation period and THREE FULL MONTHS, in case he/she has completed probation period and is a confirmed employee of REVA.
- During Notice period, no vacation Leave, Earned Leave, Casual Leave or Compensatory Leave in their credit will be taken into account. In case of any shortage in the notice period appropriate recovery will be made.
- Staff members are normally considered for relief only at the end of the semester, as relief at the beginning or middle of the semester is likely to affect the academic work.

### **The Rules And Regulations For Employees**

- Leave consideration during declared/public holidays:
- If an Employee is not coming on the prefix day and suffix day of a Public/Declared Holiday/Sunday, then all days (i.e .prefix day, suffix day and Public/Declared Holiday/Sunday) will be adjusted towards CL or EL or LOSS OF PAY as the case may be.  
For Example:

- a. Wednesday is a declared Holiday. If employee takes leave from Tuesday to Thursday then all 3 days will be counted as CL or EL or leave without pay as the case may be. (HR will confirm on Leave consideration).
  - b. If employee takes leave on Friday and Monday, Saturday and Sunday being weekly offs, then all Four (4) days will be counted as EL or leave without pay as the case may be (Friday to Monday).
- If employee is on 1 week leave – say starting on a Monday and rejoining on Monday (7 days), then all 7 days including weekly offs/Declared Holiday/GH/PH will be counted for the Earned Leave or leave without pay as the case may be.

For Example:

- a. Wednesday is a declared holiday. If the employee takes leave on Tuesday or Thursday then the holiday will be counted as leave.
- b. If the employee takes leave on Friday or Monday then 1 day will be counted as CL or Leave Without Pay as the case may be (Friday or Monday).

## **Process Of Leave Application**

- An employee submits the leave card to the reporting authority atleast 2 weeks in advance for all kinds of leave except the CL (for CL 2 days in advance). In case the leave is sanctioned then the employee submits the approved leave form to the HR department for records.
- A record shall be maintained in an individual Leave Card of all the leave, sanctioned, refused or postponed, and reasons for refusal or postponement shall in every case be entered there in. The Leave Card must be submitted to HR Department for records.
- When the casual leave is planned then the written permission shall be taken on the Leave Card along with the signature of respective Head and given to the HR Department. In case the leave is unforeseen then the intimation should be made atleast one hour before the reporting time of duty to the immediate supervisor and the same should be recorded in the leave card immediately on resuming duty.
- Employees who desire to obtain Earned Leave, shall apply in writing to the Reporting Officer through the Leave Card and submit the same to the HR. Such applications for leave shall normally be made atleast 15 days before the date from which the leave is to commence, except in urgent cases or unforeseen circumstances when it is not possible to

do so.

- The leave for both teaching and non-teaching staff in various departments has to be approved and signed by the immediate Head/Principal/Directors/Registrar before availing it. For Non-Teaching Staff of the University, the leave will be approved by the Reporting Officer/Registrar/Vice Chancellor. In case of Institution for Teaching staff/Administration staff, the respective School Director/Institution Principal is authorized to approve the leaves.
- In case of School Director the leave application will be approved by Vice Chancellor/Registrar.

### **i) Gratuity Payment**

- As per The Payment of Gratuity Act, 1972.
- Any employee of the University gets relieved after successful completion of Five years of services is eligible for payment of gratuity as the rules laid down by Government of India.

### **j) Provident Fund (PF)**

- PF is a retirement benefit extended to all the employees joining the University.
- PF contribution is calculated @ 12% on basic + DA or Rs. 1800 whichever is lower.
- Both employer and employee contribution are remitted to employee PF account as per the PF deadline.

### **k) Sports Facility**

University has reserved more than five acres of land for sports grounds and indoor games stadiums. It has international level sports infrastructure for most of the popular indoor and outdoor games.

<b>Indoor and Outdoor Sports Facilities in University</b>					
<b>Sl.No</b>	<b>Sports Facility</b>	<b>Total</b>	<b>Sl.No</b>	<b>Sports Facility</b>	<b>Total</b>
1	Badminton Court	02	6	Volleyball Court	01
2	Gym Facility	01	7	Basketball Court	02
3	Group Fitness Centre	01	8	Lawn Tennis Court	01

4	Table Tennis	03	9	Cricket Ground	01
5	Jogging Track	01	10	Multi-Purpose Ground	01

Employees may visit the University Sports Department for detailed Rules as to the use of these sports facilities.

