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## SMU TIMELINE:

1992: Memorandum of Agreement signed between Government of Sikkim and Manipal Education & Medical Group (MEMG) for improving educational opportunities and Health Services in Sikkim. Specific purpose of collaboration was to establish an Institute of Medical Sciences.

1994: Part of Central Referral Hospital became functional.

1995: Sikkim Manipal University of Health, Medical and Technological Sciences was established in accordance with Sikkim Manipal University of Health, Medical and Technological Science Act, 1995 (9 of 1995).

1997:

- As part of the Agreement 1992, Central Referral Hospital (CRH) was established as referral teaching hospital and was duly inaugurated by the Hon'ble Chief Minister of Sikkim on 07 March 1997.
- An application was submitted to Medical Council of India (MCI) for starting a Medical College with an annual intake capacity of 100 students.
- Sikkim Manipal Institute of Technology was established with first batch of students.

2001:

- Sikkim Manipal Institute of Medical Sciences (SMIMS) established.
- Sikkim Manipal College of Nursing established.
- Sikkim Manipal College of Physiotherapy established.

2003: A revised agreement was signed on 15 May 2003 between Govt. of Sikkim, Sikkim Manipal University of Health, Medical and Technological Sciences and Manipal Education & Medical Group (MEMG) wherein GoS agreed to provide its industrial units and its entire Health Care establishment for the academic exposure of the students.

2006: An act was passed by the Government of Sikkim on 3<sup>rd</sup> April 2006 approving to offer academic programs through Distance Education.

2008: SMIT secures accreditation for engineering disciplines by National Board of Accreditation (NBA)/ACCR-860/06 dated 22 January 2008, along with ISO 9001 certification vide NS-EN ISO 9001:2008/ISO 9001:2008 for all its departments and units.

2010: Increase of MBBS seats from 50 to 100.

2010: An act was passed on 8<sup>th</sup> April 2010 by Government of Sikkim to rename "Sikkim Manipal University of Health, Medical and Technological Sciences as "**Sikkim Manipal University**".

2013: Inauguration of the Super specialty Wing of CRH.

## CHAPTER 2: VISION, MISSION AND OBJECTIVES:

### 2.1 Vision Statement

Global Leadership in Human Development, Excellence in Education and Healthcare.

### 2.2 Mission Statement

To be a preferred choice of students, faculty and industry in every discipline undertaken by the University.

### 2.3. Objectives

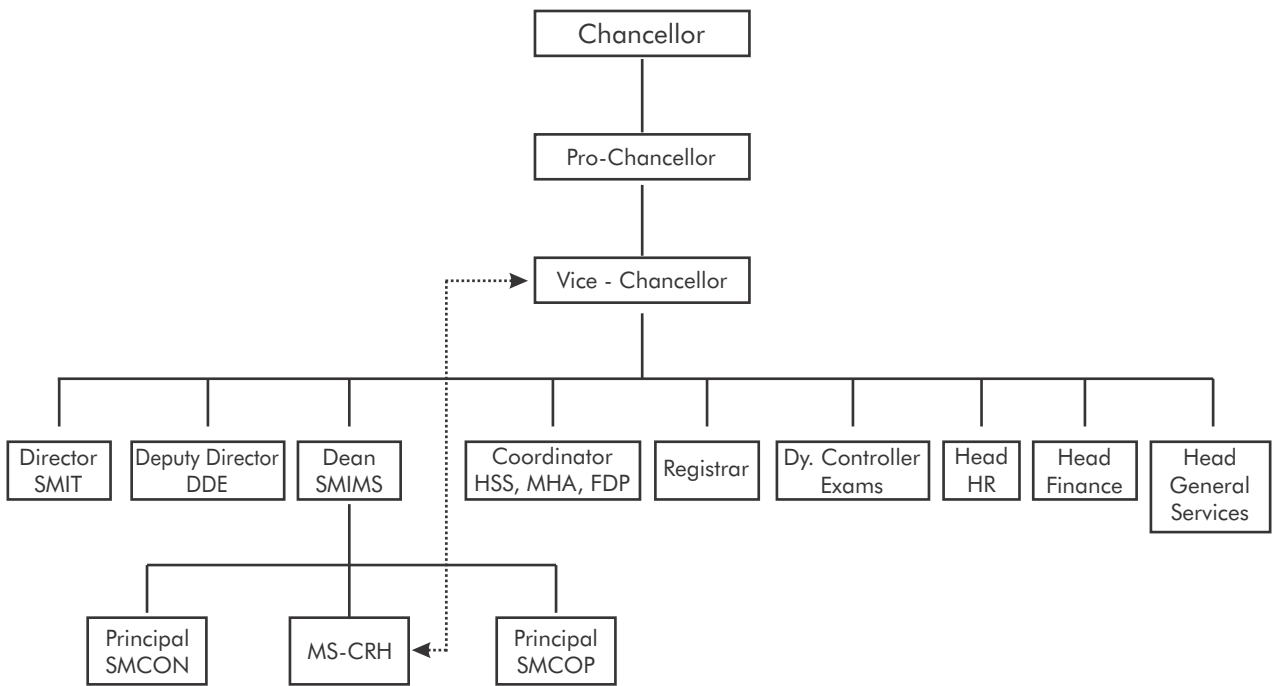
- To support, promote and undertake the advancement of academics
- To encourage research, creation and dissemination of knowledge
- To facilitate Extension and community service
- To ensure steady growth of the University

### 2.4. Values

- Integrity & Honesty
- Transparency
- Respect & Fairness
- Quality
- Team Work
- Achieving Social Impact
- Humane Touch

### CHAPTER 3: UNIVERSITY FUNCTIONAL CHART

**ORGANIZATIONAL STRUCTURE OF SIKKIM MANIPAL UNIVERSITY**



## CHAPTER 4. SERVICE RULES

### 4.1. GENERAL

#### Rule 1: Short title and Commencement

- 1.1. These rules shall be called “Service Rules” of the Sikkim Manipal University earlier called as Sikkim Manipal University of Health, Medical & Technological Sciences.
- 1.2. They shall come into force from the date to be notified.

#### Rule 2: Application:

- 2.1. These rules shall apply to all employees of the University, its Constituent Institutions and Associated Hospitals and;
- 2.2. All other Institutions/Institutions, which may be established from time to time as Constituent Institutions/Institutions of the University.

#### Rule 3: Definitions:

- 3.1. **ABSENTEE:** Means an employee who is absent from an appointment on which they have a lien, without proper authorization from the competent Authority.
- 3.2. **AGE:** Means the age given in the birth certificate of the employee or the school leaving certificate of the employee.
- 3.3. **APPELLATE AUTHORITY:** The Vice Chancellor/ the Governing council of the Sikkim Manipal University shall be the appellate authority in respect of disciplinary matters.
- 3.4. **APPOINTING AUTHORITY:** Means the person authorized to make appointment and issues the appointment orders of the employees.
- 3.5. **INSTITUTION:** Means the Sikkim Manipal Institute of Medical Sciences/Sikkim Manipal Institute of Medical Sciences and all other Institutions to be constituted under the University.
- 3.6. **COMPETENT AUTHORITY:** Means the Vice Chancellor/ Registrar/Dean/Director/MS or such other persons designated by the University from time to time for specific assignment.
- 3.7. **CONTINUOUS SERVICE:** Means the service of any employee from the beginning of his service without any break. Only leave duly sanctioned shall count as a continuous service. Further, period spent on probation and training authorized by the competent Authority shall count as service provided the employee on successful completion of the period of probation.

- 3.8. **DEAN:** Means the Dean of the faculty of the University and all other Institutions constituted to be constituted from time to time under the University.
- 3.9. **EMPLOYEES:** The term includes all the classes of whole-time permanent employees of the University/Institutions but does not include part time employees.
- 3.10. **INTER- CADRE PROMOTION:** Means promotions from lower cadre to higher cadre with a view to encouraging employees to lower cadres to acquire requisite qualification and providing them with opportunity to rise to a higher cadre.
- 3.11. **LIEN:** Means the title of an employee to hold substantively either immediately or on the termination of period or periods of absence, a permanent post including a tenure post to which he has been appointed substantively.
- 3.12. **MONTH:** Means a calendar month. In calculating period expressed in terms of month and days, complete a calendar months irrespective of the number of days in each month should first be calculated and odd number of days calculated subsequently.
- 3.13. **PRINCIPAL:** Means the Principal of Sikkim Manipal College of Nursing & Sikkim Manipal College of Physiotherapy and all other Institutions/Institutions to be constituted from time to time under the University.
- 3.14. **PROBATIONER:** Means a person appointed on probation for a prescribed period and not confirmed in the service of the University/Institution.
- 3.15. **PRO CHANCELLOR:** Means the Pro Chancellor of the Sikkim Manipal University.
- 3.16. **PUBLIC CONVEYANCE:** Means any conveyance, which plies regularly for the conveyance of passengers, and includes trains, airlines and regular bus service.
- 3.17. **QUALIFYING SERVICE:** Means service rendered and counted as duty and does not include period spent under suspension.
- 3.18. **SUBSISTENCE GRANT:** Means monthly grant made to an employee who is not in receipt of pay or leave salary, because of suspension or any other reason.
- 3.19. **TENURE POST:** Any post that has been created for a prescribed duration as distinct from a permanent post.
- 3.20. **TRAVELLING ALLOWANCE:** Means an allowance granted to employees to cover the expenses, which they incur during travelling in the interest of University/Institution work.
- 3.21. **UNIVERSITY:** Means Sikkim Manipal University
- 3.22. **VICE CHANCELLOR:** Means the Vice Chancellor of Sikkim Manipal University.



## 4.2. APPOINTMENT, CONFIRMATION AND PROMOTION

### Rule 4: Appointment:

- 4.1. All employees of the University/Institution except in case otherwise provided for in the order of appointment shall be full time employees.
- 4.2. The University shall determine from time to time the staff structure of all categories in all the departments in the Institution.
- 4.3. **Filling of vacancies:** Whenever vacancies arise, the vacancies shall ordinarily be advertise before filling up. When advertisements are made, those already serving in the Institution may also apply if they possess the qualification required for the post so that they may be considered along with the other applicants.
- 4.4. The applications received shall be processed, short-listed if necessary. A committee nominated by the Vice Chancellor shall interview the applicants. The candidate so selected shall be appointed against the vacancies.

### Rule 5: Probation and Confirmation

- 5.1. All employees of the Institution those taken on contract shall be required to be on probation for 2 years from the date of start of the probationary period. In case of unsatisfactory performance, the period of probation may be extended up to a further period of six months at the discretion of the Vice Chancellor/Dean/Director. If the work is reported to be unsatisfactory even at the end of the extended period, the services of the probationers are liable to be terminated.
- 5.2. In computing the period of Probation extra-ordinary leave without pay granted to probationers should be excluded, and the period of probation correspondingly extended.
- 5.3. On successful completion of the period of probation, they may be appointed on the same scale of pay as is admissible to the category of the post for which they are appointed or on consolidated pay.
- 5.4. Such members of the staff who have once been confirmed in a lower post and promoted to higher post in which they have to put in a period of probation will be eligible for the benefit of leave and other benefits as applicable to confirmed employees. If an employee fails to get confirmation in the higher post, may be reverted to the post in which he has already been confirmed.
- 5.5. Assessment of performance has to be reviewed every six months and probation may be extended for a period not more than six months. During the extended period if services are not found satisfactory his services may be terminated without assigning any reasons.

- 5.6. On completion of the probation period normally employees are to be confirmed in their service and an order to this effect communicated to them. It is the responsibility of the Head of the Department to initiate action in this regard. If however no order either confirming the services or extending the period of probation is received within three months of completion of the normal period of probation, it should be construed that the employees concerned are confirmed.

**Rule 6: Officiating Arrangements:**

- 6.1. **Officiating appointments** can be made purely as temporary measure against a vacant position or when the holder is on leave. In such cases, the employees will be relieved of their current appointment posted to be independent charge of the higher post.
- 6.2. Employees can also be appointed to be in charge of current duties of a vacant post in addition to their own duties.

NOTE: When employees are appointed to officiate in a higher appointment, they are vested with the powers of the higher post. But, when they are placed in charge of the current duties of vacant post in a higher appointment whether in addition to their own or independently, they cannot exercise any of the statutory powers of the office. They can merely perform the day to day duties.

**4.3. PAY, ALLOWANCES & INCREMENTS**

**Rule 7: Fixation of Pay and Consolidated Pay**

- 7.1. **FIXATION OF PAY:** The pay scale of all the employees of the Institution shall be as laid down by the Governing Council of the University.
- 7.2. **CONSOLIDATED PAY:** Allowance may be combined with pay and given as consolidated salary to the temporary employees/employees on contract.

**Rule 8: Pay**

- 8.1. Subject to any exceptions that may be made, employees shall draw the pay and allowance of the post with effect from the date they assume the duty of that post and shall cease to draw them as soon as they ceases to discharge those duties. Normally employees should assume charge of the post to which they are appointed in the forenoon so that they are eligible for the full day's pay.
- 8.2. The re-employment of employees after resignation or after discharge on reduction of establishment amounts to a fresh appointment and the pay of such employees will be at the minimum of the pay scale. However the appointing authority is vested with the discretion to grant higher pay for valid reasons to be recorded.

## **Rule 9: Allowances:**

- 9.1. In addition to the pay, employees are allowed for a particular post any specified allowance granted from time to time.

**Recoveries:** It shall be given to Vice Chancellor to order recovery of a portion not exceeding 50% of pay towards any amount due to the Management by the employees on account of any loan or advance taken by them.

## **Rule 10: Increments**

- 10.1. Periods counting for increments: All duty in a post on a time scale shall count for grant of increments in that time scale. Next date of increment shall be postponed by the number of days leave permitted with loss of pay.
- 10.2. If employees in a lower post are appointed to officiate or hold temporarily a higher post their officiating temporary service in the higher post will count for increment in the lower post on their reversion to lower post held by them or other similar post with the same scale of pay.
- 10.3. Periods spent under suspension will not count for increments if the competent authority to impose punishments directs that the period of suspension shall not count as duty.
- 10.4. Where under the conditions of service, passing of an examination/test is necessary before earning an increment, the employee shall not earn the increment till they pass the examination/test. On passing such examination/test their pay shall be fixed at the stage at which they would have drawn it if the increment had not been deferred. The employees will not however be entitled to arrears of pay consequent on such fixation for the periods during which the increment was deferred.
- 10.5. Increments during the period of probation are allowed as in other cases. Where the period of probation is extended, increment due during the extended period is not allowed. The pay will be refined from the date of satisfactory completion of probation at what the employees would have drawn had they completed the probation at the end of the normal prescribed period of probation. Future increments shall be allowed on the normal dates.
- 10.6. An increment accrues from the day following that on which it is earned. Increment is granted if the work and conduct of the employee are reported to be satisfactory by the controlling authority.
- 10.7. An increment, which accrues on a day other than the first day of the month, shall be advanced to the first day of that month and subsequent increments will be regulated accordingly.
- 10.8. The increment due to employees will be paid to them even if they are on leave on the due date, excepting when they are on leave on loss of pay.

#### 10.9. Stagnation Increments:

Stagnation increment equivalent to 50% of the last increment drawn is granted to employees who have reached the maximum of their scales of pay scale for a period of six years.

#### 4.4. TERMINATION AND RESIGNATION

##### Rule 11: Termination

**11.1. During Training /Temporary Service:** The services of trainees of trainee or person employed temporarily can be terminated without notice. No prior notice is also insisted upon when they leave service.

**11.2. During Probation/ Periods of Contracts :** Should the Vice Chancellor/Dean/Director/MS decide to dispense with the services of any employee during the period of probation or during the period of contract such employees shall be given one month's notice or one month's salary in lieu thereof at the time of termination.

##### Rule 12: Resignation

**12.1. Probationers/Contract employees:** Employees on probation or on contract shall give one calendar months' notice (subject to a minimum of 30 days) to the Vice Chancellor/Dean/Director/MS when they want to be relieved of their duties in the University/Institution. If the notice given by the employees falls short of this period , their pay and allowance for the number of days falling short shall be forfeited or paid by the employees.

**12.2. Permanent Employees:** Permanent employees shall give at least three calendar months' notice of their intention to resign and unless their resignation is accepted and a relieving certificate is issued to them, they shall continue to be in service. If the notice given by the employees falls short of the prescribed period they shall forfeit or pay a sum equal to their Pay and Allowances for the number of days found to be deficient . The appointing authority is entitled also to deduct such a sum from any payment that may be due to the permanent employees.

**12.3. Resignation during Leave:** If employees gives notice of their intention to resign while they are on leave, it is open to Vice Chancellor/Dean/Director/MS to accept their resignation from the date of receipt of notice cancelling the unexpired portion of the leave as on that day or insist that the employees should be on duty for the full period of notice required under the rules after their return from leave.

**12.4. Relief on Receipt of Notice:** Once the employee's gives notice of resignation it is open to the appointing authority to relieve them at any time on receipt of notice and it not necessary that the employees be relieved only at the expiry of the notice period.

- 12.5. Leave during Notice Period:** No leave other than casual leave will be granted to employees once they give the notice of resignation. In such cases the employees should be on duty for the full period of notice required under the rules and any absence during this period will result in the corresponding extension of the notice period. When a notice of termination of services is given the employees will be permitted to avail of whatever leave they had at their credit during the period of notice, subject, however to their reporting for duty on the last day of the notice of termination for getting themselves properly relieved.
- 12.6.** Earned leave at credit may be set off to the extent of 45 (forty-five) days towards the notice period of resignation. Payment of salary will be only for the number of days actually worked during the notice period. No payment will be made for the period of earned leave so set off.

#### **4.5. RETIREMENT, EXTENSION OF SERVICES & RE-APPOINTMENT:**

##### **RULE 13: Retirement**

- 13.1.** All employees shall compulsorily retire from the service on the afternoon of the last day of the month in which they attain the age of 65 years in the case of teaching staff and 58 years in the case of non-teaching staff. In respect of an employees whose date of birth is the first day of a month shall be the afternoon of the last day of the month preceding the month in which he attains the superannuating age.

**Note:** In case where the date of retirement and the day/days preceding thereto are holidays, the employees may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed duty pay for the holidays.

- 13.2.** The faculty will be re-employed beyond the age of 65 years, and up to the age of 70 years, on contract, subject to availability of vacant position and physical & mental fitness, selectively, for a limited of 3 years i.e., the first instance, and then for another further period of 2 years, purely on basis of merit, experience, area of specialization, and peer group review, and only against available vacant position, without affecting selection or promotion prospects of eligible faculties.
- 13.3.** Whereas, the enhancement of the age of superannuation for faculty engaged in class room teaching is intended to attract eligible persons to a career in teaching and to meet shortage of faculty in service for a longer period, and whereas there is no shortage in categories of librarian, the increase in age of superannuation shall not be available to categories of Librarian.
- 13.4. Voluntary Retirement:** Employee can seek voluntary retirement after putting to 20 years of qualifying service in the University/Institution or after attaining 45 years of age. The employees are required to give three months' notice of their intention to retire or pay three months' salary in lieu of such notice.

**13.5. Premature Retirement:** The University/Institution is at liberty to order the retirement of an employee without assigning any reason if they had put in 20 (twenty) years of service in the Institution or had attained the age of 50 (fifty) years. They shall however be given three months' notice of such retirement by the appointing authority or be paid three months' salary in lieu of such notice.

**13.6. Staff Quarters:** When employees who has been allotted staff quarters & separated from the services for whatsoever reasons, they shall vacate the quarters within 15 days from the date of separation. During those 15 days they will be charged the usual rent.

#### **4.6. ATTENDANCE**

##### **Rule 14:**

**14.1. Punctuality:** Employees have to attend the University/Institution punctually. They are expected to attend the Institution within the time fixed for the commencement of the work. Expected in unavoidable circumstances employees would apply beforehand for permission to attend late.

**14.2. Marking of attendance:** All employees when they are on duty shall mark their attendance in the manner prescribed by the authority from time to time. The Head of the Department shall review the attendance every day and see that the rules regarding attendance are enforced strictly.

**14.3. Penalty for late Attendance:** Employees who attend late without previous permission will be marked late. Those who attend late beyond half an hour will be marked absent and will forfeit half a day's casual leave. Forfeiture of day's casual leave will be marked absent and will forfeit half a day's casual leave. Forfeiture of day's casual leave will be the penalty for every three days of late attendance without permission.

**14.4. Presence in the Institution:** All employees shall be present in the University/Institution during working hours whether they have teaching work/department work or not. If they have to go out of the premises during working hours they have to inform the Head of Department concerned before they go. If employees are found absent during the course of the day after marking their attendance, they shall be treated as absent for one full day and forfeit one day's casual leave for such absence. They shall also be liable for disciplinary action.

