



Gujarat Vidyapith
Ahmedabad

VI. Establishment Rules



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Establishment Rules

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Rule 1 Various Branches of Gujarat Vidyapith

The various branches of Gujarat Vidyapith are as follows:

[1] Academic Branch

- [1] Meetings of the Statutory authorities, Committees, and various Cells excluding the Finance Committee as per the UGC Regulations and Rules of the Central Government as amended from time to time.
- [2] Creation of Centres, New courses, course approval, curriculum framework, Certificate courses, UG, PG, and Research courses, Equivalency of courses.
- [3] Implementation of National Education Policy 2020 (NEP 2020), MoU, National Credit Framework and its subsequent amendments.
- [4] Five-year action plan and Administrative Calendar of the Gujarat Vidyapith.
- [5] List of subject experts.
- [6] Fellowship, scholarship, Academic Awards, Honorary degree if any.
- [7] AG Audit and other such audit of branch, Academic Calendar, Annual Report.
- [8] Work of Central Government Agencies like AISHE, AIU, UGC, NCTE, AICTE etc.
- [9] Correspondence with UGC for matters pertaining to the Branch.
- [10] Any other such schemes.
- [11] MP/MLA Grant and CSR grant.
- [12] MOU related to Study/academics.
- [13] NIRF, SIRF, and any such other ranking.
- [14] Reservation in Admission and Education fair.
- [15] Strategic Plan.
- [16] Admission prospectus including eligibility criteria, rules, seats, and fee structure as per the UGC Regulations and Rules of the Central Government as amended from time to time.

- [17] Role and Responsibility for the Ph.D. programme.
 - [18] UGC Minor and Major research projects, UGC JRF Schemes, and such other schemes, Grants from the central government.
 - [19] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of the latest one.
 - [20] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
 - [21] Any other task assigned by the Registrar and the Vice-Chancellor.
- [2] Examination Branch
- [1] Students' eligibility, examination forms, and hall tickets through ERP.
 - [2] Arrangement of Examination Centers.
 - [3] Examination Schedule of Certificates/Diploma/UG/PG/Research course.
 - [4] Dealing with Examination Committee, Paper setters, Examiners, Moderators, Vigilance Squad, Discipline Committee, Assessment Coordinator, Exam Center Coordinator.
 - [5] Procurement of Examination Stationery and material.
 - [6] Hiring of services for various examination work like digital assessment, online examination with proctoring or without proctoring, open book examination, etc.
 - [7] National Academic Depository (NAD).
 - [8] Academic Bank of Credits (ABC).
 - [9] Providing services to NTA or such other organization.
 - [10] Question Bank preparation and collection of past question papers.
 - [11] Distribution of Examination Stationery, materials, and Question papers.
 - [12] Collection of answer sheets and scanning work.

- [13] Digital assessment.
 - [14] Result processing and declaration.
 - [15] Mark sheets, Medal awardee list, Rank and Degree certificates.
 - [16] Verification, revaluation, and reassessment work.
 - [17] Statistical data of examination process.
 - [18] Office Records of students' marks and grades.
 - [19] Issuance of Transcript, Rank certificates, and duplicate Mark sheet.
 - [20] ERP module updating.
 - [21] AG Audit and other such audit of branch.
 - [22] Admission, Registration and Enrolment of students of Certificate courses, UG, PG, and Research Courses.
 - [23] Eligibility, Transfer, Migration, and Code of Conduct of students.
 - [24] Roll of Graduates.
 - [25] Celebration of University Foundation Day.
 - [26] Convocation, Special Convocation.
 - [27] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
 - [28] RTI and Legal work pertaining to the branch; and,
 - [29] Any other task assigned by the Registrar and the Vice Chancellor.
- [3] Estate Branch
- [1] Proposal of new items, reconstruction, and maintenance for civil, electrical works.
 - [2] Land documents, Campus Master Plan, Approved building plan, BU and other necessary permissions, approval, NOC, certificates as per concerned authority.
 - [3] Construction, repairing and renovation at Gujarat Vidyapith campuses, hostels, residential quarters, and any other buildings.

- [4] Civil, Electrical and Water related work, Solid waste management, Sanitization, Pest control and AMC of related items.
- [5] Hiring, empaneling, Maintenance Contract, Rate Contract, monitoring and management of services for Security, Canteen, Mess, Housekeeping, Transportation, electrical and electronics items, Gardening, Landscaping and Campus development.
- [6] Hiring/ empaneling/ agreement agencies for event management etc.
- [7] Necessary permission and Protocol from the respective authorities for university functions and activities.
- [8] Disaster management and Emergency services like Medical, Fire and Police related work.
- [9] All purchase/procurement and arrangement including GEM, Telephones and mobile service procurement facilitation.
- [10] All related works pertaining to maintenance of Campus.
- [11] Dead stock Register, Procurement and maintenance of vehicles of Gujarat Vidyapith.
- [12] AG Audit and other such audit of branch.
- [13] Energy audit, Green audit and such other audit.
- [14] Lease/rent of Gujarat Vidyapith facilities, Allotment of quarters, Electricity bills, Rent and property taxes to the government and such other bills.
- [15] Meetings of the various Committees pertaining to Estate Branch viz Building and Works Committee, Quarter Allotment Committee and Purchase Committee. The member secretary of these committees will be the Branch Head of the Estate Branch.
- [16] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- [17] RTI and Legal work pertaining to the branch; and,
- [18] Any other task assigned by the Registrar and the Vice Chancellor.

[4] Establishment Branch

- [1] Organizational Structure and Planning.
- [2] Proposal of new items / current items for human resources in the budget to UGC and/or Central Government.
- [3] Correspondence with UGC and/or Central Government for service matters and human resources.
- [4] Recruitment and Appointment on various posts like permanent, contractual, ad-hoc, visiting, eminent, etc.
- [5] Promotion, Financial upgradation, Professor of Practice, Confirmation, CAS of permanent employees.
- [6] Hiring of Manpower Agency services and related work.
- [7] Manpower related work.
- [8] Service/Pay related matters/LTC/Allowances of employees, service book, and leave records management through Samarth Portal.
- [9] AG Audit and another such audit of the branch.
- [10] Code of conduct of employees and matter related to employee's court cases.
- [11] Performance appraisal of teaching and non-teaching employees.
- [12] Salary and leave of all employees, retirement, and pension-related benefits.
- [13] Movement Register of administrative branches to be observed and do necessary actions.
- [14] Biometric Presence - late login and early logout - monthly report shall be sent to the employees with remarks.
- [15] Roster and Reservation in HR.
- [16] NPS, GPF, CPF, EPF etc.
- [17] MOU with various hospitals for staff welfare.
- [18] Advisory to the staff, staff training and welfare, insurance, etc.
- [19] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of the latest one.

- [20] RTI and Legal work pertaining to the branch; and,
- [21] Any other task assigned by the Registrar and the Vice-Chancellor.

[5] Publication and Public Relation Branch.

[1] Publication:

- [1] Designing of various printing, and publication work of Gujarat Vidyapith which includes but not limited to producing designs for various magazines, books, research reports, Gujarat Vidyapith diary, Gujarat Vidyapith pocket diary, calendars, admission booklets, annual reports, curriculum, event reports, stationery like letterheads, visiting cards, notepads, and publicity & branding material for the Gujarat Vidyapith including social media posts, posters, brochures, booklets, announcements, advertisements, coffee table books, event branding materials etc.
- [2] Creation and maintenance of digital/ physical archive of Gujarat Vidyapith's various events and activities of the Gujarat Vidyapith.
- [3] Designing frequent advertisements for various administrative and academic requirements.
- [4] Designing / procurement of Gujarat Vidyapith stall, teblo, ad campaign, hoardings for various Gujarat Vidyapith programme, and branding.
- [5] Coordination with designers, content-providing departments, and printing agencies like the printing press, photocopy shops, framing agencies, etc.
- [6] Procurement and subscription of various equipment, tools, software, and communication platforms related to the Public Relation and Publication branch.
- [7] There shall be work of designing of magazines as follows:
 - [1] Adivasi Gujarat
 - [2] Sabarmati
 - [3] Vidyapith

[8] All matters relating to the public domain on behalf of Gujarat Vidyapith regarding publication matters.

[2] Public Relation:

- [1] Developing communication strategies and processes for the brand building and image makeover exercise of the Gujarat Vidyapith.
- [2] Media management, communicating with journalists and space marketing personnel.
- [3] Organizing press conferences and media interactions, press notes, and advertising material.
- [4] Provide creative inputs from the communication perspective for different events and activities of the Gujarat Vidyapith to ensure brand positioning in the academia.
- [5] Conceptualization, planning, and reporting of different events and activities of the Gujarat Vidyapith.
- [6] Content Creation for different modes of mass communication including but not limited to Print, Television, and Digital media platforms and Social Media for various events and activities of the Gujarat Vidyapith.
- [7] Creation of social media posts for different platforms like Facebook, Instagram, Twitter, and YouTube with the approval of the competent authority.
- [8] Making a content calendar for regular social media postings.
- [9] Developing Social Media campaigns and events to increase engagement of the education fraternity with Gujarat Vidyapith on social media platforms.
- [10] Executing Social Media Live broadcast of Gujarat Vidyapith's various events on appropriate platforms.
- [11] Data analysis of social media platforms for enhancing the engagement of the stakeholders of the Education fraternity and impactful social media communication.

- [12] Social Media campaigns to increase engagement of the education fraternity with Gujarat Vidyapith on social media platforms.
 - [13] Creation of a database of media personnel, media house, and digital archive of Gujarat Vidyapith's various events and activities of the Gujarat Vidyapith.
 - [14] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of the latest one.
 - [3] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
 - [4] Any other task assigned by the Registrar and the Vice-Chancellor.
- [6] Account Branch
- [1] Finance Committee.
 - [2] Preparation of Annual Budget estimation and expenditure.
 - [3] Statutory / Internal / AG Office and any such other Audit.
 - [4] Hiring of services of Statutory Auditor, Internal Auditor, Financial Advisor, etc.
 - [5] Audit of bills, Online Payments, Receipts and Pre-approval Audit.
 - [6] Correspondence, information, and data submission with State Government and Central Government for the various grants and expenditures.
 - [7] Income tax Returns, Form No. 16, TDS, GST, 24Q, 26Q, and other taxes if any.
 - [8] Petty cash, PAN, GST, NPS, GPF, CPF, EPF etc. related such other works.
 - [9] Maintenance of Fixed Deposits, Security Deposits, EMD, Grants Registers.
 - [10] GEM procurement facilitation.
 - [11] Accounting.

- [12] Salary and Pension, Children's Education Allowance, Medical Reimbursement, LTC, etc.
 - [13] Maintaining various registers for audit purposes (Bill, Pay bill, LTC Registers, etc.)
 - [14] Dealing with all other branches for their various payments and bills.
 - [15] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of the latest one.
 - [16] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
 - [17] Any other task assigned by the Registrar and the Vice-Chancellor.
- [7] Student Sports, Cultural and Welfare Branch
- [1] Student support, various competitions, awareness programme, community outreach programme, blood donation camp, etc.
 - [2] Organizations of camps for adventure, NCC, NSS, and sports activities.
 - [3] Procurement of sports equipment, sports accessories, and dresses for participants.
 - [4] Celebration of various days and Gujarat Vidyapith sports day.
 - [5] Youth festival and cultural activities at various levels.
 - [6] Maintain Dead stock of sports equipment.
 - [7] Activities related to Alumni and Student Council.
 - [8] Student welfare and information about various schemes and scholarships.
 - [9] Student Induction Programme.
 - [10] Activities for the weaker and needy section students.
 - [11] MOU with other organizations to use their sports facilities.
 - [12] Reports with photos, videos, and financial statements of various events.

- [13] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of the latest one.
- [14] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
- [15] Any other task assigned by the Registrar and the Vice-Chancellor.
- [16] Student Sports, Cultural and Welfare Committee
- [i] It shall consist of:
- (A) The Vice - Chancellor shall be Chairperson;
- (B) One member from the Academic Council to be nominated by the Vice- Chancellor;
- (C) Two experts from sports/yoga/music/fine arts to be nominated by the Vice- Chancellor;
- (D) One teacher from the Vidyapith nominated by the Vice-Chancellor;
- (E) Associate NCC Officer (ANO) or above cadre of the University to be nominated by the Vice-Chancellor on the committee, if available;
- (F) NSS Program Coordinator of the Vidyapith to be nominated by the Vice- Chancellor on the committee;
- (G) Two students who have the best performance in sports/yoga/youth festival/ cultural activities in the previous year to be nominated by the Vice-Chancellor;
- (H) One student from NCC/NSS nominated by the Vice-Chancellor; and, (I) Branch Head, SSCW as member secretary.
- [ii] The term of office of the nominated members shall be three years. They will, however, be eligible for re-nomination one more time.
- [iii] The committee shall meet at least twice in a year and may meet as often as required, if necessary.

- [iv] The meeting will be convened by the member secretary in consultation with the Chairperson.
- [v] Half of the members of the total members shall constitute the quorum for the meeting.
- [vi] The powers and functions shall be as follows:
 - (A) To prepare annual planning of concerned activities.
 - (B) To prepare the Annual Budget for this annual planning and shall be recommended to Finance Committee for approval.
 - (C) To decide in which games, sports, yoga, and tournaments the Vidyapith should participate in the Inter-University tournaments/ competitions.
 - (D) To select players for the various teams for participation in Inter- University Tournament/competition.
 - (E) To institute and receive Prizes and Trophies and to receive donations for the purpose.
 - (F) To nominate team Managers, Selection Committees, and Coaches for the teams which are participating in the Inter-University tournaments.
 - (G) To organize the student support activities by NSS/NCC volunteers;
 - (H) To educate the students about their obligations towards society;
 - (I) To promote national integration and solidarity among students;
 - (J) To channelize the resources and energy of students for social reconstruction and social outreach activities;
 - (K) To organize recreational activities such as mountaineering, hobby, work- shop,

hiking, cycling, etc. for the encouragement of the spirit of adventure;

- (L) To organize the cultural and literary activities of the Vidyapith at the various level;
- (M) To organize youth festival competitions, of the various level;
- (N) To take up any other project to promote student support, cultural, youth festival, and literary activities, amongst the students of the Vidyapith in general and to make rules for the same;
- (O) The committee may issue guidelines from time to time in connection with the organization of its activities;
- (P) The committee may decide to levy entrance fees and such other fees or sponsorship as may be deemed proper by it, from time to time for carrying out its activities to cover the total expenses of the program and shall be recommended to the Finance Committee for the approval;

[8] IT Branch

- [1] Digital campus with CCTV, access points, networking, biometric, boom gate, digital display, digital signage, MOOC platform, firewall, and gateway.
- [2] Enterprise Resource Planning (ERP).
- [3] Development and maintenance of Gujarat Vidyapith's website.
- [4] IT policy.
- [5] Administration of Gujarat Vidyapith domain email.
- [6] Message service like SMS.
- [7] Procurement of hardware and software instruments.
- [8] Maintenance of Computer Laboratories.

