



Rai University
EVOLVING THINKING MINDS

EMPLOYEE HANDBOOK



“

The three great essentials to achieve anything worthwhile are, first, hard work; second, stick-to-itiveness; third, common sense.

— Thomas Edison

”

PARTICULARS

1. Welcome Note
2. Induction Policy
3. Attendance & Leave Policy
4. Local Conveyance Policy
5. Business Tour & Travel Policy
6. Research Policy
7. Retirement Policy
8. Resignation/Termination Policy
9. Appraisal Policy
10. Anti-gossiping Policy & usage of Social Media policy
11. Employee's Code of conduct

Formats (Annexure)

- Joining Report
- LTA Receipt Form
- Induction Feedback Form
- Medical Reimbursement Form
- Leave Application Form
- OD / SL Application Form
- Bill for Expenses
- Travel Advance Form
- Tour Expense Bill
- Exit Interview Form

WELCOME NOTE

Welcome to Rai University

Rai University has been established by Gujarat State Legislature under Gujarat Act No. 12 of 2012, Rai University provides world class education and empowering opportunities for all sections of society.

We are glad you chose to join the highly professional and dynamic Rai University team. We believe that an organization consists of a group of capable individuals who join hands to work towards a common goal. We welcome you to work for that goal. At Rai University we are committed to the growth of the organization through the growth of the individual. We believe in our core values and our ideology which are reflected in each and every assignment we undertake. With our exceptionally brilliant group of team members we are confident that we will succeed!

This handbook will serve as a starting guide to introduce you to some of the ways we do things. It will also help you in adjusting to the new environment. The policies and procedures do not constitute contractual terms and conditions of employment and should not be construed as expressed or implied contractual commitments. Accordingly, the policies and procedures may be changed at any time with or without notice.

As with all other documents at Rai University, if you feel there is some information that should be added/modified in the handbook, please feel free to make the suggestion and notify the HR Team for the change. We believe in the process of constant improvement and this will be a wonderful way to improve ourselves.

All the best!

INDUCTION POLICY

OBJECTIVE

To ensure that new joinee(s) are properly acclimatized with the organization, its policies, procedures and rules so as to make them feel comfortable in the new environment.

SCOPE

All new joinee(s) of Rai University will undergo the “Standard Induction Procedure”

PROCEDURE

The induction is conducted in two phases

A. Joining Formalities

B. Acclimatization

A. Completion of Joining Formalities

1. New joinee is required to submit two passport size photographs, address proof, PAN, documents and testimonials as per details given in Employment Form, which will be verified by HR coordinator.
2. Joining report (RUG-HRD-01) and PF Nomination form (2 A) to be filled up by the new joinee
3. New joinee will be given bank form and a cancelled cheque for opening the salary account.
4. Accepted copy of the “appointment letter, joining report & PF form (2A), will be immediately sent to HR.

B. Acclimatization

1. A session of 30 minutes will be held between the new joinee and the HR Co-ordinator where he will be given the details about pay, benefits, holidays, leave, attendance/punctuality etc.
2. New Joinee will be taken around the office building and introduced to key persons in other departments.
3. Induction Feedback Form (RUG-HRD-03) is to be filled up by the joinee after a week of joining and submitted to HR. Compliance of the same will be responsibility of HR Coordinator.
4. Photo I-card will be prepared and handed over within a week of joining

ATTENDANCE AND LEAVE POLICY

OBJECTIVE

To have a well-defined consistent attendance & leave policy for the employees of the Rai University.

ELIGIBILITY

All the employees

WORKING DAYS

Rai University will work for 6 days in a week from Monday to Saturday from 9:00 A.M to 5:30 P.M. However this timing is subject to requirements & contingencies.

ATTENDANCE RECORDING

All employees need to put their biometric attendance while entering and leaving the office premises. Absence of which it will be considered as LWP (Leave without pay). In case of any technical error, this need to be reported on the same day over mail to IT Coordinator marking Copy to the HOD/Line Manager and HR.

LUNCH BREAK

The lunch break will be for half an hour. However, employees can be avail flexi-timing for lunch form half an hour 12:30 pm and 2:30pm depending upon the individual and department's workload.

LATE COMING / EARLY GOING

The late coming after the flexi hours i.e. 30 min and short working duration i.e. less than 8.5 hrs will be considered as deduction in salary as per our policy mentioned below:

- Up to 3 working days 1/2 day
- 4 to 6 working days 1 day
- 7 to 12 working days 2 days
- 13 to 18 working days 3 days
- 19 to 21 working days 5 days
- 22 working days onwards 7 days

WORKING ON SUNDAYS / HOLIDAYS

In case an employee needs to come on Sunday or holiday, information is to be given to the Admin Department at least 24 hours in advance. The same should also be applied through RU Leave management System (LMS) duly approved by concerned HOD/Competent Authority. Approximate hours to be spent in the office should be indicated. All personnel, attending the office should mark their presence at the time of coming and leaving the office.

Employees working on Sundays/ holidays are entitled to avail compensatory leave of similar hours within 30 days. Alternately they can claim transportation facility by university OR local conveyance and are entitled to lunch meal in cafeteria.

OFFICE CULTURE

Discipline:

- Be on time to work and for meetings.
- Monday- Friday: Formals dress-up days.
- Saturday: Casuals
- English should be the language of official communication.
- Be sharp, clear and professional in discussions. Choose the right words.
- Respect each other.
- Remember, the ultimate aim for all of us is the growth of our organization, so do what is best.

Communication Etiquettes:

- Put the organization before self. When answering the phone always project the Organization's name before saying yours.
- Phone: Be polite yet be loud and clear. Follow up your requests with 'Thank You's and acknowledgments with 'You are welcome'/ 'No problem!'/Any time'.
- Phone: Speak slowly (not softly) to make sure the other person understands and be aware of the differences in accent. Listen and understand before you speak. Do not cross-talk while someone is speaking. The aim is to solve the problem at hand and not disrespect or enforce your view on others.

- Emails: Always make sure that names are not misspelled. Misspelled names are very disrespectful and irritating. If unsure about the name, use Sir/Madam. Then in the next conversation ask about it. Emails must preferably be replied within the same working day.

LEAVE YEAR

1ST January to 31ST December (Calendar Year)

For processing of monthly salary leave status is calculated from 1st to last day of current month.

TYPE OF LEAVE

- Casual Leave
- Earned Leave
- Short Leave
- Maternity Leave

Casual Leave (CL):

1. Annual Casual Leave entitlement is 12 days in a leave year or as decided by the management from time to time.
2. For new joinees, casual leave will be credited on pro rata basis from the date of joining till 31st December. In all other cases the entitlement of CL will be credited on 01st of January every year
3. For the first month of joining, CL entitlement will be credited as per following norms-

DOJ	CL
1 st -15 th	1.0
16 th -31 st	0.5

4. Casual Leave can be availed for minimum of half a day (i.e. 0.5 CL) however cannot be granted for more than 3 (three) days in succession.
5. Intervening holidays or weekly offs will not be counted for CLs.

