

## **GM University Policies**

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## **GM University**

### **Faculty and Staff Recruitment Policy and Procedure**

#### **PART 1: PURPOSE, SCOPE & RESPONSIBILITIES**

##### **1.1 Policy Statement**

GM University Policy & Procedures in relation to recruitment and selection is to provide equal access to employment for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude, is chosen for each position that arises.

GM University Policy is in keeping with its Equal Opportunities Policy

##### **1.2 Purpose**

This policy sets GM University Recruitment and Selection guidelines including information relating to:

- Job descriptions
- Person Specifications
- Advertising Job Vacancies
- Application Procedures
- Short Listing Procedures
- Reference Checks
- Offers of Employment
- Management of Panels
- Unsuccessful Candidates.

This policy should be applied whenever a position becomes available within GM University.

##### **1.3 Scope**

This document applies to all Chairpersons, Directors, Sub-Committee Members, employees, contracted individuals providing services on behalf of GM University, contractual third parties, agents of GM University and Leaders who have access to the information of individuals seeking to work for GMU or who are involved in the recruitment process. All users **must** understand and adopt this policy and are responsible for ensuring that this policy is adhered to. All users have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

#### **PART 2: POLICY: OVERVIEW**

##### **Step 1: Review of Vacancy**

When a post becomes vacant it will be reviewed by the VC/PVC/Registrar/Dean/Director/HoD/ designate.

##### **Step 2: Recruitment Request Form**

When the decision to recruit to the post has been made a Recruitment Request Form will be completed by HR Director/Manager/ Co-Ordinator, Finance Officer and signed by the VC/PVC/Registrar/Dean/Director/HoD/ designate before recruitment process is commenced

### **Step 3: The Job Description and Person Specification**

The Job Description and Person Specification will be reviewed and prepared for each post to ensure that they accurately and adequately reflect the skills, qualities, experience and attributes required for the post. As roles, duties and responsibilities change over time, where an advertisement, job description and/or person specification are already in existence they must be checked and updated to ensure they reflect clearly the current requirements of the job. Job Descriptions and Person Specifications and advertisements must be approved by the HR Manager

### **Step 4: Advertisement**

Vacancies will be advertised as openly and as widely as possible. The Advertisement will state the overall purpose of the job and give clear guidance on the required method of application

### **Step 5: Shortlisting**

Shortlisting will be undertaken by a minimum of two or three people and referenced against the Person Specification

### **Step 6: Interview & Selection**

Interviews will be undertaken by a committee consisting of VC, PVC, Registrar, Dean of the concerned faculty, HoD of the concerned department, a subject expert if required and a management representative. Selection committee members' comments must be recorded. All members of the committee are required to fill interview form provided and affix their signature

### **Step 7: Reference Checks**

References will be taken up by the HR

### **Step 9: Formal Offer**

### **Step 10: Contract & Commencement of Employment**

## **PART 2: POLICY: DETAIL**

### **2.1 Job Description**

A Job Description must be drawn up for each post to be filled, detailing the core responsibilities and tasks relating to the job. A Job Description should provide such details as the authority, responsibilities and the role of the job holder within GMU

### **2.2 Person Specification**

A Person Specification must be drawn up for each post to be filled, describing the essential and desirable experience, skills, qualifications, knowledge and personal qualities required to carry out the job satisfactorily. This ensures that before the recruitment process begins clear criteria are agreed against which all applicants are assessed. Criteria for personal qualities and circumstances will be directly related to the job and applied equally to all groups regardless of gender, age, creed, race, ethnic origin, disability, marital status, sexual orientation, a member of a minority group. An up to date Job Description and Person Specification will be available to all candidates on application

### **2.3 Advertising Job Vacancies**

When advertising positions, it is important to consider the following:

- All positions in GMU are open to all suitably qualified men and women applicants
- All Advertisements will state that GMU is an Equal Opportunities Employer;
- All other recruitment, promotion and or publicity documentation will also state that GMU is an Equal Opportunities Employer.
- Advertisements will state the deadline for receipt application if applicable

### **2.4 Recruitment & Selection**

Both internal and external applicants will be considered on individual ability regardless of factors such as gender, age, caste and creed, race, ethnic origin, disability, marital status, sexual orientation, a member of a minority group; Recruitment and selection of suitably qualified staff will be made from the widest possible field. Positions will be advertised externally, including the national and regional newspapers, and website as appropriate. All job advertising will be carried out in such a way as to encourage applications from suitable candidates regardless of the above considerations. Where a post is upgraded or newly created, which does not involve an increase in the overall number of staff, the competition may be confined to internal recruitment from suitably qualified staff;

### **2.5 Application Procedure**

On receipt of an expression of interest in an advertised position a copy of the Job Description, Person Specification and an Application Form will be forwarded. This will be done by e-mail or post. Application will be by CV and Covering Letter.

### **2.6 Short listing Procedures**

Short listing of candidates must be carried out where possible by three people, but in any case not less than two people. Decisions will be based upon the agreed criteria in the person specification and job description. Short listed candidates will be invited to the next stage of the recruitment competition

### **2.7 Selection Procedures**

Interviewing of candidates must be carried out by a committee as specified above (step 6). If a situation arises where a second interview is held, the same interview panel may be involved in the decision making at the second stage. A structured interview technique will be used by the member of management conducting the interviews. The assessment methods used for any competition will be designed to assess applicants objectively in relation to the agreed criteria for the post. Interviewers will be appropriately qualified to conduct interviews and will be

familiar with the organization's Equal Opportunities Policy and Recruitment and Selection guidelines and associated documentation.