## I) LOCAL AND DOMESTIC TRAVEL POLICY

This policy defines the process and eligibility of employees for travel within the city on official trips. This will cover the following two types of Travel:

- Employee Local Conveyance Policy
- Outstation Travel Policy

### OBJECTIVE:

- a) To lay down guidelines and procedures for travel and reimbursement of expenses by an Employee across different cities for:
- b) Official Tour /Out Station Duty performed for official purposes, inspection purposes, and emergency work under the orders.
- c) Attending Education Summit, Fairs, Training programmes, conferences or any other developmental activity duly authorized by the competent authority.

### ELIGIBILITY

This policy is applicable to all members of REVA University (RU) / REVA Group of Educational Institutions (RGEI), and/or to any other concern including any of entity's affiliates, associates, and/or other entities in which our entity may be having any interest whether existing or which may be set up in future.

### DEFINITIONS:

- a) In the context of the policy following meanings shall apply:
- b) Home Station: The selected place of Residence.
- c) Tour Station: The place where an employee visits on tour for official work.
- d) Day Tour: This shall mean a Tour which can be covered within 6 hours one way, where the employee leaves and returns to Home/Duty station on the same day.



- Employees shall be reimbursed for travel to the near station to their residence, if they are travelling between 8:00 am and 8:00 pm, incase employees travel earlier or later to the hours mentioned they shall be reimbursed from the Duty Station to the Home Station.

## **GUIDELINES**

- a) It shall be noted that tours are a part of normal duty of an employee. The RU / RGEI shall be reimbursing all legitimate expenses incurred by the employee.
- b) Employee must familiarize themselves of the Travel Rules to avoid financial burden on themselves or resorting to special sanctions to waive-off additional expenses.
- c) The employees should refer to the Employee Local Conveyance Policy while travelling locally at the Tour Station.
- a) The trip should plan in such a manner that maximum advantage of railways/airline discounts can be availed.
- b) To ensure that the forms are correctly filled by the employees with the all the required details.
- c) To book and process the travel requirements of the employee.
- d) To inform the employees about their booking status well in time.
- e) To verify entitlements as per levels before processing.
- f) To verify required approvals are been availed for processing.

## **RESPONSIBILITY OF DEPARTMENT / AUTHORITIES INVOLVED**

### **School Director / Principal:**

- a) Identify the purpose of the travel and have a the detailed agenda drafted
- b) Ensure, verify and approve the travel forms.
- c) Take approval before assigning any benefits to an employee which is not a part of the existing policy.
- d) Review the tour report and plan the next travel accordingly.

### **HR Department:**

- a) To communicate the Travel Policy to all departments.
- b) To review the policy from time to time

### Accounts Department:

- a) To verify required approvals are been availed for processing claims especially incase of any deviations from policy.
- b) To remit the claims on time.
- c) To ensure that the required proofs / supporting bills are attached for the purpose of claims.

The following are the entitlements as per the level assigned to the employees:

SL.NO	LEVEL / BAND	MODE OF TRAVEL
1	L1	1 <sup>st</sup> AC / Business Class / Economy class Flight
2	L2 – L3	1 <sup>st</sup> AC / Economy class Flight
3	M1 – M3	Two Tier AC Train/Domestic Flight - Economy class
4	AE1 – AE2, E1 – E3	Three Tier AC Train or AC Bus / Share Cab.
5	AE3 – AE4, E4 – E6	Sleeper Class Train / Bus / Share Cab.

### ADDITIONAL NOTES

- a) Non Availability of a particular type of transport for example if III Tier AC is not available it does not automatically entitle you to next higher level travel arrangement. Eg: To Two Tier AC Train.
- b) If any employee travels by a mode lower than the entitlement than the reimbursement will be based on actual expenses.
- c) The carrier, route and other transport details will be at the discretion of the Management.
- d) Kindly note that Group Travel is recommended.
- e) It is desirable to travel by Train/Bus, if,
  1. One-way travel is less than six hours
  2. Overnight train / bus facility is available.
- f) Air travel is allowed where the travel time is more than 12 hours from the origin to the destination
- g) Air travel for employees who are not eligible for the same, but have to do so due to operational exigencies have to obtain prior approval from the Registrar / Director/ Principal as applicable.

h) Any deviation from the above requires approval of the Registrar as applicable.

## USE OF PERSONAL VEHICLE FOR INTER CITY TRAVEL.

- The RU/RGEI has a Policy of allowing employees to use personal vehicles for local duties in their Home Stations. These entitlements are for Local duties only at “Home Stations” and should not be mixed up with Tour Entitlements.
- Reimbursement Rates for use of Car/Two-wheelers as mentioned below and reviewed from time to time as per prevailing cost of fuel.