6. CLs also cannot be adjusted against or availed during notice period.
7. In case of medical emergency employees can avail extended CLs for more than 3 days in succession, by submitting a certificate from registered medical practitioner.

Earned Leave (EL):

All confirmed employees are entitled for 20 days of ELs for every year of service (including probation) with the organization. i.e. an employee

1. Joining on a particular day this year will be credited 20 ELs on same day next year.
2. ELs are not credited in advance (as CLs) and are to be earned by the employee.
3. ELs can be availed for a minimum of 2 days at a time. Intervening holidays and/ or weekly offs will be included for counting ELs, however holidays and / or weekly offs at the beginning or end of leave period will not be counted. Also ELs cannot be clubbed with any other type of leave.
4. Unavailed ELs at the end of year (service year) will be carried forward and can be availed during subsequent year(s). However, a maximum of 45 days of EL can be accumulated.
5. ELs can be encashed at the time of separation, due to resignation or retirement, subject to maximum of 45 days.
6. ELs may also be partly or fully adjusted against notice period at the sole discretion of the Management.

Short Leave (SL):

1. To meet personal exigencies, short leave of 2 hours may be allowed by the concerned HOD.
2. Short leave can be granted at any time of the day during working hours as per the requirement.
3. Short leave will be granted on maximum of two occasions during the month.
4. Two short leaves cannot be clubbed together and also short leave cannot be clubbed with any other kind of leave.
5. Short leave exceeding two hours or availed on more than two occasions in a month will be treated as half CL.

Maternity Leave (ML):

1. Female employees not covered under ESI act shall be eligible for benefits under the Maternity leave Act, 1961.
2. Female employees shall be entitled for maternity benefits only after they had actually worked for a period of not less than 80 (eighty) days in last 12 months immediately preceding the date of her expected delivery.
3. The maximum period of leave with full pay will be 26 weeks. However, the employee also has the option of taking the full 26 weeks after delivery. However she cannot take more than eight weeks before her expected delivery.
4. In case of miscarriage or medical termination of pregnancy, based on registered medical practitioner's recommendation, leave will be granted for only 6 weeks immediately following the day of miscarriage or medical termination of pregnancy.

Compensatory Leave (Comp. Off):

All Staff are entitled a compensatory Leave against the duty on a non-working day. Staff may avail the same within a month of the duty served duly approved by concerned HOD/ Competent Authority.

LEAVE FOR TRAINEES

1. All trainees will be entitled for one (01) day of leave per month during the training period.
2. Unavailed leave for the month can be carried forward to following months till the training period continues but shall not be encashed at any stage during or after the training.

LEAVE WITHOUT PAY

For any employee availing leave without prior permission, leave days will be treated as LWP and these days will not be counted for calculating the salary for that particular month.

LONG / STUDY LEAVE

A study leave / extended leave / deputation for a maximum period of two years may be available on recommendation of the Dean / Director and approved at the discretion of the Management Board only after the employee has completed three years of service. During the period of study leave the employee will not be ordinarily entitled to draw any salary, but his position and seniority will be maintained when he/she returns after the leave period.

UNAUTHORIZED ABSENTEEISM

1. Except in cases of emergency or sudden sickness it will be the duty of every employee to obtain prior permission from his immediate superior in case he / she need leave on the following day or days. Leave without prior sanction will be treated as Absenteeism.
2. If an employee remains absent without any permission or intimation for more than eight days, it will be deemed that employee has voluntarily abandoned services and will lose lien on employment.
3. After three days of unauthorized absence the employee will be issued the first notice to join duties within next 48 hours and after six days the second notice will be issued giving employee a chance to join within next 48 hours or that his services will be terminated and on expiry of 8 days of absence a letter of termination will be issued and (s) he will be removed from the employee rolls.

PROCEDURE FOR AVAILING LEAVE

1. Employee wishing to avail casual or earned leave has to put request through RUG Leave management System (LMS) before proceeding for Leave. Those who do not have an access in LMS may apply through Leave Application Form (RUG-HRD-05) duly approved by concerned Line Manager. For planned CL, sanction shall be availed at least 3 days in advance and for EL shall be applied 7 days in advance.
2. Employee shall get approval for Short leave on RUG Leave management System (LMS) at least a day in advance, except in cases of emergency.
3. For proceeding on long leave (20 days or more) employee must inform and take approval from HOD/ Competent Authority at least a month in advance.
4. For Maternity Leave, employee must inform HOD at least three months before proceeding on leave or due date of delivery, whichever is earlier. Later on leave application duly supported by a certificate from Registered Medical Practitioner should be sent to HR department.
5. In case of availing the leaves (CL, EL, SL etc.), the employee needs to ensure that prior arrangements/substitution are made for the smooth functioning of the organization.

Note: *Regular Full Time Employees will only be entitled for EL/CL/SL. No Leave Benefit will be entitled to Part Time/ Contractual Staff.*

LOCAL CONVEYANCE POLICY

OBJECTIVE

To reimburse expense incurred on local traveling on account of official outdoor work.

SCOPE

All the employees of Rai University who use their own vehicle (Motor-Bike/ Scooter/ Car) or public transport for any work related to the university can claim the reimbursement as per entitlement.

ENTITLEMENT

Type of Vehicle	Entitlements	Fuel Rates per Km (in Rs.)
Car (any makes) Or any other 4 wheeler	Grade U1 & above #	Rs. 9.00/km
Two wheelers	Grade A1 & A3 #	Rs. 5.00/km

Grade is applicable as Classification specified in Tour and Travel Policy.

In absence of own vehicle, under mentioned public transport can be utilized.

Mode of Public Transport	Eligibility
Four Wheeler (Taxi)	Grade U4 & above
Three wheeler (Auto/ Tempo)	Grade A3- U3
Bus/ Auto on share basis	Grade A1- A2

PROCEDURE

1. Employee should claim on fortnight basis i.e. (1st- 15th and 16th – 30/31st) to account department.
2. Claim should be duly approved by HOD.
3. Delay in submitting the claim will automatically lead to forfeiture of the same i.e. claim for the month of January should be submitted latest by 30th March of the same Financial Year.
4. Claim should be submitted as per employee entitlement duly filled in the format RUG-HRD-07. Any deviation should have special approval of HOD/Head- HR.