## **2.8 Reference Checks**

Reference checks are carried out prior to an offer of appointment. The reference is requested and provided with the applicant's consent. GMU reserves the right to obtain and verify the candidate's qualifications before confirming an offer of employment. GMU may require candidates to submit original certificates of educational qualifications or other relevant qualifications at the interview stage or before the offer of employment.

## **2.9 Offers of Employment**

Offers of employment will be made once the interview committee gives apposite feedback. An employment contract will be issued ideally prior to commencement and at latest no later than 4 weeks after commencement. The recruitment and selection process is closed when the employment contract has been signed by the appointee and she/he has commenced the induction programme and probationary period.

## **2.10 Unsuccessful Candidates**

All unsuccessful candidates who attend for interview will be informed in writing within a reasonable time after the selection decision has been made that they have been unsuccessful in their application for the relevant position. Any candidate who feels that she/he has been unlawfully discriminated against has a right to make a complaint, which can be exercised in writing to the management.

## **3.00 Record Keeping**

A full set of records for each successful candidate will be kept. This will form the basis of their Personnel Record during their time with GMU.

A written record must be kept of the assessment for at least **one** year after a letter is sent to an unsuccessful candidate. One set of records of each applicant should be kept till he/she remains in the organization.

# **PART 3: ENFORCEMENT, DEFINITIONS, REFERENCES & REVIEW**

## **3.1 Policy Enforcement**

Breaches of this policy will be subject to disciplinary action as deemed appropriate. While every effort has been made by GMU to ensure that the information contained in this policy is accurate and up-to-date the contents of these pages should not be relied upon as a substitute for independent Human Resources or other legal advice. No responsibility or liability is accepted by GMU for any errors or omissions in this policy or for any use the information may be put to.

## **3.2 Policy Governance**

This policy is developed by GMU and the same is made available for all through University HR Manual



**3.3 Review**

This policy, and all related appendices, will be reviewed from time to time as it is deemed appropriate. Policy reviews will be undertaken by the HR Manager

**Vice Chancellor on Behalf of BoM of GMU**

**Date of Approval: 5-01-2024**

**Annexure-1**

**Recruitment & Selection Request**

(To be made by the concerned –VC/PVC/Registrar/Dean/HoD/ Coordinator/Manager)



**Annexure-2****Interview form**

Date of Interview:

Interview for the Post:

1	Name of the Candidate	
2	Is the candidate meet the Qualification requirement	
3	Whether the candidate has the required Experience	
4	<p>Rate the candidate in terms of (Skip the item if it is not applicable to a specific job position)</p> <ol style="list-style-type: none"> <li>1. Teaching Ability (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>2. Research Publications (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>3. Organising Conferences (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>4. Research Grants (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>5. Administrative Experience (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>6. Skill Levels required for the Job position (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>7. Contacts with Industry and Businesses (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>8. Any International Experience</li> </ol>	
5.	<p>Interview</p> <ol style="list-style-type: none"> <li>1. Personality (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>2. Self Confidence (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>3. Communication Skills (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>4. Emotional Outlook (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>5. Knowledge level (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>6. Q &amp; A handling (1 - Poor, 2- Average 3. Good 4. Excellent)</li> <li>7. Overall Assessment (1 - Poor, 2- Average 3. Good 4. Excellent)</li> </ol>	
6.	Your recommendation	Selected/Not Selected

**Annexure-3****Offer Letter**

GM University  
P B Road, Davanagere Karnataka-577006  
[info@gmu.ac.in](mailto:info@gmu.ac.in)

Date:

To,

Dr. /Mr. /Ms. ----- Address of  
the candidate

**Dear [Applicant's Name],**

We are delighted to extend an offer for the position of [Position Title] in the [Department] at GM University, Davanagere, based on your exceptional qualifications and achievements in the field of [Field/Area of Expertise]. Your expertise aligns seamlessly with our academic mission and commitment to excellence in [Department/University] research and education.

**Key Details:**

- Position Title: [Position Title] • Faculty:
- School:
- Department: [Department]
- Starting Date: [Starting Date]
- Contract Type: [Full-time/Part-time], [Contract Duration]
- Salary: [Monthly Salary]
- Reporting to: [Supervisor's Name/Title]

**Responsibilities:**

As a member of our esteemed faculty, you will be responsible for:

1. [List of Specific Responsibilities]
2. [List of Specific Responsibilities]
3. [List of Specific Responsibilities]

**Terms and Conditions:**

Your employment is subject to the following terms and conditions:

- You will be expected to adhere to the policies and procedures of GM University
- Please visit [www.gmu.ac.in](http://www.gmu.ac.in)

**Benefits:**

In addition to your salary, you will be entitled to the following benefits:

- [List of Benefits, such as health insurance, retirement plans, etc.]

**Acceptance:**

To accept this offer, please sign and return this letter by [Acceptance Deadline], indicating your agreement with the terms and conditions outlined herein. Should you have any questions or require further clarification, please do not hesitate to contact [HR Contact Person] at [HR Contact Email/Phone].

We are enthusiastic about the prospect of you joining our academic community and contributing to the continued success of [Your University Name]. We look forward to welcoming you to our esteemed institution.

Sincerely,

[Your Name] [Your Title] [Department/Unit] [Your University Name] [Your Contact Information]

**Annexure-4**  
**Appointment Letter**

GM University  
P B Road, Davanagere Karnataka-577006  
[info@gmu.ac.in](mailto:info@gmu.ac.in)

Date:

To,

Dr./Mr./Ms. ----- Address of  
the candidate

**Dear [Faculty Member's Name],**

We are delighted to extend an offer for the position of [Position Title] in the [Department] at [Your University Name], effective from [Start Date]. Your exceptional qualifications, commitment to academic excellence, and expertise in [Field/Area of Expertise] make you an invaluable addition to our academic community.