#### **4.7. RECORD OF SERVICE & RETIREMENT BENEFITS**

##### **RULE 15: Service Register:**

**15.1.** A service register should be opened for each employee soon after they are appointed on problem. It shall be maintained so long as they remain in service and shall be a continuous record of all particulars of the service rendered by them, leave earned, availed of increments, promotions etc. The service register must be kept in the custody of the Head of the office so declared, nominated for the purpose and entries affecting their official career made therein from time to time.

## 15.2. Maintenance Of Service Register

- The Date of Birth should be verified with reference to the documentary evidence and a certificate recorded to the effect stating the nature of record relief upon.
- The Date of completion of Probation, Promotions, Increments, Details of Leave availed, Special Test or Examinations passed and also punishments and penalty imposed together with brief indication of reasons thereof, have to be regularly and concurrently recorded and attested by the Head of Department.
- In case of reinstatement after suspension or re-employment after retirement, removal or dismissal from service, specific declaration as to whether the previous service rendered by the employees will count for seniority promotion and other benefits and whether the period of suspension counts as service/leave etc. have to be recorded in the service book.
- Service not counting for retirement benefits such as periods of breaks in service, particulars of unauthorized absence not regularized, period spent on suspension not regularized as duty/leave etc have to be entered under proper attestation.
- If the employees so desire the service book may be made available to them for scrutiny and a certificate is to be recorded indicating the facts of such scrutiny.
- In case of employees who came to the University/Institution on deputation, their service record shall be forwarded by the lending Institution and periodically update and the record shall be returned to the lending Institution on completion of the period of deputation.

## 15.3. Confidential Reports:

- 15.3.1. The work, efficiency, behavior etc. of every employee is assessed by the Head of the Department every academic year and submitted to the Dean/Director/MS for further action. This report should bring out the strong and weak points worth noticing about each employee and a perusal of the report should convey an overall idea of the employees. This report has to be made out without any bias, ill will or favor and with regard only to their official performance. A judicial and balanced view is necessary as the further careers of the employees are based on these reports. This performance appraisal record shall be in the format prescribed and shall be recorded in duplicate one to be kept in safe custody of the Dean/Director/MS and the other by the University/Institution.
- Before making adverse remarks, it is incumbent on the Head of Department to bring to the notice of the employees the deficiency/defect noticed by him/her so that every opportunity to improve is given to the employee

- 15.3.2. Soon after the confidential reports are received, they should be scrutinized and any deficiencies or adverse remarks therein communicated to the employees. Further action thereon has to be taken if necessary depending upon the nature of the adverse remarks made.
- 15.3.3. Confidential reports have to be obtained once in a year in the case of all permanent employees. Reports in respect of temporary/probationary employees have to be called for at more frequent interval at least once in six months to watch over their progress and any unsatisfactory progress if noticed communicated to them.

#### **RULE: 16 Retirement Benefits:**

- 16.1. **Employees Provident Fund:** As per the provision of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 as applicable to the University.
- 16.2. **Gratuity:** Death cum Retirement Gratuity is payable to the employees as per the provision of the payment of Gratuity Act, 1972/SMU Employees' Gratuity Scheme.

#### **4.8. DISCIPLINE AND APPEAL RULE**

#### **RULE: 17 Code Of Conduct:**

- 17.1. Every employee shall be governed by the code of conduct specified in these rules and every such employees shall be liable to the disciplinary action specified in these rules.
  - 17.1.1. It shall be the duty of every employee to so conduct themselves in their personal life, and in their relations with students, colleagues and others with absolute integrity and devotion to duty.
  - 17.1.2. The whole time of the employee is at the disposal of the University/Institution. They may be employed in such a manner as may be found expedient judging from their qualification and terms of appointment. They are bound to work during the whole or part of the vacation if their services are so required. Being a whole time employee they shall not engage themselves in any trade or seek employment or accept any assignment whether remunerative or otherwise elsewhere without the specific previous permission of the Dean/Director/MS.
  - 17.1.3. They shall faithfully and diligently perform the duties entrusted to them from time to time with absolute devotion and integrity. They shall devote the whole of their time and attention to the work and use their best endeavor to promote the interest and welfare of the University/Institution.
  - 17.1.4. They shall abide by the rules and regulations of the University/Institution and show due respect to the constituted authority. They shall be punctual in attendance and prompt in discharging duties entrusted to them by the Head of the Department and the Dean.



**17.2. No Employee shall;**

- 17.2.1. Take up service or accept any employment including, setting of a private professional practice or consultancy etc. while on leave, which involves the receipt of a fee or honorarium without the specific sanction of the Dean/Director/MS.
  - 17.2.2. Bring to bear any undue influence on the authorities with respect to any matter, which is of direct or indirect interest to the employees.
  - 17.2.3. Apply for or obtain or cause or permit any other person to apply or obtain a patent for an invention made while on duty involving technical or scientific research, without the permission of the Management with such conditions as the University/Institution may impose;
  - 17.2.4. During the term of their employment in the University/Institution or after its termination disclose or divulge to any person any information relating to the Institution which has come to their knowledge while in the service of the University/Institution, except when compelled to do so by a competent Court of Law.
  - 17.2.5. Absent themselves from the University/Institution without leave or previous permission of the Dean/Director/MS or while on duty during working hours absent themselves without specific permission of the Head of the Department or the Dean/Director/MS.
  - 17.2.6. Leave their normal place of residence on Sundays/holidays and during leave without prior permission of the authority concerned. They should also furnish the contact address during such absence.
  - 17.2.7. Be a member or be associated with any Political Party or organization which takes part in Politics or subscribes aid, take part or assist any political movement or activity or contest for membership of panchayat, Boards, Municipality, legislature or Parliament.
- 17.3.** The teaching staffs are prohibited from giving private tuition at their residence. They may however be permitted to conduct coaching classes or give tuition at the Institution premises after working hours under such condition as may be prescribed by the Management without any extra remuneration.
- 17.4.** The employees may be permitted to apply for employment elsewhere or in other Institution not more than thrice year. The applications seeking, appointments elsewhere should be sent through the Head of the Department and Dean. Contravention of the above procedure will entail termination of service without notice or pay in lieu thereof besides any disciplinary action that may be taken for violating the above rule.

**17.5. An Employee shall not;**

- 17.5.1. Propagate communal or sectarian outlook or incite or allow students to indulge in such activities of discriminate against any person on the grounds of caste, creed, language, place or origin sex and social or cultural background or any of them.

- 17.5.2. Cause or incite any other person to cause any damage to University/Institution property, behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the University/Institution.
- 17.5.3. Indulge in any violence or any conduct which involves moral turpitude or misbehave with any parent, guardian, student, teacher or other employees of the University/Institution activity.
- 17.5.4. Accept any gift or enter into any monetary transaction with any student or parent or exploit their influence for personal ends.
- Note:** Gift shall include free transport, boarding or lodging or other services or any other pecuniary advantage. It does not include items such as casual meal, lift or other social hospitality of a casual nature.
- 17.5.5. Indulge in any activity individually or collectively which can be construed as prejudicial to the interests of the University/Institution, the students or any member of the faculty.
- 17.5.6. Establish contact with the press or the media/social media and publish or cause to be published any material which can lower the image of the University/Institution in any manner and detrimental to the image of the University/Institute.
- 17.5.7. Conduct their personal affairs in such manner that they have to incur a debt beyond his/her means to repay.

#### **4.9. SUSPENSION:**

Employees who conduct themselves in any manner violating the rules can be placed under suspension.

#### **Rule: 18 General**

- 18.1.** The employees under suspension shall not leave their place of usual residents without prior permission of the authority. They shall not also engage themselves in any employment, business, profession or vocation during the period of suspension. They shall also make themselves available for any enquiry when called upon to do so.
- 18.2.** Each claim for subsistence allowance should be supported by a declaration by the employees to the effect that they were not engaged in any employment, business, profession or vocation during the period to which the claim relates.

## **Rule: 19: Conditions For Suspension**

The appointing authority or the authority authorized by him may place an employee under suspension for violation of any of the rules and in particular in case

- 19.1. The disciplinary proceedings against the employees involves one or more of the following misdeeds;
  - 19.1.1. Moral turpitude
  - 19.1.2. Corruption, embezzlement or misappropriation of funds, misuse of official powers for personal gains.
  - 19.1.3. Serious negligence and dereliction of duty resulting in loss including pecuniary loss the University/Institution.
  - 19.1.4. Desertion of duty;
  - 19.1.5. Refused or deliberate failure to carry out written orders of superior authority and
  - 19.1.6. When a disciplinary proceeding against the employee are either contempt or has been initiated.
- 19.2. The continuance in office of the employee :
  - 19.2.1. Will prejudice the disciplinary proceeding criminal investigation or trial.
  - 19.2.2. Is likely to seriously subvert discipline in the Department in which they are working and.
  - 19.2.3. Is likely to lead to Public scandal.
- 19.3. When a case against the employees in respect of any criminal offence is under police investigation or court trial or when a *prima facie* case against the employee is made out in a preliminary enquiry which would justify disciplinary proceeding or criminal prosecution and the proceedings are likely to end in their conviction and or dismissal or removal from service.

## **RULE: 20: Deemed To Be Under Suspension:**

Employees shall be deemed to have been placed under suspension by any order of the competent authority.

- 20.1. With effect from the date of their detention in custody whether of criminal charge or otherwise for more than 48 ours.
- 20.2. With effect from the date of their conviction for an offence wherein they are sentenced to imprisonment for more than 48 hours;

- 20.3. Where the employees under suspension are dismissed removed or compulsory retired after enquiry and this is set aside on their appeal or on review under the rules or with any other directions the original order of their suspension is deemed to have continued to be force from the date of imposition of penalty until further orders and
- 20.4. Where a penalty or dismissal removal or compulsory retirement from service imposed upon the employees are set aside or declared void by a court of law , and the disciplinary authority on consideration of the circumstances of the case described to hold further enquiry on the same allegations against which penalty was earlier imposed the employees shall be deemed to have been placed under suspension by the competent authority from the date of the original order of dismissed removal or compulsory retirement and shall continue until further orders.
- 20.5. An order of suspension made or deemed to have been made under these rules may at any time modified or revoked by the authority competent to place the employees under the suspension may for recorded reasons direct that the employees shall continue to be under suspension until the termination of all or any of such proceedings.

#### **Rule 21: Subsistence Allowance during Suspension**

- 21.1. No subsistence allowance is payable to the employee under suspension unless the employees continues to reside in the place where the office is situated or in the place of usual residents.
- 21.2. Subsistence allowance at an amount equal to 50% of the pay drawn immediately prior to the date of suspension and corresponding dearness allowance thereon may be paid during suspension. This allowances may be suitably modified if the period of suspension exceed twelve months as indicated below.
- 21.2.1. Where the delay is attributable to the employees, the subsistence allowance may be reduced by a suitable amount not exceeding 50% of the allowances admissible for the first 12 months.
- 21.2.2. Where the delay is not attributed to the employees the allowance may be increased upto an amount equal to 75% of the pay drawn immediately prior to the date of suspension and the appropriate dearness allowance thereon.

#### **Rule 22: Period of Suspension**

- 22.1. Where a competent authority makes an order fully exonerating or acquitting the employees the period of suspension pending enquiry shall be deemed to be period of duty and the employees shall be entitled to full pay and allowances as if they had not been placed under suspension.
- 22.2. Where an order imposing any penalty other than the penalty of compulsory retirement removal from service or dismissal from service the employees shall be paid for the period of suspension such proportion if specified, the employees shall be entitled to subsistence

allowance admissible under these rules and period of suspension shall count as duty unless the said authority has otherwise directed.

- 22.3. Where the order imposing the penalty of compulsory retirement removal or dismissal from service, the employee shall be paid such proportion of their pay and allowances as the said authority may in its discretion specify and where no such proportion is specified they may be paid the subsistence allowance admissible under these rules and the period of suspension shall not count as duty for any purpose unless the said authority has otherwise directed.

#### **4.10. Penalties for Breach of Conduct:**

One or more of the following penalties for good and sufficient reasons and as hereinafter provided may be imposed by the competent authority for any breach or violation of the code of conduct for employees.

#### **Rule: 23: Minor Penalties:**

- 23.1. Fine not exceeding an amount equivalent to seven days salary.
- 23.2. Written warning or caution
- 23.3. Censure
- 23.4. Withholding of increments with non-cumulative effect
- 23.5. Recovery from pay of the employee in whole or part of any pecuniary loss to the University/Institution, caused through negligence or breach of orders by the employees.
- 23.6. Reduction to lower level in a time scale of pay for a specified period.

#### **Rule: 24: Major Penalties:**

- 24.1. Withholding of increment with cumulative effect
- 24.2. Demotion to lower scale of pay, grade, designation which shall end unless otherwise directed.
- 24.3. Compulsory retirement
- 24.4. Removal/dismissal from service.

#### **Rule: 25: The following shall not amount to a penalty within the meaning of these Rules.**

- 25.1. Withholding of increments of employees for failure to pass an examination in accordance with the rules and conditions governing the service or post or terms of appointment.
- 25.2. Non-promotion whether in a substantive or officiating capacity of the employees after consideration of their case to agreed or post for promotion to which they are eligible.

- 25.3. Reversion to lower service grade or post of an employee's officiating in higher service, grade or post on administrative of more suitable officer etc. or on the ground that they are connected with their conduct.
- 25.4. Reversion to their permanent service grade or post of an employee appointed on probation to other service grade or post during at the end of the period of probation in accordance with the terms of appointment of the rules and orders governing probation.
- 25.5. Compulsory retirement of the employees in accordance with the provision related to superannuation or retirement.
- 25.6. Termination of Services on account:
- of employees appointed for three months or less.
  - of part time employees appointed for a period less than a year.
  - of persons employed under an agreement in accordance with the terms of such agreement.
  - of employees appointed on probation at the end of the period of probation in accordance with terms of their appointment or the rules and orders governing such probation.
  - Retrenchment of employees is according to law.

**Rule: 26: Imposition of Penalties.**

- 26.1. The Governing Council or the Vice Chancellor/Dean/ Director/MS may institute disciplinary proceedings against any employee of their respective Institutions.
- 26.2. Procedure of imposing minor penalties.
- No order imposing minor penalties shall be made except after informing the employees in writing of the proposal to take action against them and of the imputations of misconduct or misbehavior on which it is proposed to be taken and giving them a reasonable opportunity to make such representation against the proposal and the same considered by the Vice Chancellor/Dean/Director/MS.
  - The record of proceedings in such cases shall include :
    - No order imposing major penalties shall be made except after an enquiry is held in the manner indicated below.
    - Whenever the management of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehavior or breach of any provision of the code of conduct specified in the rule against the employees it may appoint an enquiry officer not having any dealing of whatsoever nature with the employees or the department where they are working.

- c. Where an order of suspension has been made, the enquiry committee shall before proceeding with the enquiry record in writing whether the suspension is a prima facie case against the employee.
- d. The Disciplinary Authority shall frame definite charges on the basis of allegation on which the enquiry is proposed to be held. Such charges together with the statement of allegations on which they are based shall be communicated in writing to the employees and they shall be required to submit a written statement therein within the time specified by the Enquiry Officer. They shall also state whether they desire to be heard in person.
- e. To facilitate preparation of their defense, the employees may be given extracts from such records relevant to the charges. For reasons to be recorded in writing that in the opinion of the Enquiry Committee such records, which are not relevant to the charges will not be made available to the charge sheeted employees.
- f. On receipt of the written statement of defense of the employees or if no statement is received within the stipulated time, the enquiry officer shall proceed with the enquiry.
- g. The disciplinary authority may nominate any person within the organization to present its case before the enquiry officer. The employees may present their case with the assistance of a co-employee approved by the enquiry officer. No outsider or legal practitioner is entitled to assist the employees and the employee cannot claim such assistance as a matter of right.
- h. The enquiry officer shall consider the documentary evidence and take any evidence or material relevant to the charges made. The employees shall be entitled to cross examine the witnesses examined in support of the charges and to give evidence to person. The person presenting the case in support of the charges shall also be entitled to cross examine the employees and the witnesses examined in his defence, if the enquiry officer declines to examine any witness on the ground that his evidence is not relevant or material it shall record its reasons in writing.
- i. At the conclusion of the enquiry, the enquiry officer shall prepare a report of the enquiry, record its findings on each of the charges together with the reason thereof. If in the opinion of the enquiry officer the proceedings of the enquiry establish charges different from those originally framed, it may record its findings on such charges, provided that findings on such charges shall not be recorded unless the employees had an opportunity of defending themselves against such charges.

- j. The record of enquiry shall include:
  - i. The charges framed against the employees and the statement of allegations furnished.
  - ii. Written statement of defence, if any,
  - iii. Oral evidence taken in the course of enquiry
  - iv. Orders, if any made by the disciplinary authority and the enquiry committee in regard to the enquiry,
  - v. Documentary evidence considered in the course of the enquiry
  - vi. A report setting out the findings on such charge and reason thereof and
  - vii. Any other suggestions of the enquiry committee, if it consider or necessary imposition of any penalty.
- k. The disciplinary authority shall consider the report of enquiry and record its findings on each charge. However, regarding its findings on charges, if in its opinion any of the major penalties is to be imposed, it shall issue/record an order to the effect and communicate the same to the employee.
- l. The aggrieved employees may prefer an appeal within 15 days of the receipt of the order of punishment to the appropriate Appellate Authority against the decision of the Management. The decision of the Appellate Authority shall be final.



## CHAPTER 5: LEAVE RULES

**Applicability:** These Leave Rules shall apply to all full time employees of Sikkim Manipal University and its constituents units.

### 5.1. Holidays

#### 4.1.1. Weekly Off

Every employee shall be entitled for a weekly off upon working continuously for 6 days in a week, to be known as “off day” without deduction of wages/salary.

#### 4.1.2. Festival Holidays

Out of the National Calendar of Festivals, 16 days shall be observed as closed holidays with full wages and salaries.

4.1.3. An employee may be required by the management to work on a holiday. However, he/she will be entitled to a compensatory/substitute holiday which may be availed by employee with prior approval within 30 days from the date of working as compensatory off. This leave can be clubbed with any other leave either as suffix or pre-fix.

### 5.2. General Rules of Leave:

The following general principles shall govern the grant of leave to the employees.

5.2.1. Leave cannot be claimed as a right.

5.2.2. Except in an emergency, leave must be applied through proper channel in the prescribed format at least 7 days in advance.

5.2.3. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.

5.2.4. Depending upon exigencies of service, the competent authority, may

- a. Refuse, postpone, revoke or reduce leave of any description,
- b. Recall any member of staff from leave before it is wholly availed,
- c. Permit an employee, if he so requests, to re-join duty before expiry of the leave period,

5.2.5. An employee shall not take up or accept any employment with or without remuneration during the period of leave.

5.2.6. Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority address with telephone number if any during leave period before proceeding on leave.

- 5.2.7. If an employee who is on leave seeks extension, thereof, he/she shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the already sanctioned leave.
- 5.2.8. No Leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- 5.2.9. Overstay of leave shall be treated as absence without leave. In case an employee has sufficient leave in his credit and it is a genuine reason then reporting manager can regularize it. However the communication shall reach the RM within two days of expiry of original leave applied, failing to communicate between two days the leave shall be treated as Loss of Pay. If the over stay is more than 30 days without any communication then employer can initiate appropriate action complying with the service rules regulations.
- 5.2.10. Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor on the rolls of CRH or from the nearest Government Hospital/PHC. Such medical certificate shall be accepted subject to approval by the MS, CRH. The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved by the medical Board. The Medical Board is empowered to make appropriate enquiries or medical examinations of the employee before giving its recommendation. The Decision of the Medical board shall be final and binding. The employee on leave on medical grounds for more than seven days shall produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.
- 5.2.11. Except in the case of casual leave, intervening second Saturdays/Sundays and Holidays will be counted as part of leave. However, PL/EL can be suffixed or prefixed to Saturdays/Sundays or to any National Holidays. In the event, the employee is not joining after the leave, the Weekly Off and National Holidays will be counted as leave.
- 5.2.12. Once availed, the leave cannot be converted into any other type of leave.
- 5.2.13. Other than Casual Leave, no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned in the attendance register. Also, a noting sheet/email shall be forwarded to HOD/HR department separately for IN and OUT time.
- 5.2.14. For new joiners leave shall be credited on pro-rata basis from the date of joining.

### 5.3. Types of Leave

Employees are entitled for the following types of leave:

- Casual Leave.
- Special Casual Leave.
- Earned Leave.
- Vacation Leave.
- Half Pay Leave.
- Maternity Leave.
- Paternity Leave.
- Study Leave.
- Sabbatical Leave.
- Clinical Duty Leave.
- Compensatory Leave.
- On Duty Leave

#### 5.3.1. Casual Leave

- (a) An employee shall be entitled to 12 days casual leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
- (b) Casual Leave shall not be combined with any other type of leave except compensatory leave
- (c) Casual leave may be taken up to maximum of **six** working days exclusive of Sundays/Holidays. In case an employee exceeds six days, then the whole period of absence shall be treated as EL.
- (d) Casual Leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.
- (e) Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.