Mode	Reimbursement per km
Four Wheeler	Rs. 10/km
Two Wheeler	Rs. 5/km

- The rates will be revised as per requirement, as per cost index of Fuel and all informed accordingly.
- Toll Charges (on actual on receipt of bills/toll challan).
- The employees shall be reimbursed as per the mode of travel prescribed as per the level or the above whichever is less.
- Kindly note that Group Travel is recommended for local travelling.
- Group Travel is recommended in the University/Institution Car subject to availability of the same.

## PROCEDURES TO BE FOLLOWED

### 1. BEFORE TRAVEL (Requisition Process)

- a) The employee needs to fill in the Outdoor duty form and Tour Intimation Form getting it duly signed by the respective HOD and submit it to the Admin dept. at least 7 days before the tour to make the required arrangements.
- b) The employee shall retain a copy of the above forms to be attached with the Claim form on return.
- c) Any Advance required for the tour will need the sanction of the Head of the Department.
- d) The Administration department shall intimate the rail/bus/flight reservations details to the employee after arranging the same.

- e) The employee has to adhere to the Travel Policy, in case of any queries he can touch base with the HR Dept.

#### Note

- a) Travel dates should be planned in advance, only in case of emergencies, last minute decisions or any unforeseen situation, the employee may purchase the tickets directly keeping the Admin Department in loop for any such purchases. The employee should follow the entitlement limits while doing so; else shall not be reimbursed the additional amount incurred unless if he has not availed prior approval of the HOD/Chief Administrator.
- b) In cases where the booking is not available as per entitlement class, the employee will require approval to travel in a higher class or in emergency verbal approval from respective Directors only. The employee has to do follow the Claim process as defined.

## **2. TRAVEL ADVANCE**

- a) An employee, prior to proceeding on a tour, may be paid a reasonable advance-not exceeding the anticipated expenditure of the tour.
- b) If the advance taken shall be adjusted or cleared along with the claim amount.

## **3. TOUR EXPENSE APPROVING AUTHORITY**

- a) All the duly filled forms should be signed and approved by the Director / Principal and Registrar.
- b) If at any University / Institute, the reporting head is not present then as an emergency measure, the highest next authority at the University / Institute is authorized to approve the Tour and Travel advance.
- c) The Tour expenses when within entitlements may be passed by the Accounts Department itself.

## m) ACCOMMODATION POLICY

### CLASSIFICATION OF CITIES

For the purpose of entitlement of travelling allowance, city/town shall be classified as under:-

Cities under 'A' Category	Cities under 'B' Category
Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Bangalore & Pune	All the cities apart from the cities mentioned in 'A' Category

Note-Kindly note the classification shall be altered from time to time considering the changes in the lodging and boarding prices due to changes in inflation.

Separate limits have been given for lodging, boarding and conveyance expenses as under:-

SL. NO	CATEGORY	BAND / LEVEL			
I	'A' Category	L1 – L3	M1 – M3	AE1 – AE2 E1 – E3	AE3 – AE4 E4 – E6
<b>1</b>	<b>ACCOMODATION / LODGING (Per day Stay)</b>				
	Single Occupancy	On Actual	1500	1000	800
	Double Occupancy	On Actual	2800	2000	1400
2	BOARDING (Per day)	On Actual	600	500	400
3	Out of Pocket expenses (per day)	On Actual	200	200	100
SL. NO	CATEGORY	BAND / LEVEL			
II	'B' Category	L1 – L3	M1 – M3	AE1 – AE2 E1 – E3	AE3 – AE4 E4 – E6
<b>1</b>	<b>ACCOMODATION / LODGING (Per day Stay)</b>				
	Single Occupancy	On Actual	1200	1000	800
	Double Occupancy	On Actual	2000	1800	1200
2	BOARDING (Per day)	On Actual	600	500	400
3	Out of Pocket expenses	On Actual	200	200	100

(per day)				
<ul style="list-style-type: none"> <li>Lodging shall be considered on number of Nights spent at the “Tour Station”. The nights spent on travel shall not be counted towards lodging entitlements.</li> <li>All the limits mentioned are inclusive of taxes.</li> <li>Where meals are included in fares of Trains like Shatabdi, no, boarding shall be eligible for the Journey Period.</li> </ul>				

**ENTERTAINMENT EXPENSES**

- a) If an employee has to entertain any official guests while on tour, the anticipated expenditure should be specifically approved in writing by the Registrar as the case may be. The expenses on this account should be indicated under this head and should be supported by bills and details of the guests.
- b) Employees on Tour shall NOT entertain fellow employees at outstations. However, if an outstation employee is part of a business meeting only then such expense is permissible

**OUT OF POCKET EXPENSES**

- a) The out of pocket expenses would include miscellaneous personal expenses like Mobile call expenses, magazine, mineral water, tea / snacks / tips, laundry expenses, porter charges etc. These are fixed amounts and there shall be no need to produce bills / receipts for the same.