**Position Details:**

- Position Title: [Position Title]
- Department: [Department]
- Start Date: [Start Date]
- Appointment Type: [Full-time/Part-time]
- Contract Duration: [Specify if applicable]
- Reporting to: [Supervisor's Name/Title]

**Duties and Responsibilities:**

As a faculty member at [Your University Name], your responsibilities will include, but are not limited to:

1. [List of Specific Duties and Responsibilities]
2. [List of Specific Duties and Responsibilities]
3. [List of Specific Duties and Responsibilities]

**Terms and Conditions:**

Your appointment is subject to the following terms and conditions:

- You will adhere to the policies and procedures outlined in the [Your University Name] Faculty Handbook.
- [Any other specific terms or conditions]

**Compensation:**

Your compensation package includes:

- Salary: [Annual Salary]
- Payment Schedule: [Specify monthly or as applicable]

**Benefits:**

In addition to your salary, you will be entitled to the following benefits:

- [List of Benefits, such as health insurance, retirement plans, etc.]

**Probation Period:**

Your initial employment will be subject to a probationary period of [Specify duration], during which time your performance will be assessed.

**Termination:**

Your employment may be terminated with notice by either party in accordance with the policies of [Your University Name].

**Acceptance:**

To accept this appointment, please sign and return a copy of this letter by [Acceptance Deadline], indicating your agreement with the terms and conditions outlined herein. Should you have any questions or require further clarification, please contact [HR Contact Person] at [HR Contact Email/Phone].

We look forward to welcoming you to GM University and anticipate a mutually beneficial and successful association.

Sincerely,

[Name]

[Designation]

[Department/Unit]

[Contact Information]

## **GM University Policy on University Working Hours**

### **1. Office Hours:**

- The University operates from 8 AM to 5 PM on all weekdays (Monday to Friday).
- On Saturdays, the University working hours are from 8 AM to 1 PM.
- Faculty can avail 1 hour of lunch break during working hours without affecting their work schedule

### **2. Faculty Login and Logout:**

- Faculty members are expected to log in at the beginning of their scheduled working hours.
- Faculty members who log in at 8 AM can log out at 4 PM.
- Faculty members who log in at 9 AM can log out at 5 PM.
- Faculty members logout late due to work load can accumulate extra hours of working and claim for incentives- 8 hours is equivalent to ½ day salary as incentive

### **3. Saturday Working Hours:**

- On Saturdays, all faculty members are required to work from 8 AM to 1 PM.

### **4. Logging Procedures:**

- All faculty members are advised to log in and out using the university's biometric system.
- In case of any issues with the biometric system for logging in, faculty members must promptly inform the ICT Director for resolution and inform the concerned department immediately
- Maximum of 2 late logins per month is allowed. More than 2 late logins entitled to LOP

### **5. Issue Resolution:**

- If there is a problem with the biometric system, faculty members are responsible for reporting the issue to the ICT Director immediately.
- The faculty member must cooperate with the ICT team to resolve the issue in a timely manner.

### **6. Reporting Concerns:**

- If the issue persists or is not adequately addressed, the faculty member is encouraged to escalate the matter to the concerned Dean, School Director, or HR Manager.
- A written communication detailing the problem and the steps taken to address it should be submitted to the appropriate authority.

### **7. Compliance:**

- All faculty members are expected to comply with the designated working hours and logging procedures outlined in this policy.
- Failure to adhere to the policy may result in disciplinary actions.

**8. Exceptions:**

- Any exceptions to the working hours or logging procedures must be approved in advance by the relevant authority.

**9. Communication:**

- Communication regarding working hours, logging issues, or any related concerns should be clear, professional, and submitted in writing.

**10. Review and Updates:**

- This policy will be periodically reviewed, and necessary updates will be made to ensure its effectiveness and relevance.

This policy is effective from the date of Approval of BoM of GM University and supersedes any previous policies on university working hours.

**Vice Chancellor on Behalf of BoM of GM University**

Date of Approval: 05-01-2024

## **GM University Policy on Faculty Workload Distribution and Incentives**

### **1. Workload Distribution:**

GM University recognizes four categories of faculty members, each with designated academic workloads:

- Assistant Professors: 34 Units per week
- Associate Professors: 30 Units per week
- Professors: 26 Units per week
- Senior Professors (with Administrative Workload): 16 Units per week

Workload units are measured based on the following criteria:

- 1 hour of theory class teaching: 2 units
- 1 hour of laboratory, workshop, or practical work: 1 unit

### **2. Additional Workload and Incentives:**

Faculty members willing to undertake additional teaching load beyond the specified limits are entitled to receive additional emoluments. The additional emoluments will be governed by GMU's Policy on Honorarium and Payments for Short Duration Academic Services.

### **3. Payment Structure:**

- The payment for additional workload will be determined as per the approved honorarium rates outlined in the GMU Policy on Honorarium and Payments for Short Duration Academic Services.
- The additional emoluments will be paid on a pro-rata basis, considering the number of additional workload units undertaken.

### **4. Eligibility for Additional Workload:**

- Eligibility for taking additional workload is subject to the discretion and approval of the department head or relevant administrative authority.
- Faculty members expressing interest in additional workload must ensure that their overall commitment aligns with their primary responsibilities and does not compromise the quality of their primary academic duties.

### **5. Reporting and Documentation:**

- Faculty members undertaking additional workload are required to maintain proper documentation of the additional academic services provided, including class schedules, content covered, and any additional responsibilities.

### **6. Compliance:**

- All faculty members are expected to comply with this policy, and any deviation should be duly communicated and approved by the relevant authorities.