#### 5.3.2. Special Casual Leave

Special Casual leave: Special Casual leave not exceeding 10 days in a calendar year may be granted to Teaching and Non-Teaching faculty members for following:-

- (a) To attend professional Conferences/Seminars on behalf of the University, or with the permission of the University;
- (b) To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/Institutions;
- (c) To Deliver Lectures in Institutions and Universities at the invitation of such Institutions or Universities, received by the University and accepted by the Vice Chancellor/HOIs.

- (d) Participating in delegation or working on a committee appointed by the Government of India, Sikkim Government, the University Grants Commission/AICTE/MCI etc. a sister University or any other academic body; and
- (e) Performing any other duty of the University and approved by VC/HOIs.

- 5.3.2.1. Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the calendar year.
- 5.3.2.2. Special Casual Leave shall not be combined with any other form of leave.
- 5.3.2.3. Special Casual Leave shall be availed subject to prior submission of relevant documents and special sanction from the Head of Institution.
- 5.3.2.4. While applying for Special Casual Leave the applicant shall furnish the Invitation Letter/Examination Admit Card and on return, the to & fro journey ticket (via shortest route) and conference report.
- 5.3.2.5. Journey period will form part of Special Casual Leave. The number of days of Special Casual Leave including journey period will be approved by HOI before the faculty member proceeds on Special Casual Leave.
- 5.3.2.6. Failing to submit the necessary documents on return, as mentioned above, within 15 days of return, the leave including journey period shall be converted to Earned Leave or LOP Leave.
- 5.3.2.7. Special Casual Leave for conferences, shall ordinarily be sanctioned for faculty members presenting papers during the conference.
- 5.3.2.8. Faculty Members invited for guest lectures shall take due approval from HOI for availing special casual leave.

### **5.3.3. Earned Leave:**

- 5.3.3.1. Earned Leave entitlement per calendar year shall be as under:-
  - a. 30 Days in case of Non-Teaching Staff.
  - b. 30 Days in case of Teaching Staff of SMIMS and SMCOP
  - c. 20 Days in case of Teaching Staff of SMIT, SMCON & Humanities
- 5.3.3.2. Entitlement of Earned leave shall be calculated on monthly basis. However it will be credited biannually for six months in advance, in two instalments of 15/10 days each on the first day of January and first day of July of every calendar year. In case an employee leaving/retiring during the year and has availed the earned leave more than that entitled on pro rata basis, it will be adjusted (financial adjustment) at the time of retirement/relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.

- 5.3.3.3. Employees on probation are entitled to Earned Leave.
- 5.3.3.4. Earned Leave may be accumulated up to maximum of 90 days.
- 5.3.3.5. An employee wishing to avail earned leave must apply for the same in advance. It should be for a minimum of four days at a time.
- 5.3.3.6. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
- 5.3.3.7. Application should be made to the appropriate authority through proper channel at least seven days in advance on the prescribed form.
- 5.3.3.8. An employee may proceed on leave pending retirement for a maximum period of up to 60 days provided he has that many days EL to his credit, on prior approval of competent authority.
- 5.3.3.9. If an employee has exhausted all the leaves barring EL then the employee can avail EL less than 4 days on special approval from HOI.
- 5.3.3.10. Encashment of Earned Leave:**
- (a) All employees who have completed their period of probation and have been confirmed in service may encash 30 days earned leave provided they have more than 60 days of Earned Leave to their credit after encashment, once in a block of two calendar years.
  - (b) For the purpose of encashment, each block period shall be reckoned to end with even number of English calendar (e.g. Jan 1993 to Dec 1994, Jan 1995 to Dec 1996; and so on).
  - (c) Employees shall be entitled for payment towards earned leave as per balance available in their credit at the time of retirement/superannuation/resignation or termination from employment. The total encashment of leave over the entire service of an employee shall be limited to 90 days.
  - (d) The accumulated leave of the employee who dies while in service may be allowed to be settled along with final settlement and same shall be paid to his/her legal heirs or nominees as nominated by the employee. The claim for earned leave is restricted to a maximum of 90 days.
  - (e) Those employees who un-authorizedly absent themselves from duty or are under suspension are not entitled to apply for encashment of earned leave during the period of such unauthorized absence or suspension.
  - (f) Application for encashment of earned leave should be made to the management through proper channel/HR department at least 15 days in advance. The Encashment of Earned Leave is based on base wage reckoned for statutory compliances.

#### 5.3.4. Vacation Leave:

- 5.3.4.1. Vacation Leave is admissible only to teaching faculty of SMIT, Department of Arts & Humanities, MHA and SMCON as per entitlement given below:
- a. Teaching Faculty - 30 days
  - b. Non- Teaching including Head of Institutes - NIL
- 5.3.4.2. Vacation leave shall be availed by the entitled Teaching faculty only during the semester end vacations for students. The exact dates of vacation period will be announced by the HOIs in advance.
- 5.3.4.3. Faculty members would be required to avail the Vacation Leave during the declared vacation. Where a faculty member has not been permitted by the HOI to avail vacation leave due to him/her, the unavailed Vacation Leave will be converted into EL in the ratio of 3:1.
- 5.3.4.4. Vacation leave shall be controlled and granted by the HOIs in a manner as to ensure that no department remains fully closed at any time and at least one senior faculty is available at a time. In general 50% of the staff shall avail vacation leave in each of the two spells of vacation in the College/Institute.
- 5.3.4.5. Clerical/Non-teaching staff i.e. Lab Assistant, Lab Technician, Attender, Cleaner etc. serving in vacation department will not be entitled for vacation leave.
- 5.3.4.6. Vacation department is a department where vacations are permitted on regular basis. The Teaching Faculty of the vacation department may be permitted to be absent from duty during the whole or the part of vacation leave.
- 5.3.4.7. Vacation leave will be permitted only if a faculty has put in a total of 12 months overall physical service in any department and a minimum of six months physical service in the vacation department.
- 5.3.4.8. A member of the staff holding any appointment in non-vacation department will not be deemed to be employed in a vacation department, even though he may hold an additional appointment there.
- 5.3.4.9. When a faculty/teaching staff is transferred from a vacation department, to a non-vacation department his period of service in the former will be considered to have terminated with effect from the date of the last vacation of the department.
- 5.3.4.10. A member of the faculty/teaching staff serving in a vacation department shall normally be expected to avail himself/herself of the vacation leave, unless he/she has been required by general or special order of an appropriate authority, to forego his/her vacation, or a part thereof.
- 5.3.4.11. Vacation Leave cannot be availed in parts during the same vacation except when exigencies of service demand.

- 5.3.4.12. If a faculty/teaching staff working in the vacation department avails vacation leave, he/she should be on duty on the last working day before vacation leave and the first working day on reopening. Otherwise, the total period of absence shall be treated as earned leave or in case no earned leave is due, by enforcing loss of pay leave.
- 5.3.4.13. If a faculty/teaching staff entitled to vacation leave is not permitted to avail the same, by the administration due to some exigency of service the unavailed Vacation Leave will be converted into earned leave in the ratio of 3:1.
- 5.3.4.14. Vacation leave cannot be combined with earned leave. However, the HOI may permit such combination on merits of the case with prior concurrence of HR Department.
- 5.3.4.15. Grant of vacation leave is subject to the condition that the department will continue to function if necessary, during the vacation. Before the commencement of the vacation, the Heads of the Vacation Departments shall submit to the HOI, a proposal indicating the persons in each department who would avail the vacation leave either in full or in part and the persons staying back to ensure functioning of the department during vacation.
- 5.3.4.16. No advance vacation leave is permitted/allowed.
- 5.3.5. Half-Pay Leave:**
- 5.3.5.1. A regular/probation employee shall be entitled to 20 half pay leave for each completed year of service. However from beginning of second year of service, half pay leave if not availed in a calendar year, or balance half pay leave, shall be converted into commuted leave in the following year in the ratio of 2:1.
- 5.3.5.2. Half pay leave and commuted leave shall be granted for medical/academic purposes only.
- 5.3.5.3. Employees applying for such leave on medical grounds should produce a medical certificate from a doctor on the rolls of CRH or from nearest Govt. Hospital/PHC. Such medical certificate shall be accepted subject to approval by the MS CRH or medical practitioner at SMIT.
- 5.3.5.4. Employees when rejoining their duty after availing such leave for more than seven days shall have to produce a medical fitness certificate stating that they are fit to resume duties.
- 5.3.5.5. The maximum commuted leave that may be granted at a time shall be 120 full days. If commuted leave is combined with the earned leave, the total period shall not exceed 300 days.
- 5.3.5.6. If an employee on commuted leave resigns from service or is 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 from his/her dues/benefits. However no such recovery may

be made if the retirement is by reason of ill health rendering the employee unfit for further service, or in the event of his/her death.

5.3.5.7. During half pay leave, half the salary drawn prior to proceeding on such leave shall be admissible.

5.3.5.8. Half pay leave has to be availed during service and cannot be encashed.

### **5.3.6. Maternity Leave**

5.3.6.1. Maternity Leave is admissible only to women employees employed either on contract/probation/confirmation directly by the University or any of the constituent units of the University. A woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less than 80 days during the twelve months, immediately preceding the date of her expected delivery, in the SMU, or its constituent units.

5.3.6.2. Maternity benefit is granted up to two living children. Under the MB Amendment Act, this benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery). Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.

5.3.6.3. The maximum period of entitlement for maternity leave shall be 26 weeks with full pay, of which not more than 45 days shall precede the date of expected delivery.

5.3.6.4. In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.

5.3.6.5. In case of miscarriage or medical termination of pregnancy after seven months, a woman employee on production of prescribed proof shall be entitled to 90 days leave or less than that, depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant, following the day of miscarriage or medical termination of pregnancy)

5.3.6.6. However any Maternity Leave consumed as per Maternity Benefit Act shall be adjusted against the leave entitlement of 90 days.



- 5.3.6.7. A woman employee with fewer than two surviving children on valid adoption of a child below the age of one year may be granted child adoption leave for a period of 90 days immediately after the date of valid adoption.
- 5.3.6.8. Intimation to the HOD and the HOI must be done at least one month before availing maternity leave.
- 5.3.6.9. Medical certificate mentioning the expected date of delivery shall be submitted to HOI for availing of the maternity leave.
- 5.3.6.10. Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

### **5.3.7. Paternity Leave**

- 5.3.7.1. Paternity leave is entitled to married male employees for a maximum period of 15 days and can be availed 10 days before or up to three months after child birth, provided the limit is up to two surviving children.
- 5.3.7.2. Paternity leave cannot be combined with any other form of leave.

### **5.3.8. Study Leave**

- 5.3.8.1. Study leave rules will apply to teaching faculty including librarian and physical training instructor. Study leave is not applicable to Non-Teaching staff. Study leave will be granted by the Director SMIT and Dean SMIMS duly approved by VC on the recommendations of the Head of the Department concerned.
- 5.3.8.2. Study Leave will ordinarily be granted for acquiring higher degree and hence it should be not be less than one year. However, Study leave for six months may be granted to those faculty Members who have completed three years of service in the institute and are registered under part time category for Ph.D programme in other institutes/ University to complete the course work/other mandatory requirement of the Institute/University where they are admitted. The leave shall not be granted for more than three years in one spell. Study Leave shall not be granted to a faculty member who is due to superannuate within five years of the date, on which he/she is expected to return to duty after the expiry of the study leave. In case of faculty availing study leave for less than one year duration, he/she will be granted LOP leave.
- 5.3.8.3. Study Leave may be granted not more than twice during ones career. However under no circumstances, shall the maximum period of Study Leave admissible during the entire service exceed five years. Study leave may be granted more than once provided that, not less than five years have elapsed after the Faculty Member returned to the duty on Completion of earlier spell of Study Leave. For subsequent spell of Study Leave, the faculty Member shall indicate the work done during the period of earlier study leave, as also details of work to be done during the proposed spell of study Leave.

- 5.3.8.4. Study Leave cannot be combined with any other type of leave (other than CL) for which the Faculty Members are eligible. Faculty Members should apply through the Head of the Department to the HOI for such Study Leave.
- 5.3.8.5. The study leave will be counted as service for seniority and for the purpose of granting increment, and for pension/contributory provident fund, GMC/GTLI provided that, the Faculty Member re-join the University/Institute on expiry of his/her Study Leave, and serve for the period for which the bond has been executed.
- 5.3.8.6. At any time not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted within existing staff.
- 5.3.8.7. Faculty Member granted study leave shall on his /her return and re-joining the service of the institute /University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. Faculty members are not entitled to receive arrears or increments.
- 5.3.8.8. Study leave granted to the faculty members shall be deemed to be cancelled in case it is not availed within 12 months of its sanction.
- 5.3.8.9. Temporary/Part time faculty members shall not be eligible for study leave. Probationary faculty members shall not be eligible for study leave, however, the HOI under his discretion will take special approval if there is urgent need for upgradation of education for any such faculty.
- 5.3.8.10. The faculty member on study leave shall submit to the Director/Dean/Principal of the Institute/Registrar in case of University, six-monthly reports of progress in his/her studies from his/her/supervisor or Head of the Department/Institution. This report shall reach the Director/Dean/Principal/Registrar, within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- 5.3.8.11. The faculty member on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monogram/academic paper produced during the period of study Leave shall be put in the public domain, preferably on the website of the Institution/University.
- 5.3.8.12. Remuneration during Study Leave:**
- a. **Study Leave with full salary:**
- i. SMIT: Permanent Faculty Members of Engineering, Science and Management should have cleared International/National Level competitive exams such as GATE for engineering, and received admission notice for M.Tech or Ph.D from Institutes permitted by AICTE for conduct of QIP. Faculty of Science and Management should also clear International/national level tests and qualify for Ph.D in universities/Institutes of International and national repute. In this case the faculty proceeding for Ph.D in

universities, should have minimum five years of Regular service, and will be permitted three years Study Leave. Faculty proceeding for M.Tech/ Post-Graduation should have minimum three years of Regular Service. In case of M.Tech/Post Graduation the HOI may in special cases, waive off the Service Requirement of three years, with the permission of the Vice Chancellor. This process would also be applicable for proceeding higher studies to Universities within the Manipal Group. Such faculty Members shall be eligible to draw their fixed salary (Category A as per PMS) would have accrued to them had they not proceeded on Study Leave , of which 75% would be paid monthly, and 25% retained to be paid later in equal instalments during bond period on re-joining duty after study leave ,subject to the condition that they execute a bond in the form prescribed, undertaking to serve the institute/University for a continued period of 5 years for 3 years leave and 3 years for 2 years leave, and for twice the period of Study Leave less than two years duration, which is to be calculated from the date of resuming duty after expiry of their Study Leave. This bond amount would be equivalent to the total amount that would be received by the faculty member during the study leave with 10% interest. Those who do not serve the Institute/ University for the required bond Period, will be required to pay back the bond amount on pro rata basis, for the remaining period of the Service Bond.

- ii. SMIMS: Medical Faculty having cleared National/International competitive exam for Post-Graduation/Ph.D will be eligible under this category.
- iii. Nursing and Physiotherapy: Nursing and Physiotherapy faculty members pursuing for Post-Graduation/Ph.D will be eligible for full salary who have cleared entrance test conducted by Govt/Autonomous/reputed Universities/Institutes, take admission in reputed Institutions (e.g AIIMS, CMC Vellore, PGI Chandigarh etc.) either through entrance test or directly and take admission in any Manipal Group Institutes.

**b. Study leave with Stipend:**

Faculty members who have not appeared or failed to qualify International/National tests for higher studies but have arranged admission offers from Universities/Institutes (approved by UGC/Regulatory Authorities) of their own choice shall be granted leave to pursue higher studies except for full salary. However, the higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the Institute/University. They will not be eligible to draw their fixed salary(CTC) but will be eligible for a stipend equivalent to 50% of their fixed salary( CTC) (category A as per PMS) that would have accrued to them had they not proceeded on Study Leave, of which 75% would be paid monthly and 25% retained to be paid later in equal instalments during bond period on re-joining duty after study leave ,subject to the condition that they execute a bond in the form prescribed ,undertaking to serve the Institute /University for a continues period of 5 years for 3 years leave and 3 years for 2 years leave ,and twice the period of Study Leave less than two years duration, which is to be calculated from the date of their resuming duty after expiry of the Study Leave. This bond Amount would be equivalent to the total amount that would be received by the faculty member during the study Leave with

10% interest. Those who do not serve the Institute/University for the required Bond Period, will be required to pay back the Bond Amount on pro rata basis for the remaining period of the service bond.

- c. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization 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 honorarium or any other form assistance, other than regular employment in an Institution either in India or abroad, provided that the Director/Dean of his/ her parent Institution may, if they so desire, 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 his/her employer.

**d. Study leave on LOP**

Faculty members who are not sponsored in the above two categories, and who want to go for higher studies/training on their own, may be granted permission. The employee who is permitted shall complete No Dues Clearance and avail the benefits of Full and Final Settlement by submitting resignation. However, upon completion of higher training/education he/she can approach for re-appointment if vacancy arises meeting their qualification.

- e. A faculty member who is unable to complete his/her studies within the period of Study Leave granted to him/her OR who fails to re-join the service of the University on expiry of his/her Study Leave OR who re-joins the service of the University but leaves the service without completing the prescribed period of service after re-joining the service OR who within the said period is dismissed or removed from the service by the University shall be liable to pay back the amount of leave salary and allowances and other expenditure incurred on the Faculty Member or paid to him/her or on his/her behalf in connection with the course of study.

**Exception:**

Notwithstanding the above, the governing council may order that nothing in these guidelines shall apply to Faculty Member who within three years of return to duty from Study Leave is permitted to retire from service on medical grounds, provided further that the Governing Council may, in other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

**5.3.9. Sabbatical Leave**

- 5.3.9.1. Permanent, whole-time faculty member of the University who have completed five years of service as Reader/Associate Professor or Professor may be granted Sabbatical Leave to undertake Academic Pursuit/Post-Doctoral work/Research Fellowship/Writing books and such other professional pursuits solely for increasing their proficiency and usefulness to the University and higher education.

- 5.3.9.2. The duration of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.
- 5.3.9.3. A faculty member, who has availed study leave, shall not be entitled to the Sabbatical Leave. However, if the period of study leave availed by an individual is less than two years, the remaining period may be allowed as sabbatical leave.
- 5.3.9.4. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty's return from previous study/sabbatical leave.
- 5.3.9.5. A faculty member on Sabbatical Leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may however, be allowed to accept a fellowship or a research assignment with honorarium or any other form of assistance, other than regular employment in an Institution of advanced studies, provided that in such cases the Executive Committee may, if it so desires, sanction Sabbatical Leave on reduced pay and allowances.
- 5.3.9.6. During the period of Sabbatical Leave, the faculty members 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 faculty rejoins the University on the expiry of his/her leave.
- 5.3.9.7. Faculty members desirous of availing this leave shall have to furnish a service bond for a period equal to the duration of the leave period. The amount of bond will be equivalent to the emoluments applicable to the leave period.
- 5.3.9.8. The total number of faculty members on study leave and sabbatical Leave in a Dept. shall not exceed 10% of faculty member of the department.
- 5.3.9.9. Upon completion of sabbatical leave the employee shall submit all the details of academic advancement. Failing to produce all the material evidence, the amount/salary paid during sabbatical leave shall be recovered.
- 5.3.9.10. During sabbatical leave Basic Pay and AGP will be paid during the period of leave.
- 5.3.9.11. Faculty member on Sabbatical leave may be permitted to hold the staff quarter allotted to him/her at the discretion of SMU subject to availability and payment of rent and other allied charges.

### **5.3.10. Clinical Duty Leave**

- 5.3.10.1. Faculty from Clinical Department are entitled to avail 10 days of clinical duty leave per calendar year.
- 5.3.10.2. Clinical Duty Leave can be taken for minimum 1 day and maximum 5 days.
- 5.3.10.3. Clinical Duty Leave shall not be combined with any other leave.

5.3.10.4. Clinical Duty Leave shall be credited bi- annually i.e. end of June and end of December of every calendar year. Clinical Duty Leave if not availed in the first six months will lapse and shall not be carried forward to the next year.

5.3.10.5. Intervening Saturday and Sunday shall be included while sanctioning of clinical duty leave. Clinical leave can either be suffixed or prefixed to weekly holiday but not both suffix and prefix.

### **5.3.11. Compensatory Leave**

5.3.11.1. Compensatory Leave is entitled for both regular and contractual appointment made by of the University when duty is performed on instruction of HOI on Sunday and University holiday for full duty hours. For this a record of duty performed shall be kept by the controlling officer. Working merely for an extra hour or two on a working day, or working on Sunday/holiday to clear own back log of work will not entitle an individual to compensatory leave.

5.3.11.2. Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the Head of Institution. The same is approved upon verification of Punch record or Attendance Register.

