

## Teacher Welfare Policy

### (a) Policies

Following employee-friendly policies have been implemented:-

- i. Concessions in medical treatment in People's Hospital.  
(aa) Employees: 50% Concession.  
(ab) Spouse & Children: 30% Concession.
- ii. Concessions of 20%, to a maximum two children of employees, in People's Public School.
- iii. Subsidized Day Care facilities, in the Campus, for toddlers/children of employees.

### (b) Amenities within the Campus

- i. Central Bank of India Branch.
- ii. ATMs of Central Bank & State Bank of India.
- iii. Post-Office.
- iv. Gymnasium.
- v. 10+2 CBSE affiliated English medium Public School.
- vi. Shopping Centre.
- vii. Medicine Shop.
- viii. Food Outlets/Caret/Hotel.
- ix. Three Guest Rooms (10 Rooms).
- x. Stadium.
- xi. 24X7 Transport availability for emergencies.
- xii. 24X7 Securities.
- xiii. Married Accommodation.
- xiv. Fire Section (3 Fire Tenders).
- xv. Social/Recreational/Informational Activities (People's Ladies Club, Yearly Garba/Ganesh Festivals, Lectures

# **LEAVE RULES FOR PEOPLE'S UNIVERSITY**

(Teaching and Non-Teaching Employees)

1. **Short title, Application & Commencement:**
  - (a) These shall be called **Leave Rules** for Employees of People's University.
  - (b) They shall come into effect from 1<sup>st</sup> January 2013.
  - (c) These Rules shall apply to all Teaching and Non-Teaching employees of People's University/ Constituent Institutes.
  
2. **General:**
  - (a) Leave is a privilege and cannot be claimed as a right.
  - (b) Application of leave/extension of leave shall be processed, through proper channel, on stipulated form. Employees shall proceed on leave only after prior approval/sanction of Sanctioning Authority. In exceptional circumstances, telephonic approval from Sanctioning Authority may be obtained only for availing causal leave. Employees proceeding on leave (except causal leave) without prior sanction shall be treated as absent without leave(AWL).HoI/HoD shall ensure that not more than 25% of posted strength of Constituent Institution/Department are granted leave at any given time.
  - (c) Application for grant of EL shall be submitted by the employee seven days before the proposed date of commencement. Sanctioning Authority may accept application three days before, in exceptional circumstances.
  - (d) Leave Recommending /Sanctioning Authorities shall ensure that substitute is available to look after the duties of the employee whose leave is being recommended / sanctioned.
  - (e) Sanctioning Authority shall ensure that applicant is timely informed about sanction or rejection of leave, as the case be. However an employee, on his/her part, shall ensure that he/she proceeds on leave only after prior sanction.
  - (f) Employees transferred / promoted / sidestepped to University / Constituent Institutes shall be eligible to carry forward and avail all kinds of leave balance in their account.
  - (g) Employees shall submit Departure/Joining Report while proceeding on/returning to assume duties during long leave; exceeding six days.
  - (h) Employees shall be required to obtain approval of Sanctioning Authority in following cases:-
    - (a) While cutting short sanctioned leave and rejoining duty.
    - (b) While withdrawing sanctioned leave application.
    - (c) While withdrawing unprocessed leave application.
  - (i) Leave account shall be maintained by Head of Institutions /Department as well as by People's University.

3. **Types of Leave:** Various kinds of leaves admissible to employees shall be as follows:-
  - (a) Casual Leave (CL)
  - (b) Earned Leave (EL)
  - (c) Special Leave (SL)
  - (d) Vacation (Vac)
  - (e) Study Leave
  
4. **Types & Quantum of Leave/Vacation admissible:** Quantum of various kinds of leaves/vacation admissible to employees shall be as follows:-
  - (a) Casual Leave (CL) - 12 Days.
  - (b) Earned Leave (EL)-21 Days.
  - (c) Special Leave (SL) - 10 days (to teaching faculties as per para 7 below).
  - (d) Vacation-15 days (for teaching faculties as per para 19 below).
  - (e) Study Leave -On as required basis.
  