**7. Review and Updates:**

- This policy will undergo periodic reviews to ensure its effectiveness and relevance in alignment with the evolving needs of the university and faculty.

This Faculty Workload Distribution and Incentives Policy are effective from date of approval by the BoM of the University and supersede any previous policies on faculty workload at GM University.

**Vice Chancellor on Behalf of BoM**

**Date of Approval- 05-01-2024**

## **GM University Leave Policy**

*Effective from January 1, 2025*

### **1. General Holidays:**

All staff members are entitled to observe official general holidays as recognized by GMU. The list of these holidays will be communicated at the beginning of each calendar year.

### **2. Casual Leave (CL):**

- Staff members are entitled to 12 days of Casual Leave per calendar year, which will be credited at the beginning of the year.
- Casual Leave can be availed with prior notice, and the approval of relevant higher authorities is required.
- Not more than 3 days of casual leave can be availed at a stretch.
- Half day of CL can be availed with prior permission, **but only once in a month**
- CLs can be applied in any combination with general holidays but such combination cannot exceed 5 calendar days.

### **3. Vacation**

- Vacation can be granted to vacation staff (Members of Faculty) only.
- The vacation is for the duration of 6 days per semester and can be availed at completion of each academic semester.
- Vacation includes any general holidays that occur during the leave period.
- Vacation leave is subject to prior approval from the relevant higher authorities.

### **4. Earned Leave**

- Earned Leave can be availed by Non-Vacation Staff (Administrative and Non-Teaching Staff who are not granted vacation) only.
- Administrative and non-teaching staff members are entitled to 14 days of Earned Leave in a calendar year.
- Earned Leave will be credited in two instalments: 7 days at the end of June and 7 days at the end of December each calendar year for regular staff.
- For probationary staff, Earned Leave will be credited after the completion of 180 days of service following the probationary period. Earned leaves can be accumulated up to the maximum of 180 days over the course of an employee's entire service. Any Earned Leave exceeding this limit will lapse.
- Earned Leaves are not encashable.
- Earned Leave cannot be clubbed with Casual leave.
- **A maximum of 2 Earned Leaves per year may be credited to a staff member for every 3 Casual Leave days retained from the previous calendar year, as an incentive for unutilized Casual Leave.**

**5. On duty leaves :**

- On Duty Leave may be granted, as necessary, to staff who are required to perform official duties outside of the university headquarters.

**6. Maternity Leave:**

- Female staff members are entitled to Maternity Leave with full pay for a duration of 90 days.
- Maternity leave shall include the date of delivery.
- Any additional leave (not more than 90 days) beyond the period of maternity leave requires prior permission and will be considered as Leave without Pay (LWP).
- Maternity leave policy is not applicable to surrogacy.
- Maternity leave will be granted for only two successful deliveries.

**Cases of Miscarriages**

- In case of miscarriage, a female staff member has to return to the duty after 20 days and their leave of absence is not considered as maternity leave but they are paid leaves with full salary.
- The employee must provide proof of the miscarriage

**7. Paternity Leave:**

- Male staff members are entitled for Paternity Leave of continuous duration of 6 days including holidays if any. This leave should be taken within one month of the child's birth and requires prior notification and approval.
- Paternity leave will be granted for only two successful deliveries.

**8. Probationary Staff:**

- Probationary staff members are eligible for 1 day of casual leave for every completion of 30 days of service.
- All other kinds of leave are not applicable for staff serving under probationary period.

**General Guidelines:**

- All leave requests must be submitted in advance to the immediate supervisor or department head.
- The supervisor has the discretion to approve or deny leave based on operational requirements.
- Unused casual leaves cannot be carried forward to the next calendar year.
- In case of emergency, staff members may be granted unplanned leave, subject to retrospective approval.

**Note:**

- This leave policy is applicable for the calendar year: January - December.
- Any absence from duty that does not adhere to these leave rules will be considered unauthorized and will be strictly dealt with according to the university's established norms and policies.
- Any changes to this policy will be communicated to all staff members in a timely manner.

This policy is designed to strike a balance between the needs of the staff and the operational requirements of GMU. It aims to ensure fairness, transparency, and consistency in the administration of leave across all staff members.

**General Holidays 2024**

<b>Occasion</b>	<b>Date</b>	<b>Day</b>
Makara Sankranti	January 15	Monday
Republic Day	January 26	Friday
Mahashivratri	March 8	Friday
Ugadi	April 9	Tuesday
Idul Fitr	April 11	Thursday
Dr. Ambedkar Jayanti	April 14	Sunday
May Day	May 1	Wednesday
Basavajayanti	May 10	Friday
Independence Day	August 15	Thursday
Ganesh Chaturthi	September 7	Saturday
Mahatma Gandhi Jayanti	October 2	Wednesday
Maha Navami	October 11	Friday
Vijay Dashami	October 12	Saturday
Deepavali	October 31	Thursday
Kannada Rajyotsava	November 1	Friday
Deepavali holiday	November 2	Saturday
Christmas Day	December 25	Wednesday

During Religious Functions concerned religion staff can avail Restricted Holiday for a maximum of 2 days in the year

**GM University- Annual Faculty Appraisal Form****Davanagere, Karnataka**

This form to be filled by Appraise, Appraising Authority will check for its Correctness and Award Marks

Name					
Department					
School					
Faculty					
Employee ID					
Designation					
Year of Joining					
Appraisal Period	August 2024- July 2025				
<b>Academic: 30% weight</b>					
List the courses Taught during the Academic Year					
Program & Semester	Course Title	Average Student Feedback	Percentage Result	Class Average Grade	Average Attainment Level  1 highest, 2 medium, 3 low
Weekly Academic load in terms of Academic units					
Maintained Academic Teaching Dairy					

