

K.K University

Berauti, Nepura, Bihar Sharif, Nalanda, 803115, Bihar



K.K University Service Rules and Regulations, 2024



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This Policy will be known as K.K University Service Rules and Regulations, 2024 and will be effective from the date of notification by the University. This Rules and Regulations shall supersede all Rules and Regulations made earlier in these regard.

1. Introduction

The service rules and regulations typically outline the guidelines, expectations, and standards that govern the conduct and responsibilities of faculty, staff, and other employees within the university. The objectives of these rules and regulations are designed to ensure a smooth and effective functioning of the university, maintain a positive and productive work environment, and uphold the institution's values and mission. These rules and regulations are being incorporated in the form of K.K University Service Rules and Regulations, 2024.

2. Applicability

This Policy shall apply to the following:

- 2.1 All employees of K.K University.
- 2.2 In the case of persons appointed on honoraria, or on a part time basis, or on contract, the applicability of this rules and regulations shall be subject to such special terms and conditions as may be decided by the University Authority from time to time.

3. Definitions

- 3.1 '**University**' means K.K University.
- 3.2 '**UGC**' means University Grants Commission
- 3.3 '**Competent Authority**'/ '**University Authority**' means the the Governing Board, the Board of Management, the Academic Council, Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Rules and Regulations.
- 3.4 '**Campus**' means K.K University campus.
- 3.5 '**Appointing Authority**' in relation to an employee means authority empowered by the University Authority to make appointment(s) to the grade in which the employee is for the time being included, or the post which the employee for the time being holds.
- 3.6 '**Staff**' or '**Employee**' refers to all individuals who have been appointed or engaged by the University to fulfill specific roles or tasks in exchange for wage /compensation/salary/honorarium.
- 3.7 '**Employer**' means K.K University.



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- 3.8 'Probation'** refers to a trial period during which a newly hired employee's performance, conduct, and suitability for a particular role are assessed.
- 3.9 'Salary'** refers to a fixed regular payment or compensation granted by an employer to an employee for the work performed over a specified period.
- 3.10 'Honorarium'** is a payment or fee given as a gesture of appreciation or recognition for a service rendered.
- 3.11 'Wage'** refers to a regular payment or compensation, usually calculated on an hourly, daily, or piecework basis that is provided by an employer to an employee for the work performed.
- 3.12 'Service'** means the whole period of continuous service, including periods spent on leave.
- 3.13 'Experience'** means the service rendered in the department after regular appointment on the post.
- 3.14 'Holiday'** means the holiday notified by the University.

4. Classifications of Employee

Employees shall be classified as:

- 4.1 Regular Employee:** An employee who has been confirmed as an employee on a permanent basis, after the completion of the probation period, by an order in writing by the employer or any person authorized on its behalf.
- 4.2 Probationary Employee:** An employee who is currently employed to fill a permanent vacancy or post, and has not been confirmed by the employer.
- 4.3 Temporary (ad hoc/part time/contractual) Employee:** An employee who has been appointed for a limited period, for work which is of a temporary nature, or who is employed in connection with temporary increase in work of a permanent nature and includes an employee who is appointed in a temporary vacancy of a permanent employee. Contractual employee can also be appointed on a daily wages basis for the completion of specific work.
- 4.4 Apprentices/trainees:** An employee who is a learner and who is paid a stipend during the period of his/her training.
- 4.5 Volunteer:** A person who renders service to the University on a voluntary basis.

5. New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employees feel comfortable, informed about the University and be prepared for their position. New employee orientation is conducted by HR Department and includes an overview of the history, an explanation of core values, vision, and mission; goals and objectives of the University.



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Employees are presented with all the necessary documents/items and are expected to complete any necessary paper work. The new employee's Head of Department/ Reporting Authority then introduces him/her throughout the University, reviews his/her job description and scope of position, explains the evaluation procedures, and helps the new employee to get started on specific functions. The new employee will also have an opportunity to chat informally with the Heads of Departments to gain an understanding of what value each of the Departments bring to the table.