- [9] Annual maintenance contract for IT hardware.
- [10] Troubleshooting of IT hardware and software problems.
- [11] Internet Connection.
- [12] Dead stock of IT hardware and Register of software.
- [13] List of Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the due process of implementation of latest one.
- [14] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
- [15] Any other task assigned by the Registrar and the Vice-Chancellor.

Rule 2 Head of Branch

- [1] The Head of Branch shall be the officers at the level of Assistant Registrar and above or faculty of Vidyapith as nominated by the Vice Chancellor.
- [2] The Head of Branch shall assist the Registrar in the management of university activities.
- [3] The head of the branch has to prepare and submit the rules with annexures if any, to govern the activities of branch to the Academic Council and Executive Council for approval.
- [4] S/he shall look after the day-to-day work of the branch as per the provisions of UGC Regulations / Rules of the Central Government from the higher authorities from time to time.
- [5] He/She shall be responsible for storing in a cloud drive and branch hard disk for the following data pertaining to the branch:
(a) the scanned data of each file; (b) photos - videos; (c) reports; (d) any other important data/communication.
- [6] He/She shall be responsible for planning and scheduling of the entire work of the branch well in advance and shall take the periodical reviews of its execution.

- [7] He/She shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- [8] He/She shall ensure and maintain proper coordination and follow up with other Department/ faculties/ Unit/ Branch and shall be totally accountable for follow up actions on the decisions given by the Gujarat Vidyapith authorities.
- [9] He/She shall be responsible for the smooth and efficient running/working of the branch and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filling procedure.
- [10] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- [11] He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He shall also prepare items for consideration of authorities/ bodies of the Gujarat Vidyapith if it is concerned.
- [12] He/She shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
- [13] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [14] He/She shall be responsible for correspondence with Government, UGC, other universities/institutions on relevant matters in coordination with the Registrar and the Vice-Chancellor.
- [15] He/She shall be acquainted with the UGC Regulations/ Rules of the Central Government and Vidyapith and work accordingly in coordination with the Registrar and the Vice Chancellor.

- [16] He/She is responsible for the note submission from the branch which shall be as per the provision of Regulations/ Rules of the university and resolutions of government.
- [17] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/ committees of the Gujarat Vidyapith.
- [18] He/She shall work as PIO of their branch or as defined.
- [19] It shall be the duty of the Head of the Branch to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.
- [20] All the digital official communication shall be done by the branch email id.

Rule 3 Facility for Academic and Administration Personnel

This section shall apply to Branch Heads/ Chief Warden/ Librarian and Deans.

- [1] The above said personnel will be entitled to get the laptop/ Desktop PC and printer at the office.
- [2] The above said personnel will be entitled to have the necessary software with prior approval of the Vice-Chancellor.
- [3] He/She will be entitled to reimburse the amount paid for the monthly bill of a mobile number with unlimited talk time and sufficient data pack. The amount shall be decided by the Vice-Chancellor.
- [4] He/She will be entitled to get the external hard drive for data storage.
- [5] If any person has more than one designation, then he/she will be eligible for a maximum of one of the above facilities.

Rule 4 Classification of Posts

The Cadre posts in the Gujarat Vidyapith shall be divided according to their pay level in the 7th pay matrix into the following three groups as under:

- [1] Group A: Posts carrying the Pay Matrix of Level 10 and above;
- [2] Group B: Posts carrying the Pay Matrix of Level 6-9;
- [3] Group C: Posts carrying the Pay Matrix up to Level 5;

Rule 5 Creation/Review of Academic and Administrative Posts

- [1] To fulfill the objectives of the Gujarat Vidyapith and as per the functions of the Gujarat Vidyapith the Departments and administrative branches may suggest the requirement of teaching and non-teaching posts to the Establishment Branch with workload and justification before 31st August.
- [2] The Establishment branch shall put the requirement before the following committee (Post Review Committee):
 - [a] One of the Dean, nominated by the Vice-Chancellor as Chairperson;
 - [b] One member as nominated by the Executive Council;
 - [c] Two Heads of the Departments, nominated by the Vice Chancellor for three years;
 - [d] Head of Establishment Branch as member secretary;
- [3] The tenure of nominated members shall be three years from the date of appointment of the committee.
- [4] The committee shall assess the need as suggested by the Departments and administrative branches.
- [5] The committee shall meet every year before 30th October or as and when it is called by the Registrar with prior approval of Vice Chancellor.

- [6] The recommendation of the committee shall be put before the Academic Council and Executive Council for consent.
- [7] The consented posts shall be sent to the government for the budgetary provision and approval of the post.
- [8] Till the sanction of such posts by the government, the Gujarat Vidyapith may appoint temporarily on a contractual/ ad-hoc / visiting / adjunct / daily basis as per the requirement for not more than 11 months.
- [9] Vice-Chancellor shall be competent to create (i) temporary Teaching and Administrative positions not exceeding 6 months duration and (ii) temporary posts as per Project requirements.

Rule 6 To Determine the Number of Posts and Duties

The Executive Council shall have the power with the concurrence of UGC

- [1] to determine the number of posts and duties in each of the cadre;
- [2] to create or abolish any posts in the cadre;
- [3] to determine the nature of whether any post created in the cadre shall be temporary or permanent;

Rule 7 Methods of Recruitment

Recruitment to a post under the Gujarat Vidyapith may be made as follows:

- [1] Recruitment Rules notified by UGC under Notification No. F.1-2/2017(EC/PS) dated 18.07.2018, as amended from time to time and adopted completely or partially as per requirement by Gujarat Vidyapith for academic posts;
 - [a] by direct recruitment;
 - [b] by promotion under CAS;
 - [c] by deputation on foreign service terms or their absorption in the Gujarat Vidyapith;

- [d] the re-employment of the Professors superannuated from the Gujarat Vidyapith / State Government / Central Government Institutions by the guidelines prescribed by the UGC, from time to time;
 - [e] contractual basis for the specific period;
- [2] Model Cadre Recruitment Rules notified by UGC for Central Universities, and as amended from time to time and adopted completely or partially as per the requirement by Gujarat Vidyapith for non-teaching posts;
- [a] by direct recruitment;
 - [b] by promotion;
 - [c] by deputation on foreign service terms or their absorption in the Gujarat Vidyapith;
 - [d] Modified Assured Career Progression Scheme;
 - [e] contractual basis for the specific period;

Rule 8 Appointing Authority

- [1] The Executive Council is appointing authority for permanent appointments to all Group A posts;
- [2] The Vice-Chancellor is appointing authority for permanent appointments to all Group B posts and temporary appointments to all Group A and Group B posts and temporary appointment of
- (i) National Fellows
 - (ii) Emeritus Professors
 - (iii) Adjunct Faculty
 - (iv) Visiting Professors
 - (v) Consultants
 - (vi) Contractual;
- [3] The Registrar is appointing authority for permanent and temporary appointments to all Group C posts;

Rule 9 Non-Teaching Posts Recruitment Rules of the Gujarat Vidyapith

The Qualification, Pay, duties, Promotion, Financial upgradation under MACP & DACP (if applicable), Recruitment, etc. of Non-teaching posts will be as per Recruitment Rules of Gujarat Vidyapith, 2023 and UGC/ Central Government rules as amended from time to time.

Rule 10 Recruitment by Promotion

- [1] Appointment by promotion to Non-Teaching posts shall be made on the basis of recruitment rules of Gujarat Vidyapith as amended from time to time.

Rule 11 Qualification, Pay, Duties, and Recruitment of Teaching Posts

- [1] UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher Education, 2018, and their amendments from time to time (if any) shall be read by the concerned for this rule.
- [2] Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to Gujarat Vidyapith, up to the age of seventy years. Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.
- [3] Selection Committee Composition for Gujarat Vidyapith Teachers:
 - [a] The Selection Committee for the post of Assistant Professor, Associate Professor in the Gujarat Vidyapith shall consist of the following persons :
 - [i] Vice Chancellor who shall be the Chairperson of the Committee.
 - [ii] An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.

- [iii] Three experts in the subject/ field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - [iv] Dean of the faculty, wherever applicable. [v] Head/ Chairperson of the Department concerned. [vi] An academician belonging to the SC/ST/ OBC/ EWS/ Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor if any of the above members of the selection committee does not belong to that category. [b] At least four members, including two outside subject experts, shall constitute the quorum.
- [4] Assistant Professor (Direct Recruitment) For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.
- [1] Name of the post
Assistant Professor
 - [2] No. of posts
As per sanctioned strength
 - [3] Classification
Group A
 - [4] Scale of Pay
7th CPC Level 10
 - [5] Classification
Group A
 - [6] Whether Selection post or Non-selection post
Selection
 - [7] Educational and other qualifications required for direct recruits
 - Eligibility (A or B)

(A)

- (1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET: Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-
 - (a) The Ph.D. degree of the candidate has been awarded in a regular mode;
 - (b) The Ph.D. thesis has been evaluated by at least two external examiners;
 - (c) An open Ph.D. viva voce of the candidate has been conducted;
 - (d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

- (e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/ supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- (B) The Ph.D degree has been obtained from a foreign university/ institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in the prescribed format by institution, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

- [8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion
Yes, as per UGC norms.
- [9] Period of probation, if any
Two Years.
- [10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods
Direct recruitment failing which by transfer or on deputation.

- [11] In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made
Not applicable
- [12] Age of Superannuation
65 Years.
- [5] Associate Professor (Direct Recruitment)
- [1] Name of the post
Associate Professor
- [2] No. of posts
As per sanctioned strength
- [3] Classification
Group A
- [4] Scale of Pay
7th CPC Level 13 A
- [5] Classification
Group A
- [6] Whether Selection post or Non-selection post
Selection
- [7] Educational and other qualifications required for direct recruits
- Eligibility
- (1) A good academic record, with a Ph.D. Degree in the concerned/ allied/ relevant disciplines.
 - (2) A Master's Degree with at least 55 % marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
 - (3) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed

journals and a total research score of Seventy five (75) as per the criteria.

- [8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion
Yes, as per UGC norms.
- [9] Period of probation, if any
Two Years.
- [10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods
Direct recruitment failing which by transfer or on deputation.
- [11] In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made
Not applicable
- [12] Age of Superannuation
65 Years.
- [6] Professor (Direct Recruitment)
- [1] Name of the post
Professor
- [2] No. of posts
As per sanctioned strength
- [3] Classification
Group A
- [4] Scale of Pay
7th CPC Level 14
- [5] Classification
Group A
- [6] Whether Selection post or Non-selection post
Selection
- [7] Educational and other qualifications required for direct recruits
- Eligibility (A or B)

(A)

- (1) An eminent scholar having a Ph.D. degree in the concerned/ allied/ relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 as per prescribed format.
- (2) A minimum of ten years of teaching experience in university/ college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- (B) An outstanding professional, having a Ph.D. degree in the relevant/ allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.
- [8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion
Yes, as per UGC norms.
 - [9] Period of probation, if any Two Years.
 - [10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods
Direct recruitment failing which by transfer or on deputation.
 - [11] In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made Not applicable

[12] Age of Superannuation
65 Years.

[7] Senior Professor (Direct Recruitment)

Up to 10 percent of the existing sanctioned strength of Professors in the Gujarat Vidyapith may be appointed as Senior Professor, through direct recruitment.

[1] Name of the post
Senior Professor

[2] No. of posts
As per sanctioned strength

[3] Classification
Group A

[4] Scale of Pay
7th CPC Level 15

[5] Classification
Group A

[6] Whether Selection post or Non-selection post
Selection

[7] Educational and other qualifications required for direct recruits

Eligibility:

- (1) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGClistered journals, significant research contribution to the discipline, and engaged in research supervision.
- (2) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- (3) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- (4) The selection shall be based on ten best publications

in the Peerreviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

- [8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion
Yes, as per UGC norms.
- [9] Period of probation, if any
Two Years.
- [10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods
Direct recruitment failing which by transfer or on deputation.
- [11] In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made
Not applicable
- [12] Age of Superannuation
65 Years.
- [8] Duties of Teachers
- (1) Teaching (Number of classes taught / total classes assigned which includes sessions on tutorials, lab, and other teaching-related activities) shall be more than 80 % for the faculties who are engaged with teaching. Other faculties shall be engaged with Research/ Training/ Consultancy or Extension.
 - (2) He/She shall be involved in at least three activities of the University like administration /examination /research / Book writing /E-content /MOOCs /startup/ consultancy /co-curricular related activities / etc. as assigned by the authority.
 - (3) The workload of teachers shall not be less than forty hours a week. Teachers shall devote at least Two hours

per day to mentoring students (minimum Fifteen students per coordinator) for Community Development /Extra-Curricular Activities/library consultation/research in case of Under- Graduate Courses and/or at least Two hours per day for research in case of Post Graduate courses.

- (4) Senior Professors/ Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.
- (5) Every Senior Professor/ Professor/ Head of the Department shall be involved in the Gujarat Vidyapith administration as per the direction of the competent authority.
- (6) Every Dean shall be involved in the academic matters of the Vidyapith as per the direction of the competent authority.
- (7) Every teacher shall follow a code of professional ethics.
- (8) Every Senior Professor, Professor, or Associate Professor shall have at least 2 research papers in UGC-CARE/Scopus indexed journals/ reviewed journals or 1 book (ISBN) or edited volume annually.
- (9) Every Assistant Professor shall have at least 1 research paper in UGCCARE/ Scopus indexed journals/ reviewed journals or 1 book (ISBN) or edited volume annually.