**INCASE OF OWN ACCOMODATION**

- a) If any employee is going on long tour at any place and when Lodging becomes essential, the employee wishing to stay at his relatives or friends house, the employee shall be entitled per day,
- b) 20% of Accommodation / Lodging + Boarding is reimbursed as grade/ level limitation.
- c) This reimbursement includes Accommodation / Lodging and Boarding charges only.
- d) The employee will be reimbursed out of pocket expenses, local conveyance expenses and travelling expenses as per entitlement.

**MODE OF TRAVEL**

- a) All travel made with 12 hrs would be by luxury bus or 1<sup>st</sup> / II / III tier train or as per the

entitlement.

- b) All travel beyond 12 hrs would be by air or as per the entitlement..

## **DURING TRAVEL**

- a) The employee shall maintain the record of expenses incurred on a daily basis for the purpose of reimbursement.
- b) The employee shall do his/her best to achieve the desired agenda of the Visit.
- c) The employee shall be in communication with his/her reporting head for reporting and queries during the visit.
- d) At the end of the visit the employee needs to have a meeting with the reporting head to share the concerns and accomplishments of the visit.

## **AFTER TRAVEL (Claim Process)**

- a) The Domestic Out Station Travel Statement and Tour Report Format must be submitted to the reporting head from return of the Tour.
- b) All claims should be accompanied with the actual ticket/Boarding Pass and other bills as required.
- c) The Claim shall be cleared by the Accounts team on submission of the duly completed forms with the requisite bills.

## **n) Code of Conduct**

### **Objective**

The aim and purpose of the Code of Conduct is to guide employees of the Rukmini Educational Charitable Trust (RECT) or REVA University or REVA Group of Educational Institutions (RGEI) in applying the underlying Rukmini Educational Charitable Trust (RECT) or REVA University (RU) or REVA Group of Educational Institutions (RGEI) Statement of Core Values to the decisions and choices that are made during everyday endeavors in managing the affairs.

- Adherence to official timings.
- Every employee is given an identity card and is expected to display this identity card when in the RGEI premises.
- Please maintain a professional attitude towards parents and the students. Avoid any personal discussion and interaction.
- All the employees are expected to treat their colleagues, peer group with regard and proper respect.
- Any misbehavior will not be acceptable and will be treated as an act of misconduct.
- The feedback given to parents should be courteous.
- Employees are required to direct the parents and students to the concerned faculty member/Director with regard to any issue &/or suggestion &/or grievance.
- Any personal discussion, meetings or gatherings should be avoided in the RGEI premises.
- The medium of instruction in the RGEI is English; hence employees are required to always communicate in English.
- The environment & the culture prevalent in the RGEI are cosmopolitan. All are required to display unbiased disposition, and shall not propagate through teaching lesson or otherwise, communal or sectarian outlook, in cite, or discriminate any student on ground of caste, creed, language, place or origin, social and economic background.
- Employees will not practice or incite any student to practice casteism,
- communalism & or untouchability or singling out of any child with regard to physical &/or mental ability &/or/any personal issue.
- Employees shall not, encourage, or incite any student, teacher or any other member of the staff to behave in a disorderly manner in the RU/RGEI premises or outside in connection with any matter connected with the RU/RGEI.
- Employees shall not organize or attend any meeting during the RU/RGEI hours except



when required to or with prior permission from the Management of the RU/RGEI. In the event of any pecuniary loss or damage to the RU/RGEI occasioned by the employee due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on his/her part, the employee shall be liable to deductions from salary to make good the loss or damage or any part thereof, the amount of which shall be fixed by the Management.

- In case of any change in contact address &/or phone number &/or name during employment with the RU/RGEI, it shall be the duty of the employee to intimate the same in writing to the HR Department within one week from the date of such change.
- Employees shall forward to the HR Department contact address & the phone number during vacation before the commencement of the same or before long leave.
- Consumption of eatables while a session is in progress &/or in the corridors or foyer is not permitted. The same is allowed during the stipulated breaks only in the Cafeteria, else as permitted by the Institution Head/ Principal/Director.
- Appearance within the RU/RGEI premises has to be presentable, neat and tidy. Attire must be clean, comfortable and functional. The activities with students involve extensive physical movements; hence clothes need to be decent and appropriate.
- Your constant supervision is required during the students involvement in water play, sand play, outdoor play, Lab experiments &/or any other curriculum related activity.