5.3.11.3. Compensatory Leave shall not be credited for more than two days per month.

5.3.11.4. Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non-working day. If the employees are not allowed to take the compensatory leave within 30 days it may be permitted to be availed in the period of next 30 days, subject to approval of Head of the Institution.

5.3.11.5. In case of drivers performing duty on Sunday/Weekly Off/Holiday, leave will be admissible as under:-

a. Working hours less than 4 hours but more than 3 hours -  $\frac{1}{2}$  day of compensatory leave.

b. Working hours more than 4 hours & less than 8 hours - one day compensatory leave

5.3.11.6. The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse.

5.3.11.7. Compensatory Leave shall not be combined with any other form of leave.

### **5.3.12. On Duty Leave**

5.3.12.1. On Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.

5.3.12.2. Employees are required to mention the reasons of On Duty Application at the time of submission of the application to the Head of the Institution, duly recommended by the HOD.

### **5.3.13. Leave during Notice Period**

- 5.3.13.1. No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave other than Casual Leave is granted during the Notice Period, then relieving period shall be extended by the same number of days. However they may be permitted to adjust up to forty five (45) days of leave at credit towards notice period.
- 5.3.13.2. Employees who are served with a notice of termination of service are allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service. However, such employees are required to report for duty on the last day of the notice of termination of service to be properly relieved. The leaves are considered and included for serving notice period.
- 5.3.13.3. Employees whose services are terminated on ground of ill health will be permitted to take all the accumulated leave due before they are relieved from their service.

### **5.3.14. Loss of Pay**

- 5.3.14.1. Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.
- 5.3.14.2. The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 30 days, on genuine grounds.
- 5.3.14.3. Leave on loss of pay shall be excluded for the computation of service of the employee

### **5.3.15. Leave Rules for DNB Candidates (NBE Rules)**

- 5.3.15.1. A DNB Student shall be entitled for 20 days Earned Leave in a calendar year.
- 5.3.15.2. Female DNB Students shall be permitted Maternity leave as per the Maternity Benefit Act.
- 5.3.15.3. Paternity leave of One week shall be allowed to male candidates, subject to University Paternity Leave Rules.
- 5.3.15.4. No kind of study leave shall be permissible to these students. However, they shall be allowed Academic Leave of 14 days across the three years training program to attend Conferences/Seminars only.
- 5.3.15.5. Leave of one year shall not be carried forward to the next year, however, in exceptional cases like prolonged illness or any meritorious grounds, the leave across the training program shall be clubbed together. Any other leave other than the above shall not be permissible and shall lead to the extension of the course after prior approval of the Board. The Institute shall abide by the Board Guidelines issued from time to time in this regard.

### **5.3.16. Leave Rules for Junior Residents/Tutors (Mbbs)**

- 5.3.16.1. Junior Residents (Non Academics) shall be eligible for 30 days of Residency leave in a calendar year, which will be credited at the commencement of every month at the rate of 2 ½ (two and half) days per month.
- 5.3.16.2. Residency leave can be taken for a maximum period of Ten working days at a time exclusive of Sundays and holidays. No leave shall be permitted to be availed beyond this limit.
- 5.3.16.3. Residency leave shall not be combined with any other leave.
- 5.3.16.4. Residency leave not applied for or availed by the JR during the calendar year shall lapse at the end of the calendar year.
- 5.3.16.5. Intervening Sundays and closed holiday will not be counted while sanctioning residency leave.
- 5.3.16.6. Junior Residents (Academics) shall be eligible for 30 days of residency leave in the first year and 36 in second and third year.
- 5.3.16.7. Female and Male JR. (Academics) shall be entitled to maternity leave of 26 weeks and paternity leave of 15 days respectively as per rules.
- 5.3.16.8. The number of days taken for Maternity/Paternity Leave by JR. (Academics) shall not count towards attendance required for appearing in examination.
- 5.3.16.9. No other leave shall be admissible.

### **5.3.17. Leave Rules for Senior Resident-II/Senior Medical Officer:**

- 5.3.17.1. Senior Resident-II/Senior Medical Officer shall be entitled to 12 days Casual Leave.
- 5.3.17.2. They shall be entitled to 20 days Sick Leave on half pay after completion of one year of service.
- 5.3.17.3. They shall be entitled to 30 days of Earned Leave. They shall also be entitled to 26 weeks of Maternity Leave / 15 days of Paternity Leave as applicable, as per rules.
- 5.3.17.4. The Leave guidelines and crediting shall be as per General Leave Guidelines of respective leave.

### **5.3.18. Leave Rules for Contract Employees:**

- 5.3.18.1. Employees taken on full time contract on the rolls of SMU/SMIT/SMIMS/CRH for a minimum of 1 year shall ordinarily be eligible for 12 days casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible to the leave as stated in the Appointment Order. On extension of contract these employees will be eligible for the same leaves as of first year.



### **5.3.19. Leave Rules for Employees on Deputation/Transfer from Manipal Group**

- 5.3.19.1. Employees transferred or deputed from Manipal Group Institutions to serve SMU and its constituent business units shall be covered under the leave policy of SMU applicable for employees on probation/confirmation.
- 5.3.19.2. The employees transferred from Manipal Group Institutions shall be eligible for transfer of their leave balance from their parent Institutions.
- 5.3.19.3. The HR Department must credit the carried leave balance to the employees account.
- 5.3.19.4. In case of leave encashment the earned leave transferred from the deputed institute will not be entitled for encashment. Only EL at SMU will be entitled for encashment.

### **5.3.20. Miscellaneous**

- 5.3.20.1. Employees who proceed on leave must provide in the leave application their contact address including Telephone, Mobile and Email Id, if available.
- 5.3.20.2. Leave granted in accordance with these rules, other than leave on loss of pay, is treated as if the employees had been on duty during such leave period and it is included for the purpose of determining the period of service of the employee.
- 5.3.20.3. The HR office of the University/Institution is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.

### **5.3.21. Leave Applicable to Employees appointed under Post Retirement Engagement Policy**

Any employee who continues to be employed or newly appointed after 58 years of age for Non-Teaching staff and 65 years of age for Teaching staff of SMIT/ University Departments & 70 years for SMIMS are deemed to be under Post Retirement Engagement Policy.

The Paid leave entitlement for these category of employees are given below

- 5.3.21.1. 24 days of paid leave in a calendar year will be credited at the beginning of the calendar year. However, in case of employees joining in the middle of the calendar year, pro-rata leave shall be credited.
- 5.3.21.2. In case of termination of contract due to any reasons, the excess leaves availed if any will be recovered.
- 5.3.21.3. Un-availed leave cannot be carried forward to the next calendar year.
- 5.3.21.4. Paid leave at credit can be availed without any upper limit subject to approval from the respective approving authority.
- 5.3.21.5. Encashment of un-availed leave is not permitted.

## CHAPTER 6: MEDICAL BENEFITS

### 6.1. Group Medclaim Policy: SMU & its Constituent Units

1. The Group Medclaim Policy (GMC) for each year shall be obtained from the corporate office upon discussion with stakeholders of the whole group
2. The Insurance Coverage shall remain to be continued for the Permanent Employees, Spouse and two dependent children below 21 years of age. If the child is pursuing higher studies, then the upper age limit is relaxed up to 24 years.
3. The eligibility of sum insured / limit for employees will be based on the level / grade. Cadre as detailed below.

#### A. Teaching & Associate Teaching Cadre

Designation	Sum Insured
Professor / Associate Professor/Equivalent designation/ Associate Dean/ Associate Dean	5,00,000
Assistant Professor/Assistant Professor I/ Senior Resident I / Equivalent Designation.	3,00,000
Assistant Professor II, Lecturer/ Asst Lecturer/ Sr Resident (MBBS) / Jr Resident- Non Academic/ Medical Officer/ Tutor/ Demonstrator/ Equivalent Designation.	2,00,000

#### B. Non - Teaching Cadre

Non- Teaching Staff ( Category B C D ) employees	1,00,000
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#### C. Administrative Cadre

President / Pro Chancellor/ Vice Chancellor/ Pro Vice Chancellor/ Dean/ Registrar/ Director/ MS/ equivalent designation.	7,50,000
Executive Director/ Controller of Exams/ Additional Director/ Addl. Controller of Exams/ Dy Director / Dy Registrar/ Manager/ Head ( HR/ Projects/ Administration/ General Services)/ Finance / Sr Finance Officer/ Finance Officer/ equivalent designation.	5,00,000
Assistant Director/ Assistant registrar Assistant Controller of Exams/equivalent designation.	3,00,000

- Premium sharing Matrix: - 50% premium will be paid by the University and 50% by the employee by way of deduction spread over the length over the length of duration. **The premium sharing matrix will be as per the changes in the group policy from time to time.**
- Parental Coverage: - Employees have an option either to cover parents/ parents in law subject to maximum two members by paying 100% premium amount based on the age. The premium matrix will be as per the changes in the group policy from time to time.

## 6.2. GTLI/GPAI Policy

- 6.2.1. GTLI cover being extended to employees of the Group is among various staff welfare measures and mandatory for all employees up to the age of 69 yrs.
- 6.2.2. The GTLI cover has been enhanced for all universities of the Group and the same has to be followed for employees of SMU.

SUM ASSURED LIMITS		
Rs. 2.00 Crore	Rs. 0.50 Crore	Rs. 0.10 Crore
Vice Chancellor & Registrar	All Teaching Staff (Including HOI, HOD, Director & Dean) and MEs and above	All Non-teaching staff and other supporting staff.

- 6.2.3. GTLI and GPAI Premium Sharing Matrix between Employee and Employer (Excluding Service Tax) will be as per the changes in the policy from time to time.

## 6.3. Medicare Scheme for SMU Employees

- 6.3.1. CRH had been providing medical support to SMU employees on no profit no loss basis through use of Medicare scheme.
- 6.3.2. As a consequence, the cost of concessions extended to staff and family members of SMU (Less been met out of operating cost incurring substantial to CRH.)

Gross( Rs)	Monthly Premium	Monthly Premium
	Single	With Family( Spouse and up to two dependent Children
Up to 15000	Rs 50	Rs 100
15,000-30,000	Rs 75	Rs 150
30,000- 60,000	Rs 100	Rs 200
Above 60,000	Rs 125	Rs 250

### 6.3.1. Medical Benefits

#### 1. In Patients Benefit

##### a. Free Bed Charge

Gross Salary	Type of Ward
Up to 15000	General Ward
15000-30,000	Semi Private Ward
30,000 -60,000	Semi Deluxe Room
Above 60,000	Deluxe Room

##### b. Free Consultation

##### c. Concession on Diagnostic/ Therapeutic procedure

##### d. Free Maternity benefit up to two deliveries (If enrolled under family plan)

Note: - Diet and consumables including cost of medicine will be borne by the employee as hitherto fore.

#### 2. Out Patients Benefit

##### a. Free Consultation.

##### b. Free Medical Checkup for issuance of medical certificate.

##### c. Free routine Laboratory Investigation (HB, TLC, DLC, Sugar, and Urine RE/ME).

##### d. ECG.

##### e. Minor Dressing.

#### 3. Concession On Diagnostic/ Therapeutic Procedure - 40% Discount.

##### a. Operative Procedures.

##### b. All other Laboratory and Radiological Investigation.

##### c. CT/MRI scan.

##### d. Super Specialist procedure (excluding consumables and cost of medicines which will be borne by employees as hitherto fore.

#### 4. Medicines/Consumables

10 percent discount on medicine purchased from CRH Pharmacy against recommended treatment.

### 6.3.2. MEDICARE FOR SMU STUDENTS:

6.3.2.1. Presently students are paying Rs 750/- per head.

6.3.2.2. The Medicare benefits shall include the following towards Medicare provided by CRH. Rate will be applicable at par with general ward charges for student sick room.

**1. In Patients Benefit**

- a. Free bed charge in students ward. (In case of non-availability, General Ward will be allotted). In case a student opts for private room, the differential bed charge only to be borne by him/her.
- b. Free Consultation.
- c. Concession on Diagnostic/Therapeutic procedures.
- d. Free Maternity benefits for married students only.

NOTE: Diet and consumables including cost of medicine will be borne by the students as hitherto fore

**2. Out Patient Benefit**

- a. Free consultation.
- b. Free medical checkup for issuance of medical certificates.
- c. Free routine Laboratory Investigations( HB, TLC, DLC, Sugar, Urine RE/ME, Stool RE/ME)
- d. ECG.
- e. Minor dressing
- f. Minor dental procedures.

**3. Concession on Diagnostics/Therapeutic Procedure at discount of**

- a. Operative Procedures- 40% ( excluding consumables)
- b. All other Laboratory and Radiological Investigation- 40%
- c. CT/MRI scan- 20%.
- d. Super specialist procedures- 40% (excluding consumables and cost of medicines which will be borne by students as hitherto fore.

**4. Medicines/Consumables**

- a. 10 percent discount on medicine purchased from CRH Pharmacy against recommended treatment.

**5. Payment Module**

- a. Students will pay the applicable medical charges after above concession to their respective Institute.
- b. Payment to be done by respective Institutes to the CRH on receipt of bill.

## CHAPTER 7: WELFARE BENEFITS

### 7.1. Reimbursement of Children Education Allowance

The reimbursement of children Education Allowance is up to 75% of tuition fee, maintenance & development fee, subject to the ceiling of Rs. 5000/- per annum for all SMU employees irrespective of their pay scale.

### 7.2. Fee Concession for SMU Employees for SMU-DE Course.

7.2.1. SMU employees pursuing SMU DE courses will get 80% concession of fees. This provision shall also be applicable to their spouse and dependent children.

7.2.2. They shall pay full fees while applying and claim reimbursement of 80% of fees paid, from their respective units, upon completion of each semester upon furnishing relevant mark sheet and receipt.

### 7.3. Concession In Tuition Fees For Pursuing Courses Under SMU (Regular Courses)

7.3.1. All staff of SMU and its constituent units have been getting 50% concession on fees for pursuing different courses under various courses of SMU.

7.3.2. The employees/dependents of employees of Sikkim Manipal University and its constituents interested in joining as also, employees who are already pursuing Distance Learning Courses of SMU-DDE or regular courses at SMIMS or SMIT are required paying full course fee as applicable per semester to the respective courses.

7.3.3. The eligibility conditions and mode of application for the Scholarship have been detailed under procedure The Application form for the same can be obtained from the HR department. The filled in application forms have to be submitted to HR Department of the University and the same shall be decided on a case to case basis for at a time suitably decided upon by the University Management

## PROCEDURE

Requests for receiving scholarship from SMU to the extent of 50% on tuition fee payable for higher education course of Manipal Institutions will be accepted from the employees, their children and spouse at the University and considered for award of scholarship.

## Application of Eligibility

1. They should be a regular employee of the University having served a minimum of 2 (Two) years at SMU or any of the constituent Units of SMU on Contract / Probation / Confirmation, from their date of joining.
2. This scholarship is applicable to students pursuing Higher Education courses in any of the Manipal Institutions or under the Distance Education

Programs of SMU.

3. The Scholarship shall be applicable to the Employee, Spouse and two unmarried dependent children of the Employee successful continuation of the course is also mandatory. It is also to be noted that the candidate has to be dependent i.e. should have no source of income.
4. The Scholarship shall be applicable if the student is admitted through the competitive entrance exam under General Merit. Students admitted for courses under some reservation system shall not be eligible for the scholarship.
5. Students obtaining scholarship through some other means shall not be eligible for the scholarship through this mode.

#### **General Guidelines**

1. The Employee claiming scholarship shall be required to undertake to serve SMU or its Constituent Units for a minimum period, not less than the duration of their course, after the completion of the course. Failing this the University shall be liable to recover an amount equivalent to the scholarship provided to the Employee.
2. The Head of the Constituent Unit / Institution will have discretion to approve or disapprove the claim based upon their past performance and track record or impose such other conditions at the time of approving such claims.

#### **Application Procedure**

1. Those employee fulfilling the above criteria may submit the filled in application forms on behalf of their spouse and children.
2. The Applications are to be submitted to the Head of the Institution, where the employee is working, who shall authenticate the particulars mentioned and determine the merit of the employee for award of the scholarship claimed.
3. The completed form shall be sent to the HR and Finance Department for disbursement of the Scholarship.

#### **7.4. Fee Concession: Dependents of Employees Of Sikkim Manipal University**

- 7.4.1. The University has already extended fee concession of 50% of the tuition fees to every regular employee limited to 2 natural children pursuing education in any of the courses conducted by SMU.
- 7.4.2. Further, if the employee or the spouse pursuing the studies wishes either to discontinue the services or the studies they will be liable to pay the fees dues as per rules in force in one instalment. It may also happens that the employee may proceed on study leave during the study period of the spouse. In that case the repayment duration will be extended for the duration of study leave.

7.4.3. If the student fails in any of the semester/year and re-admits by paying fees, he/she shall not be entitled to get the benefits.

7.4.4. Students who are promoted to next semester with backlog, will not be eligible for scholarship in that academic year, till he/she clears all the subjects of previous years.

### 7.5. Special Duty Allowance for Drivers

7.5.1. Entitlement of Accommodation for overnight stay at Siliguri/other Places Rs. 750/- per day for office visit only.

7.5.2. Payment of DA to Drivers of Large Ambulances from CRH Tadong to Siliguri and back. The drivers of these ambulances will be given a special DA of Rs 300/- per day.

7.5.3. Payment of DA to Drivers for performance of Duty on Sunday/Off day/Holiday

1. For working more than 2 hours less than 6 hours - 1.5 times of half DA.
2. For working hours more than six hours - 1.5 times of full DA.

7.5.4. In case a driver desires compensatory leave instead of DA, the leave will be admissible

1. Working hours less than 3 and more than 4 hour - Day of compensatory leave.
2. Working hours more than 4 less than 8 hours - 1 Day compensatory leave

7.5.5. Working merely for an hour or two, on working days, do not entitle an individual to any compensation. However, in case the drivers are utilized for official duties beyond office hours, for a prolonged period, the HOIs may recommend payment of Extra Duty Allowance with details and time of performance of duty or compensatory off.

### 7.6. Uniform Allowance for Drivers

7.6.1. The drivers of Sikkim Manipal University and its constituent units are given a uniform allowance of Rs 2000 per annum. If the drivers fail to wear the uniform, their allowances shall be discontinued. The colour of the Uniform shall be communicated by the University every year.

### 7.7. School Children Vehicle Fare

7.7.1. It is a policy of the University to provide transport for school going children of its employees

Details of fare for Children School Vehicles are as under

Sl. No	Details of Vehicles	Destination	Rate per children per month
(a)	SMU Vehicle	SMU to Holy Cross School and back	Rs. 100.00
(b)	SMIT Vehicle	SMIT to Kendriya Vidyalaya, NHPC and back	Rs. 683.00
(c)	Hired Vehicle	SMIT to Kendriya Vidyalaya, NHPC and back	Rs. 2700.00
(d)	SMIT Vehicle	SMIT to Holy Cross School and back	Rs. 1669.00
(e)	SMIT Vehicle	9 <sup>th</sup> Mile to Holy Cross School and back	Rs. 1668.00



## CHAPTER 8: TRAVEL POLICY

### 8.1 Domestic Travel Policy

#### General

**8.1.1 Purpose.** In the course of Performance of their duty, employees at times are required to undertake travel on University work within the country. This policy outlines the procedure to be followed for official travel and claiming of travel related expenses.

**8.1.2. Scope:** This travel policy applies to all employees of SMU and its constituent units undertaking travel for official purposes at the expense of the organization. For purpose of this policy, all such officials shall be termed as travelers.

#### 8.1.3. Category of Officials Based on Designation and/or Basic Pay

8.1.3.1. For the purpose of this policy employees will be divided into the following three categories as under:-

- a. Teaching Cadre.
  - b. Non-Teaching Cadre.
    - c. Administrative Cadre
      - a. TEACHING AND ASSOCIATE TEACHING CADRE
        - i. Professor/Associate Professor/Equivalent Designation
        - ii. Assistant Professor /Assistant Professor I/Sr. Lecturer/Equivalent Designation.
        - iii. Assistant Professor II/ Lecturer/Asst Lecturer/Sr. Resident /Jr. Resident / Medical Officer/Tutor/Demonstrator/ Equivalent Designation.
      - b. NON TEACHING CADRE
        - i. Basic Pay Rs. 15,600/- and above or consolidated pay Rs.18, 000/- and above.
        - ii. Basic Pay Rs. 11,530/- and above up to Rs. 15,599/- or consolidated pay Rs. 15,000/- and above up to Rs. Rs. 17,999/- .
        - iii. Basic Pay Rs. 9,780/- and above up to Rs. 11529/- or Consolidated pay Rs. 12,000/- and above up to Rs. 14,999/-
        - iv. Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/- .
      - c. ADMINISTRATIVE CADRE
        - i. President/Pro Chancellor/Vice Chancellor/Pro Vice Chancellor.
        - ii. Registrar/Executive Director/Director/Dean/Controller of Exams/Additional Director/ Additional Registrar/Addl Controller of Exams/Dy Director/ Dy Registrar/Head (HR/Projects/General Services/Finance)/ Finance Officer/ Equivalent Designation.
        - iii. Associate Director/Associate Dean/Asst Registrar/Asst. Controller of Exams/Equivalent Designation.