Rule 12 Engagement of Professors of Practice

- [1] The objective is to bring in distinguished professionals and practitioners from various fields into the academic ecosystem of Gujarat Vidyapith to enrich teaching, research, and innovation through practical experience and real-world insights.
- [2] It shall be in accordance with the University Grants Commission Guidelines for engaging Professors of Practice in Universities and Colleges, dated 28th October 2022 and amendments time to time.
- [3] The number of Professors of Practice shall be limited to 10 % of the sanctioned strength of faculty positions in a given department or faculty.

Rule 13 Appointment of Adjunct Faculty

- [1] To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/ reputed research institutions/organizations, Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- [2] Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in Gujarat Vidyapith (DU) and may also include professionals and specialists from ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, PSUs and business corporation, Civil employees (IAS / IPS / officials from Central and Provincial Services) and professionals and officials from professional councils and statutory bodies like UGC and NCTE, both serving and retired.
- [3] Skill training providers recognized by National Skills Development Corporation and/or Sector Skill Councils in their respective area for skills education and training;
- [4] NRIs and PIOs working with overseas academic, research, and business organizations or having a demonstrated interest in Teacher Education.
- [5] Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.
- [6] Qualifications: Candidates for adjunct faculty should satisfy the following norms: (a) For Conventional Higher Education Courses: [i] Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory council / Gujarat Vidyapith from time to time. OR [ii] A person of eminence with or without a postgraduate or Ph.D. qualifications (b) For Skill based Courses: [i] Should be an accomplished professional

- / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR [ii] Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role
- [7] In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.
- [8] The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
- [9] The strength of Adjunct faculty may not exceed as per UGC regulation/ Guidelines.
- [10] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture or two-hour specified task to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 1,00,000/- (Rs. One Lakh Only) per month.
- [11] Roles and Responsibilities: He/She shall be actively involved in Conventional Higher Education Courses or Skill based Vocational Courses or Research Courses or Training or Research or Services. [a] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less. [b] The appointed person shall have to follow the code of conduct and disciplines of Gujarat Vidyapith. The Gujarat Vidyapith (DU) will provide them suitable office-space to facilitate their working and interaction with students and peers.

Rule 14 Appointment of Guest/Ad-hoc Faculty

- [1] The teaching load where the requirement is not on regular basis as a permanent faculty may be engaged with Guest/Ad-hoc faculty with prior approval of the Vice Chancellor before the beginning of the academic term.

- [2] The qualification and selection procedure for the Guest/Ad-hoc Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities in UGC Regulations.
- [3] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Rupees only) per lecture and Rs. 500/- (Rs. Five Hundred Fifty Only) per practical subject to a maximum ceiling of Rs. 50,000/- (Rs. fifty thousand only) per month.
- [4] The eligibility and scope of work of Guest/Ad-hoc faculty shall be as per UGC regulations.
- [5] The strength of Guest/Ad-hoc may not exceed 20% over and above the sanctioned posts.
- [6] The Guest/Ad-hoc faculty shall have to follow the code of conduct and disciplines in the Gujarat Vidyapith.
- [7] The superannuated teachers may also be considered for engagement as Guest/Adhoc Faculty subject to maximum age limit of 70 years.
- [8] The Guest/Ad-hoc Faculty will not be given the benefits of allowances, pension, gratuity and leave, etc. as admissible to regular teachers.
- [9] The leave of 01 day per completed month will be admissible to the Guest/Ad-hoc faculty.

Rule 15 Appointment of Contractual and Ad-hoc Staff

- [1] The posts which are sanctioned can be filled as Contractual or Ad-hoc till the regular appointment.
- [2] The appointed person shall be bound to work for as per terms and conditions of Contractual or Ad-hoc appointment.
- [3] The pay, allowances, qualification, and job responsibilities shall be decided by the recruitment committee.
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.

- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less. 34
- [6] The appointed person shall have to follow the code of conduct and disciplines in Gujarat Vidyapith.
- [7] The appointed person for the academic work will be responsible to complete the teaching, assessment any any other non-teaching work assigned to him/her of the semester even after the completion of their tenure.
- [8] He/She will not be entitled to get any type of certificates except experience certificate and salary certificate.

Rule 16 Appointment of Project Fellow, Consultant and Advisor

- [1] The Project Fellow, Consultant and Advisor may be appointed by the following committee, if recommend such requirement.
 - [a] The concerned Dean of Faculty as Chairperson;
 - [b] One subject Expert nominated by the Vice-Chancellor for three years;
 - [c] The Head of Department;
 - [d] The concerned Principal investigator/Coordinator/Project;
- [2] The appointed Person/Firm shall be bound to work on Project basis.
- [3] The pay/fees, qualification/eligibility, and job responsibilities shall be recommended by the recruitment committee to Gujarat Vidyapith.
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed

person/Firm is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.

- [6] The appointed person/Firm shall have to follow the code of conduct and disciplines in Gujarat Vidyapith. 35
- [7] He/She will be entitled to get project completion certificate.

Rule 17 Coordinator/Director Extension Activities

- [1] The Objectives of this rule is: a) To establish a structured process for the appointment of Coordinators/Directors for various Extension Centers and Activities of Gujarat Vidyapith. b) To define the roles and responsibilities of such Coordinators/Directors in line with the university's mission of value-based education and community engagement. c) To ensure efficient administration, implementation, monitoring, and reporting of outreach and extension work.
- [2] Applicability: This rule shall apply to all Extension Centers (such as Museum, Archives Cell, Kochrab Ashram, Indian Languages & Culture Center, Kosh, Publication Unit) and Extension Activities (such as Khadisutra, Kalamandir, VIKAS, Vyas Mandir) functioning under Gujarat Vidyapith.
- [3] Eligibility for Appointment: The Coordinator or Director of an Extension Center or Activity may be appointed from among the following categories:
 - a) Regular Teaching Staff of Gujarat Vidyapith (preferably those involved in social sciences, humanities, education, or related areas).
 - b) Non-teaching Staff with relevant experience in outreach, culture, administration, or development programs.
 - c) Contractual or Project-based Staff, provided they have relevant experience and the tenure of their appointment matches the duration of the extension assignment.
 - d) The candidate must demonstrate a commitment to Gandhian values and the spirit of community service.

[4] Procedure of Appointment:

- a) The Registrar shall invite nominations or expressions of interest for each position, or the Vice-Chancellor may directly recommend a suitable candidate.
- b) The selection shall be approved by the Vice-Chancellor, based on the recommendation of the concerned Dean or Department Head and in consultation with the Registrar.
- c) The appointment order shall specify: Term (normally 1 to 3 years, renewable), Reporting authority, Honorarium or additional responsibilities (if applicable)

[5] Key Functions and Responsibilities: The Coordinator/ Director of Extension Activities or Centers shall:

- [a] Planning Implementation: a) Prepare and execute annual work plans aligned with the objectives of the extension center/activity. b) Design programs and events integrating students, faculty, and community stakeholders.
- [b] Student Engagement: a) Facilitate student participation in extension programs as part of their holistic development. b) Maintain student records, hours of involvement, and feedback.
- [c] Community Outreach: a) Establish links with community institutions, NGOs, government departments, and citizens. b) Promote inclusivity, social justice, and rural development through action projects.
- [d] Collaboration & Sponsorships: a) Coordinate with Gujarat Vidyapith Mandal for guidance and support. b) Prepare proposals for grants and sponsorships where applicable.
- [e] Documentation Reporting: a) Maintain detailed documentation of activities and outreach. b) Submit quarterly and annual reports to the Registrar and Vice-Chancellor.
- [f] Supervision and Resource Management: a) Supervise the use of physical space, staff, volunteers, and materials assigned to the center. b) Ensure safety, discipline, and upkeep of the premises and facilities.

- [6] Accountability: The Coordinator/Director shall be responsible to the Registrar and work under the academic guidance of the Vice-Chancellor or designated Dean. Regular review meetings may be called by the Vice-Chancellor.
- [7] Removal or Replacement: In case of non-performance, misconduct, or administrative reasons, the appointment of a Coordinator/Director may be revoked by the Vice-Chancellor at any time, and a replacement may be appointed accordingly.

Rule 18 Career Advancement Scheme (CAS)

- [1] UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time shall be followed for the promotion of teachers under the Career Advancement Scheme (CAS).
- [2] The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the student's assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- [3] The eligible employees shall submit their application with documents to the head of the department, who shall scrutinize and verify the application and submit his/her recommendation to the concerned dean of the faculty. Thereby, the Dean of the faculty after scrutinization and verification of the application, will submit his/her recommendation to the Registrar. The Registrar shall forward the application to the Internal Quality Assurance Cell (IQAC) for further scrutinization and verification as per the prevailing UGC Regulations.
- [4] The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for the

institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on the prevailing UGC Regulations.

- [5] The IQAC will perform primary scrutiny of each application of CAS.
- [6] The details of the application will thereby submitted in the IQAC meeting. IQAC will forward the recommendation of the employees to the Registrar for further procedure.

Rule 19 Leave benefits for Gujarat Vidyapith Employees

- [1] The Central Civil Services (Leave) Rules, 1972 and its amendments from time to time shall be read for this rule. This rule shall apply to all the permanent employees of Gujarat Vidyapith.
- [2] Permanent Teachers shall be considered as vacation staff and all other permanent staff shall be considered as non-vacation staff.
- [3] For vacation staff, the vacation is not their matter of right. S/he may be called to the Gujarat Vidyapith in case of official requirements.
- [4] Right to Leave:
 - [a] Leave is permission granted by the competent authority, at its discretion to the employee, to remain absent from duty.
 - [b] Leave of any kind shall not be claimed as a matter of right.
 - [c] The leave application of employee shall include the allotment of their load to other staff with their sign or alternate arrangement.
 - [d] The leave application shall contain the date and time of submission and shall be applied at least three days before.
 - [e] Leave shall be availed with prior approval of the Authorities. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

- [f] The leave sanctioning authority may refuse or revoke leave of any kind.
- [g] Leave sanctioning authority cannot alter the kind of leave due and applied for, except at the written request of the Employee.
- [h] Absence from duty after expiry of leave entails disciplinary action.
- [i] Absence without leave will constitute an interruption in service.
- [j] A staff on leave should not take up any service or employment elsewhere.
- [k] Prefix / Suffix of Leave and Holidays to Vacation:
 - [i] Vacation may be taken by vacation staff in combination with or in continuation of any kind of leave under this rule: provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the employee at a time.
 - [ii] Vacation may either be prefixed or suffixed to leave, but may not be both prefixed and suffixed, nor may it be interposed between two periods of leave.
- [l] A vacation staff liable to be recalled at his own expense: A vacation staff who leaves his place of duty during vacation is liable to be recalled thereto at his own expense.
- [m] Extraordinary leave cannot be claimed when there is Earned leave or Half Pay leave in the account of an employee.
- [n] Earned leave shall be granted by competent authority for minimum of three days.
- [o] If the employee is not mentioning the nature of leave while applying, the leave may be approved as Half Pay Leave (if any).

[5] Authorities Competent to Grant Leave:

- [a] For the teaching staff:
 - [i] Application for leave other than casual leave shall be addressed to the Head of the Department. HoD shall forward this application to the Establishment Branch and then the Registrar, which will be presented to the Vice-Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this rule otherwise.
 - [ii] Casual Leave of Dean/ Head of the Department shall be sanctioned by the Vice-Chancellor. Casual Leave of all other teaching staff shall be sanctioned by the Head of the Department. Leave records for the casual leave of teaching staff will be maintained by the respective department. The copy of the leave sanctioned shall be forwarded to the Establishment branch.
- [b] For all other staff:
 - [i] Applications for leave other than casual leave shall be addressed to the Registrar. It shall be presented to the Vice-Chancellor. Vice-Chancellor shall be the competent authority to sanction such leave, except provision is made in this rule otherwise.
 - [ii] Casual Leave of Registrar shall be sanctioned by the Vice Chancellor. Casual Leave of all other staff shall be sanctioned by the Registrar. Leave records for the casual leave of non-teaching staff will be maintained by the Establishment Branch.
- [c] The Head of Department is empowered to sanction a maximum of three consecutive Casual Leave of teachers. More than that shall be forwarded to the Vice Chancellor through the Head of the Department for approval.
- [d] The Registrar is empowered to sanction a maximum of three consecutive Casual Leave for all non-teaching staff. More than that shall be forwarded to the Vice-Chancellor for approval.

- [e] Leave for Contractual and Adhoc employee shall be approved by the concerned head up to three and for more than three the Registrar, as follows;
- [i] Subject to the terms and conditions stipulated in the appointment order, Casual Leave (CL) shall be admissible to contractual employees in proportion to the duration of their contractual engagement. For example, an employee appointed on a contractual basis for a period of eleven (11) months shall be entitled to eleven (11) days of Casual Leave during the said tenure.
 - [ii] Medical Leave (ML) may be sanctioned for a maximum of seven days, subject to submission of a valid medical certificate.
 - [iii] Subject to prior approval, each contractual employee shall be entitled to avail up to two (2) Optional Holidays/Restricted Holidays (OH/RH) during the tenure of engagement. These holidays may be selected from the list of Restricted Holidays notified by the institution and shall not interfere with essential institutional operations.
 - [iv] Subject to completion of the full contractual tenure as specified in the appointment order, a contractual employee shall be entitled to receive proportionate salary for any unutilized leave at the end of the contract period. This includes Casual Leave (CL), Medical Leave (ML), and Optional Holidays (OH/RH), with a maximum cumulative entitlement of twenty (20) days (i.e., CL – 11, ML – 7, RH – 2).
 - [v] All Contractual and Adhoc employee may be encash the remaining leave as per the Rule -(5(e)vi)
 - [vi] Encashment shall be calculated based on the employee's last drawn monthly salary, proportionately adjusted to the number of unutilized leave days. For example, if an employee avail only two from any of the said leaves during an eleven-month tenure, he/

she shall be compensated for eighteen (18) days of salary upon successful completion of the 42 contract.

