



MANAV RACHNA  
UNIVERSITY

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**MANAV RACHNA UNIVERSITY**  
**(Formerly Manav Rachna College of Engineering)**  
**Faridabad**

**Manual on Policy and Procedures**  
**for various Measures**  
**Undertaken by the University for Welfare/  
Recognition/FDPs, Incentives etc in**  
**r/o**  
**Faculty & Staff**

**Approved by Board of Management in its 6<sup>th</sup> Meeting held on  
13.09.2017**

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**HARYANA**



**MANAV RACHNA UNIVERSITY**  
**Sector -43, Surajkund Badkhal Road,**  
**Faridabad- 121004**

**Manual on Policy and Procedures for various Measures Undertaken by the University for Welfare/ Recognition/FDPs, Incentives etc in r/o Faculty & Staff**

**1. Preamble**

Manav Rachna University was established in the year 2014 vide Haryana Act 26 of 2014 and under Section 2f of UGC Act, 1956. MRU recognizes its employees (faculty & staff) as they are most valuable assets and acknowledges the fact that the welfare of the employees is pivotal in achieving the Vision and Mission of the University. We are committed towards providing harmonious and caring environment to all of its employees, which will in turn drive them to develop and deliver their best potential at work. The faculty and staff welfare policy of the university and its Standard Operating Procedures are meant to provide assistance to its employees during their tenure of service in the organization.

Faculty and Staff Welfare involves the conduct of orientation and induction, providing proper training and the developing skills, providing proper compensation and benefits, motivating, maintaining cordial relations with employees, employee's safety, welfare and health by providing Insurance Cover up to certain limit. Every organization desires to have skilled and competent people to make the organization more effective than their competitor.

**2. PURPOSE**

The purpose of this Policy and Standard Operating Procedures is to provide an overall framework, rules and regulations within which the faculty and staff welfare activities shall have to be performed by the authorities of this institution while:

- Creating a harmonious and conducive work environment for effective functioning of all the faculty and staff members across its campus.
- Ensuring high level of efficient and effective support system to meet the requirements of the faculty and staff.
- Ensuring compliance of the guidelines by the Government Statutory Bodies.
- Making university a competitive and lucrative place for work capable of attracting and retaining competent staff.
- Streamlining the administrative functioning;

**3. SCOPE**

The scope of the University's Policy and Procedures of faculty and staff welfare shall be to ensure that the quality of the work environment it provides is of the highest standard and commensurate with the expected standards. It would cover the following:



- a) Faculty and Staff Welfare Schemes
- b) Appreciation/Incentives to Teaching/Non-Teaching Staff for recognition at State, National and International levels
- c) Faculty and Staff Development Programs
- d) Appraisal System

#### 4. FACULTY AND STAFF WELFARE SCHEMES

The university will adopt all reasonable measures to promote the welfare of the employees. Special measures will be taken to recognize the needs of the female staff as they form the major work force of the university. The university will constitute a separate committee to develop and monitor welfare schemes for the employees. While adopting these measures, legal compliances will be fully taken care of.

- **PhD Fee Waiver:** The non-Ph.D faculty members and staff shall be encouraged to enroll themselves for Ph.D programme. Fee waiver to faculty members shall be provided for 4 years in PhD programme.
- **Seed Money:** Faculty members shall be eligible to seek seed money for research projects. Faculty members (guide of research project work) will be required to submit the request application to the Head of Department along with the complete Head wise financial details. The reviewed applications shall be submitted to the office of Registrar/PVC after due recommendation of respective Dean of the Faculty. Final approval authority shall be the Vice-Chancellor.
- **Cash rewards for indexed Publications:** Provision for Award of cash incentive to the faculty members for publication of research papers in the reputed 'Research Journals' shall be made. The information shall be collated by the Dean Research through the departmental Heads and respective Deans for subsequent approval by the competent authority.
- **Provision to avail Study Leaves for higher Education:** There is a provision for the faculty members to avail study leaves to pursue higher Education including Ph.D from other Universities as per provisions under the MRU leave Rules.
- **Fee Concession to wards of faculty/staff:** The University provides fee concession to wards of Faculty and staff pursuing education in any of the Institutions under the MREI including MRU. The application for Concession shall be submitted by the employee to the office of the Registrar with the recommendation of the HoD and Dean of Faculty concerned.
- **Day Care Facility:** In house Day care creche facility will be provided for the children of teaching and non-teaching members. The employees (both teaching and non-teaching) of University shall be eligible to avail this facility during their working hours. This facility shall be made available with well-trained day care staff to provide the best care to children and to engage them in meaningful manner. The request application/email may be submitted by the respective employee to the central HR with the recommendation of respective Head of the Department.
- **Medical Facility:** Apart from in-house medical facility, tie-up with Metro Heart Institute, Asian Hospital & Sarvodya Hospital, Faridabad made for providing Health Services to students, staff and faculty members. Sarvodya Hospital also provides medical assistance



