



The Light of Truth

MARTIN LUTHER CHRISTIAN UNIVERTSITY

HUMAN RESOURCE POLICY MANUAL

SHILLONG

2016

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Amendments

Sl No	Policy / Clause	Content	Effective Date From	Amendment Date	Page No.
1	Promotion Policy	MLCU HR Policy for Appointment, Regularization and Promotion of Faculty	October 9, 2014	October 9, 2014	11-17
2	Promotion Policy 1.b.iii	Terms of Appointment	October 9, 2014	Amended vide 512 th UGC Meeting held on February 4, 2016	11
3	Promotion Policy Clause no:8	Academic Seniority on Administrative Assignment	October 9, 2014	Amended vide Academic Council held on April 20, 2016	14
4	Promotion Policy Associate Professor	A. Administration 5. [Evidence of continuing education ¹] 6. [Effectiveness of teaching ¹]	October 9, 2014	Amended vide Academic Council held on April 20, 2016	16
5	Promotion Policy Professor	B. By promotion from within MLCU or from another academic institution 1. [10 ¹] years of teaching experience in a college or university. Up to two years of professional experience may be counted in the teaching experience 4.[Evidence of continuing education ¹] 5.[Effectiveness of teaching ¹] 6.[Specified number of paper (minimum 10) including recent publications ¹]	October 9, 2014	Amended vide Academic Council held on April 20, 2016	17

1. Recruitment Policy

The objective of recruitment at Martin Luther Christian University is to source the best talent and to manage the departments and the offices. In order to find the most appropriate persons to fill the positions, it is crucial that potential candidates are drawn from a wide pool of applicants and equal opportunities are ensured for all candidates.

Recruitment Procedure:

A) Staff Requisition:

- a. Whenever a replacement or additional employee(s) is required based on the vacancy in terms of the approved human resource plan for the year (sanctioned strength), the head of department or the Administrative Coordinator should complete and forward a Staff Requisition Form (See Annexure: check Staff Requisition Form) to the Human Resource Office to initiate recruitment. The requisition should specify the cadre and job description of the vacant position or required position.
- b. If the request for additional employee(s) is not budgeted and is of urgent nature, the Board of Management's approval has to be sought.
- c. Where the headcount is approved, the head of department should first consider internal transfer/promotion or reorganization of the work in the department before pursuing external recruitment.
- d. Hiring process to be initiated by the Human Resource and offer to be made to the candidates looking at the scale/grades/salary parity within the department and the University.
- e. Organizing of interviews.
- f. Communication to members/candidates/unselected candidates.
- g. Offer letters to the candidates by the Human Resource specifying whether the offer is accepted or rejected by the candidate.
- h. Waitlisted candidates will be considered only when the selected candidate rejects the offer.
- i. Appointment letters should contain the designation, salary, date of joining, documents required e.g birth certificate, mark sheets, certificates, schedule tribes/caste, no objection certificates, experience certificate, driving license, etc and all the details of terms and conditions . Additionally, it should be accompanied with the job description, transfer letter, retirement age, working hours.

- j. Appointment letter will be issued to the selected candidate on the day he/she joins the organization signed by the HOD/Registrar for the academics but for non teaching staff appointment letters should be signed by the HR coordinator/Manager.
- k. Where suitable candidates are available within internally, the Vice Chancellor or the Registrar may consider authorizing inter-departmental transfer.

B) Sourcing Methods: All academic and administrative posts shall be advertised externally through social media, e.g newspaper(s), websites, consultants etc. and internally through the University's/ departmental notice boards.

C) Selection Criteria: The following two sets of selection criteria may be considered in the recruitment process:

- a. **Short-listing:** The Human Resource shall prepare a short list of candidates focusing on the job description of the positions. In short-listing candidates for interview, the following factors shall be considered:
 - (i) Academic, professional and technical qualifications;
 - (ii) Relevant work experience;
 - (iii) Research and other publications;
 - (iv) Compatibility with the University needs, and
 - (v) The culture fit of the candidate.
- b. **Selection Procedure:**
 - (i) Stages of Interview:
 - I. For faculty/and all academics staff, interview will be conducted by the Registrar, Vice Chancellor, and Human Resources.
 - II. For administrative positions, support and auxiliary staff the preliminary interviews will be conducted by the HR department. The final interview can be conducted by the Registrar, Vice Chancellor and HR depending on the grade and position.
- c. **Final selection:** The selection committee will evaluate the evidence gathered through interviews and discussions following the initial shortlist. The final selection shall focus on, inter alia, personal qualities, attributes and competencies, past performance, aspirations, potentials, communication and interpersonal skills, professional and personal integrity. The validity of appointment of any candidate being selected by the selection committee will be valid for one year after which any vacancy herewith will have to follow the recruitment

procedure. For office assistant and drivers etc. initial and final selection for the interview will be made as per the level of positions.

D) Offer and Appointment

- a. **Offer:** When a suitable candidate is identified, the Human Resource Office will discuss with the head of department, as appropriate, on the terms and conditions to be offered to the candidate and an offer letters detailing the service conditions and pay structure offered should be provided.
- b. **Approval:** The Registrar or Deputy Registrar shall issue the appointment orders of the employees of the University. All appointments of Six months contract can be appointed by the Vice Chancellor or Registrar with the consultation with the Selection Committee without following the recruitment procedure. In such cases, such appointment cannot be extended. If required, the candidate has to go through the recruitment procedure.

E) Employment Formalities

a. Verification of Documents

- (i) Prior to the engagement of any staff, the Human Resource Office will ensure that the candidates are lawfully employable and hold valid identity documents that are acceptable as per Martin Luther Christian University guidelines.
- (ii) Candidates are required to certify their qualifications and work experience by producing the original of their academic and professional credentials, reference letters from previous employers and other relevant documentation and submit the photo copies of the documents.

b. Reporting for duty

- (i) A day before their first day of employment, new recruits should be invited to the Human Resource Office to complete the joining procedure and report for duty to the designated department.
- (ii) The employee must also complete and return the Joining Report and the Personal Information Sheet.

- c. **Induction/Orientation:** The objective of having an induction/orientation program is to acclimatize new employees to the University's environment, practices, policies and purposes. The program helps the new employees to understand the mission, objectives and

organizational structure of the Department, as well as the University policies, rules, regulations and code of ethics.

(i) **Procedure:** The Induction programme will be conducted at different levels for both teaching and non teaching staff.

I. Induction or Orientation programme about the University policies, rules, regulations and code of ethics shall be conducted when the new employee reports for duty.

II. The HR department should arrange for new employees' job induction at the departmental level once they have reported for duty.

III. An Orientation programme on life skills education for both teaching staff and non teaching staff and the teaching methods twice in every academic year for teaching staff.