- [vii] If any of the group C or group D employee shall be called for the work on the public holiday by the Head of the Department with prior approval of the Registrar, then he/she will be paid the salary on hourly basis, maximum up to the salary of the day.
 - [f] Duty Leave of any contractual or ad-hoc employee may be sanctioned by the Vice Chancellor upon receipt and consideration of a formal request from the concerned individual.
- [6] Consideration for sanctioning of leave on application: In case, where applications for grant of leave are more in numbers, and in public interest all applications cannot be granted, the authority competent to grant leave while deciding the applications shall take into consideration the following points, namely:
- [a] The Gujarat Vidyapith employee who can be spared for the time being;
 - [b] The amount of leave due to the various applicants;
 - [c] The amount and character of the service rendered by each applicant since he last returned from leave;
 - [d] Whether such applicant was compulsorily re-called from his leave;
 - [e] Whether such applicant has been refused leave in the public interest;
- [7] Grant of leave should not unduly deplete cadre: Leave may not be granted of Registrar / Dean / Head of the Department / Branch Head to an extent which would deplete the strength of a service or department available for duty below the essential minimum. The charge of the cadre may be given to another employee by the Vice Chancellor in such case.

- [8] Commutation of one kind of leave into another:
- [a] At the request of a Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but such commutation shall not be claimed as a matter of right by the Employee.
 - [b] The commutation of one kind of leave into another shall be subject of adjustment of leave salary on the basis of leave finally granted to the Employee. Any amount paid in excess shall be recovered or any arrears due to him shall be paid. 44 Note: Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due as per provision of rule for Leave Not Due.
- [9] Combination of different kinds of leave: Except as otherwise provided in this rule, any kind of leave under this rule may be granted in combination with or in continuation of any other kind of leave. Explanation: Casual leave which is not recognizing as leave under this rule shall not be combined with any other kind of leave admissible under this rule.
- [10] Maximum period of continuous leave:
- [a] Unless Gujarat Vidyapith in view of the exceptional circumstances of the case otherwise determines, no Gujarat Vidyapith employee shall be granted leave of any kind for a continuous period exceeding five years .
 - [b] A Gujarat Vidyapith employee shall be deemed to have resigned from the service if, he:
 - [i] is absent without authorization for a period of 180 days from the date of expiry of sanctioned leave or permission: or
 - [ii] is absent from the duty for a continuous period exceeding three years even if the period of the unauthorized absence is for less than 180 days. Provided that a reasonable opportunity to explain the reason for such absence shall be given to the Gujarat Vidyapith employee before the provisions of sub-rule (8b) are invoked.

[11] Acceptance of service or employment while on leave:

- [a] A Gujarat Vidyapith employee while on leave shall not take up any service or employment elsewhere without the previous sanction of the competent authority.
- [b] The leave salary of a Gujarat Vidyapith employee who is permitted to take up employment under Government, other institute or a private employer 45 during leave shall be subject to such conditions as the Gujarat Vidyapith may by order specify.
- [c] A Gujarat Vidyapith employee who is on leave on a Medical Certificate shall not be permitted to undertake any service or employment elsewhere during such leave. When a Gujarat Vidyapith employee on leave, whether with or without leave salary, is allowed to take up under this rule employment in another Government office, institution, or any other employment, all leave salary shall be ipso facto cease on joining the new employment, other than work or service referred to in sub-rule [11][a] of this rule.

[12] Formal joining of duty at the end of leave with the intention of taking leave again: Formal joining of duty at the end of leave with the intention of taking leave again within a few days should not be permitted. The principle on which the requirements of this rule should be enforced is that no deliberate or intentional evasion of the rule should be permitted: but so long as this condition is satisfied, it is at the discretion of the competent authority to grant or refuse the leave.

[13] Application for leave:

- [a] An application for leave or extension of leave shall be made in the relevant form as prescribed from time to time to the competent authority. Provided that where a employee is unable to submit an application or medical certificate on account of a disability, such application or medical certificate may be signed and submitted by

- [i] the spouse of the employee; or
 - [ii] the parents in case of an unmarried employee; or
 - [iii] the child including adopted child or brother or sister of the employee, who has attained the age of majority; or
 - [iv] any person who has been assigned limited guardianship of the employee in terms of Section 14 of the Rights of Persons with Disabilities Act, 46 2016 (49 of 2016), and the same shall be deemed to have been made and submitted by the employee himself.
- [b] The leave application shall contain the date and time of submission and shall be applied at least three days before.
- [14] Leave account: A leave account in the service book of each permanent employee shall be maintained by the establishment branch. The leave account of an employee shall be maintained and updated at an interval of every six months by the concerned Branch/Department.
- [15] Verification of title to leave: The grant of leave shall be subject to verification of leave account by the Sanctioning authority of the concerned Department/Branch. In case of sanctioning authority is Vice-Chancellor or Registrar, the grant of leave shall be subject to verification of leave account by the Establishment Branch and modified sanction for the period of leave shall be issued where necessary.
- [a] No leave shall be granted to an employee until a report regarding its admissibility has been confirmed by the Sanctioning Authority.
- [b] The concerned Department/Branch shall mention the balance of such leave at his/her credit in the relevant Form and orders sanctioning earned leave or half-pay leave.
- [16] Leave not to be granted in certain circumstances: Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from the service.

[17] Grant of leave on the medical certificate of employees of Gujarat Vidyapith

- [a] An application for leave on medical certificate made by
- [i] Group A employees, shall be accompanied by a Medical Certificate given by a doctor by a Government Hospital or by an Authorized Medical Attendant or by an Authorized Doctor of the private hospital recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment in respect of any particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:
 - [ii] Group B and Group C employees, shall be accompanied by a Medical Certificate given by Government Hospital or by an Authorized Medical Attendant or by an Authorized Doctor of the private hospital, recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by the Competent Authority in respect of particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare: Note.— In the case of Group B and Group C employees, a certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments or by an honorary Medical Officer may also be accepted, provided such certificate is accepted for the same purpose in respect of its own employees by the Government of the State in which the employee falls ill or to which he proceeds for treatment.

- [b] In case of a Government servant who has acquired disability, the Medical Authority shall certify,
 - [i] the nature and extent of the disability;
 - [ii] the date from which such disability has occurred or manifested, to the extent it may be medically possible to indicate the same;
 - [iii] whether there are reasonable prospects for the employee to be fit to resume duties, and if not, categorically state that such employee is completely and permanently incapacitated for further service. For the purposes of these rules, a doctor in Central Government Health Scheme or a Government Hospital, or a specialist in Government Hospital in cases requiring specialized treatment, or a Medical Board in a Government Hospital in the case of multiple disabilities shall, in addition to the authority certifying specified disability under the provisions contained in Chapter X of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), be the Medical Authorities competent to issue certificate of disability. Notwithstanding anything in these rules, no reference from the Head of Office or any other authority may be required for issue of medical certificate of disability.
- [18] Repeated grant of leave on medical certificate within short intervals:
 - [a] When an employee applies for leave on a medical certificate within short intervals, the attention of the Medical Board or Medical Officer may be drawn with a view to considering the period of absence necessary for his complete recovery.
 - [b] An employee shall be required to appear before the Medical Board or Medical Officer, at the discretion of the Vice Chancellor.

- [c] Leave on Medical grounds to the employee may be granted on production of a Medical Certificate in the prescribed Form issued by a Civil Surgeon or an authorized Medical Attendant or the Registered Medical Practitioner.
- [19] Conditions governing the issue of Medical Certificate:
- [a] A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties and in such cases, the opinion that the employee is permanently unfit for service shall be recorded in the medical certificate.
 - [b] The Vice-Chancellor, at its discretion, secure a second medical opinion by requesting a Government Medical Officer, not below the rank of Civil Surgeon, to have the applicant medically examined on the earliest possible date and forward the original medical certificate produced by the applicant to the Medical Officer by whom he/she is to be re-examined.
 - [c] The Medical Officer shall express an opinion both as regards the facts of the illness and as regards the necessity of leave required to be recommended and he shall either require the applicant to appear before him.
 - [d] An employee who has been granted leave on a medical certificate shall return to duty only after producing a medical certificate of fitness in the prescribed Form.
- [20] Medical Certificate not to confer right to Leave: The grant of a medical certificate under this rule shall not confer upon the concerned employee any right to proceed on leave. The certificate shall be forwarded to the Sanctioning Authority to grant the leave and the order for the same shall be awaited.
- [21] Leave in case of an employee unlikely to return to duty:
- [a] When the Medical board/officer has reported that there is no reasonable prospect that a particular employee shall ever be fit to return to duty, leave shall not necessarily be

refused to such employee. The leave may be granted, if due, by the Vice-Chancellor to grant leave subject to the following conditions:

- [i] If the Medical Board/Officer is unable to say with certainty that the employee will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to the Medical Board/ Officer;
 - [ii] If an employee is declared by a Medical Board/ Officer to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Board/ Officer has been received, provided such leave is due to him and the amount of leave as debited to the leave account does not exceed six months from the date of the report.
- [b] An employee who is declared by a Medical Authority/ Officer to be completely and permanently incapacitated for further service shall:
- [i] if he is on duty, be invalided from service from the date of relief of his duties, which shall be arranged without delay on receipt of the report of the Medical Authority/Officer. If, however, he is granted leave he shall be invalided from service on the expiry of such leave.
 - [ii] if he is already on leave, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him.
- [22] Combination of holidays with leave:
- [a] When the day, immediately preceding the day on which an employee's leave begins or immediately following the day on which his/ her leave expires, is a holiday or one of a series of holidays, the employee may be permitted to leave his/ her station at the close of the day before, or return to it on the day following such holidays or series of holidays.

- [b] An employee who has availed of half day casual leave and then proceeds on leave from the next day may be allowed to prefix half day's casual leave to the leave.
- [c] A compensatory leave shall be granted in lieu of duty performed by a Group-C employee on Sunday or a holiday for a full day granted to an employee may be treated as a holiday for the above purpose. There will be no limit up-to which compensatory leave may be allowed to accumulate but 51 not more than two days compensatory leave may be allowed to be availed of at a time.
- [d] In cases where an employee of Group - C is required to perform duty for half a day or less, specifically from the commencement of office hours up to the lunch break, two such instances of half-day duty shall be considered as equivalent to one full day of duty for the purpose of granting compensatory leave.
- [e] Notwithstanding the above, when deemed necessary by the competent authority, compensatory leave for half a day may be granted for a single instance of such half-day duty, provided it does not exceed the scope and intent of existing leave rules.
- [f] This rule shall apply subject to the prior approval of the competent authority
- [g] Ordinarily, compensatory leave admissible under this rule shall be availed of within one month from the date it becomes due.
- [h] However, in exceptional circumstances, this condition may be relaxed by the sanctioning authority, who shall, before granting such relaxation, record in writing that availing of compensatory leave by all eligible staff within the prescribed period would result in serious dislocation of essential or ongoing work.
- [i] The sanctioning authority shall be personally responsible for ensuring that such relaxation is granted only in genuine cases, and shall endorse a certificate to that effect in the relevant leave sanction order.

[23] Recall to duty before expiry of leave:

[a] All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

[b] Where the return to duty is optional, the employee shall not be entitled any concession.

[c] Where the return to duty is compulsory, the employee shall be entitled

[i] if the leave from which he/she is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw

[A] Travelling Allowance as per norms in this behalf for the journey; and,

[B] leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

[ii] if the leave from which he is recalled is out of India

[A] to count the time spent on the voyage to India as duty for purpose of calculating leave, and to draw

[B] the cost of change in return ticket as travelling allowance in this behalf for the journey.

[24] Return from leave:

[a] An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority, authorised to grant leave.

[b] An employee who has been granted leave on Medical ground may not return to duty until he has produced a medical certificate of fitness.

[c] An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave.

[25] Absence after expiry of leave:

- [a] Unless the Vice Chancellor approves the extension of leave, an employee who remains absent shall not be entitled to the leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due and the period in excess of such leave due being treated as extraordinary leave. 53
- [b] Willful absence from duty after the expiry of leave shall render an employee liable to disciplinary action.

[26] Leave intervening treated as over-stayed: The entire period (including Sundays and holidays) intervening between the day on which the employee resumes duty shall be treated as overstayed.

[27] Kinds of Leave for Permanent Employees of the Gujarat Vidyapith:

- [a] Leave treated as duty;
 - [i] casual leave;
 - [ii] special casual leave;
 - [iii] duty leave;
- [b] Leave earned by duty;
 - [i] earned leave;
 - [ii] half-pay leave;
 - [iii] commuted leave;
- [c] Leave not earned by duty;
 - [i] extraordinary leave;
 - [ii] leave not due;
- [d] Leave for academic pursuits;
 - [i] study leave;
 - [ii] sabbatical leave (Only for Teachers);
- [e] Leave on grounds of health;
 - [i] maternity leave;
 - [ii] paternity leave;

- [f] The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

[28] Casual Leave

- [a] The total casual leave granted to a teacher shall not exceed eight days in an academic year (1st July to 30th June).
- [b] The total casual leave granted to a non-teaching employee shall not exceed eight days in a calendar year (1st January to 31st December).
- [c] Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays.
- [d] An Employee going on such leave is entitled to full pay including work and conveyance during the period of such leave.
- [e] Holidays and Sundays falling within the period of casual leave will not be counted as casual leave.
- [f] Employee should attend his/her duty at least half of their working hours continuously in case of Half Casual Leave.
- [g] Casual Leave cannot be accumulated and leave not availed of during any particular academic year shall lapse at the end of that year.
- [h] More than three casual leaves shall be asked for unavoidable situations only.

[29] Special Casual Leave

- [a] Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - [i] To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - [ii] To inspect academic institutions attached to a statutory board.

- [b] In computing the 10 days' leave admissible, the days of the actual journey, if any, to and from the places where activities specified above, take place, will be excluded. 55
 - [c] In addition, special casual leave to the extent mentioned below, may also be granted to such employee;
 - [i] To undergo sterilization operation (vasectomy or salpingectomy) under a family welfare programme. Leave in this case shall be restricted to six working days; and
 - [ii] To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
 - [d] The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.
- [30] Duty Leave:
- [a] Duty leave upto 30 days in an academic year may be granted to Teaching employees and upto 10 days in an calender year to Non-teaching employees for the purposes mentioned for the following purposes:
 - [i] Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar with the permission of the Gujarat Vidyapith;
 - [ii] Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Gujarat Vidyapith, and accepted by the Vice- Chancellor of the Gujarat Vidyapith;
 - [iii] Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the Gujarat Vidyapith; and,
 - [iv] Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic

body.