5. **Casual Leave (CL):**
  - (a) **During Probation Period:** One CL per month shall be admissible subject to total not exceeding number of months in the year actually served by the employee. For the purpose of computation of month, 15 days or more days of service in a month will count as one month. CL can be granted in multiples of half day also, with lunch break as the dividing line. Balance CL shall not be carried over to next year.
  - (b) **After Completion of Probation Period:** 12 days of CL shall be admissible in a year. Not more than six continuous days of CL, excluding Sundays and Public Holidays, shall be allowed at one time. If continuous CL exceeds six days, complete leave period shall be converted /regularized as EL in the credit of employee or LWP, as the case be.
  
6. **Earned Leave (EL)**
  - (a) **During Probation Period:** 1.75 day of EL shall be admissible per month. EL earned during the month and EL accumulated in the previous months may be availed by the Employee. Probationers shall not be admissible to avail EL during first three months of their service. However EL earned during the first three months shall accrue in their account. EL shall only be availed in multiples of one.
  - (b) **After Completion of Probation Period:** 1.75 days EL shall be admissible per month. EL earned during the month and EL accumulated in the previous months may be availed by the employees. Unused leave as on 31<sup>st</sup> December of each year, subject to a maximum of 50 days, may be carried forward to next year. EL shall only be availed in multiples of one.
  
7. **Special Leave (SL):** 10 days of SL (if included in the terms of employee's appointment) shall be admissible to teachers for academic activities e.g. seminars, workshop, paper presentation, poster presentation and conduct of examination as external examiner etc.
  
8. **Study Leave:** Study leave may be granted after a minimum of one year of continuous service in People's University, to pursue a special line of study or research directly related to his / her work in the university or to make a special

study of various aspects of university organization and methods of education. Study leave shall not be granted for pursuing MDS, MD/MS and DM/MCh courses. Period of study leave shall not exceed two years. Employees shall be required to give requisite notice while applying for Study Leave. No salary/allowances shall be paid to the employee during Study Leave. Study Leave shall be sanctioned by Vice Chancellor based on recommendations of HoI.

9. **Extraordinary Leave (EOL):** When all kinds of leaves are exhausted, leave of absence may be sanctioned as EOL, based on recommendations of HoI, for a maximum period of 50 days by Chancellor, with or without pay, based on merits of the case.
10. **Recall From Leave:** Sanctioning Authority may order cancellation, in full or part of leave already sanctioned and recall an employee to join duty in the exigency of service.
11. **Sanctioning Authorities:** Leave Sanctioning Authorities shall be as follows:-

Category of Employee	Type of Leave	Sanctioning Authority
VC	All Kinds	Chancellor
Hol /Offrs of University	All Kinds	VC
Med Supdt, Addl/Dy/Asst/MS of PH	CL & EL	Hol of PCMS
HoD/Teaching Faculty	CL, EL & SL	Hol
HOI/HoD/ Teaching Faculty	Study Leave	VC
Casualty MOs, SR/JR, Nursing Staff and all Non-Teaching staff of PH	CL, EL & SL	Med Supdt
Non Teaching Staff (other than PH)	CL & EL	Hol/HoD
Other University Staff	All Kinds	Registrar

12. **Delegation of Powers:** Officiating incumbents shall have the authority/delegation to sanction leaves.
13. **Combination of various kinds of Leave:** Following kinds of leave may be combined with each other, subject to prior approval from Sanctioning Authority:-
  - (a) ~~CL & SL.~~
  - (b) ~~EL & Vac.~~
14. **Prefix/Suffix:** Sunday/Holidays can be prefixed/suffixed with all kinds of leave with prior approval of Sanctioning Authority. Intervening Sunday/Holidays would be excluded from CL only. Intervening Sundays/Holidays would be a part of leave

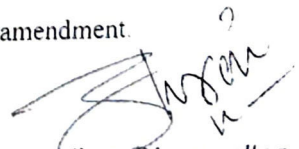
period for all other kinds of leave i.e. Sundays/Holidays will not be over & above the total number of days of leave sanctioned.