Maintained Student Register Upto Date			
Evaluation of answer scripts done on time			
Marks Entry of students done on time			
Maintained regularity to classes			
Taught the courses as per syllabus/outcomes and academic credits			
Course Attainment Calculations done			
Courses and Course Teaching Material Developed			
<b>Marks Awarded by Appraising Authority</b>			
<b>Research: 25%</b>			
PhD Guidance			
Research- Journal Publications			
Conference Publications			
Organizing Conference			
Research Funding Availied			
Established Centre of Excellence			
Contribution to GMU-Research Bulletin			
<b>Marks Awarded by Appraising Authority</b>			
<b>Training and Competency Development-15% weight</b>			
List the Training Courses Taught with number of students in each course			
List the training undergone if any			
List the FDP program undergone any			
List FDP programs conducted if any			
<b>Marks Awarded by Appraising Authority</b>			
<b>Consultancy, IPR, Innovation and Incubation, Industry Interaction-15% Wight</b>			
List consultancy Projects undertaken			
List Patents Filed			
List Guided/involved in Innovation workshops/Training			
Any contribution to new product development and setting up start-ups			

<b>Marks Awarded by Appraising Authority</b>					
<b>Administration- 15% weight</b>					
Marketing and Brand Building					
Student Affairs					
Career Advice and Students Placements					
Innovation and Entrepreneurship					
Examination and Evaluation					
University Documentation					
IQAC					
Student Proctoring					
<b>Marks Awarded by Appraising Authority</b>					
<b>Total Marks Awarded</b>					
Comments if Any					
Recommendations to the candidate					
Recommendations to the Management					
Signature of the Appraising Authority					



## **Policy on Deputation of GM University Faculty for Higher Studies**

*Effective from January 1, 2024*

### **1. Purpose:**

The GM University Faculty Higher Studies Deputation Policy is designed to encourage and support faculty members pursuing higher studies in reputed higher education institutions, both in India and abroad, while ensuring the continuity and stability of the academic programs at GM University.

### **2. Eligibility:**

Faculty members who have completed a minimum of three years of continuous service at GM University are eligible to apply for higher studies deputation. Higher education may include Master's programs, Postgraduate diplomas, or PhD programs.

### **3. Study Leave:**

Upon approval, faculty members will be granted study leave for the duration of their higher education program. During this period, they will maintain their seniority within the institution.

### **4. Financial Support:**

Faculty members on study leave will be entitled to receive 50% of the salary they were drawing at the time of deputation. This financial support is intended to assist with the cost of living and education expenses during the higher studies period.

### **5. Service Commitment:**

Faculty members are required to serve GM University for a minimum period equal to double the duration of their deputation to the higher education institution. Failure to fulfill this commitment may result in financial repercussions.

### **6. Repayment Clause:**

If a faculty member leaves the institution or fails to report back to the institution after completing higher studies, they are obligated to repay the amount received during the deputation period, along with interest calculated from the date of disbursement.

### **7. Bond Execution:**

Faculty members availing study leave for higher studies are required to execute a bond with GM University. The bond value will be double the salary paid during the deputation period and will serve as a legal agreement outlining the terms and conditions of the study leave.

### **8. Sabbatical Leave:**

Similar rules and conditions will apply for faculty members seeking a leave of absence for sabbatical purposes. The sabbatical period should be clearly specified, and the faculty member is required to fulfil the service commitment as outlined in this policy.

### **9. Approval Process:**

The faculty member must submit a formal application for study leave or sabbatical, including details of the higher education institution and program. The application will be reviewed by the BoM and BoG and approval will be granted based on their recommendation.

#### **10. Review and Amendments:**

This policy will be subject to periodic review, and amendments may be made to align with the evolving needs of GM University. Any changes will be communicated to the faculty in advance.

By implementing this policy, GM University aims to support the professional development of its faculty members while safeguarding the institution's academic interests and ensuring a commitment to service upon completion of higher studies or sabbatical periods.

**Vice Chancellor on Behalf of BoM of GM University**

**Date of Approval: 05-01-2024**

**Policy on Honorarium and Payments for Short Duration Academic Services**

1. Professionals from Industry, Academia, or Business delivering a module or course spanning 30 hours will receive a consolidated payment of Rs. 50,000/- (Fifty thousand) along with a onetime travel allowance (round trip if the expert is from a different city/town).
2. A guest lecturer providing a one-hour expert session is entitled to an honorarium of Rs. 1,500/- along with local hospitality.
3. An expert leading a full-day workshop/seminar involving not less than 6 hours of audience interaction will be compensated Rs. 10,000/-, inclusive of travel expenses.
4. Members of the faculty from GMU/GM Institutions attending a conference, presenting a paper, or participating in a seminar/workshop will be reimbursed the registration fee and a 2nd class train travel amount. Each faculty member is eligible for sponsorship in only one such program. If a faculty member wishes to attend additional programs, they can avail of Other Official Duty (OOD).

Note: All payments mentioned above must adhere to the University's payment procedures. The respective Deans/School Directors are responsible for facilitating these payments, subject to approval from the Vice Chancellor/Registrar of the University.

**Vice Chancellor on behalf of GM University**

**Date of Approval: 05-01-2024**

**Policy on Fee Exemption for the children of GM Institutions/GMU staff/faculty members**

Children of staff/faculty members at GM Institutions/GMU are eligible for a tuition fee concession when seeking admission. The extent of the fee reduction is determined by both the student's academic performance and the economic status of their parents.