- [v] For performing any other duty assigned to him/her by any other University/College.
- [b] The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- [c] The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- [d] Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- [e] Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

[31] Earned Leave for Non-Teaching Employees:

- [a] (a) The leave account of every employee who is serving in a Department other than a Vacation Department, shall be credited with earned leave, in advance, in two installments of 15 days each on the first day of January and July of every calendar year. Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 300 days.
- (b) The leave at the credit of a employee at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the halfyear do not exceed the maximum limit of 300 days. Provided that where the earned leave at the credit of employee as on the last day of December of June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under 31a shall instead of being credited in leave account be kept separately and first adjusted

against the earned leave that the employee takes during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

- (c) [i] Where an employee not in permanent employ or quasi-permanent employ is appointed without interruption of service substantively to a permanent post or declared as quasi-permanent, his leave account shall be credited with the earned leave which would have been admissible, if his previous duty had been rendered as an employee in permanent employ diminished by any earned leave already taken.
 - [ii] Where an employee had availed of extraordinary leave since the date of permanent appointment or quasi-permanent appointment, such leave may, subject to the provisions of rule 8, be converted into earned leave to the extent it is due and admissible as a result of recasting of his leave account.
 - (d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.
- [b] Subject to the provisions of 4, 51, 31a and 31c, the maximum earned leave that may be granted at a time shall be -
- [i] 180 days in the case of any employee employed in India, or
 - [ii] 150 days, in the case of any employee mentioned in the Exception to sub-rule 31a
- [c] Earned leave may be granted to an employee in Group A & Group B service or to an employee mentioned in the Exception to sub-rule 31a, for a period exceeding 180 days but not exceeding 300 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan: Provided

that where earned leave for a period exceeding 180 days, is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

[d] Calculation of Earned Leave:

[i] Earned leave shall be credited to the leave account of employee at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

[ii] [A] The credit for the half-year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of 2½ days per completed calendar month up to the date of retirement or resignation.

[B] When an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service;

[C] When an employee dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed month of service up to the date of death of the employee.

[iii] If an employee has availed of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next halfyear shall be reduced by 1/10th of the period of such leave and/or dies non subject to maximum of 15 days.

[iv] While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

[32] Earned Leave for teaching employees:

[a] Earned leave admissible to a teacher shall be:

[i] The leave account of every employee who is serving in a Vacation Department shall be credited with

earned leave, in advance in two installments of five days each on the first day of January and July of every calendar year.

- [ii] In respect of any year in which an employee avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year. For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- [b] Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- [c] For removal of doubt, it may be clarified :
 - [i] When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 - [ii] In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
 - [iii] Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

[33] Half Pay Leave:

- [a] The half-pay leave account of every employee shall be credited with half-pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.
 - [b] [i] The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.
 - [ii] The credit for the half-year in which an employee is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.
 - [iii] When an employee is removed or dismissed from service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When an employee dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed month of service up to the date of death of the employee.
- [c] The leave under this rule may be granted on medical certificate or on private affairs.
- [d] While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

[34] Commuted leave:

- [a] Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions:- 61
 - [i] the authority competent to grant leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry:
 - [ii] when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;

- [iii] Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.
 - [b] Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered: Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death. Note.- Commuted leave may be granted at the request of the employee even when earned leave is due to him.
- [35] Extraordinary leave:
- (1) Extraordinary leave may be granted to an employee in special circumstances:
 - [a] when no other leave is admissible;
 - [b] when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
 - (2) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - [a] Leave taken on the basis of medical certificates;
 - [b] Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - [c] Leave taken for pursuing higher studies; and

- [d] Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (3) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (4) Unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, no employee, who is not in permanent employ or quasi-permanent employ, shall be granted extraordinary leave on any one occasion in excess of the following limits:-
- (a) three months;
- (b) six months where the employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause 35a and his request for such leave is supported by a medical certificate as required by these rules;
- (c) eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for -
- [i] Pulmonary Tuberculosis or Pleurisy of tubercular origin, in a recognized sanatorium; 63 Note.- The concession of extraordinary leave up to eighteen months shall be admissible also to a Government employee suffering from Pulmonary Tuberculosis or Pleurisy of tubercular origin

who receives treatment at his residence under a Tuberculosis Specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that Specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

- [ii] Tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Civil Surgeon or Staff Surgeon; or
 - [iii] Leprosy in a recognized leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in leprosy hospital recognized as such by the State Administrative Medical Officer concerned;
 - [iv] Cancer or for mental illness, in an institution recognized for the treatment of such disease.
 - [v] twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest, provided the employee concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause [35] (4a).
- (5) (a) Where an employee is granted extraordinary leave in relaxation of the provisions contained in Clause [35](4)(c)[v], shall be required to execute a Bond undertaking to refund to the Gujarat Vidyapith the actual amount of expenditure incurred by the Gujarat Vidyapith during such leave plus that incurred by any other agency with interest

thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.

- (b) The Bond shall be supported by Sureties from two permanent employees 64 having a status comparable to or higher than that of the employee.
- (6) Employees belonging to the Scheduled Castes or the Scheduled tribes may, for the purpose of attending the Pre-Examination Training Course at the centers notified by the Government from time to time, be granted extraordinary leave by Head of Department in relaxation of the provisions of subrule 35.
- (7) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of subrule 35.
- (8) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

[36] Leave not due:

- [a] Save in the case of leave preparatory to retirement, Leave Not Due may be granted to an employee in permanent employ or quasi-permanent employ limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-
 - [i] The authority competent to grant leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry;
 - [ii] Leave Not Due shall be limited to the half-pay leave he is likely to earn thereafter;
 - [iii] Leave Not Due shall be debited against the half pay leave the employee may earn subsequently.
- [b] Leave Not Due may also be granted to such of the temporary employees as are suffering from TB, Leprosy, Cancer, or Mental Illness, for a period not exceeding 360 days during the entire service, subject to fulfillment of

conditions in Clauses 36(a)i to 36(a)iii and subject to the following conditions, namely:-

- [i] that the employee has put in a minimum of one year's service;
- [ii] that the post from which the Government employee proceeds on leave is likely to last till his return to duty; and
- [iii] that the request for grant of such leave is supported by a medical certificate.

[c]

- [i] Where an employee who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, the Leave Not Due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.
- [ii] Where an employee who has availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently: Provided that no leave salary shall be recovered under Clause 36(c)i or Clause 36(c)ii if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death: Provided further that no leave salary shall be recovered under Clause 36(c)i or Clause 36(c)ii, if the employee is compulsorily retired prematurely under Rule 48 (1) (b) of the Central Civil Services (Pension) Rules, 1972, or is retired under Fundamental Rule 56(j) or Fundamental Rule 56(l).

[37] Study Leave for Teaching Employees:

- [1] The scheme of Study Leave provides an opportunity to avail of scholarships/ fellowships awarded to the faculty who wish to acquire new knowledge and to improve

analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- [2] A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of Gujarat Vidyapith may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by Gujarat Vidyapith.
- [3] The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian (other than as Associate Professor or Professor of a Gujarat Vidyapith, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Gujarat Vidyapith or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- [4] The study leave shall be granted by the Executive Council on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which

the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Gujarat Vidyapith.

- [5] The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- [6] The study leave shall be granted not more than twice during one's entire 67 career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- [7] The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- [8] No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as Extra-Ordinary leave
- [9] Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, halfpay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- [10] The period of study leave shall count as service for the purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the Gujarat Vidyapith on the expiry of his/her study leave, and serves the Gujarat Vidyapith for the period for which the Bond has been executed.
- [11] The study leave granted to a teacher shall be deemed to have been canceled 68 in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so canceled. The teacher may apply again for such leave.
- [12] A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the Gujarat Vidyapith for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- [13] A teacher -
- [1] who is unable to complete his/her studies within the period of study leave granted to him/her or
 - [2] who fails to rejoin the services of the Gujarat Vidyapith on the expiry of his/her study leave or
 - [3] who rejoins the service of the Gujarat Vidyapith but leaves the service without completing the prescribed period of service after rejoining the service or
 - [4] who, within the said period, is dismissed or removed from the service by the Gujarat Vidyapith shall be liable to refund, to the Gujarat Vidyapith, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study. Explanation: If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules. Notwithstanding the above provision, the

Executive Council may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these rules.

- [14] After the leave has been sanctioned, the teacher shall, before availing himself/ herself of the leave, execute a bond in favour of the Gujarat Vidyapith, binding himself/ herself for the due fulfillment of the conditions laid down in paragraph [10] to [13] above and give security of immovable property to the satisfaction of the Branch Head, Account Branch or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the Gujarat Vidyapith in accordance with paragraph [10] to [13] above.
- [15] The teacher on study leave shall submit to the Registrar of his/her parent Gujarat Vidyapith six-monthly reports of progress in his/her studies from his/her the Head of the Department. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- [16] The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Gujarat Vidyapith.
- [17] With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Gujarat Vidyapith

and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the Gujarat Vidyapith in the long run.

[38] Study Leave for Non-teaching Employees:

[1] Conditions for grant of study leave

[1] Subject to conditions specified in this Chapter, study leave may be granted to a Non-Teaching employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

[2] Study leave may also be granted-

- (1) for a course of training or study tour in which a employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Gujarat Vidyapith from the point of view of public interest and is related to the sphere of duties of the employee; and
- (2) for the purpose of studies connected with the framework or background of public administration subject to the conditions that-
 - (a) the particular study or study tour should be approved by the authority competent to grant leave; and
 - (b) the employee should be required to submit, on his return, a full report on the work done by him while on study leave;
- (3) for the studies which may not be closely or directly connected with the work of a employee, but which are capable of widening his mind in a manner likely to improve his abilities as a civil employee and to

equip him better to collaborate with those employed in other branches of the public service. Note: Application for study leave in cases falling under clause (3) shall be considered on merits of each case.

- [3] Study leave shall not be granted unless- (a) it is certified by the Executive Council to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interests; (b) it is for prosecution of studies in subjects other than academic or literary subject:
- [4] Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.
- [5] Study leave may be granted to a employee
 - (1) who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Gujarat Vidyapith;
 - (2) who is not due to reach the age of superannuation from the Government service within five years from the date on which he is expected to return to duty after the expiry of the leave; and
 - (3) who executes a Bond as laid down in under [38][4][iii] undertaking to serve the Gujarat Vidyapith for a period of five years after the expiry of the leave
- [6] Study leave shall not be granted to a employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.
- [2] Maximum amount of study leave
 - [i] The maximum amount of study leave, which may be granted to a Government employee shall be— (1) ordinarily twelve months at any one time, and (2) during his entire service, twenty-four months in all (inclusive of

similar kind of leave for study or training granted under any other rules).

[3] Applications for study leave

[i] (1) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave. (2) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.

[ii] Where it is not possible for the employee to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Registrar or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

[4] Sanction of study leave

[i] A report regarding the admissibility of the study leave shall be obtained from the Registrar: Provided that the study leave, if any, already availed of by the employee shall be included in the report.

[ii] Where a employee borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of the department or the establishment to which he is permanently attached is obtained before the leave is granted.

[iii] (1) Every employee in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in prescribed form, as the case may be, before the study leave or extension of such study leave granted to him commences. (2) Every employee not in permanent employ who has been

granted study leave or extension of such study leave shall be required to execute a bond in prescribed form as the case may be, before the study leave or extension of such study leave granted to him commences.

- [iv] (a) On completion of the course of study, the employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of study. (b) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned.
- [5] Accounting of study leave and combination with leave of other kinds
 - [i] Study leave shall not be debited against the leave account of the Government employee.
 - [ii] Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to PhD. degree from the regular duties of the employee. Explanation:-the limit of twenty-eight months/thirty six months of absence prescribed in this sub-rule includes the period of vacation.
 - [iii] A employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave. Provided that the period of such leave coinciding with the course of study shall not count as study leave.
- [6] Regular of study leave extending beyond course of study
When the course of study fall short of study leave granted to a employee, he shall resume duty on the conclusion of the course of study, unless 74 the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

- [7] Leave Salary during study leave
- [i] During Study Leave availed of outside India, a employee shall draw Leave Salary equal to the pay that the employee drew while on duty with Gujarat Vidyapith immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance.
 - [ii] During Study Leave availed of in India, a employee shall draw Leave Salary equal to the pay that the employee drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible.
 - [iii] Payment of leave salary at full rate under sub-rule 54
- [7] i shall be subject to furnishing of a certificate by the employee to the effect that he, is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
- [iv] The amount, if any, received by a employee during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment, shall be adjusted against the Leave Salary payable under this sub-rule subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.
- [8] Admissibility of allowances in addition to Study Allowance
- [i] For the first (180) days of the Study Leave, House Rent Allowance shall be paid at the rates admissible to the employee from time to time at the station from where he proceeded on study leave. The continuance of payment of House Rent Allowance beyond (180) days shall be subject to the production of a certificate as prescribed in Para.8 (d) of Ministry of Finance, O.M. No.2 (37)-E.II (B)/64, dated 27-11-1965, as amended from time to time.
 - [ii] Except for house rent allowance as admissible under sub-rule as above and the Dearness Allowance, where

admissible, no other allowance shall be paid to a employee in respect of the period of study leave granted to him.