15. **Accumulation of EL:** Not more than 50 days of accumulated EL shall be carried over to next calendar year. As on 31 December (afternoon) of each calendar year, a maximum of 50 days of EL may be accumulated by an employee. Total EL in the credit of an employee may remain more than 50 between 1<sup>st</sup> January to 31<sup>st</sup> December of calendar year.
16. **Leave During Notice Period:** During Notice Period employees shall not be entitled to avail any leave, except CL. EL shall not to be adjusted against Notice Period.
17. **EL in lieu of Vacation:** One EL can be accumulated for every three days of vacation surrendered, by employees who do not avail full/part of vacation, due to administrative reasons, subject to prior approval of Vice Chancellor.
18. **Vacation Staff:** Vacation, as per schedule fixed for the Institution, shall be admissible to Following category of employees only:-
  - (a) All Heads of Institutions.
  - (b) All Professors, Associate Professors, Readers, Assistant Professors, Senior Lecturers of all Constituent Institutions.
  - (c) Other employees as per Terms of Appointment.
19. **Unauthorized Absence:** Disciplinary action may be initiated against an employee remaining absent without leave or proceeding on leave without prior sanction. Employee on probation is liable to be dismissed in case of unauthorized absence.
20. **Deduction of CL in case of Late Arrival on Duty:** One CL will be deducted for every three late arrivals on duty per month. Number of late arrivals less than 3 shall be condoned. Arriving 10 minutes beyond scheduled duty time shall constitute Late Arrival. Sanctioning Authorities shall be authorized to implement this deduction without formal application from the employee.
21. **Interpretations of Rules:** Disputes in interpretation of these Rules shall be referred to Board of Management, whose decision shall be final and binding.

Amendment in leave Rules

- Against three days of summer vacation surrendered, One EL can be granted, subject to prior approval of competent authority.
- There is no provision of compensatory off. In special cases, it will be under the discretion of sanctioning authority.
- Maximum 10 days special leave may be granted to faculty of all Institutions by Vice-Chancellor on recommendation of HOIs, for attending academic activities e.g. conferences, seminars, workshops, refresher course for education training, examination etc, within or outside the Headquarter. Presently three Institutions namely PCMS&RC PCDS&RC & PDA are granted special leave while faculty of all Constituent Units should also be granted, to promote faculty development program, academic upliftment of faculty to fulfill NAAC norms.
- Special leave is permissible for faculties to attend State/National/International Conference, Examinations and Inspections of the rank Asst Professor / Asso. Professor / Professor after completing one year service in the Organization.
- Vacation will be entitled to faculties who have completed one year service as on 30<sup>th</sup> June of the corresponding year.
- No vacation will be given to faculties who have availed LWP during the period. i.e. 1<sup>st</sup> July to 30<sup>th</sup> June
- No EL will be granted during Notice Period.
- If anybody wants to avail vacation later, on their own interest, 15 days will be converted into 5 EL which will be credited to their leave account.
- In case of emergency, in academic interest, if vacation is postponed even after the vacation slot, 15 days vacation will be granted. Anyhow vacation should be availed before 31<sup>st</sup> October of the concerned year.
- ODL – There is no provision for ODL
- OD: If the University deutes anyone for official work in the interest of the University.
- If a faculty resigns immediately (within three months) after availing vacation, vacation period will be treated as LWP.