F) Employee Record

a. The Human Resource Office will maintain a personal file for each employee. These files may be located at the HR office where the employee's payroll is prepared. Contents of such records are kept in strict confidence with access available only to:

(i) The employee upon request through Human Resource Office.

(ii) The current supervisor of the employee or prospective supervisors in case of transfer consideration.

(iii) Appointing authority

(iv) Human Resources Office personnel.

(v) Others in connection with legal or other authorized investigation of employment-related matters.

b. A current or former employee who wishes to see her/his file should contact Human Resource Office. If the request is made to a supervisor, the employee should be referred to the HR department.

c. The personal file shall contain the employment application and/or resume, attested copies of certificates/transcripts/experience certificates, performance appraisals, bonds executed in favor of the university, disciplinary notices and employee response to such notices, payroll/increment authorizations, salary certificates, letters of recommendation, copies of additional credentials earned since the time of employment, awards, testimonials, clearance certificates, relieving order and other material concerning the employee's selection and continuation of employment.

d. Entry of documents into the file is monitored by authorized Human Resource personnel.

- e. Maintenance of data banks/ records.
- f. Communication to members/candidates/unselected candidates.
- g. Organizing of interviews.
- h. Offer letters to the candidates by the Human Resource specifying whether the offer is accepted or rejected by the candidate.
- i. Hiring process to be initiated by the Human Resource and offer to be made to the candidates looking at the scale/grades/salary parity within the department and the University.
- j. Waitlisted candidates will be considered only when the selected candidate rejects the offer.
- k. Appointment letter will be issued to the selected candidate on the day he/she joins the organization signed by the HOD/Registrar for the academics but for non teaching staff appointment letters should be signed by the HR coordinator/Manager.
- l. Appointment letters should contain the designation, salary, date of joining, documents required e.g birth certificate, mark sheets, certificates, schedule tribes/caste, no objection certificates, experience certificate, driving license, etc and all the details of terms and conditions . Additionally, it should be accompanied with the job description, transfer letter, retirement age, working hours.

G) Change of Address:

- a. Every employee must inform the Human Resource Office (with copy marked to the head of department) any change in the postal address for communications. The intimation must be given in writing within seven days of the change.
- b. All notices, orders and other official communications will be made to the last known address on the personal file of the employee

H) Identity Card

- a. Every employee will be given a photo identity card. The employees must carry their identity cards while they are on duty if so required by the head of department. The security personnel or any other person authorized in this behalf is entitled to verify the identity of employees before they are allowed admittance in areas which are restricted to public or unauthorized persons.
- b. If an employee loses the identity card, the matter must be immediately reported to the Human Resource Office. A duplicate card will be issued on payment of the requisite fee.

- c. The identity card issued to an employee is the property of the department. When an employee ceases to be in the employment, the identity card must be returned



2. Probation Policy

A) Teaching Staff

- a. A full- time or part-time faculty has to complete one year of probation period during their appointment who has not completed the probation period of **12 months** or as specified in the letter of appointment including such extended period as notified subsequently by the appointing authority.
- b. A faculty can go on probation not more than a year in which evaluation on fulfilling the criteria and performance will be conducted, and if fail, employment of service can be terminated.
- c. National Eligibility Test: A Faculty who have not passed NET will have to pass NET within two years of appointment, failing which they will not be regularized.
- d. PhD: Faculty without a PhD will have to register and obtain approval of their research proposal for a PhD within three years of appointment, failing which they will not be regularized.
- e. A regular employee who is promoted to a higher position will be deemed to be on probation for a specified period of time not exceeding 12 months and for the limited purpose of assessing her/his performance or suitability in the promoted position. Such person may be reverted to her/his previous position during the period of probation.
- f. A full time employee with a four years Bachelor degree will be appointed as a Tutor and will be on a probation period for one year in which regularization will be given after one year based on the performance and academic head's recommendation.
- g. After completion of one year, the employee will be regularized based on the performance.

B) Non Teaching Staff

- a. Non teaching staff will be on probation period for a year or less than **6 months** in exceptional cases and after which employment will be regularize based on the performance and the supervisor's recommendation.
- b. Before the end of the probation period every staff will be appraised by the Reporting officer or Head of Department.
- c. Each staff will be appraised based on the Job Description given for each Non Teaching staff.

- d. The immediate supervisor will recommend for the confirming of the staff.
- e. The Evaluating Officer can extend the probation or terminate the employment if the employee performance does not reach the expectations. (*Annexure of Confirmation Evaluation Sheet*)

3. Confirmation Policy:

After the Probation period, the staff is confirmed by their respective supervisors. The confirmation process involves:

- A) A 'One on One' discussion between the employee and supervisor on the employee's overall performance.
- B) The objective of this process is to help the employee to have a better understanding of his/her potential strength and areas of improvement.
- C) After the discussion between the Supervisor and employee, they should mutually agree on the ratings and both should sign in the space provided in the performance evaluation sheet of the overall performance of the employee.

4. Transfer Policy

Transfer between departments

- A) Martin Luther Christian University encourages inter/intra-departmental transfers, wherever feasible, as it gives employees opportunities to widen their exposure and pursue development in other streams of work within the University. It enables the management to deploy employees to areas where they can best contribute to and meet the University's human resource planning and deployment.
- B) The inter-intra departmental transfer also enables the existing employees to move within University departments whenever a suitable job opportunity arises. All things being equal, preference will be given to internal candidates so that employees are provided with opportunities to widen their exposure and further their career development within MLCU.
- C) Employees may be transferred from one position to another or from department to another for career development and/or operational reasons.
- D) As one of the main reasons for transfer is career development, frequent transfer is not encouraged. Employees should remain in their positions for at least two years before any transfer is considered.
- E) Transfer is not a right and shall be approved at the sole discretion of the Management. As and when a requirements arises, staff shall be transferred between different departments, This transfer may be due to:
 - a. Increase of work load of other department
 - b. Staff skills matching the requirement of that department
 - c. A Vacancy may be internally filled-in by such transfer
 - d. Promotion requirements etc

Staff will be notified in advance for such transfers, a brief induction of the new job will be given and if required training will be provided.

Transfer procedure

- A) Requests for transfer may be made either by heads of departments or by employees. Transfer can be successful only if agreed by both the releasing and the recruiting heads of departments. A waiting period is normally required to enable the releasing department to find a replacement.

- B)** All transfer requests originating from heads of departments will be routed through the Registrar in consultation with the Vice Chancellor who may, for valid reasons, refuse to approve the transfer.
- C)** All transfer orders will be issued by the Human Resource Office. The transfer order must state the date and time for both handing over charge and joining duty. Copies of the transfer order must be forwarded to the respective accounts/payroll office for effecting changes in the payroll records.
- D)** On receipt of the transfer order, but before proceeding to join duty at the transferred department, the transferring employee must return all departmental properties which s/he was entrusted with.