- [9] Travelling Allowance during study leave A employee to whom study leave has been granted shall not ordinarily be paid Travelling Allowance.
- [10] Cost of fees for study A employee to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the Executive Council may sanction the grant of such fees: Provided that in no case shall the cost of fees be paid to a employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.
- [11] Resignation or retirement after study leave or non-completion of the course of study
- [i] If a employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of [three years who has been granted thirty-six months' leave after] such return to duty or fails to complete the course of study and is thus unable to furnish the certificates, he shall be required to refund—
- (a) the actual amount of leave salary, cost of fees, travelling and other expenses, if any, incurred by the Gujarat Vidyapith; and
- (b) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire 76 is granted or his quitting service otherwise: Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply—

- (1) to a employee who, after return to duty from study leave,-is permitted to retire from service on medical grounds; or
 - (2) to a employee who, after return to duty from study leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or Autonomous body or Institution in the public interest.
- [ii] (a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.
- (b) In addition to the amount to be refunded by the employee under sub-rule 38[11]i, he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.
- [iii] Notwithstanding anything contained in this rule, the Executive Council may, if it is necessary or expedient to do so, either in the public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule 38[11]i by the employee concerned or class of employees.

[39] Sabbatical Leave for Teachers

- [a] The permanent, whole-time teachers of the Gujarat Vidyapith who have completed seven years' of service as a Reader/Associate Professor or a 77 Professor may be

granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the Gujarat Vidyapith and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- [b] A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- [c] A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- [d] A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- [e] During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

[40] Maternity Leave

- [a] A female employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of (180 days) from the date of its commencement.

- [b] During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
Note:- In the case of a person to whom Employees' State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.
- [c] Maternity leave not exceeding 45 days may also be granted to a female employee (irrespective of the number of surviving children) during the entire service of that female in case of miscarriage including abortion on production of the medical certificate as laid down in subrule 17: Provided that the maternity leave granted and availed of before the commencement of the CCS(Leave) Amendment Rules, 1995, shall not be taken into account for the purpose of this sub-rule.
- [d]
- [i] Maternity leave may be combined with leave of any other kind.
 - [ii] Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of two years may, if applied for, be granted in continuation of maternity leave granted under sub-rule 40a.
- [e] Maternity leave shall not be debited against the leave account.
- [41] Paternity leave
- [a] A male employee with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child. 79

- [b] During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- [c] The Paternity Leave may be combined with leave of any other kind.
- [d] The Paternity leave shall not be debited against the leave account.
- [e] If Paternity Leave is not availed of within the period specified in subrule (41a), such leave shall be treated as lapsed. Note:- the Paternity Leave shall not normally be refused under any circumstances.

[42] Paternity Leave for Child Adoption

- [a] A male employee with less than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days, within a period of six months, from the date of accepting the child in pre-adoption foster care or on valid adoption, as the case may be: Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the Paternity Leave already availed shall be debited from any other kind of leave available to the credit of such male employee.
- [b] During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- [c] The Paternity Leave may be combined with leave of any other kind.
- [d] The Paternity Leave shall not be debited against the leave account.
- [e] If Paternity Leave is not availed of within the period specified in sub-rule 42a, such leave shall be treated as lapsed. Note 1.— The Paternity Leave shall not normally be refused under any circumstances. Note 2.— “Child”

for the purpose of this rule will include a child taken as ward by the employee, under the Guardians and Wards Act, 1890 or the 80 personal law applicable to that employee, provided such a ward lives with the employee and is treated as a member of the family and provided such employee has, through a special will, conferred upon that ward the same status as that of a natural born child.

[43] Child Adoption Leave

- [a] A female employee, with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days, immediately after accepting the child in pre-adoption foster care or on valid adoption, as the case may be: Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the leave already availed shall be debited from any other kind of leave available to the credit of such female employee.
- [b] During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- [c]
 - [i] Child adoption leave may be combined with leave of any other kind.
 - [ii] In continuation of the child adoption leave granted under subrule (43a), a female employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave. Provided that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.

[d] Child adoption leave shall not be debited against the leave account Note.— “Child” for the purpose of this rule will include a child taken as ward by the employee, under the Guardians and Wards Act, 1890 or the 81 personal law applicable to that employee, provided such a ward lives with the employee and is treated as a member of the family and provided such employee has, through a special will, conferred upon that ward the same status as that of a natural born child.

[44] Child Care Leave

[a] Subject to the provisions of this rule, a female employee and single male employee may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

[b] For the purposes of sub-rule (44a), “child” means—

[i] a child below the age of eighteen years: or

[ii] an offspring of any age with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment’s Notification No. 16-18/97-N 1.1, dated the 1st June, 2001.

[c] Grant of child care leave to a female employee and a single male employee under sub-rule (44a) shall be subject to the following conditions, namely:-

[i] it shall not be granted for more than three spells in a calendar year;

[ii] in case of a single female employee, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year.

[iii] it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need

of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.

- [iv] child care leave may not be granted for a period less than five days at a time.
- [d] During the period of child care leave, a female employee and a single male employee shall be paid one hundred per cent of the salary for the first three hundred and sixty-five days, and at eighty per cent of the salary for the next three hundred and sixty-five days. EXPLANATION.— Single Male employee' means — an unmarried or widower or divorcee employee.
- [e] Child care leave may be combined with leave of any other kind.
- [f] Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (44a).
- [g] Child care leave shall not be debited against the leave account.
- [45] Work Related Illness and Injury Leave The authority competent to grant leave may grant Work Related Illness and Injury Leave (hereinafter referred to as WRILL) to a employee (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (17) of Rule 13 of these rules, on the following conditions, namely:
 - [a] Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRILL.
 - [b] Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of

WRILL. A employee — full pay and allowances for the six months immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employees leave account.

- [c] No Earned Leave or Half Pay Leave shall be credited during the period that employee is on WRILL.
- [46] Special Leave connected to inquiry of sexual harassment Leave up to a period of 90 days may be granted to an aggrieved female employee on the recommendation of the Internal Committee or the Local Committee, as the case maybe, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female employee under this rule shall not be debited against the leave account.
- [47] Leave to probationer, a person on probation
- [a]
 - [i] A probationer shall be entitled to leave under these rules if he had held his post substantively otherwise than on probation.
 - [ii] If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend:
 - [A] beyond the date on which the probationary period as already sanctioned or extended expires, or
 - [B] beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.
 - [b] A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent employee according as his appointment is against a temporary or a permanent post: Provided that

where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent employee.

[48] Persons re-employed after retirement 84 In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered service of Gujarat Vidyapith for the first time on the date of his re-employment.

[49] Leave preparatory to retirement

[a] An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends up to and includes the date of retirement. Note- The leave granted as leave preparatory to retirement shall not include extraordinary leave.

[b]

[i] Where an employee who is on foreign service in or under Gujarat Vidyapith applies for leave preparatory to retirement, the decision to grant or refuse such leave shall be taken by Gujarat Vidyapith.

[ii] The employee on foreign service shall also be allowed to encash earned leave at his credit on the date of retirement.

[c] Where an employee is on foreign service in or under a local body other than the one mentioned in 49(b)i, leave preparatory to retirement shall be admissible to him only when he quits duty under the foreign employer: Provided that where the employee continues in service under such foreign employer, the employee shall not be eligible for a grant of cash payment in lieu of leave under Sub-Rule 51.

[50] Encashment of Earned Leave along with Leave Travel Concession while in service

- [a] A employee may be permitted to encash earned leave up to ten days at the time of availing of Leave Travel Concession while in service, subject to the conditions that —
- [i] a balance of at least thirty days of earned leave is available to his credit after taking into account the period of encashment as well as leave being availed of: 85
- [ii] the total leave so encashed during the entire career does not exceed sixty days in the aggregate;
- [b] The cash equivalent for encashment of leave under sub-rule (50a) shall be calculated as in Table 5, namely:—

Cash equivalent	Pay admissible on the date of availing of the Leave Travel Concession plus Dearness Allowance admission on that date	X	Number of days EL subject to the maximum 10 days at one time

	30		

Table 5: Cash equivalent for encashment

- [c] No House Rent Allowance shall be included in the cash equivalent calculated under sub-rule (50b);
- [d] The period of earned leave encashed shall not be deducted from the quantum of leave that can normally be encashed by the employee under Sub-Rules 51, 52, 53, 54, & 55.
- [e] If the employee fails to avail the Leave Travel Concession within the time prescribed under the Central Civil Services (Leave Travel Concession) Rules, 1988, then he shall be required to refund the entire amount of leave so encashed along with interest at the rate of two percent above the rate of interest allowed by the Government as applicable to Provident Fund balances and shall also be entitled for credit back of leave so debited for leave encashment.

[51] Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service

- [a] No leave shall be granted to an employee beyond-
 - [i] the date of his retirement, or
 - [ii] the date of his final cessation of duties, or
 - [iii] the date on which he retires by giving notice to Gujarat Vidyapith or he is retired by Gujarat Vidyapith by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
 - [iv] the date of his resignation from service.

[b]

- [i] Where an employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the employee on the date of his retirement subject to a maximum of 300 days;
- [ii] The cash equivalent of leave salary under 51(b)i shall be calculated as follows and shall be payable in one lump sum as a one-time settlement,

Cash equivalent for earned leave	Pay admissible on the date of retirement plus Dearness Allowance admissible on that date _____ 30	X	Number of days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days
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Table 6: Cash equivalent of leave salary

[A]

Cash payment in lieu of half pay leave component	Half-Pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date _____ 30	X	Number of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days
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Table 7: Cash payment in lieu of HPL

[B]

Note.— The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

- [iii] To make up the shortfall in earned leave, no commutation of half pay leave shall be permissible.
- [c] The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Gujarat Vidyapith dues, if any.
- [d]
- [i] Where the service of an employee has been extended, in the interest of public service beyond the date of his retirement, he may be granted—
- [A] during the period of extension, any earned leave due in respect of the period of such extension plus the

earned leave which was at his credit on the date of his retirement subject to a maximum of 180 days / 300 days as the case may be.

[B] after expiry of the period of extension, cash equivalent in the manner provided in 51(b)ii in respect of both earned leave and half pay leave at credit on the date of retirement, plus the earned leave and half pay leave earned during the period of extension reduced by the earned leave and half pay leave availed of during such period, subject to a maximum of 300 days.

[ii] The cash equivalent payable under 51(d)iB shall be calculated in the manner indicated in 51(b)ii above.

[e] An employee who retires or is retired from service in the manner mentioned in 51(a)iii, may be granted suo motu, by the authority competent to grant 88 leave, cash equivalent of the leave salary in respect of both earned leave and half pay leave at his credit subject to a maximum of 300 days. The cash equivalent payable shall be the same as in 51b.

[f] [i] [A] where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days and the cash equivalent payable shall be the same as in 51b.

[B] If an employee resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

- [C] An employee, who is re-employed after retirement may, on termination of his re-employment, be granted, suo motu, by an authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date of termination of reemployment subject to a maximum of 300 days including the period for which encashment was allowed at the time of retirement and the cash equivalent payable shall be the same as in 51b.
- [ii] The cash equivalent payable under 51(f)i shall be calculated in the manner indicated in 51(b)ii and for the purpose of computation of cash equivalent under 51(f)iC, the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of reemployment before adjustment of pension and pension equivalent of other retirement benefits, and the Dearness Allowance appropriate to that pay.
- [52] Cash equivalent of leave salary in case of death in service In case a employee dies while in service, the cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the deceased employee on the date of his death, not exceeding 300 days shall be paid to his family in the manner specified in 54 and the cash equivalent payable shall be the same as in 51b. Note.- In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased employee shall also be entitled to payment of Dearness Allowance only as per orders issued in this behalf separately.
- [53] Cash equivalent of leave salary in case of invalidation from service
- [a] An employee who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of both earned leave and half pay leave, if any, at the credit of the employee on the date of invalidation

from service, subject to a maximum of 300 days and the cash equivalent payable shall be the same as in 51b.

[b] An employee not in permanent employ or quasi-permanent employ shall not, however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

[54] Payment of cash equivalent of leave salary in case of death, etc., of employee In the event of the death of an employee while in service or after retirement or after final cessation of duties but before the actual receipt of its cash equivalent of leave salary payable under 51, 52 and 53 such amount shall be payable-

- [a] to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male employee, or to the husband, if the deceased was a female employee; 90 Explanation:- The expression — eldest surviving widow shall be construed with reference to the seniority according to the date of the marriage of the surviving widows and not with reference to their ages;
- [b] failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;
- [c] failing [54a] and [54b] above, to the eldest surviving unmarried daughter;
- [d] failing [54a] to [54c] above, to the eldest surviving widowed daughter;
- [e] failing [54a] to [54d] above, to the father;
- [f] failing [54a] to [54e] above, to the mother;
- [g] failing [54a] to [54f] above, to the eldest surviving married daughter;
- [h] failing [54a] to [54g] above, to the eldest surviving brother below the age of eighteen years;
- [i] failing [54a] to [54h] above, to the eldest surviving unmarried sister;

[j] failing [54a] to [54i] above, to the eldest surviving widowed sister;

[k] failing [54a] to [54j] above, to the eldest child of the eldest predeceased son.

[55] Cash equivalent of leave salary in case of permanent absorption in Public Sector Undertaking/Autonomous Body wholly or substantially owned or controlled by the Central/State Government.

An employee who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one such Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to a maximum of 300 days. This will be calculated in the same manner as indicated in 51b. 91 Note.— The expression 'permanent absorption' used in 55 shall mean the appointment of an employee in a Gujarat Vidyapith, for which he had applied through proper channels and resigns from the Government service to take up that appointment, subject to the approval of UGC.

[56] Leave Salary

[a] Except as provided in 56e, an employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave. Note:- In respect of any period spent on foreign service out of India, the pay which the employee would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

- [b] An employee on half-pay leave or leave not due is entitled to leave salary equal to half the amount specified in 56a.
 - [c] An employee on commuted leave is entitled to leave salary equal to the amount admissible under 56a.
 - [d] An employee on extraordinary leave is not entitled to any leave salary.
 - [e] In the case of an employee who is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.
 - [f]
 - [i] If, in the case of an employee who retires or resigns from the service, the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary, if any, overdrawn.
 - [ii] Where the quantum of earned leave already availed of by an employee who is dismissed or removed from service or who dies while in service 92 is in excess of the leave credit, the over payment of leave salary shall be recovered in such cases.
- [57] Advance of Leave salary An employee, including a employee on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary up to a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances, etc.
- [58] Interpretation Where any doubt arises as to the interpretation of these rules, it shall be referred to the Executive Council for decision.
- [59] Power to relax Where Executive Council is satisfied that the operation of any of these rules causes undue hardship in any particular case, as the case may be, maybe order, for

reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

[60] Repeal and saving

- [a] On the commencement of these rules, every rule, regulation or order, including Office Memorandum (hereinafter referred to in this rule as the old rule) in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.
- [b] Notwithstanding such cesser of operation, anything done or any action taken or any leave earned by, or granted to, or accrued to the credit of a employee, under the old rule, shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these rules.