The above policy will be effective from 01.07.2018, till further amendment

  
Vice Chancellor  
People's University  
Bhanpur, Bhopal

To, Mr. Yasir  
- Secy  
  
30/07/18

6.3.1

**CONFIDENTIAL**  
**(Non Teaching Staff)**  
**ANNUAL CONFIDENTIAL REPORT**

Type of CR: ACR/Early CR/Delayed CR/Adverse CR      Duration: From \_\_\_\_\_ to \_\_\_\_\_

**PART I : PERSONAL DETAILS**

1. Name: \_\_\_\_\_
2. Designation/Deptt: \_\_\_\_\_ 3. Date of Joining: \_\_\_\_\_
4. Qualification: \_\_\_\_\_
5. Leave Availed during the period: CL \_\_\_\_\_ EL \_\_\_\_\_ SPL \_\_\_\_\_ LWP \_\_\_\_\_ ML \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee

**PART II: ASSESSMENT**

1. Performance for each quality is graded into Five Point System as follows:  
**Excellent: 5 Points (Performance is exceptional & far exceeds expectations)**  
**Very Good: 4 Points (Performance is consistent and exceeds expectations).**  
**Good: 3 Points (Performance is consistent, clearly meets job requirements).**  
**Average: 2 Points (Performance is in-consistent, Meets requirement of the job occasionally).**  
**Below Average: 1 Points (Performance does not meet minimum requirement of the job).**
2. Award of "Excellent"/" Below Average" grading must be justified.  
 3. Use of ink-removers /erasers & overwriting shall not be resorted to.  
 4. Overall Grading shall be average of 10 ratings, rounded off to the nearest whole number.

S No	QUALITIES	Grading	
		IO	RO
1	Discipline		
2	Loyalty / Integrity		
3	Dependability / Responsibility		
4	Diligence		
5	Obedience		
6	Interpersonal skills / Co-operation/Team work		
7	Communication Skills		
8	Knowledge		
9	Supervision		
10	Hospital Duties / Patient Care (Applicable for Doctors/Nurses/Paramedics/ Medico- technical staff) Quality of work /Skill (For others)		
<b>OVERALL GRADING</b>			

IO

RO

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation/Deptt/Inst \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DEAN**  
**ACADEMIC AFFAIRS**  
**PEOPLE'S UNIVERSITY, BHOPAL (M.P.)**

*Qualif*  
**Registrar**  
**People's University**  
**Bhopal (M.P.)**

CONFIDENTIAL

1. State of medical fitness: 

FIT	UNFIT
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2. Justification in case of award of Excellent (5) or Below Average grading (1) in any of the qualities or overall grading:  
\_\_\_\_\_  
\_\_\_\_\_

3. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of IO

1. Justification in case of award of Excellent (5) or Below Average grading (1) in overall grading:  
\_\_\_\_\_  
\_\_\_\_\_

2. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of RO

FOR USE IN HR DEPARTMENT

1. Are the assessments of IO & RO consistent: 

YES	NO
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(Variation in more than 2 points shall not be considered as consistent.)

2. Have adverse remarks been communicated to employee & acknowledged: 

YES	NO
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3. Fitness for retention: 

YES	NO
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4. Eligible for increment: 

YES	NO
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Director, Human Resources

HR STAFF

*Shalish*

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

Registrar  
People's University  
Bhopal (M.P.)



# ANNUAL CONFIDENTIAL REPORT

(TEACHING STAFF)

Type of CR: ACR/Early CR/Delayed CR/Adverse CR      Duration: From \_\_\_\_\_ to \_\_\_\_\_

## PART I: PERSONAL DETAILS & SELF APPRAISAL

1. Name: \_\_\_\_\_
2. Designation/Deptt: \_\_\_\_\_ 3. Date of Joining: \_\_\_\_\_
4. Leave Availed during the period: CL \_\_\_\_\_ EL \_\_\_\_\_ SPL \_\_\_\_\_ LWP \_\_\_\_\_ ML \_\_\_\_\_
5. Qualifications: \_\_\_\_\_