#### 8.1.4. Travel Authorization:

8.1.4.1. **Authorization Process.** Every travel plan will require the approval of the Head of Institute (HOI) through proper channel in advance.

8.1.4.2. Following procedure will be adopted in this regard:-

- a. Proposing staff will take prior approval in writing from HOI indicating the purpose of the visit, date wise tour program and plan of activities and advance required as per SMU Travel Form- obtained from HR Department of the concerned units.
- b. Journey will commence only after approval by the competent authority.
- c. Competent authority will not sign any blanket/vague/flexible tour plan of any official.
- d. If there is a change in the tour program this will be brought on record for revised approval before commencement of the journey otherwise claimant is liable to forfeit his dues.
- e. Traveler must plan his/her journey well in advance to enable availing of optimum discount in booking air ticket.
- f. Staff entitled to travel by train will book the ticket well in advance and avoid booking by TATKAL involving unnecessary extra expenditure to the University.
- g. Once the travel is approved, the individual traveler/ employee shall furnish details of travel along with request for Airport/ Railway Station drop from concerned place to Bagdogra/NJP or vice versa 3 days in advance in specified format.
- h. Upon receipt of request from individual, the transport department shall consolidate the employees request who has to travel in any single day and accordingly they shall arrange transportation after optimizing the capacity based on need and comfort of the passengers.

#### 8.1.5. Entitlement of Daily Allowance, Mode and class of travel, accommodation and car rates of car mileage.

8.1.5.1. Daily Allowance (DA) will be admissible from the time of commencement of the Journey to the time of return to Headquarters upon completion of the itinerary. DA from headquarter will be reckoned on calendar day basis, i.e. from midnight 12 to mid-night 12.

8.1.5.2. DA will be reckoned from midnight hour as under:-

- |   |              |
|---|--------------|
| a. Absence not exceeding 5 hours                        | - Nil        |
| b. Absence exceeding 5 hours but not exceeding 12 hours | - 50% of DA  |
| c. Absence exceeding 12 hours                           | - 100% of DA |

8.1.5.3. DA is granted while on travel to defray the cost of meals, refreshments, restaurant and room tips, laundry charges and other incidental expenses. Therefore these expenses are not reimbursed separately.

8.1.5.4. Charges towards baggage handling, porter charges, official telephone calls etc. will be admissible and will be reimbursed if they are reasonable and supported by bills.

- 8.1.5.5. When costs of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee, registration fee for a conference) or otherwise borne by the Institution, the entitlement of DA will be restricted to 50%.
- 8.1.5.6. No DA is admissible on travel within a radius of 35 km of the University / Institution.
- 8.1.5.7. DA is not admissible during the period of leave during official itinerary.
- 8.1.5.8. A claim will be settled on the basis of information available on the date of admission of the claim for reimbursement. Revision of a claim for DA once admitted, is not permitted. Accordingly, no arrears of DA will be payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or a change in the scale of pay with retrospective effect.
- 8.1.5.9. Entitlement of DA, mode and class of travel, accommodation and rates of car mileage, for various categories of different cadres is given in the following Schedules:-

**SCHEDULES:**

**Entitlement of DA, Mode And Class Of Travel, Accommodation And Rates Of Car Mileage For Various Categories Of Different Cadre**

**A. TEACHING AND ASSOCIATE TEACHING CADRE**

Designation	Travel Class / Mode	Car Mileage /-Per KM	Rate of DA	Accommodation Tariff per day @
Professor / Associate Professor / Equivalent designation	Air (Economy) / Train - AC 2 Tier	Rest. 8/-	Rs 800/-	Up to Rs 4,000/-
Assistant Professor / Asst. Professor I / Sr. Lecturer / Equivalent designation	Train - AC 3 Tier	NA	Rs 650/-	Up to Rs 2,700/-
Assistant Professor II / Lecturer / Asst. Lecturer / Sr. Resident / Jr. Resident / Medical Officer / Tutor / Demonstrator / Equivalent designation	Train - AC 3 Tier	NA	Rs 550/-	Up to Rs 2,000/-

## B. NON-TEACHING CADRE

Designation	Travel Class / Mode	Rate of DA	Accommodation Tariff per day @
Basic Pay Rs. 15,000/- and above of consolidated pay Rs. 18,000/- and above	Train - AC 3 Tier	Rs 650/-	Up to Rs 2,000/-
Basic Pay Rs. 11,530/- and above up to Rs. 15,599/- or consolidated pay Rs. 15,000/- and above up to Rs. Rs. 17,999/-	Train - AC 3 Tier	Rs 550/-	Up to Rs 1,600/-
Basic Pay Rs. 9,780/- and above up to Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above up to Rs. 14,999/-	Train - AC 3 Tier	Rs 400/-	Up to Rs 1,300/-
Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/-	Train Sleeper	Rs. 350/-	Up to Rs. 1000/-

## C. ADMINISTRATIVE CADRE

Designation	Travel Class / Mode	Car Mileage /-Per KM	Rate of DA	Accommodation Tariff per day @
President/Pro Chancellor/ Vice Chancellor/Pro Vice Chancellor / # Non - official Members of the Board/ Committees of the University	Air / AC First Class	Actual	Rs 1,300/-	Actual*
Registrar/Executive Director/Director/Dean/Controller of Exams/Additional Director/ Additional Registrar/Addl Controller of Exams/ Dy Director/ Dy Registrar/Head (HR/Projects/General Services/Finance)/ Finance Officer/Equivalent Designation.	Air (Economy)/ Train -AC 2 Tier	Rs. 8/-	Rs 800/-	Up to Rs 4,000/-
Assistant Director/ Assistant Registrar/ Assistant Controller of Exams/ Equivalent designation.	Train - AC 3 Tier	NA	Rs 650/-	Up to Rs 2,000/-

\*Entitled to reimbursement of Rs. 1000/- per day towards local transportation and Rs. 3500/- per day towards accommodation in the absence of bills/receipts.

@50 % of accommodation tariff shown above if stay under own arrangements

# Members other than ex officio internal members

#### 8.1.6. PAYMENT OF DA TO ATTEND DUTIES AT SMU TADONG AND SMIT CAMPUS AT MAJHITAR

The Staff members of SMU Tadong & SMIT Majitar are required to travel frequently between these two campuses. The distance between these two campuses not being much, the traveler usually reverts to his headquarters the same day and there is hardly any case of overnight stay. Taking into account these factors, DA for office work in SMU/SMIT will be limited as under, and that too provided the absence from headquarter exceeds 5 hours. In case of official staying overnight and beyond, normal DA rates will be applicable:

- a. For employees drawing basic pay Rs. 12,000/- pm and above - Rs. 125/-
- b. For employees drawing basic pay less than Rs 12,000/- pm - Rs. 75/-

#### 8.1.7. PAYMENT TO DA TO DRIVERS OF LARGE AMBULANCES FROM CRH TADONG TO SILLIGURI AND BACK

The Large Ambulances go to Siliguri quite often and many times carry critical patients during night. As a special case, this journey from CRH Tadong to Siliguri and back, will be considered as of more than 12 hours, even if it falls short by one or two hours, and the drivers of these ambulances will be given a special DA of Rs. 300/- per day.

- Payment of DA to Drivers for Performance of Duty on Sunday/off day/Holiday. All Drivers of SMU and its constituent units who perform duty on Sunday/off day / holiday will be paid DA at the following rates:-
  - a. For working more than 3 hours less than Six hours 1.5 times of half DA.
  - b. For working hours more than Six hours 1.5 times of full DA.
- In case a driver desires compensatory leave instead of DA, the following leave will be admissible:-
  - a. Working hours more than 2 and less than 6 hours - ½ day of compensatory leave.
  - b. Working hours more than 4 hours 1 day compensatory leave.
- The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse.

#### 8.1.8. REIMBURSEMENT OF TRAVEL EXPENSES.

8.1.8.1. Reimbursement of travel expense including accommodation charges and DA are granted in accordance with the rules laid down by the Executive Committee/ Governing Council from time to time.

8.1.8.2. Subject to limits prescribed in the schedules above, reimbursement of travel expense shall cover the following:-

- a. Actual cost of ticket or fare paid for the journey.
- b. Accommodation charges, if any.
- c. DA.

- 8.1.8.3. An upgrade in the mode/ class of travel is permissible only when authorized by HOI.
- 8.1.8.4. The University reserves the right to arrange or prescribe accommodation of its choice for any class of employees while they are on authorized itinerary. The details of accommodation so prescribed will be notified by the University from time to time. When accommodation is not provided, actual room rent within the tariff range given in the above schedules is admissible subject to production of original hotel bills.
- 8.1.8.5. Air fare will be reimbursed only against production of air ticket and used boarding pass. In the case of all other modes of travel, claims are to be supported by original ticket (or photo copy of the ticket duly signed if ticket has been deposited at railway station by the traveler) for reimbursement.
- 8.1.8.6. Claim for reimbursement on travel between two places is regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes both from point of view of time and cost is not considerable, the fare for the route actually used may be admitted.
- 8.1.8.7. When an employee is required to cancel his journey, the difference between the fare actually paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation, may be reimbursed subject to the following conditions:-
- The cancellation of the journey is due to exigencies of Institutional work and the HOI has authorized such cancellation.
  - The cancellation has been made by the employee immediately after the necessity thereof arose, without loss of time so as to claim the maximum possible advantage of lower rates of cancellation charges.
- 8.1.9. **REIMBURSEMENT OF TAXI FARE FROM GANGTOK/MAJHITAR TO NJP/BAGDOGRA**
- 8.1.9.1. Traveler eligible for car mileage rates may travel by taxi and will be eligible for reimbursement of taxi fare as under:
- From Gangtok to NJP/Bagdogra or vice versa up to a maximum of Rs. 2800/- subject to submission of original money receipt.
  - From Majitar to NJP/Bagdogra or vice versa up to a maximum of Rs. 1800/- subject to submission of original money receipt.
- 8.1.9.2. Traveler travelling by personal vehicle will be eligible for car mileage rates as applicable.
- 8.1.9.3. Travelers not eligible for car mileage rates may travel by shared taxi and will be eligible for reimbursement of taxi fare as under :-
- Gangtok to NJP/Bagdogra or vice versa up to a maximum of Rs 300/- subject to submission of original money receipt.
  - From Majitar to NJP/Bagdogra & vice versa up to a maximum of Rs 160/- subject to submission of original money receipt.

#### 8.1.10. SUBMISSION OF CLAIMS FOR REIMBURSEMENT

- 8.1.10.1. All Travelers will submit TA claim with all original documents i.e. Air/Train Ticket, Bills of Accommodation/Hotel Accommodation/ Taxi etc. within one month of completion of journey for reimbursement as per reimbursement of travel expenses form SMU/TRAVEL/FORM-2 obtained from HR Department of the concerned units.
- 8.1.10.2. In case TA claims are not submitted within one month of completion of journey, the advance amount outstanding will be recovered in full from the pay of the concerned official. TA claims submitted after one month of completion of journey will not be entertained unless accompanied by a justifiable explanation for delay in submission, duly recommended by HOI/Head of Section.
- 8.1.10.3. A detailed tour diary indicating dates of visit, places visited, persons met, duties performed, etc. shall be submitted along with the TA claim.
- 8.1.10.4. No allowances will be admissible towards accommodation under own arrangement in case the place of visit happens to be the declared home town of the traveler. However, DA will be admissible.

#### 8.1.11. TRAVEL TO NEARBY COUNTRIES

The Domestic Travel Policy will also apply for travel to South East Asian Countries and SAARC Countries other than Bangladesh and Sri Lanka, subject to maximum limit of Rs. 50,000/- .In case of international travel, employees who are not entitled to travel by air may be allowed air travel between closest ports of exit and entry in the respective countries with approval from Institution Head or VC

#### 8.1.12. MISCELLANEOUS

This travel policy does not apply to LTC facility. Leave travel is governed by Leave Travel Concession Rules.

### 8.2. Leave Travel Policy

#### GENERAL

- 8.2.1. **PURPOSE:** The policy shall provide financial assistance to employees while proceeding on leave for travel to hometown or any place in India for self & family members.
- 8.2.2. **SCOPE AND EFFECTIVE DATE:** All employees who have completed one year of service, and employees who are employed on contract by Sikkim Manipal University or its constituent units, are eligible to claim LTC for the second year of their service, provided that their contract is extended by a term not lesser than 12 months.
- 8.2.3. **PREREQUISITE:** A minimum Leave period of four working days either Earned Leave or Casual Leave.

### 8.3. Eligibility and Entitlement:

All Employees and their family members shall be eligible for travel to hometown and back or any place in India on Leave Travel Expense, as per entitlement, but maximum claim limited up to one month basic pay. The upper limit in case of contract employees drawing consolidated pay will be limited to 60 % of pay applicable to them. Basic pay for purpose of LTC will include component of Basic pay and AGP. Entitlement of class and mode of travel shall be as under:-

#### A. TEACHING AND ASSOCIATE CADRE

Designation	Entitlement
Professor / Associate Professor / Equivalent designation	Air (Economy) / Train AC 2 Tier
Assistant Professor / Asst. Professor I / Sr. Lecturer / Equivalent designation	Train AC 3 Tier
Assistant Professor II / Lecturer / Asst. Lecturer / Sr. Resident / Jr. Resident / Medical Officer / Tutor / Demonstrator / Equivalent designation	Train AC 3 Tier

#### B. NON-TEACHING CADRE

Scale of Pay	Entitlement
Basic pay Rs. 15,600/- and above or consolidated pay Rs. 18,000/- and above	Train AC 3 Tier
Basic Pay Rs. 11,530/- and above up to Rs. 15,599/- or consolidated pay Rs. 15,000/- and above up to Rs. 17,999/-	Train AC 3 Tier
Basic Pay of Rs. 9,780/- and above up to Rs. 11,529/- or consolidated pay Rs. 15,000/- and above up to Rs. 14,999/-	Train AC 3 Tier
Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/-	Train Sleeper

#### C. ADMINISTRATIVE CADRE

(OFFICIALS COVERED BY MANAGEMENT ENGAGEMENT POLICY)

Designation	Entitlement
President / Pro Chancellor / Vice Chancellor / Pro Vice Chancellor / # Non - Official Members of the Board / Committees of the University.	Air / AC First Class
Registrar / Executive Director / Director / Controller of Exam / Additional Director / Additional Registrar / Additional Controller of Exams / Dy. Director / Deputy Registrar / Head (HR / Projects / General Services / Finance) / Finance Officer / Equivalent designation.	Air (Economy) Train AC 2 Tier
Assistant Director / Assistant Registrar / Assistant Controller / Exams / Equivalent designation	Train AC 3 Tier

#### 8.3.1. Definition of Family

An Employee can claim LTC for self & family for travel within India. For purpose of claiming LTC family implies Spouse and two dependent children, up to the age of 18 years.



### **8.3.2. ENTITLEMENT**

- a. LTC will be paid on a financial year basis.
- b. LTC will be paid, provided the employee has actually proceeded on a minimum of four days of Earned leave irrespective of whether LTC is claimed for a single year.
- c. A new employee will be entitled to LTC travel only upon completion of the one year of service. The amount payable in the current financial year will be for the current financial year. In the case of employees whose completion of one year service is falling in the middle of a financial year, he/she shall have the claim settled proportionate to the time period between the date of eligibility and the end of the financial year.
- d. Employees will be allowed to carry forward the claim for one year i.e. not more than one year's entitlement will be allowed to be accumulated. In case of denial of LTC due to an official exigency, as a special case, permission can be obtained from HOI to carry forward the LTC to next financial year.
- e. The journey will be counted against the applicable block within which the outward journey commences, even if the return journey is performed after the expiry of the said block.
- f. The entitlement shall be determined as per orders in force, at the time of commencement of outward journey.
- g. The claim shall be made for the entire amount of employee's entitlement and no part payment will be entertained. No advance payment will be made.
- h. The members of an employee's family may travel together or in groups to the same destination. In case they travel in group, both outward and return journey of eligible members of all the groups must be completed within a total period of three months. Claims for the reimbursement will be admitted only when all members of the family have completed their journey.

### **8.3.3. HOMETOWN LTC**

- a. An employee is eligible for a hometown LTC once in every accounting year, 1st April to 31st March of the following year.
- b. Hometown declared at the time of joining shall be allowed to be changed twice in service history, provided Address change form is submitted to the HR Department with valid documentary proof.
- c. If both husband and wife are working in the University or its constituent units they have option to declare separate hometowns independently. Both of them may claim the LTC in respect of the members of the respective families, subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the LTC for self- independently.
- d. Similarly the children shall be eligible for the benefit in the one particular block as member of the family of one of the parents only. In case where both the spouses are employees, they may opt for home town, of anyone as per their choice and benefit.

- e. Employee with higher basic can opt to be considered for LTC if both are working in different units of the University. They shall not be allowed to individually submit LTC claim for the same travel.
- f. If the spouse is working in a different organization, then every LTC claim should be submitted with a declaration that, the same travel is not being claimed for reimbursement under the LTC scheme in the spouse's organization.
- g. Reimbursement of LTC claims shall be from point A to point B via the shortest/most economical route available via the mode of travel applicable. In places where the travel is not possible by the mode of travel applicable, the most economical means of travel may be taken. Reimbursement will be made on the rate equivalent to the mode of travel eligible.

#### **8.3.4. ALL INDIA/OVERSEAS LTC**

- a. In lieu of two home town LTCs in a block of two years, (April, 2007 March 2009, April 2009 March 2011) the employee and his/her family can avail one All India/International LTC and travel to any place in or outside India.
- b. An employee availing home town LTC will not be eligible for All India LTC in the same block.
- c. Any change, in declared place of visit, should be intimated to the HOI, before commencement of outward journey.
- d. An employee and his family members may avail LTC in different groups at different times, within a period of three months, during a block of two years. All claims for the one travel shall be submitted, together.
- e. In case of All India/Overseas Travel, the entire travel session is eligible to be claimed. It should be noted that in case of multiple destinations, the return portion of the claim shall be from the last destination to the base via the shortest route i.e. returning via the similar sectors as the outward journey shall not be entertained unless the travel route demands the same.

#### **8.3.5. PROCEDURE**

To claim LTC, the employee shall submit the sanctioned leave application and claim form as given at appendix attached and documentary proof of travel in original to the accounts department as under:-

- a. **Train ticket:** The original or a photocopy of the train ticket is acceptable. All photocopies are to be attested by the concerned travel authorities at the terminal destination of travel.
- b. **Air travel:** The original air ticket/travel agent bill along with boarding pass (es) should be produced.
- c. **Road travel:** The Original bus ticket or taxi bill needs to be produced.

## GENERAL GUIDELINES

- a. LTC claim received by the Accounts Department by the 20<sup>th</sup> of the month will be processed within that month along with the salary. Claims received later will be paid in the subsequent month. If due to any reason the same is not possible the Finance department shall inform the concerned individual and ensure that the same is paid the next month.
- b. Local sightseeing or charges pertaining to the same shall not be eligible for reimbursement. Similarly charges pertaining to local commute in cities, i.e. between railway stations/ airports bus boarding points shall not be reimbursable.
- c. Charges payable to travel agents, travel organizers shall not be reimbursable.
- d. In case the employee withdraws from service during a financial year, towards which LTC reimbursement has been made, the Financial Department shall recover the amount from the employee during the final settlement on a pro rata basis.
- e. Claims for reimbursement of LTC shall be made within one month from the completion of the journey on format attached, through the HOI. Claims not submitted within this time frame shall not be entertained.

### 8.3.6. AGE LIMIT OF DEPENDENT CHILDREN UNDER LTC POLICY

The age limit on Dependent Children under LTC policy w.e.f. financial year 2013-14 is as follows

- a. The unemployed boys up to the age of 25 years and unmarried and unemployed dependent daughter will be eligible to avail the LTC facility.
- b. For special and physically challenged children approval will be given on case to case basis.