REIMBURSEMENT POLICY

(Only to those applicable)

OBJECTIVE

To adopt a standardized procedure for claiming reimbursement under various heads

PROCEDURE

Employees are required to follow under mentioned procedure while submitting their claim(s)

PETROL / DRIVER / TELEPHONE REIMBURSEMENT

1. For the convenience of employees a single format (RUG-HRD-07) has been created for claiming Petrol/ Driver / Telephone etc.
2. Employees can claim all the three components (as per applicability) and submit it to Accounts Department (after end of each month).

TOUR CLAIM POLICY

1. All claims to be processed as per guidelines given in “Business Tour and Travel Policy”
2. Tour expense bill to be submitted within one week of completion of tour to respective HOD for authentication & approval. Accounts will check the claim as per entitlement. Any excess expenditure will require special approval from HOD/Head-HR
3. Tour Expense Bill (RUG-HRD- 09) should be used for submitting claim(s).

EMPLOYEE MARRIGE POLICY

OBJECTIVE

To share the happiness of Employee and their family members on occasion of Marriage of Self/Son/Daughter.

ELEGIBILITY

All regular employees

PROCEDURE

The company will present a Gift Cheque as mentioned below to the employee.

Service Yrs.	Grade U1 to U5	Grade A1 & A2
Min. 1 Year	2,100/-	1,100/-

Employee has to submit the "Marriage Card" to his Head of Department. On receipt of the card, the concerned HOD will forward the card to HR Department

HR Head will approve the same and forward the card to Accounts Department for release of the "Gift Cheque".

BUSINESS TOUR AND TRAVEL POLICY

DEFINITION

1. Any outstation journey on official authorization shall be deemed as on tour. This excludes satellite cities / towns adjoining Head Quarters.
2. For journey beyond Municipal limits of the Head Quarters will be considered as on tour only if night stay is involved and duly approved.

Deputation / temporary transfers are not tours and hence out of purview of these rules.

PURPOSE

1. Business travel rules are intended to provide adequate allowance reimbursement of expenses incurred for the purpose of official tours for various grades of employees consistent with their status (copy enclosed). **However, tours are not for profit making.**

All tour programmes and subsequent bills, shall be recommended by the reporting officer and approved by the Head of the department. In the absence of HOD tour can be authorized by HOD's senior. Any tour exceeding 1 week shall have to be counter signed by the Head-HR.

TRAVEL ADVANCE

1. Travel advance can be taken within reasonable time before commencement of journey after approval of HOD. It should be calculated keeping in view the city and entitlement, length of tour etc.
2. Unutilized advance money shall be returned to organization within 3 days of return from tour.
3. Tour expense bills shall be submitted positively within one week of completion of tour. In case the employee fails to do so, organization will recover the advance from the salary of the employee in the ensuing month automatically. In case HOD is not available for this intervening period the employee shall submit a request to Accounts Department seeking extension.

TOUR REPORT

Copy of tour shall be submitted along with the TA Bills without which the TA bill will not be processed.

REVISED BUSSINESS & TRAVEL POLICY

CITIES		GRADE (A2- A3)	GRADE (U-1)	GRADE (U2-U3)	GRADE (U4)	GRADE (5)
A1* Class	Lodging/ Boarding & Fooding	1500	2500	3000	3500	Actuals
A* Class	Lodging/ Boarding & Fooding	1400	2000	2700	3200	Actuals
B* Class	Lodging/ Boarding & Fooding	1100	1600	2000	3000	Actuals
Mode of travel	By Air	NA	NA	Economy Class	Economy Class	Actuals
	By Train	3 rd AC	3 rd AC	2 nd AC	2 nd AC/ 1 st AC	Actuals
	By Bus	Deluxe Bus	Deluxe Bus	AC Deluxe/ Luxury Bus	AC Deluxe/ Luxury Bus	Actuals
	Taxi	NA	NA	Taxi	AC Taxi	Actuals
Local Conveyance On Tour	Auto	Auto	Auto	Auto	AC Taxi	Actuals

CLASSIFICATION

***A 1 CLASS: All Metropolitans (Mumbai, Delhi etc.)**

***A CLASS: All State Capitals- (All state capitals and Union Territories.)**

***B CLASS: Other Cities apart from above classification.**

ENTITLEMENT RULES

1. Travel by Air or 1st AC Rail is to be approved by the Director/Provost prior to the commencement of journey.
2. For stay in hotel, actual bills have to be produced even if bill is less than entitlement.
3. In case of Employees having own arrangement for stay/fooding can claim 70% of the lodging / boarding amount as per the entitlement. No bills are required for this purpose.
4. On account of return same day from the touring location, the touring officer can claim 25% of the Board & Lodging applicable to that area without bills.

MISCELLANEOUS EXPENSES

1. Reasonable business related local / STD Calls, photocopy, telegram, stationery etc. on actuals can be claimed separately against bills. This facility has to be used very judiciously.
2. Travel Agents fee for booking of tickets can be claimed on actuals against bills. Extraordinary expenses in this regard, will require special sanction of Director.
3. Expenses incurred towards entertainment of official guests can be claimed on actuals on the submission of bills. Prior approval should be obtained for such expenses before incurring the same over phone or in person from the HOD/Director/VC. Expenses on Hard Drinks will not be reimbursed.
4. Extra baggage payment made, if any, for carrying official material shall be permissible as per actuals.

TRAVEL BY OWN VEHICLE

If employee uses his/ her own vehicle for tour purposes as per the local conveyance reimbursement i.e. per kilometer rates is applicable. No payment for driver will be reimbursed.

ECONOMY

It is expected by any touring person to be prudent on spending while on tour and try to be as economical as possible.

Classification of Grades is specific to Business Tour & Travel Policy

Grade	Designation
U5	1) President 2) Provost 3) Registrar
U4	1) Director/Dean/ CFO 2) Sr. Professor/ Professor of Eminence
U3	1) Deputy Registrar/Associate Dean 2) General Manager 3) DGM 4) Professor/Principal 5) Controller of Exams/CF&AO
U2	1) Asst. Registrar 2) Senior Manager 3) Assistant General Manager 4) Associate Professor
U1	1) Systems Administrator 2) Assistant Professor 3) Librarian 4) Research Associate 5) Manager 6) Assistant Manager 7) Executive / Counselor 8) Lab Technicians
A2	1) Front Office Executive 2) Marketing assistants 3) Lab Assistants 4) Typist/ Tele-callers 5) Security Supervisor
A1	1) Care Taker/ Cook 2) Driver 3) Security guard 4) Peon 5) Gardener 6) House keeping

RESEARCH POLICY

RESEARCH PROJECTS

University will encourage research for teaching/ non-teaching staff on campus subject to completion of allocated workload of that member. Any employee who develops revenue based research project with industry or funded by Govt. of India departments shall be paid up to 30% of total revenue as consultancy with prior approval of Management Board. The balance money shall be utilized for development of research facilities and meeting overheads to deliver projects.