Rule 20 General Principles for Employees of Gujarat Vidyapith

(A) Do's

- [1] Every employee should adhere to the objectives of Gujarat Vidyapith, comply with its policies, systems, and structures, and follow its rules, subrules, resolutions, and programs. Employees should uphold the pride of Gujarat Vidyapith in the fulfillment of these goals.
- [2] According to Gujarat Vidyapith's mission, it is essential for every employee to consistently wear Khadi. Additionally, unless there is a compelling reason otherwise, employees are expected to regularly engage in spinning. Participation in prayer and mass spinning activities is also mandatory for all employees.
- [3] The Vice Chancellor may decide to exempt employees who are unable to regularly attend prayer meetings due to the performance of essential services.

- [4] Every employee must adhere to the traditional and current rules of prayer and spinning.
- [5] Group C and above employees whose mother tongue is Gujarati must at least pass the Hindi Vineet Pariksha. Non-Gujarati employees must pass the Gujarati examination at the level determined by the Executive Committee.
- [6] The responsibilities of employees in the educational service include teaching, research, extension, student development, hostel management, organizing tours and camps, liaising with parents, conducting examinations, and other duties as specified by Gujarat Vidyapith.
- [7] The main objective of Gujarat Vidyapith is to serve society through educational activities. Gujarat Vidyapith conducts regular educational activities along with co-curricular activities such as conventions, conferences, camps, and parent conferences. During such programs, every employee is required to perform the tasks assigned by their superior officer in addition to their regular responsibilities.
- [8] Employees and their family members must conduct themselves in a manner that maintains peace, harmony, and non-sectarianism at Gujarat Vidyapith.
- [9] Every employee must consistently uphold absolute honesty and conscientiousness, strictly adhering to the duties or tasks assigned to them in the office.
- [10] An employee must comply with the orders and instructions given by their superiors regarding the assigned work.
- [11] Employees must adhere to policies concerning marriage age, environmental conservation, protection of endangered animals and cultural heritage, social responsibility, government policies, and measures to prevent crimes against women.
- [12] Employees holding academic or non-academic positions of Section Officer and above are required to maintain neutrality and impartiality in the performance of their duties.

- [13] Every employee is obligated to provide 24-hour service at Gujarat Vidyapith, thus they must perform duty on holidays or outside regular office hours if called upon by the competent authority.
- [14] Every employee should refrain from behaving in a derogatory manner towards fellow employees of Gujarat Vidyapith.
- [15] Employees of Gujarat Vidyapith must provide at least seven days' prior notice to the authorities before organizing agitation, satyagraha, dharna, etc.

(B) Dont's

- [1] Employees of Gujarat Vidyapith should refrain from engaging in any activities, whether at the workplace or outside it, during work hours, that disrupt other employees.
- [2] Employees are prohibited from having direct affiliation with any political party. Direct financial contributions to political parties are not permitted.
- [3] Employees are not allowed to register for elections to the House of the People, Assembly, District, Taluka, Panchayat, and Municipalities.
- [4] Dowry giving, taking, or demanding is prohibited
- [5] Employees cannot participate in an organization whose aims or activities are detrimental to the sovereignty of the State/Central government or otherwise prejudicial to public order or morals.
- [6] An employee shall not disclose or obtain any information or document related to the organization or their department in an unauthorized manner. Even referring to an unauthorized letter, list, or note in a file constitutes a violation of this rule.
- [7] Certificates of merit from other institutions/universities/colleges shall not be accepted without prior approval from Gujarat Vidyapith.
- [8] Engaging in gambling or speculation is prohibited.

- [9] Employees are prohibited from lending or borrowing loans at interest in an unauthorized manner.
- [10] Employees cannot take loans or borrow equipment from traders or contractors associated with Gujarat Vidyapith.
- [11] An employee cannot exert political or any other form of pressure regarding grievances related to their service, such as promotion, transfer, or type of work.
- [12] Employees cannot marry a person who has a living spouse.
- [13] An employee cannot directly or indirectly engage in any business, trade, or profession. If an employee's family members are involved in any business or profession, no one can be compelled to purchase from them or use their services.
- [14] Employees are not permitted to offer private or group tuition to students of Gujarat Vidyapith or any other institution.
- [15] No employee shall use their position or influence, directly or indirectly, to employ their relative or admit them to any course at Gujarat Vidyapith.
- [16] No act of sexual harassment shall be committed against a female or male employee or student. Sexual harassment includes physical touching, seeking sexual consent, displaying obscene literature, making gestures of sexual arousal, and any other inappropriate speech or behavior.
- [17] An employee shall not act in a manner that causes direct or indirect harm to students or the student body. To fulfill this, employees must uphold moral responsibilities in all procedures, from the admission process to the announcement of examination results.
- [18] An employee shall not provide false information or misrepresentations to the Central/State Government, press, tribunal, departmental inquiry, or through any other means that could damage the reputation of Gujarat Vidyapith.

- [19] Employees or their family members shall not engage in activities that result in damage to the property of Gujarat Vidyapith.
- [20] Anyone may submit a written complaint through the proper channel regarding service, administrative, or accounting matters.
- [21] An employee may provide evidence without prior approval in an inquiry appointed by the student body, Parliament, State Vidhan Sabha, judicial inquiry, or departmental inquiry ordered by Gujarat Vidyapith, but must inform their superior officer or the Vice Chancellor before doing so.
- [22] An employee shall not provide evidence in any inquiry conducted by any person, committee, or authority without prior approval from the competent authority, except as provided in the aforementioned sub-rule.
- [23] When any employee wishes to make a representation regarding any injustice done to them, or for any benefit or claim, such representation shall be submitted to the Registrar or Vice Chancellor through their immediate superior officer.
- [24] If the competent authority has not made a decision on the submission as mentioned above, the employee may escalate the submission to a higher authority after one month.
- [25] Employees shall not collectively submit representations (signatures on a single representation) for service matters concerning common interests but shall submit separate representations.

Rule 21 Code of Conduct of Employee

Here the term employee includes teaching and non-teaching staff which come under this purview. The instances of misconduct are illustrative in nature, and not an exhaustive. Also the UGC/Central Civil Service (Conduct) Rules,

1964 (amended from time to time) shall be referred. The following code of conduct applies to all of the employee:

[1] General Rules:

- [1] Every employee of Gujarat Vidyapith shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, and a sense of belonging. Note: An employee who habitually or intentionally or deliberately fails to perform the task assigned to him/her within the time set for the purpose and with the quality of performance expected of him/her shall be deemed to be lacking in devotion to duty.
- [2] No employee shall behave in a manner unbecoming of an employee of Gujarat Vidyapith.
- [3] Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and work assigned by authority as well.
- [4] No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior. Note: Nothing shall be construed as empowering a employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.
- [5] The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
- [6] An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

- [7] An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- [8] An employee should be committed himself to an uphold the supremacy of the constitution and the democratic values.
- [9] An employee shall defend an uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality.
- [10] An employee shall maintain high ethical standards and honesty.
- [11] An employee shall maintain political neutrality at all times.
- [12] An employee shall all times promote the principles of merit, fairness and impartiality in the discharge of duties.
- [13] An employee shall maintain accountability and transparency.
- [14] An employee shall maintain responsiveness to the public, particularly to the weaker section.
- [15] An employee shall take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically.
- [16] An employee shall declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest.
- [17] An employee shall not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties.
- [18] An employee shall not misuse his position as civil employee and not take decisions in order to derive financial or material benefits for himself, his family or his friends.
- [19] An employee shall make choices, take decisions and make recommendations on merit alone.

- [20] An employee shall act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society.
- [21] An employee shall refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- [22] An employee shall maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him.
- [23] An employee shall maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- [24] An employee shall perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.
- [25] Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the Gujarat Vidyapith, and may be called upon to perform such duties, as may be assigned to him by the authority, beyond scheduled working hours and on closed holidays and Sundays.
- [26] An employee shall be required to observe the scheduled office hours, during which he/she must be present at the place of his/her duty.
- [27] The employee shall not absent himself/herself from his/her duties without prior permission from the concerned head of the Gujarat Vidyapith. Prior permission of the competent authority is necessary for availing even casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing.

- [28] In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before actually proceeding on leave, to the authorities.
- [29] No employee shall leave the head-quarter except with the prior permission from the Registrar, even during leave or vacation. Willful absence from duty will be treated as "dies non" for the purpose of increment, leave etc.
- [30] Whenever leaving the head-quarter, an employee should inform the Registrar, providing the address where he/she will be while on leave.
- [31] Conducting or participating or supporting or instigating any faculty staff/ students/ others directly or indirectly on any religion/ caste/ racial/ tribe/ sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the Gujarat Vidyapith premises or elsewhere.
- [32] Criticizing or acting against or not implementing the orders shall be treated as gross misconduct and faculty/ staff found guilty can be terminated from services.
- [33] An employee cannot refuse to receive any communication of any type from his/her controlling officer or an authority.
- [34] No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the Executive Council may determine.
- [35] No employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.

- [36] A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the authority.
- [37] No employee shall send any application for employment under any other agency except through the authorities of the Gujarat Vidyapith. Ordinarily every employee shall be permitted to apply for an outside post four times in a year even though he/she may be holding a permanent post.
- [2] Promptness and Courtesy No employee shall:
- [1] in the performance of his official duties, act in a discourteous manner;
 - [2] in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.
- [3] Observance of Government's policies
Every employee shall, at all times-
- [1] act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
 - [2] observe the Government's policies regarding prevention of crime against women.
- [4] Prohibition of sexual harassment of working women:
- [1] No employee shall indulge in any act of sexual harassment at the workplace.
 - [2] Every employee who is in-charge of a workplace shall take appropriate steps to prevent sexual harassment at such workplace.
 - [3] For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- [1] Physical contact and advances;
 - [2] Demand or request for sexual favours;
 - [3] Sexually coloured remarks;
 - [4] Showing any pornography;
 - [5] Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
- [4] the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -
- [1] i implied or explicit promise of preferential treatment in employment; or
 - [2] implied or explicit threat of detrimental treatment in employment; or
 - [3] implied or explicit threat about her present or future employment status; or
 - [4] interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - [5] humiliating treatment likely to affect her health or safety. 103
- [5] "workplace" includes,-
- [1] any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
 - [2] hospitals or nursing homes;
 - [3] any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
 - [4] any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
 - [5] a dwelling place or a house.

[5] Employment of near relatives of a employee in Gujarat Vidyapith

[1] No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in Gujarat Vidyapith;

[2] [1] No Group A officer shall, except with the previous sanction of the Gujarat Vidyapith, permit his son, daughter, or other dependant, to accept employment in Gujarat Vidyapith with which he/she has official dealings with the Gujarat Vidyapith: Provided that where the acceptance of the employment cannot await prior permission of the Gujarat Vidyapith or is otherwise considered urgent, the matter shall be reported to the Gujarat Vidyapith; and the employment may be accepted provisionally subject to the permission of the Gujarat Vidyapith.

[2] A employee shall, as soon as he becomes aware of the acceptance by a member of his family of employment in Gujarat Vidyapith, intimate such acceptance to the Registrar office: 104 Provided that no such intimation shall be necessary in the case of a Group A officer if he has already obtained the sanction of, or sent a report to the Gujarat Vidyapith under clause [1].

[3] No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

[6] Taking part in politics and election:

[1] No employee shall be a member of, or be otherwise associated with, any political party or any organisation

which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

- [2] It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Gujarat Vidyapith as by law established and where a employee is unable to prevent a member of his family from taking part in, or subscribing in aid of , or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Gujarat Vidyapith. 105
- [3] If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Gujarat Vidyapith thereon shall be final.
- [4] No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority: Provided that - i. a employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted; ii. a employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force. EXPLANATION.- The display by a employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.
- [7] Joining of associations by employees No employee shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests

of the sovereignty and integrity of India, or public order or morality.

[8] Demonstration and strikes
No employee shall -

- [1] engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- [2] resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee. 106

[9] Connection with Press or Radio or News Papers or any mass communication media:

- [1] No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- [2] No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

[10] Criticism of Government/Gujarat Vidyapith No employee shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or social media in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion -

- [1] which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government or Gujarat Vidyapith:

- [2] which is capable of embarrassing the relations between the Central Government, the Government of any State or Gujarat Vidyapith; or
 - [3] which is capable of embarrassing the relations between the Central Government, the Government of any foreign State or Gujarat Vidyapith; Provided that nothing in this rule shall apply to any statements made or views expressed by a employee in his official capacity or in the due performance of the duties assigned to him.
- [11] Evidence before Committee or any other authority 107
- [1] Save as provided in sub-rule (3), no employee shall, except with the previous sanction of the Gujarat Vidyapith, give evidence in connection with any enquiry conducted by any person, committee or authority.
 - [2] Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticise the policy or any action of the Central Government or of a State Government or Gujarat Vidyapith.
 - [3] Nothing in this rule shall apply to-
 - [1] evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or
 - [2] evidence given in any judicial enquiry; or
 - [3] evidence given at any departmental enquiry ordered by authorities subordinate to the Government/ Gujarat Vidyapith.
- [12] Communication of Official Information: Every employee shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder : Provided that no employee shall, except in accordance with any general or special order of the Gujarat Vidyapith or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof

or classified information to any employee or any other person to whom he is not authorized to communicate such document or classified information. Note: Every Dean of the Faculty/ Branch Head shall be PIO (Public Information Officer) and Registrar shall act as Appellate Authority.

[13] Subscriptions No employee shall, except with the previous sanction of the Gujarat Vidyapith or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

[14] Gifts:

[1] Save as provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift. EXPLANATION.- The expression "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 personal friend having no official dealings with the employee. Note:

- (1) A casual meal, lift or other social hospitality shall not be deemed to be a gift -
- (2) A employee shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him.