6. General Norms

- 6.1 All appointments shall be made by the Appointing Authority through a Selection Committee and in accordance with and upon such conditions as the University Authority may decide from time to time.
- 6.2 Selected employees would be required to join duty within a specified date, as mentioned in the Offer Letter, failing which the offer of appointment would stand withdrawn.
- 6.3 Except as otherwise provided by or under this document, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered by these document at the place intimated to him by the Competent Authority, provided she / he reports before noon, otherwise her/his service shall commence from the following working day.
- 6.4 All employees shall be required to submit all testimonials and correct and complete details of personal data as demanded by the Appointing Authority, prior to being appointed and shall be liable to disciplinary action if a material omission or discrepancy is discovered on examination of original certificates in respect of educational qualification , experience and any other document submitted.
- 6.5 The posts and the Pay Band/Consolidated pay as carried by these posts will be as specified by the UGC/University Authorities from time to time. The UGC/University Authorities may revise the same at its discretion from time to time.
- 6.6 The qualifications and experience for appointing to the posts in various cadres in the University will be as specified by the UGC/University Authorities from time to time. The UGC/University Authorities may revise the same at its discretion from time to time.
- 6.7 All persons appointed to posts in the University, shall be on probation initially for a period of 6 (six) months from the date of appointment. The period of probation may be further extended at the sole discretion of the University Authority, on the basis of the performance of the employee. Probationary employment may be terminated by the employer without assigning any reasons or the employee by giving one month's prior notice in writing.



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- 6.8** After the completion of probation period, the employee may resign from the post with one month's notice or on payment of one month's salary in lieu the notice period. However, your release from the employment of the University may be deferred till the end of the Semester/Year as the case may be.
- 6.9** The University may terminate the service of any employee with one month's notice or with one month's salary in lieu thereof. However, the service may be terminated without any notice or one month's salary in lieu thereof, for misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline by the employee.
- 6.10** Appointment of persons by direct recruitment shall be subject to their being found medically fit as declared by Medical Officer.
- 6.11** No person shall be appointed to the service of the University unless and until she/he gives in writing that she/he has accepted the terms and conditions contained in the appointment letter issued to her/him and the Service Rules and Regulations.
- 6.12** An employee must declare at the time of her/his appointment her/his date of birth and produce documentary evidence such as birth certificate or School Leaving Certificate or such other evidence as may be acceptable to the Governing Body. The date of birth of an employee once entered in the records of the University shall be the sole evidence of her/ his age in relation to all matters pertaining to her/ his service.
- 6.13** Individuals below the age of 18 are ineligible for appointment to any position within the university.
- 6.14** It is an important responsibility of each employee to promptly notify the University, of any changes in personal data viz. name, qualification, address, marital status, contact information, and any other personal information needed for income tax, benefits, or other employment purposes. The employee should notify it within 30 days following the change.
- 6.15** The services of each employee will be guided by the Bihar Private Universities Act, 2013 and its subsequent amendments and the Statutes, the Ordinances, the Regulations of the K.K University.
- 6.16** It is prohibited for any employee to hire or employ a minor as domestic help.
- 6.17** Every employee in a supervisory position is responsible for taking all necessary measures to promote the integrity and dedication to duty among all University employees under their control and authority.



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- 6.18** Employees must conduct themselves in the performance of their official duties and the exercise of conferred powers based on their best judgment. However, when acting under the directions of a superior officer, they should obtain such directions in writing whenever possible. If obtaining written directions is not practical, employees should seek written confirmation of the direction as soon as it becomes feasible.
- 6.19** Employees are prohibited from engaging in any form of sexual harassment towards female employees and students within the workplace.
- 6.20** Every employee who is in charge of work place shall take appropriate steps to prevent sexual harassment to any woman/ student girls at such work place.
- 6.21** For the purposes of this document, "sexual harassment" encompasses unwelcome behaviour of a sexually determined nature, whether expressed directly or indirectly, such as:
- i. Physical contact and advances;
 - ii. Demand or request for sexual favors;
 - iii. Making any sexually colored remarks;
 - iv. Otherwise unwelcome physical, verbal or non-verbal conduct of a sexual nature;
 - v. Eve-teasing;
 - vi. Molestation;
 - vii. Outraging the modesty of a woman;
 - viii. Sexually assault and intimidation.
- 6.22** Employees with problems or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without any fear. Anyone found to be engaging in unlawful discrimination/ misconduct will be subject to disciplinary action, including termination of employment.
- 6.23** Every employee shall, at all times, maintain integrity and devotion to duty, and also be honest and impartial in his/her official dealings.
- 6.24** An employee shall, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.
- 6.25** An employee shall, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.
- 6.26** No employee shall, without the prior permission of the Competent Authority, engage directly or indirectly in any trade or business, offer private tuition, or undertake any employment outside the scope of their official assignments.