5. Promotion Policy

MLCU HR Policy for Appointment, Regularization and Promotion of Faculty

1. Appointment of faculty

a. Eligibility:

- i. A postgraduate degree in the relevant subject with a minimum of 55% marks or equivalent GPA.
- ii. A pass in the NET in the relevant subject. Applicants MPhil or with a professional degree accredited by a statutory body (eg ME/MTech, MSc Nursing, MPharm, MSc Microbiology, MSc Clinical Biochemistry, LLM etc) are exempted from the NET /MET.
- iii. If there is no NET for a particular discipline, the applicant will have to pass MET before appointment.

b. Terms of appointment

- i. New faculty with NET/MET/MPhil/Statutory Exemption will be appointed as Lecturer on contract basis with a consolidated pay package for up to one year as per MLCU HR Policy for Appointment, Regularization and Promotion of Faculty, 2014.
- ii. New faculty without NET/MET/MPhil/Statutory Exemption will be appointed as Lecturer on a contract basis for a period of up to six months (3 months + 3 months) as per MLCU HR Policy for Appointment, Regularization and Promotion of Faculty, 2014.
- iii. New faculty with a PhD will be appointed as an Assistant Professor on a contract / probation basis with a consolidated pay package for one year as per MLCU HR Policy for Appointment, Regularization and Promotion of Faculty, 2014. [The period of active service spent on pursuing Research Degree i.e. for acquiring PhD degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment / promotion to the post of Associate Professor and above.²]

c. Orientation

- i. Mentorship: Every new faculty member will be assigned by the respective Head of Department concerned to a senior faculty member during the first month of employment
- ii. Workshops: Every new faculty member shall attend workshops on:
 - a. Teaching-Learning
 - b. Life Skills
 - c. Career Skills
 - d. PhD Preparation
 - e. Case Studies

2. Regularization

- a. Faculty appointed against a regular vacancy (i.e. against a sanctioned post) with NET/MET/MPhil/Statutory Exemption who complete the period of probation with a satisfactory performance appraisal may be regularized as an Assistant Professor, after satisfying the *Criteria* prescribed in *Table I* for the said post.
- b. Faculty with a PhD who complete the period of probation with a satisfactory performance appraisal may be regularized as a Senior Assistant Professor, after satisfying the *Criteria* prescribed in *Table I* for the said post.
- c. Faculty without NET/MET/MPhil/Statutory Exemption will not be regularized but may be continued on a contract basis.

3. Existing faculty without NET

- a. Faculty without NET/MET/MPhil/Statutory Exemption will be issued a new contract specifying the NET/MET will have to be passed within 18 months of the notification of this rule for continuation as a faculty member in the University. Alternatively, they may submit their PhD thesis during this 18 month period.

4. Registration and completion of PhD

- a. Faculty must complete their PhD within eight years. Ordinarily they are expected to register for the PhD (approval of PhD proposal) within three years. The time for registration for PhD may be extended to five years, provided the PhD is completed within the stipulated time of eight years
- b. The time period of eight years for completion of PhD may be extended up to two additional years for women faculty who have taken maternity leave or for faculty who have been granted professional leave.
- c. Notwithstanding the provisions of 3 above, a faculty member who does not complete
 - i. NET , and
 - ii. Submit the PhD thesis within eight years of initial appointment, may be liable for termination from service.

Note 1: To encourage and support faculty to register and complete the PhD the following incentives have been created:

- i. PhD Awareness and Support Workshop
- ii. Workshop on Writing Case Studies
- iii. Workshop on Academic Writing
- iv. Efficiency bar for Junior Assistant Professors
- v. Efficiency bar for writing case studies at the Junior and Senior Assistant Professor levels

Note 2: Milestones for PhD

- i. Year 1: Workshops i. and ii. as above
- ii. Year 2: PhD Entrance Test and Research Methods Workshops if registering in MLCU
- iii. Year 3: Writing a case study and submission of research proposal

5. Promotions and Crossing of Efficiency Bars

- a.** All promotions/crossing of efficiency bar will be considered and appropriate recommendations made by a Promotion Committee constituted and chaired by the Vice Chancellor. In the case of promotion to Associate Professor, refer to rule 5.b.
- b.** For promotions to Associate Professor, the Promotion Committee will include at least two external experts nominated by the Vice Chancellor
- c.** Assistant Professors who have been awarded additional increments for completing the PhD will carry these additional increments upon promotion to Associate Professor.
- d.** The criteria for promotion will be as approved by the Board of Management.

6. Rules for appointment of professors

a. Eligibility

- i.** By promotion from within MLCU or from another academic institution
 - I.** 13 years of teaching experience in a college or university. Up to two years of professional experience may be counted in the teaching experience.
 - II.** PhD
 - III.** Excellent record of academic accomplishment such as published work and other contributions to academics
- ii.** By recruitment from industry or other professional sector
 - I.** An outstanding professional with eminent contributions to the discipline
 - II.** A minimum of 13 years in the profession

b. Procedure for appointment

- i.** Appointment of Professors:
 - I.** For appointment/promotions to Professor, the Promotion Committee will include at least two external experts nominated by the Vice Chancellor.
- ii.** For appointment as a visiting professor:
 - I.** For appointment as a visiting professor, the same eligibility as for appointment as professor will be followed.
 - II.** A visiting professor may participate in the teaching programs, research or PhD supervision.
- iii.** The schedule of teaching, research or PhD supervision shall be as per the terms of the appointment.

7. Career development and progress towards to promotion

- a.** In general it is expected that all faculty members will progress in their academic career and obtain promotions in due course of time to Associate Professor and Professor.
- b.** All promotions shall be within the prescribed sanctioned posts of the university and its departments.
- c.** Faculty members that fail to progress towards promotion within the expected time shall be liable for caution, lapse of regularized status, and/or termination.

8. [Academic Seniority on Administrative Assignment.1]

1. [If a faculty member is appointed to a full-time administrative position, she/he will be entitled to continuation of academic experience and seniority if one or more of the following conditions is fulfilled:
 - a) Teaching up to three credits per year
 - b) Assists in academic activities such as field work, study tours, student evaluation, etc.
 - c) Participates as a resource in university academic workshops or other university approved academic activities
 - d) Participates in or conducts research work
 - e) Publishes or presents two academic papers per year
 - f) Attends academic conferences or any capacity building workshop
 - g) Completes an online or distance education course relevant to the faculty member's discipline
2. The total duration of academic activity should be a minimum of 90 hours to be eligible for one year of academic experience. These hours should be tabulated, self-certified and submitted through the Dean, Academics, to the Registrar at the end of the academic year.^{1]}

9. Retirement of faculty members

- a. The retirement age of faculty members who have attained the rank of professor, shall be 65 years and the last date of regular service shall be the last day of the semester in which the faculty member attains the age of 65 (Sixty-five) years. For faculty members who have not attained the rank of professor, the retirement age shall be 60 (Sixty) years.
- b. Retired faculty members may be re-appointed on the recommendation of the Academic Council on a yearly contract basis, provided that their health status examined by the University's Medical Board is found satisfactory.
- c. Appointment of retired faculty members on a contract basis shall be done by the Board of Management.