within the campus.

- **Long Service Association Rewards:** Faculty members and staff with a stay of minimum 10 years shall continue to be honored every year on the occasion of celebration of New-Year in the University.
- **Food courts and canteen facilities** shall continue to be made available for food and refreshment.
- **On-campus ATM and Banking Facility:** Campus has 24 hr ATM facilities. During banking hours, Punjab National Bank is available for the benefit of its employees.
- **Accidental insurance cover available** for faculty, staff and students.
- **Excellent civic amenities and subsidized transport facility available** to the various destinations.
- **Sports Tournaments** for faculty members/non-teaching staff conducted on regular basis during the year.
- **Provision of Advance against salary:** The employees are provided advance in case of need which amounts to double of the salary and refundable within 6-10 months time.
- **Financial support to its faculty/staff:** Registration Fee and TA/DA provided to the faculty and staff for attending Workshops, Conferences, Short Term Courses, Short Term Training Programs and 60% membership fee reimbursed to faculties under FDP.

#### **5. APPRECIATION/INCENTIVES TO TEACHING/NON-TEACHING STAFF FOR RECOGNITION AT STATE, NATIONAL AND INTERNATIONAL LEVELS**

The role of a university functionary – whether a teacher, staff or student transcends way beyond the limits of classroom or a laboratory. He is expected to carry out his prowess and acquired knowledge for nation-building, societal progress, upholding our glorious heritage and culture, fostering technology and environmental sustainability for a multi-dimensional transformation. He is expected to transfer his robust work ethos for others to emulate. A teacher with his core knowledge, research potential and refined human traits has to act as a role model to provide impetus to the lesser privileged members of the society to enable them to unshackle and surge ahead professionally, economically and societal.

A university functionary must move out of his university precincts for a professional and societal interplay- be it at State, national or international professional conferences / symposia, cultural or sports meet or any other pertinent issue like environmental sustainability, health issues or redressal of some natural calamity.

MRU has a policy in place to encourage, motivate and incentivize its team members to strive to excel in the outside environment in a whole lot of domains. The university does not confine to professional activities alone but treats achievements in cultural, societal, environmental, sports, performing arts on equal footing.

**The appreciations of laudable feats are itemized as under:**

1. One-time financial incentive
2. Recognition at a University function.



3. Appreciation certificate
4. Announcement on University Web site, social media, Annual Reports and Newsletters
5. Weightage in annual appraisal forms.

S. No.	Category	Form of Recognition
1	Patent published	1,2,3,4,5
2	Patent awarded/granted	1,2,3,4,5
3	Best paper award in an International/National Conference/Copyright granted	4,5
4	Professional body certification/accreditation from a National/International body	2,4,5
5	Session chair during conference/panelist during panel discussion	4,5
6	Special recognitions/awards received from a Professional/Government/Government-recognised Body (State level/National/International level)	2,3,4,5
7	Fellow/project grant by National/International Body	2,3,4,5
8	Project mentor for winning teams at National/International level	2,3,4,5
9	Faculty with the maximum number of publications Scopus/WoS/reputed journals	1,2,4,5
10	Any outstanding contribution towards the benefit of Organization	2,3,5
11	Offering courses/e-content developed for National/International platforms	3,4,5

## 6. FACULTY AND STAFF DEVELOPMENT PROGRAMS

**Preamble:** Faculty and staff development are an important component of institutional development. The university is committed to conduct programs for the development of faculty and staff for continuous improvement in performance and shall encourage them to participate in Seminars/Conferences/Workshops/Training Programs/Short Term courses etc. within or outside the University.