RESEARCH SUPPORT

Staff member can avail On Duty leaves in a year as per following criteria:

Sr. No.	Purpose	Number of OD	Maximum no. of chances with OD consideration
1	Research paper presentation in national/international conference or seminar	2-3 days as per duration of the conference	Maximum three
2	Attending national/international conference or seminar		
3	Workshop/FDP	Case to case basis	Maximum one
4	Refresher course	Case to case basis	Maximum one

Note:

- I. OD during examination/events will not be given.
- II. You have to show affiliation with Rai University in respective documents of the paper/conference (E.g. Assistant professor, Rai Business School, Rai University)
- III. OD will be sanctioned after submitting certificate of the same.
- IV. Any approval to attend or to participate in a Conference is the discretion of the University Mgt, by merely applying for the OD for conference does not make you eligible for grant of leaves. Prior approval is must.
- V. One can avail only one option from the above (point 3 and 4) either Workshop/FDP or Refresher course.

- For In-house R&D events, up to 50% concession may be given to the faculty in registration fee.

RETIREMENT POLICY

The University will consider the Retirement age for Teaching Staff as 65 years (Extendable up to 70 years maximum) and for Non-Teaching/Administrative Staff as 60 years (Extendable up to 65 years maximum).

The extension of Retirement age will be considered on recommendation of the Academic Council and approval of the Board of Governors.

RESIGNATION / TERMINATION POLICY

Employee will be paid no salary in case he / she leave the services of the organization within one month of his / her joining on his own accord. However, if the Management terminates his / her services within one month, he / she will be paid salary up to the date of his / her termination.

Employee services may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, his / her services can be terminated by either side by giving, to the other party, one month's notice or one month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of employee becoming incapacitated to carry out his / her duties efficiently, the Management shall be at liberty to terminate his / her services without notice and payment in lieu thereof.

All confirmed employees have to serve one month notice period from date of resignation, else one month salary will be deducted at the time of Full & Final Settlement.

EXIT INTERVIEW

Employees have to fill Exit interview form (**RUG-HRD-10**) at the time of leaving the company. It helps the company to serve you better in future.

APPRAISAL POLICY

The Performance Appraisal process comprises of evaluation of multiple activities related to teaching, learning and evaluation. It includes research, publications and academic contributions in the department and University level, active participation in the development of the university. Based on the performance appraisal the staff in given increments and promotions. All Staff Members who are confirmed and have completed 12 months of service are eligible for Annual Appraisal.

ANTI-GOSSIPING POLICY & USAGE OF SOCIAL MEDIA

Rai University(RUG) has a zero tolerance towards gossiping, gossiper and gossipmongers. In order to make RUG employee strictly adhere to and follow this policy, they need to fully understand the policy.

No-gossiping policy

At RUG, it is expected that an employee does not talk ill or whisper ill behind one's back , indulge in

indecent comments, remarks, back-biting, news- mongering and tittle-tattle and malign or harm a colleague or colleagues, senior, university authorities or the University. Indulgence in any of the above activities, by an employee, group of employees will be considered as gossip. Such gossiping will not be tolerated as a matter of principle. If someone begins to involve a colleague in gossips, it is the responsibility of the employee concerned to immediately let him or her know that this is not acceptable and is to be nipped in the bud. In case of repeated attempts, the matter should be brought to the notice of university authorities immediately and without fail.

Policy for the usage of Social Media

Social media will include Whatsapp/Facebook/Instagram/Twitter or any other network through which divulged information may spread easily.

- **DO NOT** disclose or use University's confidential or proprietary information or that of any other person or company. For example, ask permission before posting someone's picture in a social network or publishing in a blog a conversation that was meant to be private.
- **DO** be professional. If you have identified yourself as a RUG employee within a social website, you are connected to your colleagues and even students. You should ensure that content associated with you is consistent with your work at RUG.
- **DO NOT** use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- **DO** inform the line manager/ management in case of any forwarded message relevant to the University which can have offensive content.
- **DO NOT** hide/ divulge the information related to the University in the social media.
- **DO** ask permission – to publish or report on conversations that are meant to be private or internal to RUG.

It is our collective responsibility irrespective of position, or status to ensure adherence to the policy in actual practice. In case an employee or staff member is violating anti-gossiping norms, it is our responsibility to correct him or her at the first instance or to make a superior know about it so that the violator mends his or her ways. If this does not resolve the problem the matter may be reported to the Registrar for remedial measures. The University will maintain confidentiality about the information

and about the person/ employee providing the information.

Tattling is a form of gossiping that spreads news of little or no value or little importance. Preventing any policy-violations is an employee's duty and responsibility. Policies that are not carried forward or that are altered are detrimental to the growth and prestige of the University. All the employees must work and contribute towards growth and progression of the University.

Disciplinary procedures

The first time No-gossip policy is violated, management will prefer to meet with the employee privately to clear up the matter and provide an opportunity to the violator to explain such indulgences.. Management may also advise the employee concerned as to and how he or she could use better judgment and deal such situations? Management must document the incident and make notes from the meeting in the employee personal file.

The second time the policy is violated, management will review the first meeting's notes with the employee. Management will ask for an explanation in writing about the second offense, give a warning, and again document the meeting in the employee's personal file.

Subsequent violation will be viewed very seriously and call for severe punishment as decided by the Disciplinary Committee.

DECLARATION

I, (Name of the employee in Capital letters)_____ have read and understood the above named „Anti -gossiping policy“ and undertake to abide by it. I also understand that it is my duty and responsibility to bring violations, persons indulging in such violations, if any, to the notice of the management. Prevention of such gossiping is the responsibility of everyone in the university. I do understand that in case I, myself fail and indulge in such activities, the disciplinary proceedings may be initiated against me as well.

Date:

Name:

Place:

Signature

EMPLOYEES' CODE OF CONDUCT

REGULATIONS FOR EMPLOYEE'S CONDUCT, DISCIPLINE AND APPEAL

These Regulations are made in exercise of power vested under section 33 of the Gujarat Private University Act 2009. These Regulations for employee's conduct, discipline and appeal are made for all regular and contractual teachers, officers and staffs of the university. These Regulations shall be known as "Regulations for employee's conduct, discipline and appeal for proper functioning of University.

Regulation 1: Short Title:

These Regulations shall be called **Regulations for employee's conduct, discipline and appeal, Rai University Ahmedabad, Gujarat.**

Regulation 2: Application

Regulations for employee's conduct, discipline and appeal shall be applicable to all employee's of the University except those in casual employment or paid from contingencies.