10. Removal of Difficulties

If any difficulty arises in giving effect to the above rules and provisions, or their interpretation, the Vice Chancellor may adjudicate and pass such orders as deemed fit, not inconsistent with the above rules and provisions, as appear to be necessary or expedient for the removing the difficulty.

Table - I

Designation	Criteria	Appointment Status	Efficiency Bar
Assistant Professor-I	<ol style="list-style-type: none"> 1. PG+NET/MET/MPhil/Exemption 2. Performance appraisal 3. Towards the end of the first year faculty will be evaluated on their teaching learning skills by a team of HOD, Mentor and Teaching Learning Team Representative. 	Contract /Probation	
Assistant Professor-II	<ol style="list-style-type: none"> 1. One year teaching with MLCU + NET / M.Phil 2. Certificate in teaching learning 3. Attended a case study writing workshop 4. Attended one National/Regional workshop/seminar/conference (After attending, a presentation have to given to the respective department) 5. Professional exposure of one month, as per guidelines to be fixed by the Academic Committee (Prior work experience will be considered) 6. Performance Appraisal <p>Note: Faculty joined after July 2012 will have to complete any three of the criteria No. 2 to 5 above. Criteria No. 1 and 6 are compulsory.</p>	Confirmed	<ol style="list-style-type: none"> 1. PhD Registration (PhD Proposal accepted) 2. Certificate course on Life skills/Career Skills/Research methods 3. Writing one case study OR one published paper
Assistant Professor-III	<ol style="list-style-type: none"> 1. PhD <p>Note: Faculty joined after July 2012 will have to complete the criteria applicable to Jr. Assistant Professor above.</p>		<ol style="list-style-type: none"> 1. One Peer reviewed published article 2. One Case study
Associate Professor	<p>A. Administration:</p> <ol style="list-style-type: none"> 1. Eight years teaching experience (up to 2 years of work experience may be included) 2. PhD 3. Satisfactory performance appraisal 4. Admin work that involves creation of documents such as policy 5. [Evidence of continuing education¹] 6. [Effectiveness of teaching¹] <p>B. Academics:</p> <ol style="list-style-type: none"> 1. Articles in academic journal 2. Articles in general media 		

Designation	Criteria	Appointment Status	Efficiency Bar
	<ol style="list-style-type: none"> 3. Book or a chapter in a book 4. Creating a new syllabus/resource material 5. Leading or substantial contribution to a major field projects 6. Supervisor and Co-supervisor for PhD/ Supervisor for UG/PG students for Research dissertation 7. Attending all workshop on Life skills, Career skills, Research Methods 8. One certificate in Life skills/Career skills/Research Methods/Others 9. Writing case study 10. External research grant 11. Paper presentation at conferences (state level, national, international) 12. Invited as guest lecturer as a resource person at state/national/ international level 13. Attend relevant training courses 14. Co-curricular activities –Students related curricular activities, extension and field based activities such as Extension work through NSS etc. <p>Note: Item 4 in Administration and the items under academics will be considered as a body of achievement by the Promotion Committee</p>		
Professor	<p>A. <i>By promotion from within MLCU or from another academic institution</i></p> <ol style="list-style-type: none"> 1. [10¹] years of teaching experience in a college or university. Up to two years of professional experience may be counted in the teaching experience 2. PhD 3. Excellent record of academic accomplishment such as published work and other contributions to academics 4. [Evidence of continuing education¹] 5. [Effectiveness of teaching¹] 6. [Specified number of paper (minimum 10) including recent publications¹] <p>B. <i>By recruitment from industry or other professional sector</i></p> <ol style="list-style-type: none"> 1. An outstanding professional with eminent contributions to the discipline 2. A minimum of 13 years in the profession 		

Note: Faculty joined before 2012 with PhD will be entitled to Pay fixation norms based on their seniority.

6. Resignation/Termination

Martin Luther Christian University sets out the conditions and procedures relating to resignation/termination of employment with Martin Luther Christian University.

A) Notice Period

- a. A regular or contract employment may be terminated by either party giving to the other one's month's notice period in writing or payment of one month's basis salary in lieu of notice unless specified otherwise in the letter of employment.
- b. Employees who fail to fulfill the required notice period will have their final payment reduced in proportion to the period of short notice.
- c. Employees who have given notice of resignation/termination are not allowed to use their unused leave or Earned Leave in lieu of termination notice. Similarly, maternity leave cannot be used as notice for termination of employment.

B) Resignation/Termination Procedure

- a. All letters of resignation must be submitted through the Head of Department or Reporting Officer and in all other cases to the Registrar. Verbal resignations or verbal communication of intention to resign will not be valid nor will it be taken on record.
- b. Upon receipt of the letter of resignation duly approved by the competent authority, the Human Resource Office will communicate the acceptance of resignation in writing and confirm with the employee the last working day and the effective date of her/his resignation with a copy to her/his head of department. The Human Resource Office will also intimate the resigning employee of the process for obtaining Dues Clearance Certificate (Annexure of No Due Clearance Form) from the respective departments and the tentative date by which the full and final settlement will be made by the finance office. Copies of the intimation will be sent to the head of department, the employee's reporting officer and to the finance office.

c. Return of Institutional Property

- a. On her/his last working day, the employee is required to return/handover to her/his head of department or designated officer all equipment and other property such as instructional

supplies, teaching aids, accounts, contacts, data, record and documents, whether in paper or any electronic storage device, etc related to her/his job.

- b. On return of all departmental property, the employee must get Dues Clearance Certificate in the prescribed blank duly issued by the designated authority.
- c. Martin Luther Christian University reserves the right to deduct from the resigned/terminated employee's final payment an amount equivalent to the value of any property which is not returned or is damaged and any other amount due to Martin Luther Christian University.

d. Final Payment

- a. The final payment including basic salary, job related payments or reimbursements, and money due to the employee, if any, will be paid to the resigned/terminated employee by cheque or fund transfer into her/his bank account within 30 (thirty) working days from the effective date of resignation/termination or the date of submission of the Dues Clearance Certificate, whichever is later.

e. Exit Interview

- a. Employees leaving because of the need to enhance their career and other similar reasons are commendable. However, there may be other reasons for leaving which may have to do with negative feelings about the department, personnel, etc. The reasons may not always be obvious and thus exit interviews are conducted. While the exiting employees are sensitive to interviews, they can provide much information, which may assist in the better management of the university.
- b. The Human Resource Office will normally conduct an exit interview with the resigning/terminating employee to obtain a better understanding of her/his reasons and to solicit her/his feedback on Martin Luther Christian University 's policies and practices so as to improve the overall working environment and conditions.
- c. Exit Interviews will form part of the Exit formalities for all employees leaving the University.