[2] On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a employee may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Gujarat Vidyapith, if the value of such gift exceeds;-

- [1] rupees twenty five thousand in the case of a employee holding any Group 'A' post;

- [2] rupees fifteen thousand in the case of a employee holding any Group 'B' post;
- [3] rupees seven thousand five hundred in the case of a employee holding any Group 'C' post; and 109
- [3] In any other case of a employee shall not accept any gift without sanction of the Gujarat Vidyapith if the value thereof exceeds.
 - [1] rupees one thousand five hundred in the case of a employee holding any Group 'A' or Group 'B' post; and
 - [2] rupees five hundred in the case of a employee holding any Group 'C' or Group 'D' post.
- [4] Notwithstanding anything contained in sub-rules [2], and [3] a employee, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Gujarat Vidyapith in this regard from time to time.
- [5] A employee shall not accept any gifts from any foreign firm that is either contracting with the Government of India or is one with which the employee had, has, or is likely to have official dealings. Acceptance of gifts by a employee from any other firm shall be subject to the provisions of sub-rule [3].
- [15] Dowry: No employee shall-
 - [1] give or take or abet the giving or taking of dowry; or
 - [2] demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry. Explanation:- For the purposes of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961(28 of 1961).

[16] Public demonstrations in honour of employees: No employee shall, except with the previous sanction of the Gujarat Vidyapith, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other employee:

Provided that nothing in this rule shall apply to-

- [1] a farewell entertainment of a substantially private and informal character held in honour of a employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of Gujarat Vidyapith; or
- [2] the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions. Note:- Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscriptions from Group-C employees under any circumstances for the entertainment of any employee not belonging to Group-C, is forbidden.

[17] Private trade or employment:

- [1] Subject to the provisions of sub-rule (2), no Government employee shall, except with the previous sanction of the Government-
 - [1] engage directly or indirectly in any trade or business, or
 - [2] negotiate for, or undertake, any other employment, or
 - [3] hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or

- [4] canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
- [5] take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any co-operative society for commercial purposes.
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- [6] participate in or associate himself in any manner in the making of -
 - [1] a sponsored media (radio or television) programme; or
 - [2] a media programme commissioned by Government media but produced by a private agency; or
 - [3] a privately produced media programme including video magazine: Provided that no previous permission shall be necessary in case where the Government employee participates in a programme produced or commissioned by Government media in his official capacity.
- [2] A employee may, without the previous sanction of the Gujarat Vidyapith:
 - [1] undertake honorary work of a social or charitable nature, or
 - [2] undertake occasional work of a literary, artistic or scientific character, or
 - [3] participate in sports activities as an amateur, or
 - [4] take part in the registration, promotion or management (not involving the holding of an elective

office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or

- [5] take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Government employees, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that: -

- [1] he shall discontinue taking part in such activities, if so directed by the Gujarat Vidyapith; and
- [2] in a case falling under clause (4) or clause(5) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of 112 one month of his taking part in such activity, report to the Gujarat Vidyapith giving details of the nature of his participation.
- [3] Every employee shall report to the Gujarat Vidyapith if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- [4] Unless otherwise provided by general or special orders of the Gujarat Vidyapith, no employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority EXPLANATION- The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

[18] Sub-letting and vacation of Gujarat Vidyapith accommodation

- [1] Save as otherwise provided in any other law for the time being in force, no employee shall sub-let, lease or otherwise allow occupation by any other person of Gujarat Vidyapith accommodation which has been allotted to him.
- [2] A employee shall, after the cancellation of his allotment of Gujarat Vidyapith accommodation vacate the same within the time-limit prescribed by the allotting authority.

[19] Investment, lending and borrowing:

- [1] No employee shall speculate in any stock, share, or other investment: Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant law. Explanation - Frequent purchase or sale or both, of shares, securities, or other investments shall be deemed to be speculation within the meaning of this sub-rule.
- [2] [1] No employee shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to embarrass the employee.
- [2] No employee who is involved in the decision-making process of fixation of price of an Initial Public Offering or Follow-up Public Offering of shares of a Central Public Sector Enterprise shall apply, either himself or through any member of his family or through any other person acting on his behalf, for allotment

of shares in the Initial Public Offerings or Follow-up Public Offerings of such Central Public Sector Enterprise.

- [3] If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule(2), the decision of the Gujarat Vidyapith thereon shall be final.
- [4] [1] No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf,-
- A. lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or
- B. lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid; Provided that a employee may, give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee; Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by a employee with the previous sanction of the Gujarat Vidyapith.
- [2] When a employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

[20] Insolvency, Habitual Indebtedness and Criminal Proceedings:

- [1] An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Gujarat Vidyapith.
- [2] An employee who gets involved in some criminal proceedings shall immediately inform the authority, irrespective of the fact whether he/she has been released on bail or not.
- [3] An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

[21] Movable, immovable and valuable property

[1] [1] Every employee shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding

- [1] the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
- [2] shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

- [3] other movable property inherited by him or similarly owned, acquired or held by him; and
- [4] debts and other liabilities incurred by him directly or indirectly. Note I.- In all returns, the values of items of movable property worth less than Rs.3310,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return. Note II.- Where a employee already belonging to a service or holding a post in appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.
- [2] Every employee belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Gujarat Vidyapith in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.
- [2] No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family: Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealing with him.
- [3] Where a employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the employee: Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.

- [4] Gujarat vidyapith or the prescribed authority may, at any time, by general or special order, require a employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Gujarat Vidyapith or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.
- [5] The Gujarat Vidyapith may exempt any category of employees belonging to Group 'C' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Cabinet Secretariat (Department of Personnel).

Explanation I. - For the purposes of this rule -

- [a] the expression "movable property" includes
- [i] jewellery, insurance policies, the annual premia of which exceeds Rs.'two months' basic pay of the employee , shares, securities and debentures; [ii] all loans, whether secured or not, advanced or taken by the employee; [iii] motor cars, motor cycles, horses or any other means of conveyance; and [iv] refrigerators, radios radiograms and television sets. [b] "Prescribed authority" means the Vice-Chancellor of Gujarat Vidyapith.
- [22] Vindication of acts and character of Government employee
- [1] No employee shall, except with the previous sanction of the Gujarat Vidyapith, have recourse to any Court or to the Press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character. Provided that if no such

sanction is received by the employee within a period of three months from the date of receipt of his request by the Gujarat Vidyapith, he shall be free to assume that the permission as sought for has been granted to him.

- [2] Nothing in this rule shall be deemed to prohibit a employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

[23] Canvassing of non-official or other outside influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Gujarat Vidyapith.

[24] Restriction regarding marriage-

- [1] No employee shall enter into, or contract, a marriage with a person having a spouse living; and
- [2] No employee, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Central Government may permit a employee to enter into, or contract, any such marriage as is referred to in clause (1) or clause(2), if it is satisfied that-

- [1] such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and [2] there are other grounds for so doing.
- [3] A employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the Gujarat Vidyapith.

[25] Representations:

- [1] Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward,

advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.

- [2] No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

[26] Consumption of intoxicating drinks and drugs:

A employee shall -

- [1] 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;
- [2] not be under influence of any intoxicating drink or drug during the course of his 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;
- [3] refrain from consuming any intoxicating drink or drug in a public place;
- [4] not appear in a public place in a state of intoxication; [5] not use any intoxicating drink or drug to excess.

Explanation: For the purposes of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

[27] Prohibition regarding employment of children below 14 years of age:

No employee shall employ to work any child below the age of 14 years.

[28] Misconduct Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be

treated as misconduct which is illustrative in nature, and not an exhaustive:

- [1] Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- [2] Acting in a manner prejudicial to the interests of the Gujarat Vidyapith.
- [3] Willful insubordination or disobedience, whether or not in combination with others, of his/her superior.
- [4] Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- [5] Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- [6] Habitual late or irregular attendance and habitual absenteeism.
- [7] Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- [8] Damage to any property of the Gujarat Vidyapith or interference or tampering with any safety devices installed in or about the premises of the Gujarat Vidyapith.
- [9] Taking decisions without consulting / approval from the Vice - Chancellor.
- [10] Disregard to the safety measures and instructions in regard of property, equipment and work in the Gujarat Vidyapith.
- [11] Involvement in theft, fraud, breach of trust, dishonesty, damage to the property or work of any nature of the Gujarat Vidyapith or another employee.
- [12] Riotous or disorderly or indecent behavior in the premises of the Gujarat Vidyapith or outside such premises

where such behavior is related to or connected with the employment.

- [13] Spreading rumors and fears in the premises of the Gujarat Vidyapith or outside such premises where such behavior is related to or connected with the employment.
- [14] Gambling or smoking within the premises of the Gujarat Vidyapith.
- [15] Collection without the permission of the competent authority of any money within the premises of the Gujarat Vidyapith.
- [16] Absence from the employee's appointed place of work without permission or sufficient cause.
- [17] Purchasing or selling properties, machinery, stores, etc. in the name of the Gujarat Vidyapith or authority maintained by it, without express permission in writing from the competent authority.
- [18] Use of high tenor, indecent language or undue arguing with superiors.
- [29] Conduct Authority not below the rank of Appointing Authority.
- [30] Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Gujarat Vidyapith whose decision thereon shall be final.
- [31] Delegation of Powers:

The Gujarat Vidyapith may, by general or special order, direct that any power exercisable by it or any Head of Department under these rules (except the powers under sub-Rule 30 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

[32] Repeal and Saving:

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the employees to whom these rules apply are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.

Rule 22 Discipline rules of Employees

The employees of Vidyapith shall be covered under the UGC/Central Civil Service (Classification, Control, and Appeal) Rules, 1965 as amended from time to time.

Disciplinary Authority shall not be below the rank of Appointing Authority.

Rule 23 Gratuity rules of Employees

The Gratuity of the employees of the Vidyapith shall be as per the Payment of Gratuity Act, 1972 (Employees under NPS) as amended from time to time.

Rule 24 Retirement benefit and pension rules of Employees

As per Central Civil Services (Pension) Rules, 2021 & Central Civil Services (Commutation of Pension) Rules, 1981 / Central Civil Services (Implementation of National Pension System) Rules, 2021 as amended from time to time.

Rule 25 Work from Safe Place Policy

Work from a safe place (WFSP) is the need of today's work environment, where one can easily plug-in from just any safe place they are.

- [1] A work from safe place policy is an agreement between the Vidyapith and the employees who prefer to have the work from safe place privileges.
- [2] The policy defines the expectations, responsibilities, the eligibility and the other work from safe place guidelines. In short, it ensures that all employees understand what is required of the when they choose to work from a safe place.
- [3] Policy Brief and Purpose

Vidyapith is encouraging the employee stop work from a safe place policy for the safety of employees, their families and work place colleagues. It is also believed that it may increase the employee's flexible working hours and increase their productivity. Work from a safe place allows the employee to save some extra time each day to take some extra care of their health.

4 Scope and eligibility: The following points will be considered to allow the employee for work from a safe place:

- (a) Does the nature of the employee's job allow them to work from home or a safe place?
- (b) Will communication with the remote employees be difficult?
- (c) Do the employees have laptop/PC?
- (d) Do they have the required software or equipment installed at home or at a safe place?

- (e) What are the conditions in the employee's place of work?
 - (f) Do they have access to good speed broadband internet connection?
 - (g) Do the employee will be available to head-quarter for 24*7?
 - (h) Can the employee complete any type of assigned work?
- [4] Generally, he/she can work from a safe place with prior approval of the authority or authority may direct to work from a safe place:
- (a) On certain occasions.
 - (b) Fulltime.
 - (c) Every day, by dividing their time between being at the physical work place and their remote safe place.
- [5] The request process: The employees are required to make a formal request to work from a safe place. If the employee shall satisfy the pre-requisite to work from a safe place with planning of proposed work and probable output. The proposed place for a work from a safe place may be approved by the Vice-chancellor.
- [6] Attendance and Availability Standards: It is highly recommended to be available and be connected to the conference hall Centre office through online mode as per the timely suggestion. Everyday Google doc meeting/ team meeting /any other suggested is the preferred mode of communication and presence as per the scheduled time.
- [7] Productivity measures: It is expected to goal and presents the specific task of the day in everyday Google doc / video meetings. The day-to-day routine word / work are

not accepted. The personal reading or observations or increase in knowledge work cannot be considered as work in favour of Gujarat Vidyapith objectives. The working the favour to fulfilment of Gujarat Vidyapith objectives with prior approval of the Vice-chancellor can be considered as productive measures.

- [8] Equipment and Tech: Vidyapith shall provide Wi-Fi facility to employees of residential quarters in Gujarat Vidyapith premises.

Response measures:

At the end of the day every employee has to fill the daily activity report and need to submit it by email failing that will be treated as leave. The employee may be called for the video meeting to review their progress of work.

- [9] Dress code and Protocol: While working employees still have to be in touch with colleagues, or students via Video conferencing. For this condition, he/she has to follow essentially a suitable dress code and maintaining the protocol.

Rule 26 Rules for Medical Reimbursement of Employees

The medical reimbursement rules of the employees of the Vidyapith should be as per the CS(MA) Rules, 1944 and UGC/ Central Government rules as amended from time to time.

Rule 27 Pay and allowances

Pay and Allowances shall be as per University Grants Commission and Government of India Rules and its as amend from time to time.

Rule 28 Service Matter Rules of Employees

The service matter of employees of Gujarat Vidyapith shall be governed by GoI rules as amended from time to

time. The Conduct Authority is the Executive Council.

Rule 29 Forwarding of Applications of employees of Gujarat Vidyapith for Outside Employment

The Forwarding of Applications of permanent employees of Gujarat Vidyapith for Outside Employment shall be governed by GoI rules as amended from time to time.

Moreover, the forwarding of applications of employees on probation of Gujarat Vidyapith shall be as follows:

1. Maximum one time for the equivalent post or lower post;
2. Maximum two times for the higher post.

Rule 30 Guidelines for Annual Performance Appraisal Report (APAR) for Teaching and Non-Teaching employees

Annual Performance Appraisal Report (APAR) for Teaching and Non-Teaching employees shall be as per the Guidelines of UGC/ Central Government as amended from time to time.



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