Regulation 3. Definitions

- (a) "Employee" means a person employed in Rai University Ahmedabad, Gujarat in any post or in any capacity other than the casual, or contingent staff, but include employee on deputation / Lien.
- (b) "University" means Rai University Ahmedabad, Gujarat.
- (c) "Board" means the Board of Governors of the University & includes in relation to the exercise of powers, any committee of the Board/Management or any officer of the University to whom the Board delegates and of its powers.
- (d) "President" means President of the University.
- (e) "Disciplinary Authority" means the Disciplinary Committee or any other committee constituted for the specific purpose by the order of Provost.
- (f) "Competent Authority" means the Provost or any other authority of the university.

(g) "Lending Authority" means the parent organization/institute from where the employee has joined in case of lien.

(h) "Appellate Authority" means the President/Provost.

Regulation 3. General

1) Every employee of the University shall at all time:

- i. Maintain absolute integrity.
- ii. Maintain devotion to duty.
- iii. Do nothing which is inappropriate to the University employee; and
- iv. Do nothing which is detrimental to the interest of the University.

Regulation 4. Misconduct

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct:

(1)

- a) Theft, fraud or dishonesty in connection with the business or property of the University.
- b) Theft, fraud or dishonesty with the property of another person within the premises of the University.
- c) Fraud, dishonesty and offences under Cyber Laws leading to misrepresentation, breach of confidentiality and privacy.
- d) Securing or causing others to secure unauthorized access to any communication of the University or misuse of the electronic communication of the University or the computer system or network which may cause damage to the University.
- e) Publishing, transmitting or causing to publish in electronic form any material, which appeals to prurient interest and unauthorized passing of information from electronic media.
- f) Destroying cancelling or altering or causing others to destroy, cancel or alter confidential computer programme including computer command, design and layout, computer system and computer network, etc.
- g) Viewing obscene material / scene and involving oneself in indecent chatting / communication through the electronic communication / computer system of the University.

- (2) Taking or giving bribes or any illegal gratification.
- (3) Furnishing false information regarding name, age, father's name, qualification or experience or any other matter germane to the employment at the time of employment or during the course of employment.
- (5) Acting in a manner prejudicial to the interests of the University.
- (6) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- (7) Absence without leave or overstaying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (8) Habitual late or irregular attendance.
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- (10) Damage to any property of the University.
- (11) Interference or tampering with any safety devices installed in or about the premises of the University. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment.
- (12) Gambling within the premises of the University.
- (13) Smoking within the premises of the University.
- (14) Collection without the permission of the competent authority of any money within the premises of the University.
- (15) Sleeping while on duty.
- (16) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (17) Absence from the employee's appointed place of work without permission or sufficient cause.
- (18) Commission of any act subversive of discipline or of good behaviour
- (19) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (20) Making allegations against another employee / key officials / University authorities. Use of insolent or impertinent or unparliamentary language in any official dealing / correspondence or in any representation including appeal or in any forum/ meeting.
- (21) Violation or non-compliance with the University's Regulations / Policies /Manuals / Guidelines/ Circulars / Notices/ expressed instructions.

- (22) Un-authorized use or occupation of the University's quarters/land or other movable or immovable property.
- (23) Assaulting or threatening or intimidating any employee of the University.
- (24) Breach of any law of land or any law applicable to the University or Conduct Regulations or any other Regulations or specific orders issued by the University from time to time.
- (25) Writing of anonymous letters, addressing appeals or representations to any person other than the appropriate or appellate authority and forwarding advance copies of appeals or representation to any other person outside the University.
- (26) Distribution or exhibition in the University's premises any bills, posters, pamphlets or papers or causing them to be displayed by means of signs or writing or other visible representation, any matter prejudicial to the University without previous sanction of the competent authority.
- (27) Refusal to work on Holidays or on Sundays or beyond working hours when notified / directed to do so in the exigencies of University's interest.
- (28) Gherao, coercion, intimidation, wrongful confinement or use of force or forcibly detaining any of the University's employees. Shouting/use of defamatory or disrespectful statement/ slogans in the University's premises.
- (32) Refusal to accept any order or notice communicated in writing.
- (33) No employee shall indulge in any act of sexual harassment of any other woman at the workplace.

Explanation: Sexual harassment includes such unwelcome sexually determined behaviour, whether directly or by implication as:

- a) Physical contact and advances
- b) Demand or request for sexual favours
- c) Sexually coloured remarks ^
- d) Showing any pornography, or
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Regulation 5: Employment of near relatives of the University employee in the University or firm enjoying patronage of the University

- (1) No employee shall use his position or influence directly or indirectly to-secure employment for any person related, whether by blood or marriage to the employee or to the employee's

spouse, whether such a person is dependent on the employee or not.

- (2) Provided that where the acceptance of the employment cannot await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority, to whom the matter shall be reported forthwith.
- (3) No employee shall in the discharge of his duties deal with any matter or give or sanction contract to any organization or any person, if any, of his relatives is employed in that organization or under that person, the employee shall refer such matter or contract to his official.

Regulation 6: Taking part in Demonstrations and Strikes

No employee shall:

- a) Engage himself or participate in any demonstration or incite others to take part in any demonstration, which involves incitement to an offence.
- b) Resort to or abet/incite/instigate any form of strike or coercion or physical duress in contravention of the provisions of any law or Regulation having the force of law.
- c) Resort to any form of picketing within the University's premises/ campus including the entrance of the premises.

Regulation 7: Connection with Press, Radio or Television

- (1) No employee of the University shall except with the previous sanction of the prescribed authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.
- (2) No employee of the University shall, except with the previous sanction of the prescribed authority, or in the bonafide discharge of his duties participate in a radio/television programme or contribute any article or give any interview or write any letter either in his own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Regulation 8: Criticism of University

No employee shall, in any radio/television programme or in document published under his name or in the name of any other person or in any communication to the press, or in any public utterances, make any statement:

- (a) Which has the effect of adverse criticism of any policy or action of the University; or
Which is capable of embarrassing the relations between the University & the public:

Provided that nothing in these Regulations shall apply to any statement made or views expressed by an employee, of purely factual nature which are not considered to be of a confidential nature, in his official capacity or in due performance of the duties assigned to him.

Regulation 9: Evidence before committee or any other Authority

- (1) No employee of the University shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) No employee giving such evidence shall criticize the policy or any action of University.
Nothing in this Regulation shall apply to :
- (a) Evidence given at any enquiry before an authority appointed by the Government, Parliament or State Legislature.
- (b) Evidence given in any judicial enquiry; or
- (c) Evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

Regulation 10: Unauthorized Communication of information

No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof, or information to any officer or other employee, or any other person to whom he is not authorised to communicate such document or information.