7. Work Schedule

1. Hours of Work

- a. Martin Luther Christian University generally follows the five days work week schedule.

- b. Hours of work (including break and lunch hours) for teaching staff in all departments is 5 hours and for non teaching staff is 8 hours per day.

2. Time Keeping & Attendance

a. Time keeping

- i) It is the responsibility of every employee to accurately record the attendance at work and time worked.
- ii) Altering, falsifying, tampering with time records or recording time on another employee's attendance record may result in disciplinary action, up to an including termination of employment.
- iii) All employees should report to work not later than 5 minutes prior to their schedules starting time.

b. Attendance Register

- i) All employees must invariably sign the attendance register on entering the office.
- ii) Failure to sign the attendance register will attract of loss of pay.
- iii) All unauthorized absence will be treated as leave without pay

8. Benefits

General Principles

KEY POLICY-CLAUSE

- 1.1 Leave cannot be claimed as a matter of right.
- 1.2 Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- 1.3 The leave sanctioning authority may refuse or revoke leave of any kind.
- 1.4 A faculty member or staff member on leave should not take up any service of employment elsewhere without obtaining prior sanction of the competent authority.

- 1.5 Leave without proper sanction, will be debited against the Leave account of the faculty/non teaching staff.
- 1.6 Absence from duty after the expiry of leave renders a faculty liable to disciplinary action.
- 1.7 Leave must be approved by the Registrar/Deputy Registrar/Head of Department/Campus Coordinator at least one week in advance (except for unplanned leave such as CL/SL)
- 1.8 If faculty after proceeding on leave desires an extension thereof, application in writing to registrar/HR is required, and the latter shall send a written reply either granting or refusing the request.
- 1.9 Any faculty or non teaching staffs on leave for an emergency have to submit their leave applications after they resume back to work on the following day or it will attract TWO days Casual leave.
- 1.10 Employees can avail leave for HALF-DAY or more subject to approval of respective authority.
- 1.11 For availing HALF-DAY leave, they must ensure that they have completed MINIMUM THREE HOURS DUTY before or after availing such a leave.
- 1.12 The leave can be prefixed and/ or suffixed to weekly Offs or Holidays.
- 1.13 At the beginning of the Academic Year (i.e., on 1st August) leaves earned by the employee in the previous year shall be credited to individual Leave Account.
- 1.14 Leave Availing shall subject to approval of concerned sanctioning authority.
- 1.15 All sanctioned *Leave Applications* must be submitted to HR office well in time.
- 1.16 Employees can accumulate un-availed Earned Leave to a maximum of 30 Days.
- 1.17 Earned leave beyond 30 days would en-cashed.
- 1.18 Employees can en-cash their Earned Leave keeping a maximum balance of 30 Days.
- 1.19 On Retirement/ Resignation/Death, the un-availed leaves shall be en-cashed.
- 1.20 Encashment may be made only once, at any time of the year and shall be encashed at (Basic) as on date of encashment.
- 1.21 Any employee going for leave without pay for more than 6 months will not be entitled to his/her annual increment.

1. Casual Leave

- a. Definition: Intended for a short period pertaining to a faculty meeting of personal needs.
- b. Duration: Permissible up to 10 days in an *academic year* * and maximum of 2 days CL may be granted at a time

- c. Applicability: MLCU Faculty (Teaching/Non teaching)
- d. Calculation of Intermittent holidays/weekends: Holidays or Sundays falling during a period of casual leave(s) are not counted as part of CL.
- e. Notification Timeline: prior leave application may not be required, however notification/application is to be submitted on the day of resuming office
- f. Process: Application to the HOD/Coordinator through leave application form
- g. Approver: HOD/Coordinator
- h. Treatment of Pay: Any faculty on CL is not treated as absent from duty and pay is not intermitted
- i. Leave Carried Fwd: CL cannot be carried forward and is not en-cashable
- j. Extension of CL: CL can be combined with Earned leave and LWP will be effective thereafter.

2. **Maternity Leave**

- a. Definition: pertaining to Pregnancy and or immediately after delivery.
- b. Duration: A total benefit of 4 months leaves with full pay.
- c. Scope: Pregnancy (Does not cover Miscarriage/ Medical Termination of Pregnancy)
- d. Applicability/Eligibility: MLCU Faculty and non teaching staff up to two children.
- e. Calculation of Intermittent Holidays/weekends: All holidays and weekends falling during the period of maternity leave(s) will be counted as part of ML
- f. *Notification Timeline: 2 months in advance*
- g. Process: Female Faculty/non teaching staff who wishes to proceed on Maternity Leave should forward an application to HOD/Registrar.
- h. Treatment of Pay: Any female faculty/non teaching staff on ML is not treated as absent from duty and pay is not intermitted:
- i. Extension of ML: On approval, can be combine with Earned Leave and LWP will be effective thereafter

3. **Paternity Leave**

- a. Definition: pertaining to male faculty at the time of a spouse's delivery of a child
- b. Duration: Permissible up to 2 weeks (10 working days) to be availed within 1 month of child birth
- c. Applicability: All faculty and non teaching staff and up to two children

- d. Calculation of Intermittent Holidays/weekends: All holidays and weekends falling during the period of PL will be counted as part of PL
- e. Notification: Not Required
- f. Process: Application to the HOD/ Registrar through leave application form on the day of resuming office
- g. Treatment of Pay: Any faculty on PL is not treated as absent from duty and pay is not intermitted. PL cannot be accumulated or en-cashed.

4. Academic Leave

- a. Definition: Leave pertaining to faculty attending, workshop, conferences, seminars, course work.
- b. Duration: 10 working days per academic year for Associate Professor and Assistant Professor and 5 working days per academic year for Lecturer. Individually as recommended/approved by the Vice Chancellor.
- c. Applicability: MLCU Faculty
- d. Calculation of Intermittent Holidays/weekends: All holidays and weekends falling during the period of academic leave(s) will be counted as part of Academic Leave.
- e. Notification Timeline: On approval
- f. Process: Approval on the basis of Invitation, Request, deputation etc.
- g. Treatment of Pay: Any faculty on Academic leave is not treated as absent from duty and pay is not intermitted:
- h. Scope: may be granted to a faculty for; attending conferences, congresses, symposia, seminars etc on behalf of the university ; delivering lectures in institutions and universities at the invitation of such institutions or universities approved by the Vice-Chancellor; working in another institution or organization on deputation by the university; performing other duty for the university

5. Earned Leave

- a. Definition: pertaining to faculty pre-planned leave for a duration not exceeding 1 week per academic semester.