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- 6.27** Without the prior sanction of the Competent Authority, no employee shall resort to any court of law or the press for the vindication of any official act that has been the subject of adverse criticism or a defamatory attack.
- 6.28** This rule shall not prevent an employee from asserting and defending their private character or any actions conducted in a private capacity.
- 6.29** An employee is prohibited from utilizing unpublished documents or University letters for communication to the public, press, or unauthorized individuals, whether official or otherwise, without obtaining prior sanction from the Competent Authority.
- 6.30** No employee is allowed to take any file, document, or paper outside the office premises unless granted written permission by the Competent Authority.
- 6.31** An employee who has been in police/judicial custody for 48 hours or more shall be suspended forthwith, and/or dismissed from service.
- 6.32** All University assets in the care of employees must be protected from loss, damage, misuse or theft. All University assets must be used strictly in accordance with administrative norms.

7. Attendance, Punctuality and Absence

- 7.1** The University Authority shall notify the office hours from time to time.
- 7.2** Every employee is required to record the time of arrival and departure through biometric attendance recording system.
- 7.3** An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of duty.
- 7.4** Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Competent Authority, beyond scheduled working hours and on closed holidays and Sundays. These duties inter-alia shall include attendance at meetings of committees to which he/she may be appointed by the University.
- 7.5** An employee shall not absent herself/himself from her/his duties without having first obtained the permission of the Reporting Authority, nor shall absent herself/himself in case of sickness or accident without submitting medical certificate within three days of such absence provided that in the case of temporary indisposition the production of a medical certificate may, at the discretion of the Reporting Authority, be dispensed with.



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- 7.6 Prior to leaving the station, employees must seek permission from the Reporting Authority, including during periods of leave or vacation. Furthermore, it is mandatory for employees to notify the Reporting Authority to which they are assigned of the address where they can be contacted during their absence from the station.
- 7.7 An employee remaining absent continuously for more than 15 days without prior written permission, his/her service may be terminated, or a show cause notice will be served to him/her at the discretion of the University Authority.
- 7.8 An employee who absents herself/himself from duty without leave or overstays her/his leave, except under circumstances beyond her/his control for which she/he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowance for overstay.
- 7.9 All such unauthorized absence would be treated as misconduct and the employee shall further be liable to such penalties for the misconduct as the Reporting Authority may deem fit.
- 7.10 The period of such absence or overstay, if not followed by termination of services or dismissal under the rules, shall be treated as leave with loss of pay or half-pay-leave as the University Authority may determine.
- 7.11 An employee who is late in attendance, unless she/ he has given prior information to the Reporting Authority, shall in addition to such penalties as may be imposed by the Reporting Authority, forfeit one day casual leave/earned leave for every three days of late attendance in a month.

8. Dress Code

- 8.1 Employees are required to wear their university identity cards as a mandatory practice.
- 8.2 The ID card is the property of the University and must be presented upon the request of an appropriate University official.
- 8.3 Each employee represents the University when interacting with students, visitors, and other employees. The University expects employees to report to work neatly and dressed appropriately for the job.
- 8.4 The employees of the University must wear Formal Wear on all the working days which should be comfortable and practical for work but not distracting and offensive to others.
- 8.5 Any dress deemed inappropriate or unprofessional will be addressed with the individual by his/her Reporting Authority.
- 8.6 Employees are prohibited from wearing attire that features slogans, pictures, or images that may offend the sentiments of students or fellow employees.
- 8.7 Certain groups of employees may be obligated to wear uniforms.



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9. Conflict Resolution

- 9.1 The University values an environment that is open and respectful for all. It is extremely important that employees are treated fairly and that they receive prompt responses to issues or complaints that may arise in the course of their employment. Employees and supervisors are expected to make every reasonable attempt to work together in resolving problems.
- 9.2 In instances where conflicts arise between an employee and their supervisor/colleague, it is preferable for the parties involved to attempt direct resolution. If direct resolution is unattainable, the matter may be escalated to the next level of authority. When deemed necessary, the office of the Competent Authority will deliver a final response.