Regulation 11: Pressing of Claim in Service Matters

- (1) No employee shall address representation, appeal, petition or memorial to any outside authority or to any authority not specified under the Regulation.
- (2) No employee shall send a representation or advance copies thereof to higher authorities except through proper channel or send copies of a representation to outside authorities. Provided that an employee belonging to the Scheduled Caste or Schedule Tribe may write directly to the statutory authorities of the University for welfare of SC and ST on matters concerning their welfare.

Regulation 12: Gifts

“Gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

Note: An employee of the University shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him. An employee of the University may accept gifts from his personal friends having no official dealings with him.

Regulation 12: Miscellaneous

Employee of the University should strictly abide by the laws of land applicable.

Regulation 13: Private Trade or Employment

- (1) No employee of the University shall, except with the previous sanction of the competent authority engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature of occasional work or a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.

Regulation 14: Insolvency and Habitual Indebtedness

- (1) An employee of the University shall avoid habitual indebtedness unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.
- (2) An employee of the University who applies to be, or is adjudged or declared insolvent shall forthwith report the fact to his competent authority.

Regulation 15: Canvassing of Non-Official or other influences

No employee shall bring or attempt to bring any outside influences to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the University.

Regulation 16: Consumption of Intoxicating Drinks & Drugs

An employee of the University shall:

- a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- b) not be under the influence of any intoxicating drink or drug during the course of this duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- c) refrain from consuming any intoxicating drink or drug in a public place;
- d) not appear in a public place in a state of intoxication;

Regulation 17: Suspension

- (1) The appointing authority or any authority to which it's subordinate or the disciplinary authority or any other authority empowered in that by the general or special order duly approved by the Provost, may place an employee under suspension: Where a disciplinary proceeding against him is contemplated or is pending.
- (2) An order of suspension made or deemed to have been made under this Regulation may at any time be revoked by the authority, which made or is deemed to have made the order or by an authority to which that authority is subordinate.
- (3) An employee under suspension shall be not be entitled to draw any benefits or salary during that period.

- (4) Maximum period of suspension should not exceeds six months.
- (a) Period of suspension shall be treated as a period spent on duty in case the competent authority directs.

Regulation 18: Penalties

The following penalties may be imposed on an employee, as hereinafter provided for misconduct committed by him or for any other good & sufficient reasons.

Minor Penalties

- (a) Censure;
- (b) Withholding of increments of pay with or without cumulative effect;
- (c) Withholding of promotion;
- (d) Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss, caused to the University by negligence or breach of orders.

Major Penalties

- (e) reduction to a lower grade or post, or to a lower stage in a time scale;
- (f) removal from service which shall not be a disqualification for future employment;
- (g) dismissal

Explanation: The following shall not amount to a penalty within the meaning of this Regulation:

- (i) withholding of increment of an employee on account of his work being found unsatisfactory or not being of the required standard, or for failure to pass a prescribed test or examination;
- (ii) non-promotion, whether in an officiating capacity or otherwise, of an employee, to a higher post for which he may be eligible for consideration but for which he is found unsuitable after consideration of his case;
- (iii) reversion to a lower grade or post of an employee officiating in a higher grade or post, on the ground that he is considered, after trial to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his conduct;
- (iv) reversion to his previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation, in accordance with the terms of his appointment;

- (v) termination of service;
- (a) of an employee appointed on probation during or at the end of the period of probation, in accordance with the terms of his appointment;
- (b) of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on expiry of the period for which he was appointed, or earlier in accordance with the terms of his appointment;
- (c) of an employee appointed under a contract or arrangement in accordance with the terms of such contract or arrangements; and,
- (d) Any employee on reduction of establishment.

Regulation 19: Disciplinary Authority

The Disciplinary authority specified as under or any authority higher than it may impose any of the penalties specified in Regulation 18 on any employee:

For all employees ----- Provost or any other committee constituted for the specific purpose

For Provost ----- The President

Regulation 20: Procedure for imposing Major Penalties

No order imposing any of the major penalties specified in Regulation (e), (f) and (g) of Regulation 18 shall be made except after an inquiry is held in accordance with this Regulation.

- (1) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may itself enquire into, or appoint any committee to enquire into the truth thereof or
- (2) Where it is proposed to hold an inquiry, the disciplinary authority or committee constituted for this purpose shall frame definite charges based on the allegations against the employee. The charges, together with a statement of the allegations, on which they are based, a list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained, shall be informed to the employee, who shall be required to submit within such time as may be specified by the Disciplinary Authority (not exceeding 15 days), a written statement whether he admits or denies any of or all the articles of charge.

Explanation:

1. It will not be necessary to show the documents listed with the charge sheet or any other document to the employee.
2. On receipt of the written statement of the employee, or if no such statement is received within the time specified, an enquiry may be held by the Disciplinary Authority itself, or by an inquiry officer appointed or by any authority constituted for this purpose;
Provided that it may not be necessary to hold an enquiry in respect of the charges admitted by the employee in his written statements. The disciplinary authority shall, however, record its findings on such charges.
3. On the date fixed by the authority, the employee shall appear before the authority/ committee at the time, place and date specified in the notice. The authority shall ask the employee whether he pleads guilty or has any defense to make and if he pleads guilty to any of the articles of charge, the authority/ committee shall record the plea, sign the record and obtain the signature of the employee concerned thereon.
4. If the employee does not plead guilty, the authority/ Committee shall adjourn the case to a later date not exceeding 7 days or decide the case based on the findings.
5. After the conclusion of the inquiry, report shall be prepared & it shall contain:
 - (a) A gist of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
 - (b) A gist of the defense of the employee in respect of each article of charge;
 - (c) An assessment of the evidence in respect of each article of charge.
 - (d) The findings of each article of charge and the reasons thereof.

Regulation 21: Action on the Inquiry Report

- (1) If the disciplinary authority or committee having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in Regulation 18 should be imposed on the employee it shall, notwithstanding anything contained in Regulation 22, make an order imposing such penalty.
- (2) If the disciplinary authority or committee having regard to its findings on all or any of the articles of called for, it may pass an order exonerating the employee concerned.

Regulation 22: Procedure for imposing Minor penalties

- (1) Where it is proposed to impose any of the minor penalties specified in Regulations (a) to (d) of Regulation 18, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defense within a specified period, not exceeding 7 days. The defense statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority/ or any other authority of the University before passing orders.
- (2) The record of the proceedings shall include;
 - (i) a copy of the statement of imputations of misconduct or misbehaviour delivered to the employee;
 - (ii) His defense statement, if any; and
 - (iii) The order of the disciplinary authority / or any other authority of the University.

Regulation 23: Communication of Order

- (1) Orders made by the disciplinary authority under Regulation 21 or 22 shall be communicated to the employee concerned.