***[NOTE: All entitlement for employees with respect to leaves, welfare applicability, etc., is purely based on nature of employment offered to employees. Different types of employment under the Sikkim Manipal University and its constituent units is drawn in the Standard Operating Procedure Recruitment]***

## CHAPTER 9: PROMOTION POLICY

### 9.1. ELIGIBILITY CRITERIA FOR HOLDING TEACHING POSITION

#### 9.1.1. Engineering and Computer Applications (For SMIT)

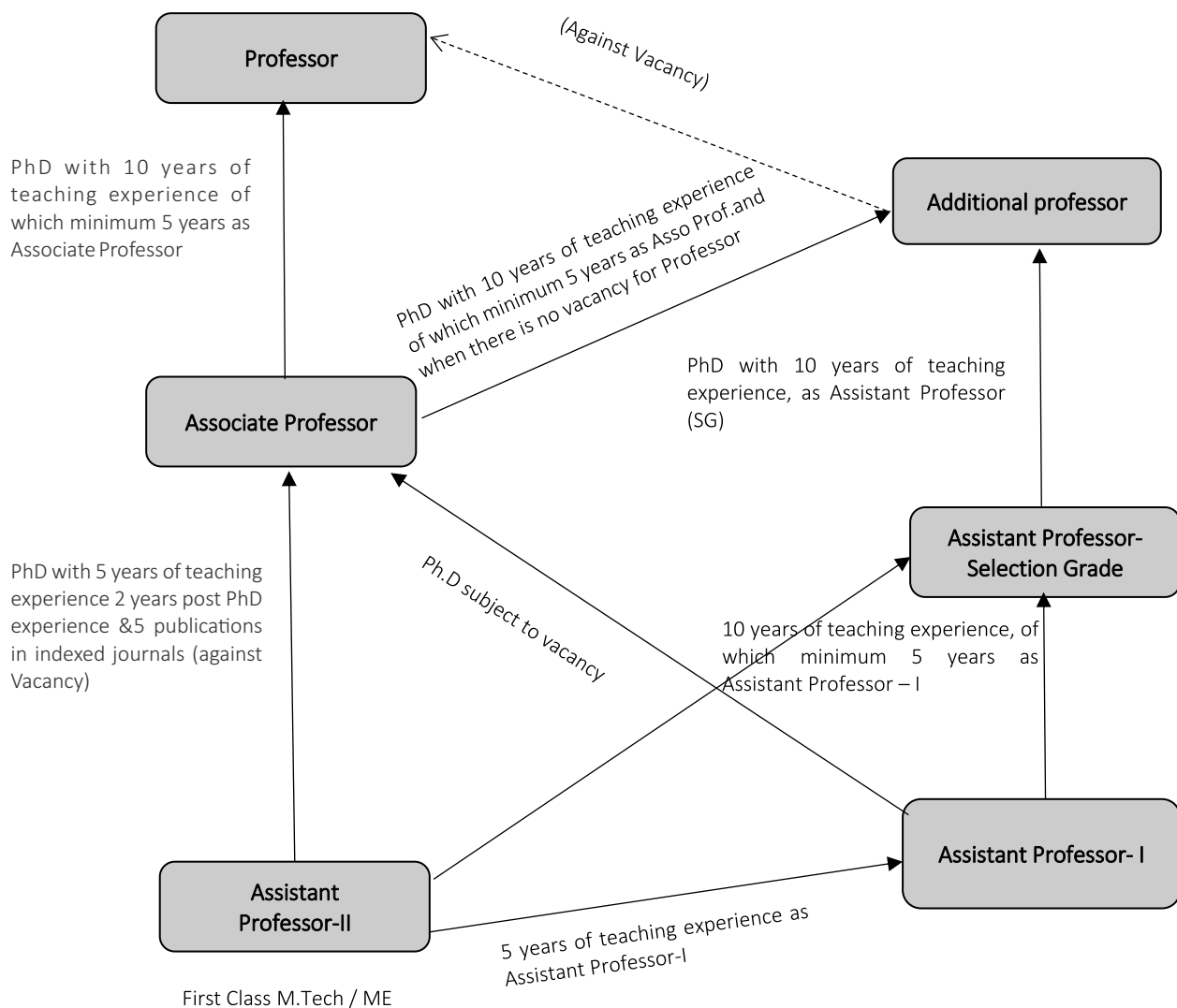
Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
Assistant Professor-II	<b>Qualification</b> ❖ First class Master's degree in the respective engineering discipline	<b>Qualification</b> ❖ First class Master's degree in the respective engineering discipline.
Assistant Professor -I	Not Applicable	<b>Qualification</b> ❖ First class Master's degree in the respective engineering discipline. <b>Experience</b> ❖ Five years of teaching experience as Assistant Professor II <b>Desirable:</b> ❖ PhD in relevant Field ❖ Research Experience of 4 years
Assistant Professor - Selection Grade	Not Applicable	<b>Qualification</b> ❖ First class Master's degree in the respective engineering discipline. <b>Experience</b> ❖ 10 years of teaching experience of which minimum 5 years must be Assistant Professor-I <b>Desirable:</b> ❖ Minimum two publications in ISI journals. All research publications must be after joining the post of Asst. Professor II. ❖ Post PhD publications and guiding PhD students is desirable

Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
<b>Associate Professor</b>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>PhD in the appropriate discipline with a first class Master's degree in the respective engineering discipline</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Five years of teaching experience as Assistant Professor</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Two years post Ph.D experience</li> <li>Post Ph.D publication and guiding Ph.D Students.</li> </ul>	<ul style="list-style-type: none"> <li>An Assistant Professor-Selection grade with PhD and two years post PhD teaching experience will be eligible for promotion to Associate Professor subject to vacancy and fulfillment of publication criteria.</li> <li>If a faculty satisfies the criteria and there is no vacancy in Associate Professor, he will be given the designation of Assistant Professor (SG).</li> </ul>
<b>Additional Professor</b>		<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>PhD in the appropriate discipline with a first class Master's degree in the respective engineering discipline</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>10 years of teaching experience of which 5 years must be at the level of Associate Professor or 10 years of experience as Assistant Professor (SG)</li> <li>In case there is no vacancy for the post of Professor, they will be designated as Additional Professor</li> </ul>
<b>Professor</b>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>PhD in the appropriate discipline with a first class Master's degree in the respective engineering discipline</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>10 years of teaching experience of which 5 years must be at the level of Associate Professor</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience for Ph.D supervision and at least one should have obtained Ph.D degree under his/her supervision.</li> </ul>	<ul style="list-style-type: none"> <li>An Additional Professor with PhD will be eligible for promotion/re-designation as Professor subject to availability of vacancies and fulfillment of publication criteria.</li> </ul>

## Promotion Policy – Engineering Discipline

### Line Promotions

### Career Advancement



### 9.1.2. Management Studies (SMIT)

Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
Assistant Professor II	<p><b>Qualification</b></p> <p>Ph.D/First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE.</p>	<p><b>Qualification</b></p> <p>Ph.D/First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE.</p>
Assistant Professor -I	<p><b>Not Applicable</b></p>	<p><b>Qualification:</b></p> <p>Ph.D/First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE /</p> <p><b>Experience:</b></p> <p>2/5 Years Teaching Experience as Assistant Professor</p> <p><b>Desirable:</b></p> <p>Minimum two research publications in Indexed national/International journal while in Ass. Prof II level</p>
Assistant Professor - Selection Grade	<p><b>Not Applicable</b></p>	<p><b>Qualification:</b></p> <p>Ph.D/First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE /</p> <p><b>Experience:</b></p> <p>7/10 years of teaching experience of which minimum 5 years as Assistant Professor.</p> <p><b>Desirable:</b></p> <p>Post Ph.D publications and guiding Ph.D students.</p> <p>Minimum of three research publication in indexed national/international journals while in the intermediate previous level.</p>

Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
<b>Associate Professor</b>	<p><b>Qualification:</b></p> <p>Ph.D and First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by</p> <p><b>Experience:</b></p> <p>5 years of teaching experience as Assistant professor</p> <p><b>Desirable:</b></p> <p>Post Ph.D publications (Minimum three research publication in indexed national/international journal.</p> <p>4 research papers publications in ISI journals while in Asst.Prof</p>	
<b>Additional Professor</b>	<b>Not Applicable</b>	<p><b>Qualification:</b></p> <p>Ph.D/First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE .</p> <p><b>Experience:</b></p> <p>10 years of Teaching Experience of which minimum 5 years as Associate Professor or</p> <p>10 Years of Teaching experience as Assistant Professor (SG) with Ph.D</p> <p>In case there is no vacancy for the post of Professor, they will be designated as Additional Professor</p> <p><b>Desirable:</b></p> <p>Post Ph.D Publication and guiding Ph.D Students.</p> <p>Minimum of five research publication in indexed national/international journals and one research publication in international journals while in the immediate previous level.</p>

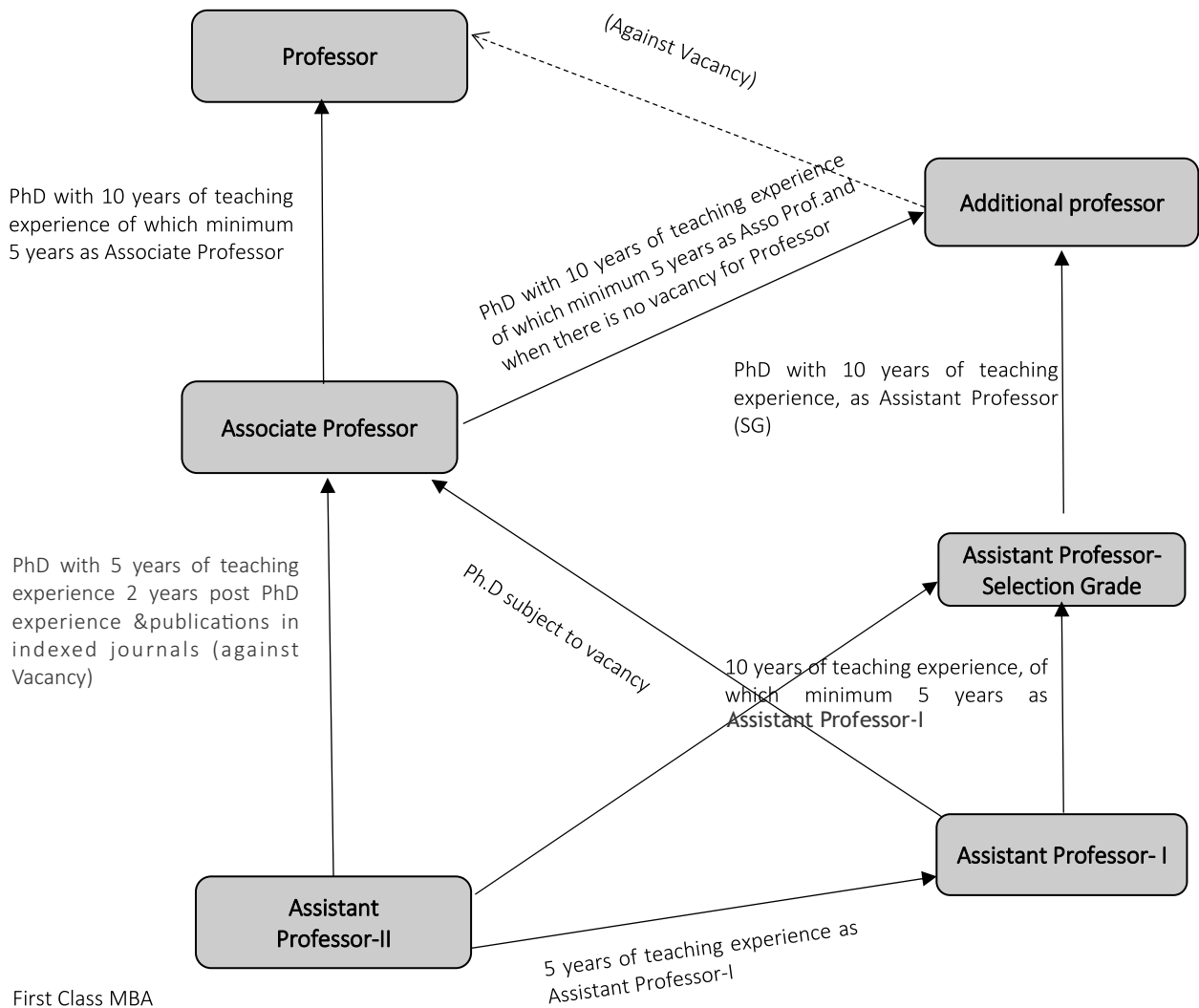


Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
Professor	<p>Qualification:</p> <p>First Class MBA Degree from a reputed Institution recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE / and PhD degree in the respective field</p> <p>Experience:</p> <p>10 years of Teaching Experience of which minimum 5 years as Associate Professor or</p> <p>Desirable</p> <p>Post Ph.D publications and guiding Ph.D Students</p>	Not Applicable

## Promotion Policy – Management Studies

### Line Promotions

### Career Advancement



### 9.1.3. Basic Science (SMIT)

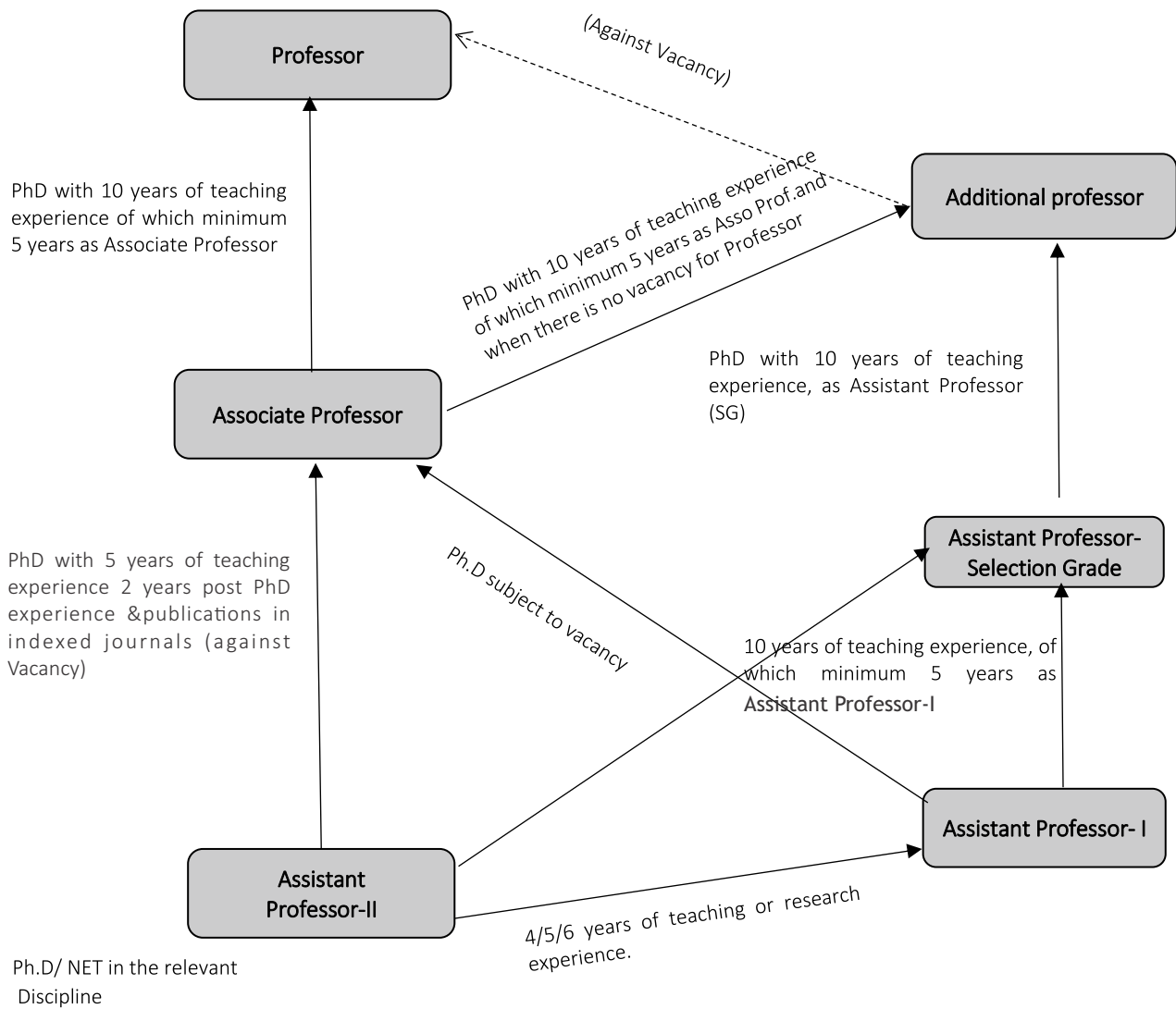
Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
Assistant Professor II	<b>Qualification:</b> Ph.D/ M.Phil/NET Qualified in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC	<b>Qualification:</b> Ph.D/ M.Phil/NET Qualified in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC  <b>Desirable:</b> 1 Year Experience
Assistant Professor- I	Not Applicable	<b>Qualification:</b> Ph.D/ M.Phil/NET Qualified in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC  <b>Experience:</b> 4/5/6 years of teaching experience or research experience
Assistant Professor- Selection Grade	Not Applicable	<b>Qualification:</b> Ph.D/ M.Phil/NET Qualified in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC  <b>Experience:</b> 10 years of teaching experience with minimum 5 years as Assistant Professor-I
Associate Professor	<b>Qualification</b> Ph.D in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC  <b>Experience</b> ❖ Minimum 5 years of teaching experience as Assistant professor ❖ <b>Desirable</b> 2 years post Ph.D.	❖ <i>An Assistant Professor-Selection Grade will be eligible for promotion to Associate Professor subject to vacancies</i>

Designation	LINE PROMOTION	CAREER PROGRESSION
	Eligibility	Eligibility
Additional Professor	Not Applicable	<p>❖ <b>Qualification</b> Ph.D in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC.</p> <p><b>Experience</b> 10 years of teaching experience as Assistant Professor (SG) or 5 years of Teaching experience as Associate Professor.</p> <p><b>Desirable.</b> Minimum 5 research publications in ISI journal. All publications must be after joining as Assistant Professor (SG). Must have sponsor research project handling experience and Ph.D guidance</p>
Professor	<p>❖ <b>Qualification</b> Ph.D in the relevant discipline from a reputed Institution recognized by AICTE/MHRD/UGC.</p> <p><b>Experience</b> 10 years of teaching experience, minimum 5 years as Associate Professor.</p> <p><b>Desirable</b> Minimum five research publications in ISI journals. All Publications must be after joining as Asso.Prof. Must have research guidance experience and at least one student should have obtained Ph.D degree. Handling at least one research project as P.I</p>	Not Applicable

## Promotion Policy –Basic Science

### Line Promotions

### Career Advancement



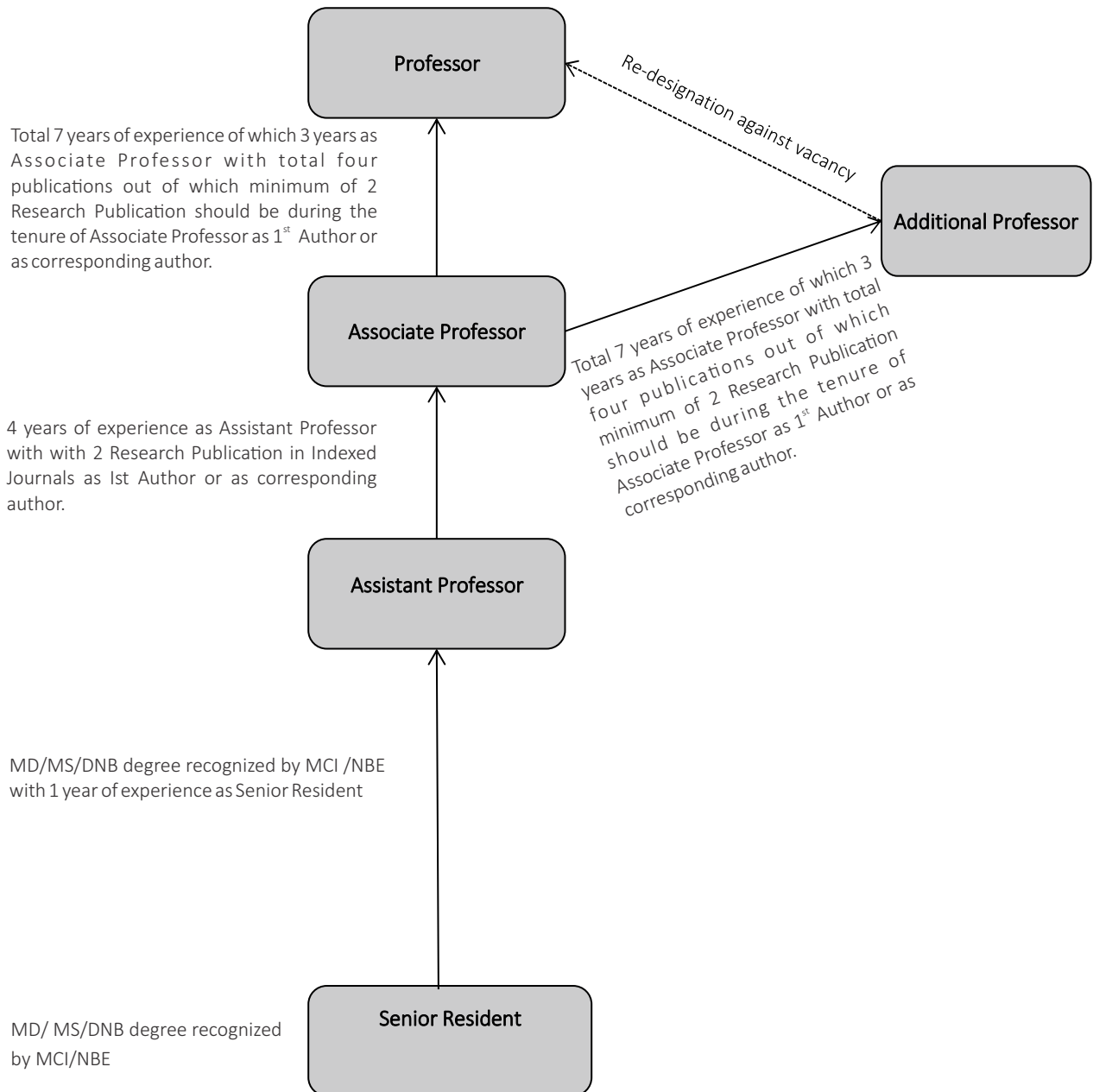
#### 9.1.4. SMIMS: Medicine (Candidates with MD/MS/DNB Qualifications)