10. Demonstration, Strikes and Unauthorized Communication

- 10.1 Employees are prohibited from involving themselves or participating in any demonstration or strike that is detrimental to the interests of the university, public order, decency, or morality. This includes activities that may implicate the competence of the court, lead to defamation, or incite/investigate an offense.
- 10.2 Employees are not allowed to engage in or support any form of strike related to matters concerning their own service or the service of any other employee.
- 10.3 Except in accordance with a general or specific order of the university or in the faithful performance of assigned duties, no employee shall communicate, directly or indirectly, any official document or any part thereof, or information, to any other employee or person without proper authorization.

11. Non-Disclosure of University Information

- 11.1 The protection of confidential business information and trade secrets is vital to the interests and success of the University. Such confidential information includes, but is not limited to, compensation data, financial information, marketing strategies, pending projects and proposals, personnel files, on-going research work, details of research /pending patents, photograph of the University building, laboratory, workshop etc. or take micro-films of any document.
- 11.2 Employees who improperly use or disclose trade secrets or confidential business information shall be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

12. Faculty-Student Interaction

Faculty will mentor students in their professional capacity as Teacher, Counselor and Guide. An environment of mutual respect, collegiality, fairness, and trust is essential. Although both faculty and students bear significant responsibility in creating and maintaining this environment, faculty also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modelling appropriate professional behaviour. Faculty must be ever mindful of this



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responsibility in their interactions with students, whose education has been entrusted to them. Any infringement of the sanctity of teacher-student relationship shall be subject to disciplinary action by the Disciplinary Authority.

13. Termination

The contract of employment may be terminated and an employee may be released from service under any of the following conditions:

- 13.1** If, by reason of sickness or other disability, the employee is incapacitated from rendering the services required of her/him.
- 13.2** The employee is found guilty of insubordination, immoral character, inefficiency, incompetence, neglect of duty or breach of terms and conditions laid down under these and other applicable rules.
- 13.3** The services of an employee may be terminated without notice or pay in lieu thereof on her / his being certified by a Medical Officer to be physically unfit (permanently incapacitated) for further continuance in the service of the University.
- 13.4** An employee's service may be terminated by one month's notice at any time during the probationary period, including any extensions, or at the conclusion of such periods.
- 13.5** The power to terminate the services of an employee shall be exercised by the Authority as empowered by the University Authority.

14. Resignation

The contract of employment may be terminated and an employee may be released from service under any of the following conditions:

- 14.1** An employee on probation may resign from service by giving one month's notice.
- 14.2** The Confirmed employee may propose to resign by giving one month's written notice or one month's salary in lieu thereof to the University; and by giving the reason for the decision.
- 14.3** The vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
- 14.4** During the notice period the employee will hand over full charge of the work assigned to her / him to the person authorized by the Reporting Authority for the purpose.



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15. Return of University Property

15.1 Before leaving the service of the University an employee shall return to the University in good order and condition all property or equipment including documents, papers and files belonging to the University or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to him/her on any account or shall be recoverable otherwise, and the employees shall be responsible for all costs and consequences thereof.

15.2 If any employee is in occupation of any University owned residential premises, the employee shall hand over to the University the vacant possession of the Premises, within a week of the termination of her/his employment with the University, failing which the University shall have the right to recover possession of the premises by any process of eviction considered appropriate in the circumstances by the University.

16. Superannuation & Retirement

16.1 An employee shall retire at the age mentioned below. The teaching staff shall retire at the end of academic session immediately following her/his attaining the age of superannuation.

- i. Vice Chancellor – 70 years
- ii. Professor, Associate Professor, Assistant Professor, Lecturer – 65 years
- iii. All other employees – 60 years

16.2 The University Authority, in its discretion and if considered necessary in the interests of the University, may grant extension to any employee beyond the age as mentioned above on such terms and conditions as may be decided by it.

17. Record of Service

Record of service including a continuous Performance based Assessment Report in respect of each employee shall be maintained in such form and in such manner as may be prescribed / approved by the University Authority from time to time.

18. Maintenance of Personal File

The University shall maintain a personal file for each employee. Besides, the confidential reports, the work and conduct of an official, copies of documents/ communications, specified below shall be placed in the personal files:

- i. all Office Orders directly related to the employee
- ii. copy of all educational / professional certificates and all service related certificates
- iii. all testimonials in support of achievements/training(s)/Seminars/Conferences attended
- iv. passport size photograph and copy of PAN Card and Aadhaar Card



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A handwritten signature in blue ink, appearing to be 'Rumk'.