## **Types of Misconduct**

- While no definitive list is feasible, the under mentioned violations are enumerated, in order to cover different types of cases:
- Violation of ethics and professional misconduct of all employees including but
- not limited to policies, applying to teaching, research, stealing, copyrights, violence in the work place and all service rules/regulations of the University.
- Harassment of any staff on grounds of caste, race, religion, sex ethnic origin or sexual orientation.
- Significant and sustained failure in the conduct of any duty assigned from time to time.
- Evaluation of student work by criteria other than course performance or an unacceptable delay in evaluation of student work or discrimination against a student or fraudulent marking of attendance.
- Leaking out question paper or its material.

- Use of the position or power of a faculty/technical staff to coerce the judgment or to cause harm to a student for arbitrary or personal.

### **Private Trade/Employment**

All employees shall devote their whole to RECT/RU/RGEI work. No employee shall, except with the prior written Permission of the Registrar/Principal engage either directly or indirectly in any trade or business or undertake any other employment or consultancy or undertake such business/trade/consultancy, etc.

- On behalf of anyone else, which is in conflict with the interests of the Management, in any capacity/her own or in association with any other individual/firm/institute/body corporate, etc..., whether for any consideration or not.
- Provided that an employee may, without prior written approval, undertake honorary work of social, charitable or religious nature or occasional work of literary, artistic nature, subject to condition that such work does not interfere with the /her duties and undertakes to discontinue such work if so directed by the RECT/RGEI at its sole discretion.
- No employee shall accept any fees or any pecuniary advantages for any work done by him/her for any public body/private organization or individual without the written permission of the Management.
- Any employee currently engaged in any activity/trade as defined above is required to declare this to the Management with full details and discontinue his/her association, if so directed by the Management.
- No employee shall participate in or be associated with any radio/television broad cast or any document/paper published in his/her name or under an assumed name or in any communicated to the press or in public speeches/utterances without the prior written approval.
- Employee shall ensure that their participation does not, in anyway. Reveal business/technical information of the RECT/RU/RGEI which employee has not been authorized to disclose.
- Has the effect of embarrassing the relationship between the RECT/RU/RGEI and public/govt. Provided that nothing in this rules shall apply to any Statement made of purely factual and not confidential nature purely in his/her official capacity in due discharge in good faith of duties assigned to him/her.
- Has the effect of adverse criticism of any policy or action of the RECT/RU/RGEI.

- The subject of compensation is confidential in nature and strictly between the employee and the RECT/RU/RGEI. As a policy, the employee is expected to restrict the discussion/sharing of the same only with appropriate authority at all times. Only the special allowances shall not be revealed.
- Employees, except in so far as it may be necessary in the course of their duties, shall not without the prior written consent of the HOD, retain in their private possession, any papers/documents/specification, records, etc. related to the RGEI's functioning. Any such material must be returned to the RECT/RU/RGEI on severance of their service. No employee shall acquire any patent right in related to any products manufactured/services rendered by it or which the RECT/RU/RGEI makes or may make/deliver in the course of his/her employment. Any process acquired by any employee for improvement of performance of the RECT/RU/RGEI services or if, as a result of any research/development activity, any employee comes to know of or develops any better processes or strategy, he/she will pass on to the RECT/RU/RGEI all the benefits/technical knowhow and assist the RECT/RU/RGEI in having it patented. These will be the property of the REGT/RU/RGEI.
- The employee shall endeavor to up hold the good image of the RECT/RU/RGEI and shall not by his/her conduct adversely affect the reputation of the RGET and bring disrepute to the RECT/RU/RGEI, in any manner whatsoever.

### **Use of Cell Phones/Ipods/Electronic Gadgets etc.**

- Cell phone usage must be restricted to post working hours only. The Phone must be on a silent mode once in the RU/RGEI premises. Any loss of a personal cell phone is not the RU/RGEI responsibility.
- Repetition of the offence will lead to issuing of a Memo. Handling of confiscated items is at the discretion of the Institution Head.
- In case of personal emergencies, the RECT/RU/RGEI phone lines are available for use. The help desk is responsible for immediate communication to pass on the messages to the respective employee else to the reporting head of the employee.

### **o) Safe and Harassment Free Campus**

A harassment free University is a right of all employees and University respects this right and adheres to the guidelines mentioned in the Ordinance.

- All employees shall ensure a healthy and safe environment that is free from harassment

of any kind or form.