Designation	Eligibility	Remarks
Junior Residents/Tutors	<b>Qualifications:</b> MBBS Degree with good academic records from a Medical College recognized by Medical Council of India (MCI)	
Senior Resident	<b>Qualifications:</b> Candidate with MD/MS/DNB degree in the respective specialty recognized by MCI/NBE	
Assistant Professor	<b>Qualifications:</b> Candidate with MD/MS/DNB degree in the respective specialty recognized by MCI/NBE. <b>Experience:</b> One year as Senior Resident in the concerned subject in a recognized Medical College.	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Associate Professor	<b>Qualifications:</b> Candidate with MD/MS/DNB degree in the respective specialty recognized by MCI/NBE. <b>Experience:</b> As Assistant Professor in the subject for 4 years in a permitted/approved/recognized medical college/Institution <b>Mandatory:</b> Minimum of 2 Research Publications in Indexed Journals as 1 <sup>st</sup> Author or as corresponding author.	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Professor	<b>Qualifications:</b> Candidate with MD/MS/DNB degree in the respective specialty recognized by MCI/NBE. <b>Experience:</b> Associate Professor in the subject for 3 years in a permitted/approved/recognized medical college/Institution. <b>Mandatory:</b> Minimum of 4 Research Publications in Indexed Journal on Cumulative basis with minimum of 2 Research Publication during the tenure of Associate Professor as 1 <sup>st</sup> Author or as corresponding author.	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>

## Promotion Policy SMIMS - Medicine

### Line Promotions

### Career Advancement

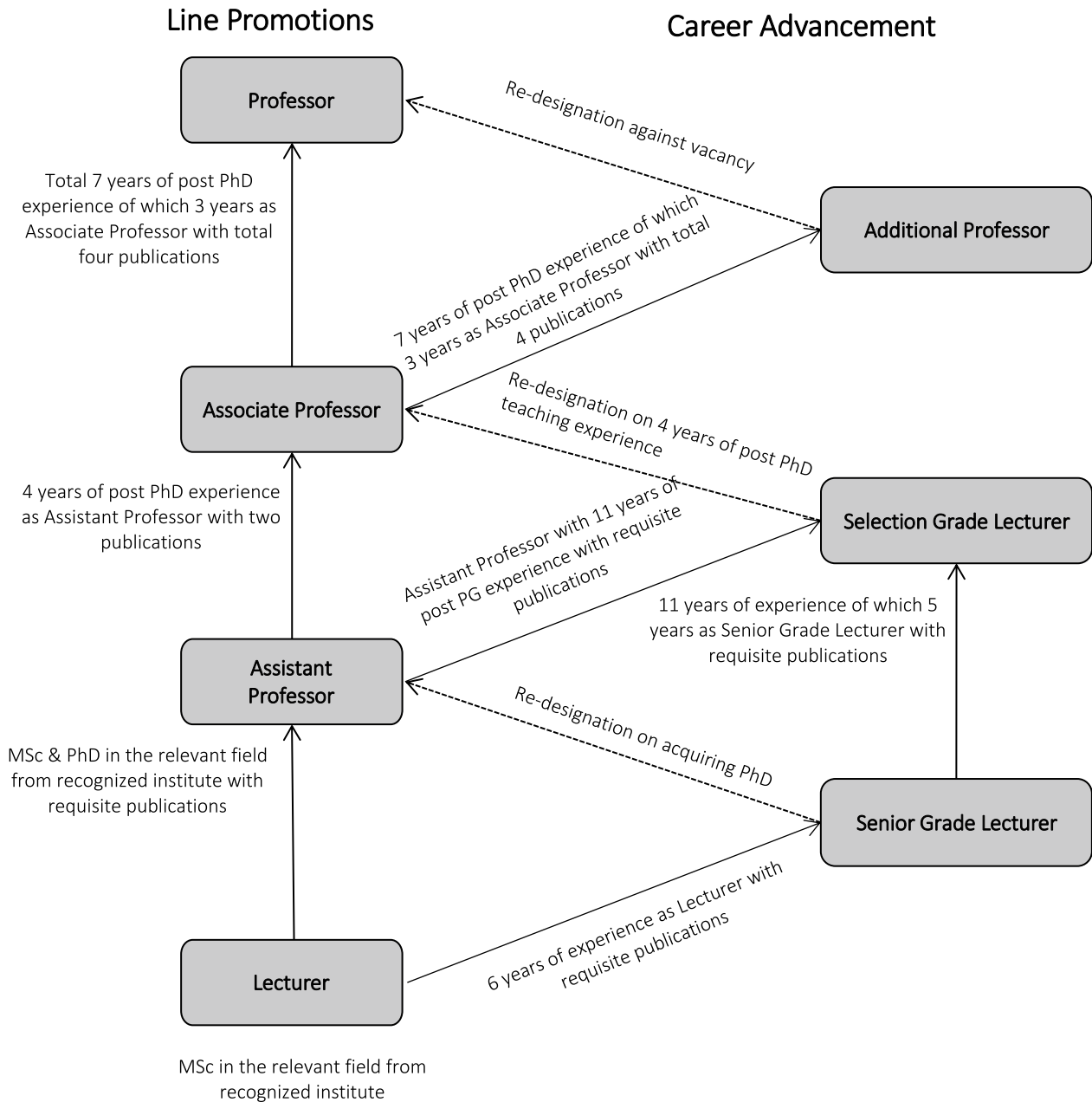


**9.1.5. Candidates with M.Sc. / M.Sc. & PhD and other qualifications)**

Designation	Eligibility	Remarks
<b>Tutor</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>❖ M.Sc. Degree in the respective subject recognized by Medical Council of India (MCI)</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>A Lecturer acquiring PhD degree will be eligible for promotion to Assistant Professor with effect from the date of award of the degree.</i></li> </ul>
<b>Assistant Professor</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>❖ MBBS + M.Sc. Degree /M.Sc+PhD in the respective subject recognized by the Medical Council of India</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>❖ Minimum one research publication</li> </ul>	
<b>Associate Professor</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>❖ MBBS + M.Sc. Degree /M.Sc+ PhD in the respective subject recognized by the Medical Council of India.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>❖ Four years of teaching experience as Assistant Professor in a recognized Medical College after acquiring PhD degree.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>❖ Minimum of two Research papers accepted/published in indexed/national journal as first/second author during the tenure of Assistant Professor.</li> </ul>	
<b>Professor</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>❖ MBBS + M.Sc. Degree /M.Sc+ PhD in the respective subject recognized by the Medical Council of India.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>❖ Total seven years of teaching experience after acquiring PhD qualification of which three years as Associate Professor in a Medical College recognized by the Medical Council of India.</li> </ul> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>❖ Minimum of four Research papers accepted/published in indexed/national journal as first/second author on cumulative basis. Out of which, minimum two papers must have been published during the tenure of the Associate Professor.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i></li> </ul>



## Promotion Policy -Medicine (M.Sc. / M.Sc. & Ph.D. & other)

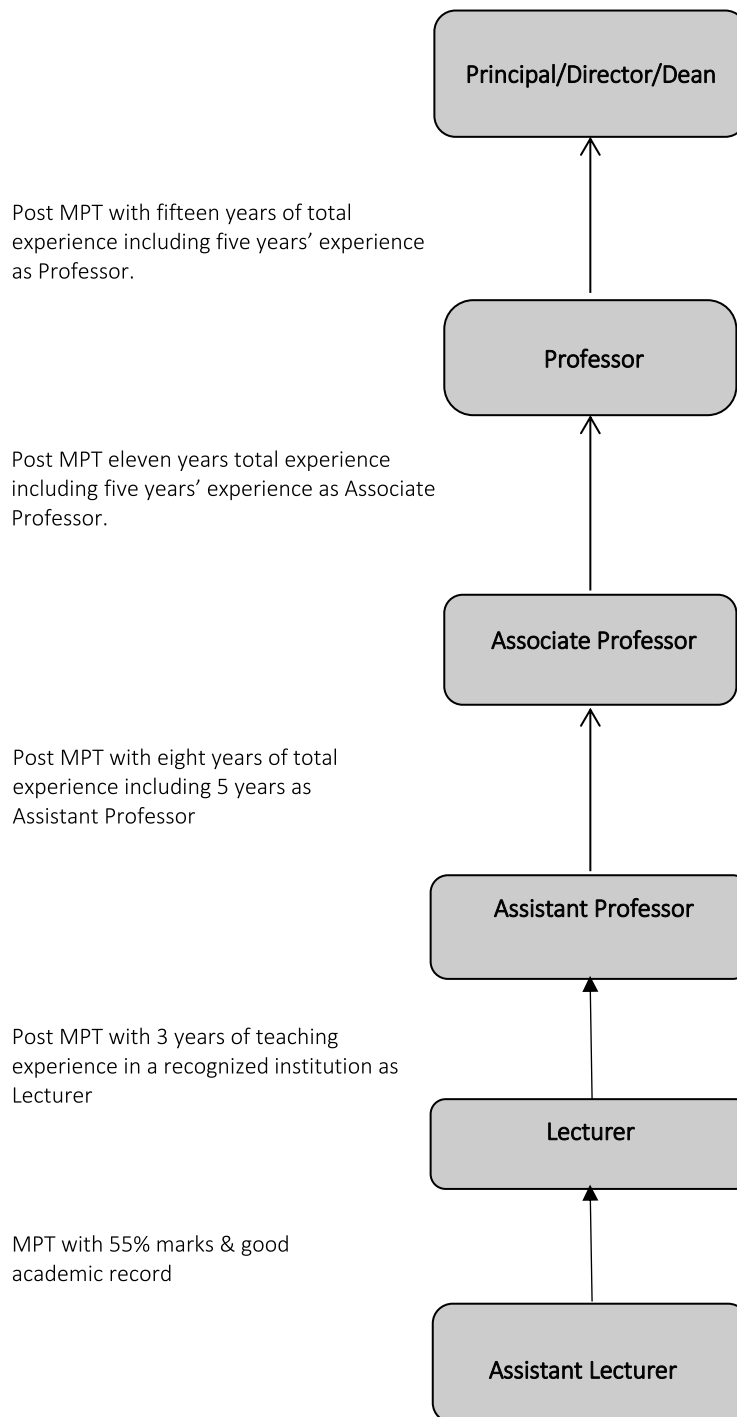


### 9.1.6. Sikkim Manipal College of Physiotherapy

Designation	Eligibility	Remarks
Assistant Lecturer	<p><b>Qualifications:</b> BPT with good academic records.</p> <p><b>Desirable:</b> One year teaching experience in a recognized Institution</p>	
Lecturer	<p><b>Qualifications:</b> MPT with 55% marks and good academic records.</p>	
Assistant Professor	<p><b>Qualifications:</b> Post MPT with three years of teaching experience in a recognized Institution as Lecturer</p>	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Associate Professor	<p><b>Qualifications:</b> Post MPT with eight years of total experience including 5 years as Assistant Professor.</p> <p><b>Desirable:</b> Higher Qualification like PhD in any discipline in Physiotherapy recognized by UGC/Independent published work of higher standard.</p>	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Professor	<p><b>Qualifications:</b> Post MPT eleven years total experience Including five years' experience as Associate Professor</p> <p><b>Desirable:</b> Higher qualification like PhD in any discipline in Physiotherapy recognized by UGC/Independent published work of higher standard.</p>	<i>This appointment / promotion shall be made only on the basis of vacancies in the respective Department.</i>
Principal/Director/Dean	<p><b>Qualifications:</b> Post MPT with fifteen years of total experience including five years' experience as Professor. Senior Most Professor shall be Principal/Director/Dean</p> <p><b>Desirable:</b> Higher qualification like PhD in any discipline in Physiotherapy recognized by UGC/Independent published work of higher standard.</p>	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>



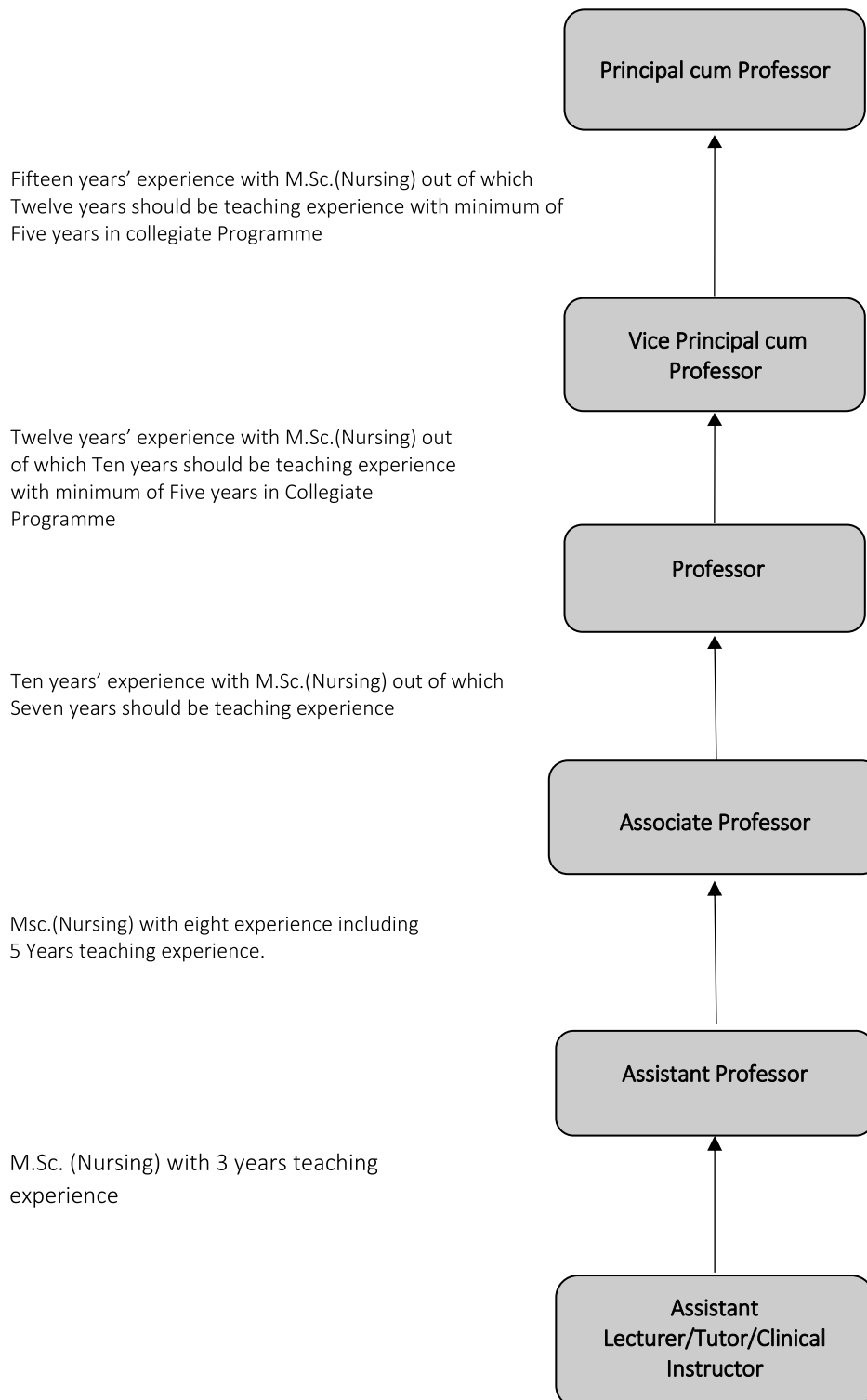
## Promotion Policy - Physiotherapy



### 9.1.7. Sikkim Manipal College of Nursing

Designation	Eligibility	Remarks
Assistant Lecturer/Tutor/Clinical Instructor	<b>Qualifications:</b> M.Sc.(Nursing) or B.Sc.(Nursing)/P.B.B.Sc.(Nursing) with one year experience.	
Assistant Professor	<b>Qualifications:</b> M.Sc.(Nursing) with three years teaching experience. <b>Desirable:</b> PhD(Nursing) is desirable	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Associate Professor	<b>Qualifications:</b> M.Sc.(Nursing) with eight years teaching experience including five years teaching experience. <b>Desirable:</b> PhD(Nursing) is desirable	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Professor	<b>Qualifications:</b> Ten years' experience with M.Sc.(Nursing) out of which 7 years should be teaching experience. <b>Desirable:</b> PhD(Nursing) is desirable	<i>This appointment / promotion shall be made only on the basis of vacancies in the respective Department.</i>
Vice-Principal cum Professor	<b>Qualifications:</b> Twelve years' experience with M.Sc.(Nursing) out of which 10 years should be teaching experience with minimum 5 years in Collegiate programme. <b>Desirable:</b> PhD(Nursing) is desirable.	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>
Principal cum Professor	<b>Qualifications:</b> Fifteen years' experience with M.Sc.(Nursing) out of which 12 years should be teaching experience with minimum 5 years in Collegiate programme. <b>Desirable:</b> PhD(Nursing) is desirable.	<i>Promotion to this cadre shall be only on the basis of the vacancy position in the respective Department.</i>

## Promotion Policy – College of Nursing



**Additional Guidelines:**

- The Promotion to the post of Assistant Professor, Associate Professor and Professor shall be purely based on vacancies in the respective departments as per the norms laid down by the regulatory bodies.
- All Promotions to the above positions shall be made through an interview of the eligible candidates by the Departmental Promotion Committee (DPC). The DPC will assess the suitability based on performance and credibility subject to vacancy and merit of the candidates. The decision of the DPC will be final.
- All documents with regards to promotion has to through the screening committee.
- In order to meet urgent faculty requirement or replacement provisions are made to appoint eligible and suitable candidates on ad hoc basis subject to approval of the Competent Authority, HOI and DPC members. The DPC shall interview them later and regularize such promotions.
- No Promotion can be claimed as a matter of right.

## **CHAPTER 10: Performance Management System**

### **10.1. Objective:**

- 10.1.1. Sikkim Manipal University recognizes the value of its employees and understands that the quality of University services depends upon the employees. This policy sets forth the guidelines for evaluating the performance of faculty members in accordance with Sikkim Manipal University Performance Appraisal Process. All faculty members shall receive a formal performance appraisal at least once a year. Performance appraisals shall be scheduled, conducted, and documented according to the provisions of the policy. A copy of the signed appraisal document will be maintained in the employee's official personal file in the Human Resource Department. Performance based incentive will not be approved unless annual performance has been conducted and is on file.
- 10.1.2. Confidentiality of the performance appraisals shall be maintained to the greatest extent possible. Complete performance appraisals will not be made available to someone other than the employee, the employee's immediate supervisor and/or reviewer.

### **10.2. SCOPE:**

All faculty members of the University and its constituent units will be covered by this policy.

#### **PURPOSE OF PERFORMANCE APPRAISAL**

- 10.2.1. Performance appraisals provide a means of informing employees of the quality of their work and identifying the areas of performance that may need improvement. They are to be used as a positive, constructive tool to measure an employee's performance. Performance appraisals help supervisors provide valuable feedback to employees concerning their job performance and the University's exceptions.
- 10.2.2. Additionally, performance appraisal are a valuable management tools to assist in making personnel decisions including, but not limited to, training needs, performance, incentives, transfer, promotions and career development. The objectives of the appraisal process are
- a. To provide clearly defined performance standards best upon the employee's current job descriptions to ensure that employees know what is expected of them.
  - b. To encourage supervisors and employees to have face-to-face discussion and let employees know how they are doing in terms of their job performance.
  - c. To express appreciation for outstanding contribution and performance; conversely, to discuss performance area where improvement is possible or needed and to outline plans for improving performance.