**Scenario 1:** If the children achieve a first-class distinction in their qualifying examination and their father/mother, employed at GM Institutions/GMU, has an annual income less than or equal to Rs. 5.0 lakh (Five Lakh), they are entitled to a 25% concession in the program's annual fee until the completion of the program without any breaks in the study years.

**Scenario 2:** In the case where children attain a first-class distinction in their qualifying examination, and their father/mother, associated with GM Institutions/GMU, has an annual income exceeding Rs. 5.0 lakh (Five Lakh), they qualify for a 20% concession in the program's annual fee until the program's completion without any breaks in study years.

**Scenario 3:** Children who secure a pass (not a first class) in their qualifying examination, and their father/mother employed in GM Institutions/GMU with an annual income less than Rs. 5.0 lakh (Five Lakh), are eligible for a 20% concession in the program's annual fee until the program's completion without any breaks in study years.

**Scenario 4:** Children obtaining a pass (not a first class) in their qualifying examination, and their father/mother employed at GM Institutions/GMU with an annual income exceeding Rs. 5.0 lakh (Five Lakh), are entitled to a 15% concession in the program's annual fee until the program's completion without any breaks in study years.

Note: Faculty seeking exemption in Fees require to make a written request to the Chancellor of the University, clearly describing the credentials

**Vice Chancellor on Behalf of GM University**

**Date of Approval**

**The Fee Exemption Policy for GM University/GM Institutions staff enrolled in the part-time PhD Program at GM University**

Staff members admitted to the part-time PhD program at GM University are eligible for a 50% fee exemption for the entire duration of the program, up to a maximum of six years from the admission date. This exemption is granted on the condition that these individuals commit to serving the institution for a minimum of three years following the completion of their PhD.

In the event that a faculty or staff member opts to leave GM University before fulfilling the mandatory three-year service commitment post obtaining the PhD degree, they are required to reimburse the exempted fee amount, including interest calculated for the duration of the utilized program.

Should a candidate discontinue the program for any reason, they are responsible for covering the exempted amount for the corresponding study period, along with the accrued interest.

To apply for fee exemptions, faculty and staff members must submit a written request to the BoM, following the provided format.

**Vice Chancellor on Behalf of BoM of GM University**

**Date of Approval: 05-01-2024**

To

The Vice Chancellor,  
Chairperson, BoM  
GM University, Davanagere

Sir,

**Sub:** Request for 50% Fee Exemption for Pursuing PhD for the entire program period.

I have carefully reviewed the Fee Exemption policy for GMU/GM Institution members of faculty/staff, as outlined below:

“The policy for staff members selected for admission to the PhD program at GM University, who choose to pursue it on a part-time basis, allows for a 50% fee exemption throughout the program's duration, not exceeding six years from the date of admission. This exemption is contingent upon the condition that these individuals commit to serving the institution for a minimum of three years following the conferral of the degree.

Should a faculty or staff member decide to leave GM University without completing the mandatory three-year service period post the PhD degree, they are obligated to reimburse the exempted fee amount along with interest calculated for the utilized program duration.

If, for any reason, a candidate discontinues the program, they are responsible for paying the exempted amount for the respective period of study, along with the accrued interest.

Faculty and staff members intending to seek fee exemptions are required to submit a written request to the Vice Chancellor of the University in the format provided.”

I fully understand and agree to abide by the conditions stipulated in the policy and hereby request to avail the 50% exemption in Fees for the entire program period.

Signature of the staff/faculty member

Date:

## **Internal Research Funding Policy**

### **1. Purpose:**

The purpose of this policy is to establish guidelines and procedures for the allocation and administration of internal research funds to support faculty and staff in conducting high-quality research at GM University.

### **2. Funding Principles:**

#### **a. Merit-Based Allocation:**

Funding decisions will be based on the merit of research proposals, considering their scholarly significance, potential impact, and alignment with GM University research priorities.

#### **b. Transparency and Fairness:**

The allocation process will be transparent, and all eligible researchers will have equal opportunities to access internal research funds. Clear criteria for evaluation and decision-making will be communicated to applicants.

#### **c. Research Priorities:**

Preference will be given to research projects that align with the GM University's strategic research priorities and contribute to the advancement of knowledge in relevant fields.

#### **d. Collaboration and Interdisciplinary Research:**

Encouragement will be given to collaborative and interdisciplinary research initiatives that involve early researchers from multiple departments or disciplines of GM University.

#### **e. Early Career Researchers:**

Special consideration will be given to support early career researchers to foster their development and encourage a culture of research excellence.

#### **f. Innovation and Knowledge Transfer:**

Projects with potential for innovation, knowledge transfer, and societal impact will be considered favourably.

### **3. Application and Review Process:**

#### **a. Call for Proposals:**

Calls for proposals will be announced periodically, outlining the specific focus areas and available funds.

#### **b. Application Submission:**

Researchers will submit detailed proposals, including project objectives, methodology, budget, and expected outcomes.

c. Peer Review:

Proposals will undergo a peer-review process involving experts in the relevant field. Reviewers will assess the quality, feasibility, and potential impact of each proposal.

d. Decision-Making Committee:

A committee, appointed by Honorable Vice-Chancellor, GM University will make funding decisions based on the recommendations of the peer-review process.

e. Notification and Feedback:

Applicants will be notified of the funding decisions, and constructive feedback will be provided to unsuccessful applicants to support future submissions.

**4. Post-Funding Requirements:**

a. Reporting:

Recipients of internal research funds will be required to submit periodic progress reports, highlighting achievements, challenges, and any deviations from the original proposal.

b. Knowledge Dissemination:

Researchers are encouraged to disseminate their findings through publications, conferences, and other appropriate channels.

c. Intellectual Property:

Intellectual property resulting from funded research will be managed in accordance with the GM University intellectual property policy.

d. Review and Revision:

This policy will be periodically reviewed to ensure its effectiveness and may be revised to address changing institutional priorities and needs.