**Purpose:** The purpose is to develop their attitudes, professional skills and abilities for full performance within the position and for career advancement within the University.

At MRU, some of the initiatives taken in this regards shall be as follows:

- To enhance the domain specific knowledge and skill set of the faculty members for a more effective course delivery.
- To provide a forum for the faculty/staff members to network and exchange their professional views and experiences by organizing faculty/staff development programs



and nominating them to attend such faculty/staff development programs within or outside the university.

- To get them familiarize with innovative and rapidly changing teaching-learning pedagogies and improve their core competencies to ultimately achieve the organizational goals.
- To encourage the faculty members to embark on various research activities.
- To develop their attitudes, professional Skills and Abilities for full performance within the position and for career advancement within the university.

The University shall invite resource person Reputed resource persons for faculty and staff training from time to time so that the knowledge and competence remain fully updated. No discrimination of any type will be made in this matter.

- a) FDPs will be organized by the Internal Quality Assurance Cell (IQAC)/concerned departments depending upon the areas of development. The Deans of various Faculties/Head of departments will decide specific topics/areas of FDPs relevant to their academic units and identify a coordinator for each FDP. Domain-centric FDPs will be organized by the concerned departments and quality related FDPs (pedagogy, soft and professional skills, research orientation, and educational technology) will be organized by the IQAC/Office of the Dean Research at central level.
- b) It will be mandatory for each faculty member below the rank of a University Professor to attend at least 2 FDPs in an academic year depending upon academic and interest area. Senior faculty members may also be motivated to join FDPs as per their interest or requirement.
- c) Ordinarily, FDPs will be organized on working Saturdays of a month. Longer duration FDPs may be organized during May-July and November-December. Concerned HoDs will make arrangements for substituting the classes when FDPs are held on week days.
- d) FDPs will be conducted by well- known outside experts from academia and industry along with senior members of the University. The concerned conducting units will obtain the consent of external and internal experts before including their names in the proposals.
- e) Any proposal of FDP shall include the following:
  - i. Specific title of the FDP with broad outline of contents;
  - ii. Expected outcome and pedagogy to be used;
  - iii. Names of the resource persons (both external and internal) along with their brief CVs/introduction;
  - iv. Target batch size;
  - v. Program duration and the suggested date(s) of the program;
- f) The proposals will be made in the areas of contemporary interest and should be attractive



enough to generate participation.

- g) A separate budget head will be provided by the University to meet expenses related to FDP activities.

The implementation of policy of Faculty Development Programs shall be governed by the standard operating procedures as outlined below:

#### **Standard Operating Procedures for Faculty Development Programs (FDPs)**

- a) Faculty coordinator(s) from each department will be nominated for execution of the respective FDPs.
- b) Keeping in view University's Academic calendar, department's activity calendar including planned FDPs shall be prepared by the coordinator of the department at least 2-3 weeks prior to start of the semester.
- c) The FDP coordinator in consultation with HoD and senior faculty members of the department will chalk out the plan of FDP to be organized. The respective committees including organizing committee, registration committee etc shall be constituted. Finalizations with respect to contents to be covered, resource persons to be targeted, finances involved shall be done after due deliberations
- d) The proposed for planned FDPs shall be through concerned Dean for approval of the Dean Academics of the University.
- e) The specific title of the FDP, expected outcome, pedagogy to be used, the tentative dates and the names of the resource persons (along with their brief CV/profile) will be notified by a HoD/ internal coordinator from the concerned department as nominated by the department.
- f) The nominated FDP coordinator will look for the opportunity to apply for possible funding/grant for FDP through UGC, DST, AICTE, DBT etc.
- g) The coordinator will take the consent of the proposed Resource persons in consultation with HoD.
- h) After the confirmation from resource persons, coordinator along with the organizing committee members shall prepare the draft brochure highlighting about the University, department, outline of planned faculty development program, target audience, expected outcome, registration details and resource persons.
- i) The brochure shall be forwarded to head of the department for subsequent approval. The program venue, logistics required, refreshments, certificates, felicitation of the guests/



resource persons and other FDP related expenses may be met under a separate budget head to be provided by the university.