- All employees are prohibited from indulging in harassment of any kind or form – whether physical, verbal, psychological, or sexual in nature. This includes all types of unwelcome, offensive, demeaning and intimidating behaviours against University employees or any other internal and external stakeholders, whether explicit or implicit.
- In case of sexual harassment, a committee has been formed. The details of the committee is also attached. This committee will hold a meeting with the Complainant within five working days of the receipt of the complaint, but no later than seven working days in any case.
- The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his/her complaint.
- If the complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- All proceedings of the Grievance Committee shall be recorded in writing and will have to be signed by the Chairperson, complainant and the accused. All the proceedings of such cases are elaborated in the first Ordinances of university.
- Verbal and or/ physical threats against University, students/employees or clients/employees will not be tolerated.
- If any employee is found to have resorted to harassment towards any student, employee or any other internal and external stakeholder, strict disciplinary action shall be taken in such case.
- Additionally, if an employee is harassed by another employee, visitor, vendor or any other associate while at work, disciplinary action shall be taken as per the guidelines of Code of Conduct policy.

### **p) Internal Complaints Committee (ICC)**

In pursuance of UGC (Prevention, Prohibition, and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 to be read with sexual harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013, Internal Complaints Committee (ICC) is constituted as under to deal with complaints relating to sexual harassment at workplace.

## q) HCM Application

Empower HCM Application to cover the complete employee life cycle of the employee right from recruitment to retirement:

### 1. Employee Information

a. In empower HCM you can create upto 200 fields to capture entire Employee Information.

b. Below are Standard field information

- ❖ Employee Detail - Salutation, First Name, Middle Name, Last Name, Name, Employee Number, Date of Joining, Date of Confirmation, Official Email, Experience In Current Company, Effective Date, Manager's Manager Name, Reporting Manager, Company, Work Location, Department, Designation, Band, Leave Pattern, Week Off Pattern, Confirmation Remarks, Confirmation Due Date, Probation Extension Date
- ❖ Confirmation Info - Confirmation Status
- ❖ Personal Info - Gender, Actual Date of Birth, Record Date of Birth, Age, Marital Status, Wedding Date, Place of Birth, Personal Email, Mobile, Official Mobile Number, Alternate Email, Alternate Mobile, Blood Group, Religion, Specially Abled.
- Identity Section - Aadhaar Number, Passport Number, Passport Expiry Date, ESIC Number, UAN, Earlier a Member of Pension Scheme, PAN, Passport Issued Date, PF Account Number, ESI Applicable, PF Applicable, Earlier a Member of Provident Fund
- ❖ Address Section - Present Address, Present City, Present State, Present Country, Present Pincode, Permanent Address, Permanent City, Permanent State, Permanent Country, Permanent Contact Number, Permanent Pincode, Permanent Residence Type.
- ❖ Bank Details- Mode of Payment, Bank Account Type, Branch Name, Bank Name, Bank Account Number, IFSC Code.
- ❖ Emergency Contact Section - Contact 1 Name, Contact 1 Relationship, Contact 1 Mobile, Contact 1 Address, Contact 2 Name, Contact 2 Relationship, Contact 2 Mobile, Contact 2 Address.
- ❖ Separation - Date of Separation. Custom Fields
- ❖ Unit , Section
- ❖ Employment Type

- ❖ Institution DOJ
  - ❖ Relative Salutation, Family Member Name, Relationship Type, Occupation, Profession, Gender, Date of Birth.
  - ❖ Identity Section - Aadhaar Number, PAN
  - ❖ Contact Details - Email, Address, State, Mobile, City, Country.
  - ❖ Additional Information- Dependent, Guardian Name, Residing With you, Is Minor.
- a. Nominee Details
- ❖ Nominee Details Name, Family Details, Percentage, Employee, Nominee Master.
- b. Qualifications
- ❖ Qualification Name, From Date, To Date, Qualification Type, Program Type, Completed, Class / Grade, Roll Number, Percentage, Year of Completion.
  - ❖ Institute Information - University, Institute, Location, City, State, Country.
- c. Previous Employments
- ❖ Employer Name, From Date, To Date, Department, Designation, Employee Code, Key Responsibility, Self Employed, Nature of Employment, Grade, Phone, Address, Last Drawn Annual CTC, Reason for Leaving.
  - ❖ Reference Section - Reference Name, Reference Designation, Reference Contact Number, Reference Email.
  - ❖ Custom Field - Reporting Manager Name / Reporting Manager Designation / Reporting Manager Department
- d. Certifications - Certification Name, Certified From (Institution), Certified On, Result, Grade, Certification Expiry Date. Certification objects will be used for Publications also.
- e. Employee History - Track complete history of an employee related to various designations, departments, locations and grades of the employee along with time period for each position.
- f. Publications - Using certification objects create a custom component to record Publication details.
- g. Onboarding:
- ❖ Issuing of Offer Letters - Manually signed and scanned copy is shared with the candidate Signed copy once scanned will need to be uploaded into Empower HCM for Future Reference
  - ❖ Initiating and sharing employee logins on the day of joining for online onboarding.