Vice Chancellor on behalf of BoM of GM University

Date of Approval: 05-01-2024



### **Incentive Policy for External Funded Research**

The incentive policy for researchers/Faculty members engaged in externally funded research at GM University is crucial for motivating and rewarding faculty members for their efforts.

**1. Financial Rewards:**

As a reward for successful acquisition of external funding, GM University provides monetary incentives up to 10 percent of the Instrumentation/equipment Grants of the external funded projects.

**2. Reduced Teaching Load:**

Offer a reduction in teaching load for faculty members actively involved in externally funded research. This allows researchers to allocate more time and focus to their research activities, contributing to the success of the funded project.

**3. Recognition and Awards:**

Recognize and award researchers for outstanding contributions to externally funded projects. Acknowledging their efforts through awards or public recognition can boost morale and create a positive research culture.

**4. Career Advancement Opportunities:**

Link successful involvement in externally funded research to career advancement opportunities. This could include considerations for promotion, tenure, or other career milestones based on the impact and outcomes of the research.

**5. Flexibility in Research Time:**

Provide flexibility in scheduling and research time to accommodate the demands of externally funded projects. This flexibility can contribute to a more conducive environment for successful research outcomes.

**Note:** The specifics of the incentive policy may vary based on the University's goals, available resources, and the nature of the externally funded research projects. Regular reviews and updates to the policy ensure its effectiveness and relevance over time.

Vice Chancellor on Behalf BoM of GM University

Date of Approval: 05-01-2024

## **Policy on GM University Intellectual Property Rights (IPR)**

### **1. Preamble:**

The GMU Intellectual Property Rights (IPR) Policy outlines the guidelines and regulations pertaining to the ownership, protection, and management of intellectual property generated by staff, faculty, and students during their association with the university. The primary objective is to establish the rights and responsibilities related to intellectual property, fostering a collaborative and innovative environment.

### **2. Ownership of Intellectual Property:**

- Any intellectual property (IP) generated by staff, faculty, or students during their period of association with GM University shall be considered the property of the university.
- The term "intellectual property" includes but is not limited to patents, copyrights, trademarks, trade secrets, and any other creations of the mind.

### **3. Authorship and Attribution:**

- The person generating the intellectual property shall be recognized as the author or creator.
- The university acknowledges and respects the creative contributions of individuals.

### **4. Monetization of Patents:**

- In the event of monetization or commercialization of patents developed by staff, faculty, or students in collaboration with GM University, revenue sharing shall be based on a mutually agreed-upon agreement between the university and the author.

### **5. Revenue Sharing Agreement:**

- The revenue-sharing agreement will specify the percentage distribution of proceeds between the university and the author.
- The agreement will be established in good faith, taking into consideration the nature of the intellectual property, the resources invested by the university, and the contributions of the author.

### **6. Reporting and Disclosure:**

- Authors are required to promptly disclose any potential intellectual property to the university's designated office responsible for managing intellectual property.
- Timely reporting ensures proper evaluation, protection, and potential commercialization of the intellectual property.

### **7. University's Role:**

- The university will take necessary steps to protect and manage intellectual property, including filing for patents, copyrights, or other applicable protection mechanisms.
- The university may, at its discretion, support the commercialization efforts and marketing of intellectual property.

### **8. Collaboration and Recognition:**

- The university encourages collaboration between authors, departments, and external entities for the development and utilization of intellectual property.
- Recognition and acknowledgment of authors' contributions will be promoted in university publications and relevant forums.

**9. Dispute Resolution:**

- In the event of any disputes related to intellectual property ownership or revenue sharing, BoM/BoG of GM University will be responsible for resolving conflicts.

**10. Compliance:**

- All staff, faculty, and students associated with GM University are expected to comply with the provisions of this IPR policy.
- Non-compliance may lead to appropriate disciplinary action.

**11. Review and Updates:**

- This policy will be subject to periodic review to align with changing legal standards, industry practices, and the evolving needs of the university.

This Intellectual Property Rights Policy is effective from the date of approval from the BoM and supersedes any previous policies on intellectual property at GM University.

**Vice Chancellor on Behalf of BoM of GM University**

**Date of Approval: 05-01-2024**

## **GM University Policy on Consultancy and Real-Life Problem Solving**

### **1. Definition of Consultancy:**

Consultancy at GM University involves the process of solving problems presented by industries, businesses, or other sectors, including the social sector. The university's consultancy team aims to provide effective solutions to clients or customers, earning revenue through consulting fees.

### **2. Consultancy Fee Structure:**

The amount charged to the client includes various components:

- Intellectual cost of faculty members
- Skill work of project executives
- Administration cost
- Infrastructure cost
- Infrastructure maintenance cost • Taxes payable to the government

### **3. Revenue Sharing Formula:**

The sharing formula between the consulting team and the university is set at a ratio of 60:40 after the deduction of taxes payable to the government. The 40% paid to the university is net of taxes and includes the cost of infrastructure used.

### **4. Ownership of Intellectual Property:**

Any Intellectual Property Rights (IPR) generated during the execution of consultancy work are owned by GM University, as per the university's IPR policy. This ensures the protection and management of intellectual property in line with university guidelines.

### **5. Publication Permissions:**

The consulting team, upon obtaining written permission from the client or customer, has the right to publish the work in reputed journals. This allows for the dissemination of knowledge and insights gained during the consultancy process.

### **6. Client/Customer Satisfaction:**

The primary goal of the consultancy team is to provide solutions that satisfy the client or customer. This includes leveraging the intellectual capabilities of faculty members, utilizing the skills of project executives, and ensuring efficient administration throughout the consultancy process.