- b. Duration: 2 calendar weeks (10 working days) and only 1 week can be taken during an academic semester. EL will be credited at the beginning of every academic calendar.
- c. Applicability: All MLCU Faculty (Teaching/ Non teaching).
- d. Calculation of Intermittent Holidays/weekends: 2 weeks inclusive of weekends/10 working days.
- e. Notification Timeline: 2 weeks in advance
- f. Process: Application to the HOD/Registrar through leave application form
- g. Treatment of Pay: Pay will not be deducted during the period of EL .However Leave Without Pay(LWP) will be effective if faculty fails to join office once EL is exhausted
- h. Leave carried forward: One week per year of the two weeks maybe carried forward and accumulated up to 30 days. In case, where EL exceed 30 days, the excess leave is encashed at the end of the Academic year. In case of resignation or termination during the Academic year EL for the current year will not be encashed.

1. PhD Leave

- i. Definition: Leave pertaining to a faculty pursuing Course work (PhD)
- ii. Duration: 6 months at a stretch or can also be taken in two portions of any ratio.
- iii. Applicability: *Faculty who are Registered PhD candidates and who have been in service with MLCU for a minimum period of two years.*
- iv. Calculation of Intermittent Holidays/weekends: All holidays and weekends falling during the period of PhD leave(s) will be counted as part of PhD Leave.
- v. Notification Timeline: Minimum 3 month in advance
- vi. Process:
 - 1. Application to the Registrar/HOD/VC through leave application form.
 - 2. Clearance certificate on payment of registration and first year tuition fees.
 - 3. Approval of synopsis by the Doctoral Committee.
 - 4. Ethics approval to be obtained from the Ethics Committee.
 - 5. Approval by the Supervisor on availing PhD leave after having fulfilled all the above criteria.

- vii. Approval: Vice Chancellor
- viii. Treatment of Pay: Any faculty on PhD Leave is not treated as absent from duty.
- ix. Extension of PhD Leave: If Faculty wishes to extend PhD Leave (as approved) Annual Leave will be enforce and LWP will be effective once both Leaves(EL and CL) are exhausted.
- x. ***Requirement: He/she will be required to Sign a service bond of three years with MLCU before leave is granted.***

7. I). Professional Leave Policy

- i. Definition: Pertaining to MLCU Faculty and Non teaching staff for further studies or for field experience.
- ii. Duration: Permissible up to 2 year
- iii. Applicability: All MLCU faculty and staff who have completed 3 years of service with MLCU
- iv. Notification: Any faculty or staffs have to give a month notice period.
- v. Treatment of Pay: Any faculty and staff on Professional leave have to go for Leave without pay.
- vi. Process: Approval by Board of Management on the recommendation of the Vice Chancellor
- vii. Seniority of the faculty or staff members will be credited.
- xi. ***Requirement: He/she will be required to Sign a service bond of three years with MLCU before leave is granted.***

II). Professional Leave for Research

- a) Definition: Professional Leave for Research is a period of leave which may be granted to a member of staff, subject to certain conditions, for the purpose of undertaking research or other appropriate study related to their academic or professional field. Leave of absence, on the other hand, is for other purposes, such as visits to other institutions, or exchanges.
- b) Duration: Permissible up to 1 Year and minimum up to 3 months.
- c) Applicability: Pertaining to MLCU Faculty and Non teaching staff who have completed three years of service.

- d) Treatment of Pay: Any faculty and staff on professional leave have to go for Leave without pay.
- e) Process: Approved by the Vice Chancellor
- f) Seniority of the faculty will be maintained but no increment shall be given during the stipulated period.

8. Employee under the University Sponsorship

1. An employee who is under the university sponsorship has to sign a bond to serve the University for a stipulated period.
2. An employee shall not be eligible for any other study leave during the duration of the bond.
3. Employees who are sponsored or pursuing higher studies shall, before proceeding on leave have to execute a bond to serve the University for minimum three years of service after returning to job or in default, pay the University an amount equal to twice the gross salary and emoluments received during the period of sponsorship, so that the University's efforts and resources on the development of individual are gainfully utilized.
4. Seniority of the faculty or staff members will be maintained but no increment shall be given during the sponsoring period.

9. Policy on Faculty attending workshop

1. This policy encourage faculty to attend workshop/seminar or presenting papers for their professional development.
2. Process: Faculty are to get the Vice Chancellor and Head of Department approval for financial support on attending a workshop/seminar or present papers in India and abroad.

3. Frequency for attending workshop/Seminar:

- a. Lecturer: One workshop in an Academic Year for *2 days*.
- b. Asst. Professor and above: Two workshop in an Academic Year for *2 days each workshop*.

4. Frequency for presenting papers:

- a. Lecturer: One workshop/seminar in an Academic Year

- b. Asst Professor and above: Two workshops/seminar in an Academic year
- 5. **Financial Support:** The University will bear the registration fee and travel allowances according to the Travel Expense Reimbursement policy of any faculty entitled for attending or presenting papers in a workshop/seminar.
- 6. **Invitation on International Conference:** For Asst Professor and above, if invited to International Conference abroad for presenting papers, the University will bear the expenditure for once in three years after its approval from the Vice Chancellor.

9. Performance Development

- a. Martin Luther Christian University believes that personal excellence of an employee is clearly visible in his/her performance at the workplace.
- b. Assessment of employee's performance is, therefore, appropriate and essential to determine the employee's capabilities, contribution to achieving departmental goals and potential for enhancing quality performance.
- c. Each Faculty's job performance who have been regularized will be reviewed at least once in two years of the academic/ financial year through the template which will be given in which each will give a grading to the content (Annexure Attached). The Evaluation will be by:
 - 1. *HOD on Faculty*
 - 2. *Faculty on HOD*
 - 3. *Peer Evaluation*
 - 4. *Student's Evaluation*
- d. For Faculty who are still under the contract period, their job performance evaluation will be on an annual basis. The evaluation will be by:-
 - 1. *Student's Evaluation*
 - 2. *HOD on Faculty*
 - 3. *Evaluation by Administration (only on their first year contract)*

- e. Also, Non Teaching staff's job performance will be reviewed at least once each academic/financial year through the following:
 - 1. *Staff on Coordinator*
 - 2. *Peer Evaluation*
 - 3. *Coordinator on Staff*

10. Code of Conduct

1. Work Ethics

Every employee is expected to uphold high standards of ethics and to maintain appropriate professional and personal behavior.