Regulation 24: Common Proceedings

Where two or more employees are concerned in a case, the authority competent to impose a major penalty on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in a common proceedings.

Regulation 25: Special Procedure in Certain Cases

Notwithstanding anything contained in Regulation 20 or 21 or 22, the disciplinary authority may impose any of the penalties specified in Regulation 18 in any of the following circumstances.

- (i) The employee has been convicted on a criminal charge, or on the strength of facts or conclusions arrived at by a judicial trial; or
- (ii) Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that is not reasonably practicable to hold an enquiry in the manner provided in these Regulations; or
- (iii) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to hold an enquiry in the manner provided in these Regulations.

Regulation 26 : Employees on LIEN or deputation from the Central Government or the State Government

- (i) Where an order of suspension is made or disciplinary proceeding is initiated against any employee, who is on LIEN or deputation to the University from the Central or State Government or another public undertaking or a local authority, the authority lending his services (hereinafter referred to as the “Lending Authority”) shall forthwith be informed of the circumstances leading to the order of his suspension, or the commencement of the disciplinary proceeding, as the case may be.

- (ii) In light of the findings in the disciplinary proceeding taken against the employee Provided that if there is a difference of opinion between the Appellate Authority and the Lending Authority, the services of the employees shall be placed at the disposal of the Lending Authority, and the proceedings of the case shall be transmitted to the authority for such action as it deems necessary.

Regulation 27: Appeals

- (1) An employee may appeal against an order imposing upon him any of the penalties specified in Regulation 18 or against the order of suspension to the Provost.

- (2) The Provost may appeal to Board of Governors

- (3) An appeal shall be preferred within 15 days from the date of communication of the order.

- (4) The appeal shall be addressed to the Appellate Authority. The appellate authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass order confirming, enhancing, reducing or setting aside the penalty, or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Regulation 28: Review

Notwithstanding anything contained in these Regulations, B.O.G. of the University may either on its own motion or on the application of the employee concerned, may call for the record of the case within three months of the date of the final order and after reviewing the case pass such orders thereon as it may deem fit.

The reviewing authority shall pass final order after taking into account the representation, if any, submitted by the employee.

Regulation 29: Service of Orders, Notice etc.

Every order, notice and other process made or issued under these Regulations shall be served in person on the employee concerned or communicated to him by email/post.

Regulation 30: Power to Relax Time Limit and to Condone Delay

Save as otherwise expressly provided in these Regulations the authority competent under these Regulations to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these Regulations for anything required to be done under these Regulations or condone any delay.

Regulation 31: Savings

- (1) Nothing in these Regulations shall be construed as depriving any person to whom these Regulations apply, of any right of appeal, which had accrued to him under the Regulations, which have been superseded by these Regulations.
- (2) An appeal pending at the commencement of these Regulations against an order made before the commencement of these Regulations shall be considered and orders thereon shall be made, in accordance with these Regulations.
- (3) The proceedings pending at the commencement of these Regulations shall be continued and disposed as far as may be, in accordance with the provisions of these Regulations, as if such proceedings were proceedings under these Regulations.
- (4) Any misconduct etc. committed prior to the issue of these Regulations shall be deemed to be misconduct under these Regulations.

ANNEXURE
RUG-HRD-01
JOINING REPORT

NAME: _____

DATE OF BIRTH: _____

APPOINTED TO THE POST OF: _____

FATHER'S / HUSBAND'S NAME: _____

JOINED ON: _____

PLACE OF JOINING: _____

PRESENT ADDRESS: _____

PERMANENT ADDRESS: _____

BLOOD GROUP: _____

CONTACT NUMBER PHONE: _____ MOBILE: _____

IN CASE OF EMERGENCY, NAME: _____

PLEASE CONTACT PHONE: _____ MOBILE: _____

SIGNATURE OF THE EMPLOYEE

FOR OFFICE USE ONLY

Employee has completed all joining formalities and has submitted the following

- | | |
|--|----------|
| 1. Photocopy of testimonials mentioned in Biodata | Yes / No |
| 2. Proof of salary drawn in last employment | Yes / No |
| 3. Relieving letter from previous employment | Yes / No |
| 4. Two recent passport sized photographs | Yes / No |
| 5. Two Reference Checks | Yes / No |
| 6. Undertaking, if any of the above is not submitted while joining | Yes / No |

HR-DEPARTMENT

RUG-HRD-02

LTA RECEIPT FORM

Name: _____ Designation: _____

Department: _____ Location/Institute: _____

LTA Claim period: From _____ to _____

I hereby certify that I have received my LTA from _____ To _____
(**Approved leave application form attached*)

Date: _____ (Signature of Employee)

For Official Use

LTA leave has been sanctioned by HOD - YES / NO

Date: _____ (Signature of HR Executive) (Approved by HOD–HR)

(Receipt)

Received Rs. _____ Vide cheque no. _____ / cash as LTA advance

Date : _____ (Signature of Employee)

RUG-HRD-03
INDUCTION FEEDBACK FORM

Name: _____ Designation: _____

Date of Joining: _____ Department: _____

We welcome you to Rai University and wish you the very best in your new assignment. To ensure that you have been given necessary inputs and acclimatization, you are requested to go through the check list below and mark “Yes” or “No” (with/ without remarks). **Please forward this form to head HR within a week from your joining.**

S.No	Areas Covered	Yes/No	Remarks
1	Were you brief about?		
a.	University and its background.		
b.	University structure and hierarchy.		
c.	HR Policies (Travel, Local Conveyance, Leave, OD, etc.)		
2	Were you acclimatized to office building, Library, Cafeteria Faculty members, administration and key personal?		
3	Were you informed about?		
a.	Office Timing.		
b.	Lunch Timing and Duration.		
c.	Attendance & Late coming system		
d.	Official Dress Code		
e.	Leave Structure		
f.	Discipline Issues		
4.	Have you filled up the following?		
a.	Bank form for opening Salary Account		
b.	Form 2A of Provident Fund		
5.	Were you introduced to your HOD on the first day?		
6.	Were you properly inducted in your Department and briefed about your job profile?		
7.	Has the following been allocated?		
a.	I-Card		
b.	Your individual email id		
c.	Your sitting place		
d.	Visiting Card (need Based)		

Based on your initial impression, please give us feedback on areas which you found praiseworthy and areas which you believe require improvement (If any).

Praiseworthy: _____

Needs Improvement: _____

Date of Sending to HR : _____ (Signature of Employee)

“Thanks for your cooperation, hope you have a long association with Rai University” - Team HRD

RUG-HRD-04
MEDICAL REIMBURSEMENT FORM

Institute: _____

Name: _____ Designation: _____

Employee Code: _____ Location: _____

Please find below details of medical expense incurred by self and family. You are requested to reimburse the same as per my entitlement.