## RESPONSIBILITY AND MONITORING

- 10.2.3. The Human Resource Department shall be responsible for the administration of the University's Performance Appraisal System. Any changes to the policy, procedures, or forms related to performance appraisals will be communicated immediately by the Head, Human Resources to HOI's who will keep the HODs updated.
- 10.2.4. Respective HOI's /Director's /HODs will work with the Human Resources Department in communicating the importance of the performance appraisal process in distributing all required performance appraisal material and in ensuring that performance appraisals are completed in a timely manner.
- 10.2.5. HODs will be responsible for carrying out performance appraisals for all faculty members under their supervision. If a faculty members has two (2) assignments of roughly 50% weightage each, both supervisor will conduct separate performance evaluation. HOI will do the final assessment. Performance of HODs will be assist by HOIs.
- 10.2.6. HOIs shall be responsible for ensuring that all HODs who report to them conduct performance appraisals on all faculty members in their respective departments in a timely manner as specified in this policy.

## 10.3. SCHEDULE FOR PERFORMANCE APPRAISAL

- 10.3.1. An effective performance appraisal process requires ongoing communication between faculty members and HODs to ensure that the faculty members have a clear understanding of the HODs expectations and continuous feedback on how he or she is doing on the job. There is a need, however, to periodically conduct formal performance appraisals as described below
- a. **Annual Performance Appraisals:** All faculty members shall receive performance appraisal annually. The performance assessment year will be from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - b. In the case of new faculty members, they will all be graded as A on a appointment unless specifically recommended for A+ (A plus) or A++ (A plus plus) by the selection committee during the interview for selection, based on their performance in the interview. They will get the performance incentives for A till 31<sup>st</sup> March of the following year. Their performance will be judged along with other faculty members thereafter. (Note: Those joining between 1<sup>st</sup> January and 31<sup>st</sup> march will continue to get the Performance Incentive for A or that recommended by the interview committee till 31<sup>st</sup> March of the following year).
  - c. **Transfer or promotion to the new positions:** Two-way communication between HODs and their faculty members should take place regarding the employee's new job duties and responsibilities, performance level and future action plan. The new HOD will have access to the previous HODs evaluations upon request.



#### **10.4. PERFORMANCE APPRAISAL PROCESS**

10.4.1. The Performance Management Process is designed to align individual performance objectives with the strategy and objectives and to direct individual efforts to the achievement of Institution performance. Performance Management helps to strengthen the communication between employees and supervisors and provides employees with a clear understanding of what is expected of them and how their performance contribution are being accessed and recognized.

10.4.2. The Performance Management System for three categories are attached in Appendix 'A'. The three categories are:-

- a. Deans/ Directors & HODs
- b. Faculty Members
- c. Faculty Members with dual responsibilities

10.4.2. The Performance based incentives will be determined equally by the Annual Performance Planning and Review and Competencies Assessment. (50% weightage will be given to each). The Performance Incentive will be as under:

- a. Top 30% - Category A++(A plus plus)
- b. Next 60% - Category A+(A plus).
- c. Last 10% - Category A (A)

10.4.3. The Performance Appraisal will be done institute wise and level wise i.e., Professors, Associate Professors and Assistant Professors and the Performance based Incentive will be governed accordingly.

#### **10.5. PROCESS OF PERFORMANCE MANAGEMENT SYSTEM**

10.5.1. In the first week of Mid-January, the first page of PMS form of the faculty members and HOD'S are filled by the HR department and thereafter the form are send to the concern HOD for (faculty members) and to the HOI for (HOD's). The HOD's forwards the forms to the faculty members to be filled up after which the concerned HOD and individual sits together for further discussion.

10.5.2. The PMS forms of HOD'S are firstly filled by them and then forwarded to the Director, SMIT for necessary action. At the same time a circular is circulated to all the department which states that PMS forms to be returned to the Human Resource Department by 31 March after filling of the forms.

10.5.3. Once all the forms are filled and received by the HR Department by 31 March, the HR Head of the respective Unit along with the employees of HR cross checks and verifies all the forms by segregating the list according to the department wise one by one to check if anyone has been missed or left out and also verifies whether the PMS forms has been filled up in the correct manner along with all the required signatures. Finally the total calculation marks that is given by the HOD's/Director/ Dean is cross checked and if there

is any mistake in the calculation the necessary rectification is done by the HR Department and then it is informed to the concerned HOD/ Director/Dean for further approval.

- 10.5.4. Once all the PMS forms are cross checked, it is forwarded to the Director, SMIT/ Dean (SMIMS) for the final review in the presence of the HR-Head for calibration, if any. The HOI goes through all the forms and ratings been given by the concern HOD. The HOI can use discretionary powers to change the marks allotted in the PMS forms by HOD'S either by himself or after discussing with the concerned HOD's in consultation with HR.
- 10.5.5. The Director/ Dean after reviewing all the PMS forms send the forms back to the HR Department. After that the HR-Head calculates PMS level wise i.e., Professors, Associate Professors and Assistant Professors and then Performance of faculty is divided into three category i.e. Top 30% (A++), Middle 60% (A+), Lower 10% (A) in all three levels.
- 10.5.6. After the calculation of the PMS for all the employees is done then all the PMS forms is segregated according to the department wise along with the PMS working sheet and the PMS final sheet is taken to the HEAD HR-SMU under covering letter signed by the HR In charge .
- 10.5.7. Once the Head HR, SMU receives all the PMS forms and PMS sheet he checks and verifies for the final time, after which he puts up to the Vice Chancellor SMU and then after taking VC approval the final assessment sheet is send to the Director-SMIT/ Dean (SMIMS) and HR Head. After all these process a copy of the final assessment sheet is sent to the Payroll Department for implementation in the salary according to the PMS grading w.e.f 01 April. The PMS is valid from 01 April till 31 March every year so the HR should ensure that the PMS is done on the stipulated time frame to avoid liability and financial implications.

## **CHAPTER 11: MISCELLANEOUS POLICY**

### **11.1. MOBILE POLICY**

#### **11.1.1 PURPOSE**

The objective of this document is to lay down the entitlement of the mobile phones to various categories of the employees of Sikkim Manipal University and its constituents units and the procedure for obtaining the CUG Connection.

#### **11.1.2 ENTITLEMENT**

Authorization of Mobile Phones and CUG Connection has, broadly, been divided into the following two categories:-

- a. Grade based Entitlement
- b. Need based Entitlement

#### **11.1.3 ELIGIBILITY AND COVERAGE**

- a. All employees mentioned in the below table (Table 1 & Table 2) are entitled to a CUG connection. The roaming facility (national) can be added to the official connection of an individual on the recommendation of the Vice Chancellor/HOI/Reporting Manager.
- b. Authorization of the said facility for all those employees who are not covered by the provisions of sub-paragraph (a) above shall be need based and prior approval should be taken from the HOI.
- c. All the employees on deputation will be covered as per para (a), and not with the policy of Parent Organization

**11.1.4 Monetary Limits for the purchase of a mobile phone and CUG Connection will be as follows:**

Table 1: For the Employees of the University and its Constituent Units:

Designation	Eligibility for Mobile Handset (If Yes, mention the amount for the handset)	Max Amount for CUG for Calls	Max Amount for CUG for Internet
Vice Chancellor/Pro Vice Chancellor/Dean/Director/HOI / Medical Superintendent/Registrar	Yes (Amount to be approved by the Vice Chancellor)	Actuals	Actuals
Deputy Controller of Exams/Additional Director/Additional Registrar/Additional Controller of Exams/Deputy Director/Deputy Registrar/Head (HR/Projects/General Services/Finance/Operations) /Principal College of Nursing & Physiotherapy	Need Based	750	750
Assistant Director/Associate Dean/Assistant Registrar/ Assistant Controller of Exams /Equivalent	-NA-	500	500
University Support Staff	Need Based	199-666	--

**Note: The above entitlement is inclusive of Taxes.**

Table 2. Employees Deputed to SMU from Group Entities.

Designation	Eligibility for Mobile Handset (If Yes, mention the amount for the handset)	Max Amount for CUG for Calls	Max Amount for CUG for Internet
Vice President		Actuals	Actuals
Deputy General Manager		1200	1200
Asst. General Manager		950	950
Sr. Manager		750	750
Manager		600	600
Dy. Manager		500	500
Asst. Manager		400	400
Senior Executive		300	300
Executive / Management Trainees/ Engineering Trainees		300	300
Associate Level		300	300

#### 11.1.5 Guidelines:

- a. The H.O.I will send the requirement to the HR Department. The HR Department will check eligibility and forward to IT Department who will procure the CUG Connection and will inform Head-Finance.
- b. Hand set for the mobile connection for the eligible employees will be purchased by the University.
- c. STD/ Roaming facility is provided only based on business needs and approval of competent authority. The University will settle all mobile bills directly with the Mobile service provider.
- d. Any amount exceeding the approved limit will be paid by the individual to the Finance Department.
- e. Loss of Handset or SIM Card should be intimated to the administration department and to the service provider immediately along with the FIR. Any liabilities arising out of loss of SIM card will be the responsibility of the employee.
- f. Employee will pay extra charges over and above authorized limit calculated on pro-rata basis on the date of relinquishing his/her appointment and the CUG Connection.
- g. No mobile Reimbursement claims will be entertained on personal numbers of the employees. Entitled personnel will be provided CUG connection based on their designation after getting approval from Competent Authority.

## Application for CUG/Internet Dongle Connection

1. Name : \_\_\_\_\_
2. Employee Code: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Designation : \_\_\_\_\_
5. Purpose (Grade Based/Need Based) \_\_\_\_\_
6. Salary Grade: \_\_\_\_\_
7. Monthly Usages: \_\_\_\_\_
8. Justification with Reasoning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee

Signature of Reporting Manager

Comments of HR

### Approved/Disapproved

Signature of HOI

IT Department: IMEI  
Number: Sim Card  
Number: Mobile  
Number:

## 11.2 PROFESSIONAL DEVELOPMENT POLICY (FOR CLINICAL FACULTY/CONSULTANTS)

### PURPOSE:

The Purpose of the policy is to encourage and support the Skill Development of employees in Clinical departments of SMU (herein after referred to as Clinical Faculty), by providing them **Advance Training (herein after referred to as “Short Term Advance Training”)** for maximum period of six month in their respective fields of Clinical Expertise and to acquiring higher Competency level which will address individual growth and Clinical Excellence in any Institution in the Manipal Education System or Manipal Hospitals (herein after referred to as MESMH).

- This initiative will enhance the professional growth of clinical faculties, thereby enhancing job satisfaction, employee productivity and reduce attrition.

### 11.2.1. SCOPE OF PROFESSIONAL DEVELOPMENT POLICY

- a. This Policy is applicable to the Clinical Faculty of SMU who have completed six months of continuous service after the date of joining SMU (herein after referred to as the University).
- b. The Clinical Faculty will be allowed to avail of Advance Training twice in their professional career with the University. This norms may be changed based on organizational requirements subject to approval of the Competent Authority of SMU. Second training will permitted after improvement in performance due to first training & a gap of 2yrs.
- c. With the above conditions being satisfied, the Clinical Faculty can apply to avail of this benefit.

### 11.2.2. SANCTIONING AUTHORITY

Forwarding Authority, as per the policy, comprises of the HOD of the Department, Medical Superintendent and Approval will be provided jointly by the Dean SMIMS and the Vice Chancellor of the University (herein after referred to as the Approving Authority).

### 11.2.3. PROCESS OF APPLICATION

Upon compliance of Clause 11.2.2 of this policy, the Clinical Faculty who wish to avail of this benefit shall apply in the prescribed format (refer Annexure 1) to the HR Department through HOD along with the enclosures of photocopies of documents (MBBS, PG, MCI Registration) from the Institute/University before one month of the start of the Course by the respective Institution.

- On receipt of the application, HR department will scrutinize the documents subject to Clause 11.2.2(a), do an authenticity check, and forward the application to the Approving Authority Dean, SMIMS within 15 days of the receipt of application.

- On receipt of approval, the employee shall execute a bond to serve the organization for minimum period of one year on completion of training.
- During the Course of Training, the Clinical Faculty shall be eligible to draw full salary as per his/her PMS grading during period of training. To and fro travelling expenditure flight tickets to be processed through travel desk Manipal. All other expenses will be borne by Trainee.
- University will pay training allowances of Rs.3000/- per month.

#### **11.2.4. RESTRICTIVE CONVENENTS**

- During the said Training period, the Clinical Faculty should not take up another job/or any employment or training and should only concentrate on the Training for acquiring professional skills.
- During the said Training period, if the Clinical Faculty discontinues the Training due to any reasons, he/she should report to the HR department within seven days of discontinuance and produce the relieving certificate from the Institution of MES & MH. The cost incurred for Training. (i.e. salary paid during that period plus other training cost if any) Travel shall be recovered from the respective Clinical Faculty.
- The Period of the said Training will be treated as Continuity in service and will be counted for his length of service for the superannuation benefits and up gradation fitment of the concerned employee.
- Upon completion of the Short Term Advanced Training, the concerned Clinical Faculty should produce the certificate of completion from the Institution of MESMH which has conducted the Short Term Advance Training. The Clinical Faculty shall not claim for any additional benefits beyond that he/she is entitled to under this policy.
- Any exception of this policy needs the specific approval of Vice Chancellor of the University.
- Processes in case of Clinical department will be after recommendation of HOD, MS and the Vice Chancellor through Dean.
- If this training leads to shortage of faculty, such individuals will be sent at the discretion of Dean, SMIMS.
- Selection of candidate will be done through selection committee detailed by Dean, SMIMS.



### 11.3 QUARTERING POLICY

11.3.1. **Aim:** To frame uniform rules for allotment of available married and single accommodation for entitled persons posted in SMIMS/CRH/SMIT at respective locations.

11.3.2. The following will constitute the quartering committee:-

- |    |                                     |   |          |
|----|-------------------------------------|---|----------|
| a. | HOI                                 | - | Chairman |
| b. | Head-Admin & Facilities             | - | Member   |
| c. | Head-HR                             | - | Member   |
| d. | Chief Engineer                      | - | Member   |
| e. | Housing In-charge                   | - | Member   |
| f. | Associate Dean / Associate Director | - | Member   |

11.3.3. Quarters Available:

#### SMIT Campus (Majitar)

Sl No	No.of Blocks (4)	No.of Flats	
		1 BHK	2 BHK
1	L Block (old)	30	Nil
2	L Block (new)	30	Nil
3	R Block( old)	Nil	36
4	R Block( new)	Nil	33

#### SMIMS/SMU Campus (Tadong)

LOCATION	TYPE	TOTAL
A-BLOCK	2/3 BHK	16
B-BLOCK	2-BHK	18
C-BLOCK	1-BHK	20
D-BLOCK	2-BHK	22
E-BLOCK	2/3-BHK	16
<b>TOTAL</b>		<b>92</b>

PG-HOSTEL		
LOCATION	TYPE	TOTAL
I-LEVEL	Studio Apartment	9
II-LEVEL	Studio Apartment	17
III-LEVEL	ROOM	34
IV-LEVEL	ROOM	34
V-LEVEL	ROOM	34
VI-LEVEL	ROOM	18
<b>TOTAL</b>		<b>146</b>

With respect to entitlement, criteria, allotment priority, process of allotment, license fee, etc. is detailed in the SOP-Quartering Process.

## CHAPTER 12: CONFERENCE POLICY

### 12.1. SCOPE:

- a. The faculty for attending conference is selectively extended to eligible faculty members and other employees keeping a view the need to provide academic advancement and professional enrichment of staff.
- b. For the purpose of these rules:
  - i. Conference means and includes seminars, workshops and other academic or professional meeting and conventions.
  - ii. National conference means conference held in any place in India but nowhere else. A regional conference is constructed to be held only in the State of Sikkim
  - iii. Conferences held outside India are treated as International Conference.

### 12.2. ELIGIBILITY:

The categories of staff who are eligible to attend conference, subject to fulfilling other conditions started in these rules, are described below

- a. Faculty members whose terms of employment or remuneration package provide for conference facility.
- b. Senior administrative or managerial personnel whose terms of engagement specially provide for conference facility.
- c. Others who may be permitted to attend a conference by the head of the Institution in accordance with any guidelines, which may be issued in that behalf.

### 12.3. ENTITLEMENT:

- a. The entitlement of faculty members to attend conference will be determined upon their fulfilling the minimum requirement as given in the table below

Academic Designation	Minimum Requirement
Professor/Additional Professor	Chair a session or present a paper or deliver as a guest lecture
Associate/Assistant Professor/Lecturer	Present a paper; or deliver a guest lecture

- b. The criteria for entitlement including minimum requirement, if any, in the case of the staff members other than teaching faculty will be determined by head of the Institution.
- c. The entitlement to attend a conference , when provided for will be in the financial year beginning April 1<sup>st</sup> and ending March 31<sup>st</sup> , subject to clause 12.3 (d) and 12.3 (e) of these rules.

- d. Employee who is on probation will be entitled to attend conference when they are presenting a paper after completion of one year of service.
- e. Employees who are not on probation and other staff members who are otherwise eligible will be entitled to attend conference only on completion of twelve months of continuous service with the Institution.
- f. The head of the Institution is empowered under these rules to defer, deny or reschedule a staff member's entitlement to attend conference for the purpose of maintain the academic schedules of the Institutions or for other proper and valid reasons.

#### **12.4. FACILITY:**

The University or its constituent Institutions will provide financial assistance to a maximum of Rs 40000/- (rupees forty thousand only) to the above category of employees in a financial year (April 1 - March 31) for attending one conference either National or International.

- a. This can be utilized for travel, per-diem, actual registration and accommodation charges. In case of workshops, per diem will be restricted to a maximum of seven days over and above the travel days.
- b. Eligibility for travel and per diem will be as per the Travel Expenses Reimbursement Rules of the University. However air travel on economy mode will be permitted for all the employees permitted to attend international conference irrespective of academic designation.

## 12.5. CONDITION:

- a. All such papers meant for presenting must have been approved by the Institutional Research Committee or a Committee constituted for this purpose. Approval of University Research Committee is must for employees who are directly on the rolls of the University.
- b. All papers must carry the name of Sikkim Manipal University along with the name of the author, department and Institution.
- c. Employee should furnish details of sponsorship (if any) to be availed from other organizations
- d. Only balance amount after sponsorship from other organization, will be paid to the employee on the claim amount.
- e. Reimbursement of expenses will be made only on claims which are supported by vouchers, receipts etc. and on production of certificate of attendance / evidence of participation.
- f. The claim for accommodation charge and per diem allowance will be restricted to the number of the days taken for travel to and from the venue of the conference.
- g. Unavailed amount from a financial year cannot be carried forward to the next financial year.
- h. In case the conference organizers are providing monetary allowance, accommodation etc the same will be deducted from the claim.

## ABOUT SIKKIM

Small but beautiful, Sikkim, India's 22<sup>nd</sup> State is situated in the Eastern Himalayas which spreads below the world's third highest mountain Kangchendzonga (8585m).

Sikkim is separated by the **Singalila** range from Nepal in the west, **Chola** range from Tibet in the northeast and **Bhutan** in the southeast. **Range and Rangpo** rivers form the borders with the Indian state of West Bengal in the south. Gangtok is the capital city of Sikkim

### **GEOGRAPHICAL AREA**

The total geographical area of the state is 7096 sq. Kms.

### **CLIMATE**

The climate of the state has been roughly divided into the tropical, temperate and alpine zones. For most of the period in a year, the climate is cold and humid as rainfall occurs in each month. Pre-monsoon rain occurs in April-May and monsoon operates normally from the month of May and continues up to early October. The maximum temperature is recorded usually during July and August, and minimum during December & January.

### **CULTURE**

Sikkim is a multi-ethnic state. Broadly, the population is divided into tribal and non-tribal groups. Lepchas, Bhutias, Sherpas, Nepalis are the main inhabitants. The Lepchas are the original inhabitants of the state. Compared to other ethnic groups, the Lepchas still maintain many of their traditional ways. The Bhutias comprise, the sikkimese Bhutia and Bhutia from Bhutan and Tibet. The Sherpas are a marginal ethnic group in the state. Over 70% population consist of Nepalese. They are the dominant ethnic group in the state.

### **TOURIST SPOTS**

The gateway to the Northeast-Eastern corridor of India, Sikkim boasts of its enchanting beauty. The main tourist spots include

- **Gangtok**
- **Rumtek Monastery**
- **Tsongmo Lake**
- **Nathula Pass**
- **Lachung**
- **Yumthang Valley**
- **Gurudongmar Lake**

## HOW TO REACH SIKKIM

Gangtok is three to four hour journey from Siliguri by road. Gangtok also can be reached by helicopter from Bagdogra. Bagdogra is linked to Delhi, Kolkata and Guwahati by air. There are a number trains running between Kolkata and New Jalpaiguri where road transport is available to Gangtok among other places. Sikkim National Transport and private bus companies offer bus service between Siliguri and Gangtok. Sikkim's first airport is under construction at Pakyong and is expected to be operational by the end of 2017.