- ❖ Collecting Employee's personal information and documents such as ID proof, address proof, age proof, and photographs on Empower HCM (Uploaded by Employee once onboarded)
- ❖ Investment Declaration
- ❖ FBP concept will be used for NPS and Meal Card allocation
- ❖ Issue of Appointment letter - Manually signed
- ❖ Signed Copy once scanned will need to be uploaded into Empower HCM for Employee

## **2. Leave Management**

- a. Leave Year – January to December
- b. Leave Approval - Approved by concerned Reporting Manager
  - ❖ Define and manage Leave accruals & workflows manager approval
  - ❖ Check their available leave balance before sending in their leave applications
  - ❖ Leave application by Employee
  - ❖ Leave approval / rejection by Manager
  - ❖ Review the status of leave applications
  - ❖ Request for comp-off
  - ❖ Canceling Leave Application
  - ❖ Tracking Your Leave Applications Probation period needs a checkbox if the employee is eligible for leaves or not.
  - ❖ Comp Off

## **3. Standard Reports**

- a. HR Report
  - ❖ All Employees Leave Balance
  - ❖ All Employees leave Transactions
  - ❖ All Employees leave accrual details
  - ❖ All Employees Comp off Requests
  - ❖ All Employees Comp off Aailed details
- b. Employee Reports My Leave Balance
  - ❖ My Leave Transactions
  - ❖ My Comp Off Details
- c. Manager Reports

- ❖ My Team Leave Balance
- ❖ My Team Leave Transactions
- ❖ My Team Comp off Details

#### **4. Service Book**

- a) Access to the salary history of an employee.
- b) Enable you to update and revise the salary of an existing employee.
- c) Issuing of revision / Promotion Letters Standard Reports
- d) Promotion and Increments details along with & of hike Output Pages
- e) Promotion Letter with increment
- f) Promotion Letter without increment
- g) Increment letter - Template Received
- h) Employee can Apply for resignation
- i) Submitted resignation will get for reporting manager approval
- j) Managers can see the details of notice period and other relevant information.
- k) No dues clearance from department heads
- l) Issuing of no due clearance form - Template
- m) Issuing of Relieving and Experience Letters
- n) Date of separation will be considered for F&F No due Department
- o) Own Department - School / Institution - Check
- p) Library
- q) Administration
- r) IT -Tech Infra
- s) Accounts
- t) Vice Chancellor and Registers
- u) Hostel
- v) HR

#### **5. Compensation and Benefit Payroll and Statutory Setup**

- a) Fiscal Year April to March
- b) Cutoff Date would be 1st to 31st for payroll
- c) Maternity Leave
- d) PF calculation
- e) Information from other modules like New hire, Exits, Revisions
- f) Other inputs like one time payment / deduction can be uploaded.



- g) Monthly Based Payroll Process
- h) Cut-off dates for considering input for new hire and attendance
- i) Locking the payroll
- j) Investment Declaration and Approved Proof information will be considered automatically.
- k) Processing payroll
- l) Full and Final Settlement along with payroll
- m) No PF for age > 58
- n) No PT for age > 60
- o) Notice Period is 90 days for all employees
- p) Gratuity: 5 years of continuous service
- q) New Joinee Arrears
- r) Revision Arrears
- s) LOP reversal arrears
- t) IT Declarations and Proofs Submission
- u) Employees can submit investment declarations at the beginning of the financial year.
- v) New employees can declare investments at the time of joining.
- w) HR can set the locking period for Investments declaration.
- x) Enables employees to attach the proof of investments for your income tax declaration
- y) Approving Team will approve the investment proofs and the same will be considered for the payroll process.
- z) Proof submission is enabled from December month and the actual tax is calculated from Jan

## **6. Other Letters / Output Pages**

- a) Employment Certificate
- b) Address Proof Letter
- c) NOC - Visa
- d) NOC - Job
- e) NOC for PhD