2. Harassment/Sexual Harassment

- a. The University has a policy of not only prohibiting, but also endeavoring to prevent, harassment of any kind including sexual harassment in the workplace.
- b. Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) such as physical contact and advances, demand or request for sexual favors, sexually colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- c. Sexual harassment of co-employee, student, or any other person(s) including such unwelcome sexually determined behavior (whether directly or by implication).
- d. Any employee who feels that a violation of this policy has occurred should immediately report the matter to her/his supervisor.
- e. If that person is unavailable or the employee believes it would be inappropriate to contact her/his supervisor, the employee should contact the Head of Department, the Registrar or the head of the Human Resource Office.

3. Acts of Misconduct

Any act of omission and/or commission on the part of the employee with respect to any of the rules/code of conduct will entail disciplinary action for misconduct. The following is an illustrative list of acts of omission and/or commission which may be construed as indiscipline or misconduct.

- a. Commission of any acts subversive of discipline or good behavior
- b. Forgery, theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/ property of the department
- c. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices
- d. Demanding or accepting or giving bribes or any illegal gratification whatsoever
- e. Absence without leave for more than five consecutive days
- f. Excessive tardiness; habitual late attendance or habitually leaving work before time or absence from the place of work
- g. Accepting service for any consideration inside or outside the department or from any person without the approval of the management
- h. Disruptive and aggressive behavior at the work place
- i. Drunkenness, fighting, riotous, disorderly or indecent behavior in departmental premises and public places, affecting the reputation of the University
- j. Alcohol and drug abuse
- k. Giving false evidence or statement in any domestic enquiry held by MLCU or in a case conducted in an enquiry committee in MLCU or one of its departments
- l. Unauthorized disclosure of information about the business or affairs of the University or its departments
- m. Threatening, intimidating, coercing, assaulting, quarreling with any person within the departmental premises

- n. Use of foul or abusive language or misbehavior with any officer, employee, faculty, student, or visitor within the departmental premises
- o. Recording the attendance of another employee or forging the signature of another employee in the attendance register
- p. Tampering with any of the department records
- q. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by management

4. Disciplinary Proceedings

The University or any other authority empowered by it by general or special order may institute disciplinary proceedings against any employee; or direct a disciplinary authority to institute disciplinary proceedings against, an employee on whom that disciplinary authority is competent to impose any of the penalties specified in the Statutes or Rules.

Where a disciplinary action is warranted, the employee may be issued a show cause notice followed by an enquiry ensuring natural justice.

5. ***Composition of the Disciplinary/Grievance Committee:*** *The Committee will consist of the following:*
- 1. *Vice Chancellor: Chairman*
 - 2. *Registrar: Convener*

5. Procedure for Enquiry

- a. Any complaint against any faculty or employee shall be submitted to the Registrar in writing. Depending on the gravity of the complaint the Registrar *in consultation with the Vice Chancellormay* constitute an Enquiry Committee to look into the complaint and to suggest recommendations for action.

- b. The Enquiry Committee shall include both male and female members as appropriate to the nature of the complaint.
- c. Any employee who is found to have committed any act of misconduct will be served with a letter from the Registrar stating the charges leveled against him/her. Such an employee will be given an opportunity to explain and answer the charges leveled against her/him in the Enquiry Committee. The person submitting the complaint may also be required to appear before the Enquiry Committee.
- d. The Enquiry Committee will then submit their findings and recommendations to the Registrar based on the evidence recorded and documents produced during the enquiry.
- e. If the conclusion reached by the Enquiry Committee is not found to be satisfactory by the complainant or by the person against whom the complaint was filed, then an appeal may be made through the Registrar to the *Vice Chancellor*, whose decision will be final.

6. Penalties

The following actions/penalties may, for good and sufficient reasons, be imposed on an employee:

a. Minor penalties

- i. Counseling (verbal and/or written)
- ii. Warning or caution (verbal and/or written)
- iii. Withholding/ stoppage of increment with or without cumulative effect
- iv. Withholding of promotion

- v. Recovery from the salary the amount as may be due on account of any pecuniary loss caused to the department by negligence or breach of orders
- vi. Fine not exceeding an amount equivalent to 7 days salary

b. Major penalties

- i. Suspension without salary and allowance for a period up to one month
- ii. Demotion to a lower grade or post or to a lower stage in the scale of pay for a specified period at the discretion of the management or permanent reduction in rank
- iii. Discharge/removal/dismissal/compulsory retirement from service

Gender Equality in Employment

The University's commitments to equality, non-discrimination and equal access and participation apply to the University's employment practices and procedures. The policy affects all areas of employment practice including recruitment and selection, training and development, progression, pay, employment conditions and retention.

Gender equality is both an objective and a process that involves:

- the University consciously promoting an organizational culture and a working environment that is inclusive and fair to both sexes;
- education, professional strategy and incentive schemes designed so that they give qualifying candidates and researchers of both sexes equal opportunities to develop their talent;
- an active recruitment policy that evens out unequal gender selection and indirect discrimination;
- that the share of women and men as professors and associate professors and in academic posts reflects the gender distribution in the recruitment base.

Equal Pay: The University seeks to ensure that pay across all categories of staff is fair and equitable and there are no significant pay gaps.

Representation on University committees: The University endeavours to maintain gender equality in the different committees and boards, both in their membership and in the impact of their decisions. When appointing faculty management positions including executive committee appointments, consideration shall be given to gender equality and diversity.

Work-Life Balance: The University supports all staff in achieving a good work-life balance. Our flexible working policy, for example, goes beyond the statutory minimum and allows any member of staff to request flexible working, subject to operational requirements. We support staff in their family life through our maternity leave, and paternity leave policies. Also, we are flexible to parental care especially for female employees.

Recruitment and promotion: Assessments based on merits and competences are to form the basis of recruitment and promotion, and entail strategic personnel planning with active gender equality targets.

11. Overtime Policy

Definition: Overtime is time worked that exceeds the hours of a full-time employee's regular daily schedule on pay status or exceeds 40 hours on pay status in a workweek.

It is not considered overtime if an employee works over 8 hours in one day. However, the total hours worked should not exceed 40 hours for that week (Sunday through Saturday).

Criteria for over time

Employees are paid for working overtime provides that they must be in compliance with principles as follows:

1. Any overtime working must be agreed in advance with the reporting officer or specific authorization.
2. Overtime will only be paid for periods of more than two hours in any day by a compensatory time off or cash.
3. Advance information of overtime working will be given wherever practicable, but it is inevitable that some overtime may be required at short notice due to sickness or other emergencies.