- j) Once approved, the brochure shall be circulated among the faculty members of university and outside the university for subsequent registrations. This process must be started at least three weeks before the conduct of the FDP.
- k) The attendance of the participants is to be recorded by the FDP coordinator.
- l) Each faculty development programme should have a feedback session and the feedback should be analyzed for further improvement in quality of FDPs. Feedback record should be maintained by the organizing unit.
- m) Certificate of participation must be issued to the participants on completing the program preferably for week long program and feedback on the program should also need to be sought.
- n) The post event report of the organized FDP will be prepared by the respective coordinator and submitted to the IQAC for record within a week time.
- o) The proceedings of each FDP should be widely circulated for the benefit of all.
- p) IQAC should also hold FDPs in multi-disciplinary areas/quality related areas for which specific combinations of departments may be identified for faculty participation.
- q) At the faculty/departmental level, faculty development should also be targeted through research seminar series, peer group learning platforms, experience sharing sessions and sharing of research and ideas.

### **6.1 Staff Development Programs (SDPs)**

Administrative staff is an important equally part of the University system. They are supposed to have complete understanding of rules and regulations, administrative practices and procedures. The University lays great emphasis, among other things, on Staff Development Programs on a regular basis.

With this in view, development sessions for all the secretarial and other staff working in various units of the University will be held at a regular interregnum to train and upgrade them in administrative procedures, systems, practices, communications skills, documentation methods, use of IT tools like MS Office, MS Excel etc. and to sensitize them to follow them religiously for better productivity and doing full justice with the jobs entrusted to them. This will create a positive impact and help to meet the organizational goals.

The Staff Development Programs would be preferably organized in the following areas:

- a) Uniform and effective filing system





- b) Maintenance of records including system of tracking of files, papers and follow ups
- c) Brief, easy and clear-cut noting and drafting
- d) Simple and effective official writing
- e) Receipt and dispatch of incoming and outgoing mails so that the movement of files / papers / correspondence / letters can be easy and without any loss of time
- f) Upkeep of files and office records in a systematic and simple manner, so as to retrieve the required file / papers within no time,
- g) Proper upkeep and utilization of university equipment under the charge,
- h) Maintenance of engagement diary, telephone directory on a regular basis.
- i) Insight into the working of the various branches / university including the admissions,
- j) Acquaintance with the rules and regulations of the university that govern the system.
- k) Role and guidelines of the respective Regulatory Bodies,
- l) Initiating prompt action on any matter to avoid last minute action/ approval,
- m) Addressing grievances/queries of students, ex-students, their parents and visitors in a proper and efficient manner and within the framework of rules and regulations.
- n) Extending due courtesy and proper behavior to all those who come to your contact in day-to-day area of operation.

More areas will be suggested as per need by the reporting officers. The reporting officers will maintain a track of development of employees working under them and ensure that the development programs reflect in their day-to-day working. The implementation of policy of Staff Development Programs shall be governed by the standard operating procedures as outlined below.

#### **Standard Operating Procedures for Staff Development Programs (SDPs)**



Conduct of Staff development programs will be governed by the following guidelines:

- a) Staff development programmes are to be conducted as per the need.
- b) Staff development programmes are to be conducted on a regular basis. The duration may vary from one day to week long programmes.
- c) Through the administrative officer of the concerned department, the employees will be nominated for the training programs.
- d) The coordinator will be appointed who in consultation with the administrative officer of the respective unit will prepare the plan and work for the finalization of resources/logistics.
- e) After every training program, the coordinator shall submit the post event report along with attendees list.
- f) Respective administrative officer will be responsible for maintaining a diary for the development of employees to be reviewed from time to time to align it to the best practices and regulatory requirements.