## **7. Talent Management Key Process Include:**

- a) KRA Master's

- b) Role Based KRA's
  - c) Multiple Review types Design Elements
  - d) Rating Masters
  - e) Levels Masters
    - ❖ KRA Category
    - ❖ KRA(Rating Level)
    - ❖ KPI
  - f) Review Templates
  - g) Publish
    - ❖ Publish to Employees
    - ❖ Publish to Managers Rating Masters
  - h) This enables to configure Rating Masters :
    - ❖ 2 Values (Ex: Yes, No)
    - ❖ 3 Values (Ex: Good, Average, Poor)
    - ❖ 4 Values (Ex: Excellent, Good, Average, Below Average)
    - ❖ 5 Values (Ex: Excellent, Above Average, Average, Below Average, Poor)
  - i) The nomenclature of the values also can be defined as per your preference
  - j) Every Value will be given a Rating Score
  - k) Based on the Score associated and the weightage of the corresponding KRA, Overall Score is calculated Review Types
  - l) This enables you to define the frequency / duration for a Performance Review
- Examples of few Review Types can be:
- ❖ Annually Half Yearly (H1, H2)
  - ❖ Quarterly (Q1, Q2, Q3, Q4)
- m) Parameters can be defined at 3 Levels
    - ❖ KRA Category
    - ❖ KRA
    - ❖ KPI
  - n) All the Parameters are defined at Company Level and are tightly bound to each other. Means,
    - ❖ This starts with defining a KRA Category
    - ❖ Every KRA Category will have KRAs
    - ❖ Under a KRA, KPI is captured in the form of Description

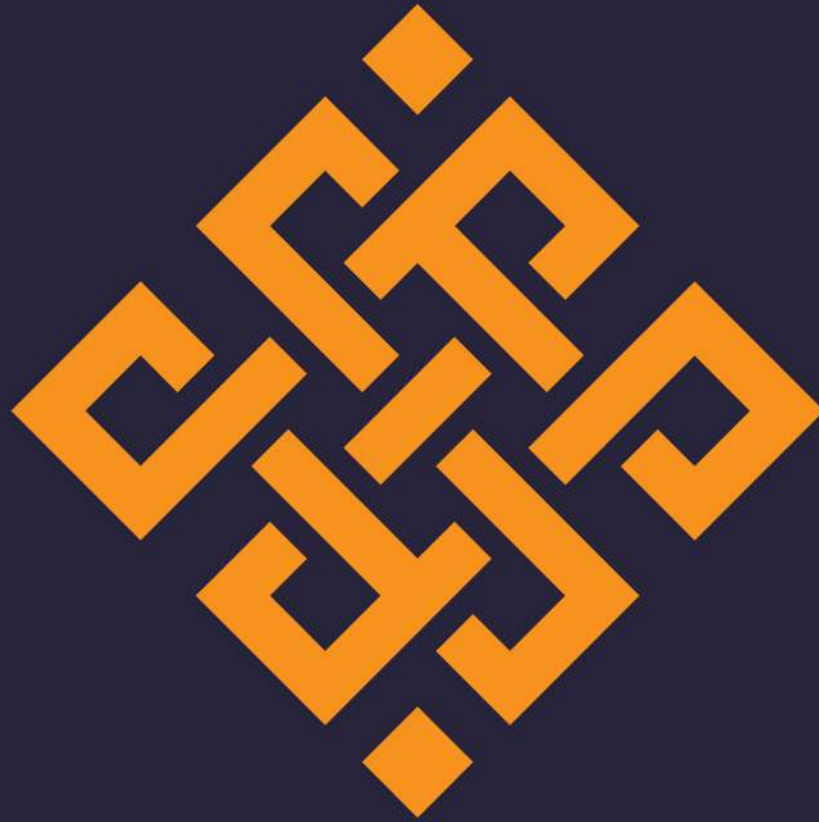
- ❖ There cannot be a KRA at Master level without KRA Category being mapped.
- aa)KRA Category
- ❖ This is basically grouping of all KRAs
  - ❖ Weightage to be defined for Category Level
- bb)KRA
- ❖ This is the level where the actual Rating happens
  - ❖ Weightage is defined at this level also
  - ❖ Weightage of all KRAs should sum upto 100 for the given KRA Category
- cc) KPI
- ❖ This is captured in the form of a Description. More as an explanation of KRA.
  - ❖ No Individual Rating available at this level 25
  - ❖ No Weightage nor calculation.

## 8. Help Desk:

- ❖ Employee can raise the tickets
- ❖ The responsible team assigned with the desk categories, can go ahead and resolve these queries.
- ❖ HR can configure the help desk category, help desk types and map responsible teams.



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