6. Publications/Papers/ Books/ Presented/published during the year:

Topic	Author / Co-author	Details of Journal/Seminar/ Conf/workshops
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Details of Academic & other works: (Nos / Hours / Periods)

(a) Teaching: Graduate Classes (As per Schedule / Actual) \_\_\_\_\_ / \_\_\_\_\_

PG Classes (As per Schedule / Actual) \_\_\_\_\_ / \_\_\_\_\_

(b) Hospital /Clinical Work : Patients Attended \_\_\_\_\_

Investigation \_\_\_\_\_

Operations \_\_\_\_\_

(c) Research / Thesis/Projects Guided : Guide for No of Students \_\_\_\_\_

Topics of Research/Thesis \_\_\_\_\_

(d) Research Papers / Books etc Published (Give Details) :

\_\_\_\_\_

\_\_\_\_\_

8. Conf/ Workshops /Seminars / Courses/ Training Programs /CME etc attended:(Give Details)

\_\_\_\_\_

\_\_\_\_\_

9. Extension Work: (Give details)

\_\_\_\_\_

\_\_\_\_\_

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

*[Signature]*  
Registrar  
People's University,  
Bhopal (M.P.)

CONFIDENTIAL

Name:  
Initials:  
Designation/Deptt:

10. Self Assessment

- (a) Short comings: \_\_\_\_\_
- (b) Strength: \_\_\_\_\_
- (c) Training & development needs: \_\_\_\_\_
- (d) Organizational support required to improve performance: \_\_\_\_\_

Date:

Signature of Employee

PART II: ASSESSMENT

1. Performance for each quality is graded into Five Point System as follows:  
 Excellent: 5 Points (Performance is exceptional & far exceeds expectations)  
 Very Good: 4 Points (Performance is consistent and exceeds expectations).  
 Good: 3 Points (Performance is consistent, clearly meets job requirements).  
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4. Overall Grading shall be average of 10 ratings, rounded off to the nearest whole number.

CONFIDENTIAL

Name:  
Initials:  
Designation/Deptt:

S No	QUALITIES	Grading	
		IO	RO
1	Discipline		
2	Loyalty / Integrity		
3	Dependability / Responsibility		
4	Dillgence		
5	Interpersonal skills		
6	Teaching skills (Including subject knowledge, preparedness, lesson delivery & completion of syllabus).		
7	Supervision / Motivation of students		
8	Communication skills		
9	Quality of work		
10	Hospital Duties / Patient Care (Applicable for Doctors/Nurses/Paramedics)		
OVERALL GRADING			

IO

RO

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation/Deptt/Inst: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Handwritten signature*

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

Registrar  
People's University  
Bhopal (M.P.)

CONFIDENTIAL

Name:  
Initials:  
Designation/Deptt:

1. State of medical fitness : 

FIT	UNFIT
-----	-------

2. Justification in case of award of Excellent (5) or Below Average grading (1) in any of the qualities or overall grading:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:

(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of IO

1. Justification in case of award of Excellent (5) or Below Average grading (1) in any of the qualities or overall grading

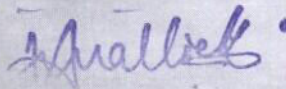
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:

(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of RO

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

  
Registrar  
People's University  
Bhopal (M.P.)

CONFIDENTIAL

Name:

Initials:

Designation/Deptt:

FOR USE IN HR DEPARTMENT

1. Are the assessments of IO & RO consistent:

YES	NO
-----	----

(Variation in more than 2 points shall not be considered as consistent.)

2. Have adverse remarks been communicated to employee & acknowledged:

YES	NO
-----	----

3. Suitability for retention:

YES	NO
-----	----

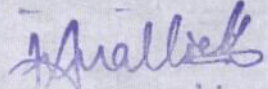
4. Eligibility for increment:

YES	NO
-----	----

Director, Human Resources

HR STAFF

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

  
Registrar  
People's University,  
Bhopal (M.P.)