## **8.2 Participation in Seminars/Conferences/Workshops/Training Programs /Short Term courses etc.**

Manav Rachna University believes in investment in the people to have an enriched pool of teachers. To fulfill this:

- a) The university shall permit the employees to attend Faculty Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc.
- b) The university shall provide the financial support to its faculty members to participate in Faculty Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc. Apart from this the entitled financial support shall also be provided towards the membership fee of Professional Bodies.
- c) There shall be a cap on the number of professional development programmes for which the financial support shall be provided per faculty member.
- d) Each faculty member shall submit the request application on the prescribed Proforma well in advance as per the devised standard operating procedures.
- e) The post event report shall be submitted by the respective faculty member to the reporting head.



The implementation of policy of Participation of employees in Seminars/Conferences/ Workshops/Training Programs/Short Term courses etc. shall be governed by the standard operating procedures as outlined below. **(Guidelines for providing Financial Assistance to Faculty for their Career Progression and to the students for participation in national/international Events/Paper presentation etc approved in April 2020)**

**Guidelines for Participation in Seminars/ Conferences/ Workshops/ Training Programs etc. by the Teachers of Manav Rachna University:**

- a) The confirmed teachers of University shall be allowed to attend seminars/conference/workshop etc. and be paid T.A. and delegation fee according to entitlement if the same has not been allowed by the hosting Institution/Organization. However, travel by own car/taxi may not be allowed if the distance exceeds 500Km to and fro.
- b) Only those teachers whose papers will get accepted for reading in the conference or who are the office bearers of the Organization/Society/Association which organizes conference/seminar/workshop shall be allowed.
- c) Every application for attending the conference must reach the office fifteen days before the date of journey duly recommended by the Head of the Department. (Annexure 1)
- d) University employees permitted to attend the conferences etc. shall be treated on duty leave.
- e) A teacher who has availed of this facility shall be considered for foreign seminars and conferences only after the expiry of a period of atleast one year.
- f) The payment for attending seminar/conferences shall be made as per the following criteria:
  - i. For attending International seminars and conferences Abroad.  
Assistance will be granted for travel expenses only @50% of the Air-fare by economy class and entitled delegate fee out of University funds
  - ii. For attending seminars/conferences in India  
Travel grant 100% by entitled class and delegate fee.
- g) In addition to this, faculty members shall also be supported financially/allowed to attend the development programmes as organized within MRU.

## **7. APPRAISAL POLICY AND PROCEDURES**

**Preamble:** All categories of employees will be subject to performance appraisal through suitable assessment mechanisms. The appraisal will be regular, fair and will be based on all the



relevant aspects of the working of the employee and his/her responsibilities. The faculty and staff appraisal data are utilized for decision making by both the reporting officer and Appointing authority for Appraisal, Promotion, and Tenure.

**Purpose:** The purpose of a faculty/staff appraisal system is to enhance the potential of its human resources by motivating the achievement-oriented faculty member; Reward decisions (salary raises, promotions, tenure); Discipline decisions (static job status, termination); and Faculty development and improvement.

Because of this need, it is the responsibility of the institution not only to carry out evaluation of faculty, but also to provide faculty with systematic support for improvement of instruction. All performance evaluations should foster building relationships based on trust, mutual commitment, and team effort. Intellectual honesty, rigor, and fairness are essential throughout the process. This system is designed so that individual faculty is responsible for their own instructional improvement. Such a process ultimately will result in a better teaching and learning environment.

The faculty evaluation is oriented towards both summative and formative ends and promoting excellence in teaching and learning; that is, faculty's individual development and improvement—towards doing better.

The purposes of this evaluation are following:

- a) Assess and promote excellence in the teaching/learning process.
- b) Meet the educational needs of students and community by continually monitoring instructional performance.
- c) Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction.
- d) Provide a basis for professional growth and development.