4. Claims must be made monthly, for overtime worked in the previous month, on authorized claim forms. (*Annexure of Overtime Claim form*)
5. Payments will be made through the payroll (*if monetary benefits are given*)
6. Overtime is given when employees are required to work on their rest days or when there is an urgent need. The extra hours worked ie, more than two hours may be compensated by way of compensatory time off.
7. The period of compensatory time-off from work must be availed of by the employee within two months from the date of performing the overtime duty failing which it will lapse.
8. *Employees whose basic pay is equivalent to that of the Auxiliary Staff or below will be monetarily compensated whereas the others will be entitled to a compensatory off only.*

12. Criteria for Appointment of Head of Department & Assistant Head of Department

The Head of Department

1. Shall be responsible for the academic and general administration of the department
2. Shall be selected from the senior faculty members of the department of the rank of Professor / Associate professor
3. He/she shall have at least three years of teaching experience in the University
4. Shall hold office for a term of three years and may be appointed for a second or more terms
5. Ordinarily, the headship of the department shall be by rotation among the eligible faculty
6. If a department does not have any faculty member of the rank of Professor / Associate Professor or if there is no faculty member with three years of teaching experience in the University, any faculty member may be appointed as Acting Head for a term as specified in the appointment order
7. Shall be appointed by the Board of Management
8. Shall be a member of the Academic Committee, Academic Council and Secretary, Board of Studies.

The Assistant Head of Department

1. Shall assist the Head of Department in the academic and general administration of the department
2. Shall be selected from the senior faculty members of the department of the rank of Professor / Associate professor
3. He/she shall have at least three years of teaching experience in the University
4. Shall hold office for a term of two years and may be appointed for a second or more terms
5. Ordinarily, the assistant headship of the department shall be by rotation among the eligible faculty
6. If a department does not have any faculty member of the rank of Professor / Associate professor, or if there is no faculty member with three years of teaching experience in the University, any faculty member may be appointed as Acting Head for a term as specified in the appointment order
7. After discussion in the department, the Head of Department shall recommend a name to the Registrar for the post of Assistant Head, who will forward the name to the Board of Management for consideration of appointment
8. Shall be a members of the Academic Committee, academic Council and Board of Studies

Area	Criteria	Essential or desirable
Qualification	PhD	Desirable
Knowledge	Relevant research and teaching at a high level	Essential
	A personal academic standing which commands the respect of colleagues within the department, University and externally	Essential
	Knows when to take advice	Essential
	Strong commitment to the goals and vision of the University	Essential
	Creates a sense of unity and common purpose	Essential
	Manages change effectively	Desirable
Skills, abilities	Actively builds teams and effective working relationships	Essential

and competencies	Promotes interdisciplinary working beyond the department	Essential
	A strong commitment to promoting excellence in teaching and research	Essential
	Able to build strong relationships at all levels within and outside the University	Essential
	Thinks strategically and gains support of colleagues to strategic decisions/directions	Essential
	Honest and open, high level of personal integrity	Essential
	Effective communicator	Essential
Personal attributes	Consults with colleagues at all levels	
	Well organized and able to juggle personal workloads	
	Willing to tackle difficult issues	Essential
	Strong commitment to equality and diversity in education and employment	Essential
Experience	Proven record of managing diverse resources in the University or a similar environment	
	Previous experience in a leadership role example project management or other university responsibility	Desirable

Criteria for Appointment of Academics Head of Department

- Professor/Associate Professor/ Assistant Professor
- If there is none of the above, there will be acting Head of Department.
- The term is for 3 years
- The headship is on rotation basis if there are suitable candidates in the department



Confirmation Evaluation Sheet

Employee Name: _____

Designation: _____

Supervisor's Name: _____

Department: _____

Date of Joining: _____

NOTE: After a one on one discussion between the Supervisor/Reporting officer/HOD and the employee both the Supervisor/ Reporting officer/HOD and the employee must sign in the space provided below

Please select the points which are applicable to employee's performance and rate them on a scale of 1 to 5, 5 being the highest rating and 60 is the highest score of the evaluation.

Sl.No	Content	Ratings
1	Doing the work within a specified time period	
2	Demonstrates accuracy and thoroughness	
3	Look for ways to improve and promote quality	
4	Is friendly, cooperative, communicates well and a team player	
5	Able to effectively deal with new challenges and applied things learnt while on the job	
6	Want to know and learn new things and is enthusiastic about work	
7	Keen to get new responsibilities and have the ability to handle it	
8	Is punctual, disciplined, honest, polite in behavior and accountability	
9	Maintain good relations with other departments and coordinates among them well	
10	Has potential to do more and should be encouraged new assignments	
11	Handle authority and shows responsibility	
12	Has shown improvement in work and is a quick learner	
	TOTAL	

Area of Strength:

Opportunities for improvement:

Any other comment:

Note: If scored between:-

0-35= Unsatisfactory: 36-47=Needs Improvement: 48-60= Satisfactory

Signature by the Supervisor/Reporting Officer/HOD

Signature by the Employee

Date:

Date:



MARTIN LUTHER CHRISTIAN UNIVERSITY
NO DUES CERTIFICATE/CLEARANCE CERTIFICATE

Name:	
Department:	
Date of Joining:	
Date of Resignation Letter:	
Date of Leaving:	

Department Clearance

1. To handover files handled by him/her (soft and hard copies) _____

Signature of Head of Department/ Campus Coordinator _____

Date _____

Library Clearance

1. Books borrowed, if any: _____ 2. Others _____

Signature of Librarian _____ Date: _____

Human Resource Department Clearance

1. Earned Leave Balance Encashment _____

2. No. of Days of payment of Salary _____

Signature of HR Coordinator _____ Date _____

Accounts Clearance

1. Loans: _____ 2. Others: _____

Signature of Accounts Executive _____ Date: _____

Signature of Employee Leaving _____ Date _____

Approved By: _____ Date: _____

Martin Luther Christian University

Overtime Claim Form

1. Employee Name: _____

2. Designation: _____

3. Department: _____

4. Date: _____

5. Overtime worked from(No. of hours) _____ to _____



The Light of Truth

6. Overtime Claim (Monetary Benefits/Compensatory time Off)_____

7. Detailed explanation why overtime is required:

Employee Signature_____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____



Martin Luther Christian University

Staff Requisition Form

Requisitioning Department		Date of Request	
Qualification		Job Title	
Experience		Proposed Date of Joining	
Proposed Salary		No. of staff required	
Other Skills:			

Type of Employment: a) Full Time _____ b) Part Time _____

Hire Reasons: a) New _____ b) Replacing _____

Replacing Name: _____ **Reasons** _____

Position Description: _____

Duties _____

Approval

Board of Management _____ **Date:** _____

Vice Chancellor _____ **Date:** _____

Registrar _____ **Date** _____