S.No.	Details (Name of Clinic/Chemist etc.)	Bill No.	Bill Date	Amount (Rs.)

 TOTAL

(Signature of Employee)

Date : _____

(For Office Use)
Amount Payable Rs. _____

Date : _____

(Accounts Department)

(Receipt)

Received Rs. _____

RUG-HRD-04
LEAVE APPLICATION FORM

Name: _____ Designation: _____
 Deptt./institute: _____ Location: _____
 Reason for Leave: _____
 Address While in Leave: _____
 Phone no. _____

Details of leave applied for

Type	From	To	No of days
Casual			
Earned			
RH			

(Signature of Employee)

Date: _____

Leaves Taken in Last 6Months

Month 1		Month 2		Month 3		Month 4		Month 5		Month 6	
EL	CL	EL	CL	EL	CL	EL	CL	EL	CL	EL	CL
Total -											

Recommended/Not Recommended

From	To

Leave Balance Confirmation as on.....

Casual	
Earned	
RH	

Work to Carried over in my Absence by :- _____ Sign:-

His / Her Signature :- _____

Course name	Backlog Due To Leave	Previous Backlog (if any)	Cumulative Backlog	Action plan to cover the backlog

(Signature and Approval of HOD)

Remarks of HR Department (if any)

RU-HRD-06

OFFICIAL DUTY / SHORT LEAVE APPLICATION FORM

RAI UNIVERSITY	OFFICIAL DUTY/ SHORT LEAVE SLIP	OFFICIAL DUTY <input type="checkbox"/> SHORT LEAVE <input type="checkbox"/> (Pls. Tick)
NAME: DESIGNATION: COLLEGE/LOCATION:		DATE: _____ TIME: _____
Purpose of Leave / OD	(Applicant's Signature)	Recommended/ Not Recommended (HOD)
HR DEPARTMENT		
Short Leave Balance Available: Yes/No Remarks (if any): _____ <div style="text-align: right;">(SIGNATURE)</div>		OD updated in attendance <div style="text-align: right;">(SIGNATURE)</div>

RUG-HRD-07

BILL FOR EXPENSES

Name: _____			
College: _____			
Date of Expenses	Particulars	Amount (Rs.)	
Rupees (In Words)	Total		
Submitted by	Approved by	Passed by	Received by



RUG-HRD-08
TRAVEL ADVANCE FORM

Name of Institute : _____

Employee name : _____ Designation : _____

Location : _____ Grade: _____

Place of Visit: _____

Journey Period From _____ To _____

Mode of Journey: _____

Purpose of Journey: _____

FUNDS REQUIREMENT

Cost of Air/Railway Fare (To & Fro): _____

Boarding and Lodging Expenses: _____

Conveyance Expenses (Approx): _____

Other Funds required: _____

(Please specify reason/Amount)

Total tour advance required : _____

Date: _____ (Employee Signature) (Approval of HOD)

(For use of Accounts Department)

Previous balance (if any) _____

Date : _____ (Accounts Department)

(Receipt)

Received Rupees _____

Date : _____ (Employee Signature)

RUG-HRD-09
TOUR EXPENSE BILL

Institute: _____

Name: _____ Grade: _____

Designation: _____ Location: _____

Date and Time of Departure: _____

Date and Time of Arrival: _____

Tour Period From _____ To: _____

Place & Purpose of Visit:

Expense incurred as per (Annexure – 1)

Expense directly paid by Institute Rs. _____

Expense paid by Self Rs. _____

Total Expense Incurred Rs. _____

Advance taken by employee Rs. _____

Net Amount to Pay / Recover Rs. _____

(Submitted by)

(Approved by)

(Passed by)

Date: _____

Note 1: Please attach separate details for expenses directly paid by institute.



DETAILS OF EXPENSE INCURRED

A. Travelling (By Air/Train/Long Distance Bus/Own Conveyance)

Date	From	To	Cost of Ticket	Misc. Expenses	Total	Remarks	
B. Boarding/Hotel Expenses			Sub Total (A)				
Date	Check-in Date/Time	Check-out Date/Time	Total Stay Period	Bill Attached (Yes/No)	Cost(perday)	Misc. Expenses	Total
C. Lodging/Fooding Expenses			Sub Total (B)				
Date	Details	Bill No.	Date	Misc. Expenses	Total		
D. Local Travelling/Conveyance			Sub Total (C)				
	Date(s)	From	To	No. of Times	Mode	Misc. Expenses	Total
E. In Communications (ie STD/Fax/Courier etc.)			Sub Total (D)				
Date						Total	
F. Other Expenses Incurred			Sub Total (E)				
Date						Total	
			Sub Total (F)				
Grand Total							

Note:

In Lieu of B & C, I am claiming "under own arrangement" (70% of Lodging/Boarding) Rs. _____



RU-HRD-10

EXIT INTERVIEW

Employee Name: _____ Supervisor: _____

Division: _____ Job Title: _____

Hire Date: _____ Termination Date: _____

1. Why are you leaving Rai University?

2. What circumstances would have prevented your departure?

3. What did you like most about your job?

4. What did you like least about your job?

5. What did you think of your supervisor on the following points:

	Almost Never	Always	Usually	Sometimes
Was consistently fair	()	()	()	()
Provided recognition	()	()	()	()
Resolved complaints	()	()	()	()
Was sensitive to employees' needs	()	()	()	()
Provided feedback on performance	()	()	()	()
Was receptive to open communication	()	()	()	()
Followed University policies	()	()	()	()

7. Was the work you were doing approximately what you expected it would be?

Yes: _____ No: _____

Comments: _____

8. Was your workload usually: Too heavy () About right () Too light ()

9. How did you feel about the employee benefits provided by the company?

	Excellent	Good	Fair	Poor	No Opinion
Paid holidays	()	()	()	()	()
Paid vacation	()	()	()	()	()
Medical plan	()	()	()	()	()
Vision plan	()	()	()	()	()
Flexible spending plans	()	()	()	()	()
Sick leave	()	()	()	()	()
Educational assistance	()	()	()	()	()

10. Would you recommend the company to a friend as a good organization to work for?

Most definitely () With reservations () No ()

11. What suggestions do you have to make Rai University a better place to work?

HR Representative: _____ Employee: _____

Date: _____ Date: _____

“

*Do the thing
and you will be given
the power.*

”

EMPLOYEE

HANDBOOK



Rai University
EVOLVING THINKING MINDS

Rai University

Village : Saroda, Ta.: Dholka,
Dist.: Ahmedabad-382260 (Gujarat)
Email : hr@raiuniversity.edu
Web: www.raiuniversity.edu
Contact : 9687644627

EMPLOYEE

HANDBOOK