### **7. Reporting and Documentation:**

Detailed reports and documentation of the consultancy work, including methodologies, findings, and recommendations, should be maintained by the consulting team. This documentation contributes to the university's knowledge base and supports transparency and accountability.

### **8. Compliance:**

All faculty members, project executives, and staff involved in consultancy activities are expected to comply with this policy. Non-compliance may result in appropriate disciplinary actions.

**9. Review and Updates:**

This policy will be subject to periodic review to ensure alignment with changing industry standards, legal requirements, and the evolving needs of the university and its stakeholders.

This Consultancy and Real-Life Problem-Solving Policy are effective from the date of Approval and supersede any previous policies on consultancy at GM University.

**Vice Chancellor on behalf of BoM of GM University**

**Date of Approval: 05-01-2024**

## **GM University Policy on Innovation, Product Incubation, and Start-Up Establishment**

### **1. Innovation Training:**

GM University is committed to fostering innovation among its students. To achieve this, the university will organize training sessions conducted by experts in the field of innovation to equip students with the necessary knowledge and skills.

### **2. Innovation Week:**

The university will host an annual Innovation Week, inviting all students to participate. During this week, students are encouraged to present their innovative ideas. The university will shortlist the best ideas, laying the foundation for potential product development.

### **3. Guidance and Product Development:**

Selected students will receive guidance from university experts and external consultants on developing commercially feasible products based on their innovative ideas. The university may provide infrastructural support and financial assistance through grants obtained from government bodies or corporate sectors.

### **4. Start-Up Establishment:**

Once the product development phase is complete, and feasibility studies are conducted, GM University will assist in setting up a start-up company. The university may also act as a venture capitalist if requested by the start-up. In return, the university seeks a 40% stake in the established start-up company.

### **5. Financial Support:**

Financial assistance provided by the university may include grants, seed funding, or other forms of financial support deemed appropriate for the successful establishment of the start-up.

### **6. Stake in Start-Up:**

In consideration of the support provided, GM University shall be entitled to a 40% stake in the startup company. This stake represents the university's commitment to nurturing and supporting entrepreneurial initiatives among its students.

### **7. Reporting and Documentation:**

Students involved in the innovation, product incubation, and start-up establishment processes are required to maintain proper documentation of their activities. This documentation will contribute to transparency and accountability.

### **8. Review and Updates:**

This policy will undergo periodic reviews to ensure its effectiveness and alignment with the evolving landscape of innovation, entrepreneurship, and start-up development.

**9. Compliance:**

All students participating in innovation, product incubation, and start-up establishment activities are expected to comply with this policy. Any deviations should be communicated and approved by relevant authorities.

This Innovation, Product Incubation, and Start-Up Establishment Policy are effective from the date of approval by the BoM of GMU and supersede any previous policies on these matters at GM University.

**Vice Chancellor on Behalf of BoM**

**Date of Approval: 05-01-2024**

## **GM University Policy on Compensating Persons Working for Funding to Support Innovation and Business Incubation**

### **Policy Statement:**

GM University (GMU) acknowledges the critical role played by individuals working on funded projects to support innovation and business incubation. This policy outlines the compensation structure for persons engaged in such projects where funding is provided by the government, corporate social responsibility (CSR), industry, or any other sources.

### **Compensation Structure:**

Compensation for individuals working on funded projects will be determined based on the total project funding amount. The following compensation rates apply:

1. **Project Funding: 1 - 50 Lakhs**
  - Compensation: 5% of the total project funding amount
2. **Project Funding: 51 - 100 Lakhs**
  - Compensation: 6% of the total project funding amount
3. **Project Funding: Above 100 Lakhs**
  - Compensation: 8% of the total project funding amount

### **Payment Procedure:**

1. The compensation will be paid by GMU Management to the individuals/team involved in the funded project.
2. Payments will be disbursed in accordance with the milestones and timelines specified in the project agreement.
3. The GMU Finance Department will coordinate with project leads and principal investigators to ensure timely and accurate compensation distribution.

### **Eligibility:**

1. Individuals/team eligible for compensation under this policy include faculty members, researchers, project managers, and other staff directly contributing to the funded project.
2. Compensation eligibility is contingent upon the successful execution and completion of the project in accordance with the agreed-upon terms and conditions.

### **Review and Approval Process:**

1. The compensation structure will be reviewed periodically and may be revised based on the changing landscape of research funding.
2. All compensation requests must be submitted to the GMU Finance Department for review and approval.



3. The final approval rests with the GMU Management, who will ensure compliance with the university's financial policies and regulations.
4. All payments are made net of taxes applicable

**Compliance and Ethics:**

1. All individuals receiving compensation must adhere to GMU's ethical guidelines and standards in the conduct of their work on the funded project.
2. Any potential conflicts of interest must be disclosed promptly to the relevant authorities within GMU.

**Effective Date:**

This policy is effective from the date of Approval of the Policy by GM University Board of Management.

**Review Date:**

This policy will be subject to periodic review.

**Vice Chancellor on Behalf of BoM**

**Date of Approval: 05-01-2024**

## **GM University– Purchase Policy**

### **1. Purchase Categories:**

- Purchases at GM University can be categorized into two types: Capital Goods and Consumables.
- *Capital Goods*: Items with a significant lifespan and value, typically used for research, education, or infrastructure development.
- *Consumables*: Items intended for daily use, with a shorter lifespan and regular replenishment.

### **2. Purchase Requisition:**

- Any faculty or staff member in need of laboratory equipment or consumables must submit a written indent for the required items.

### **3. Approval Hierarchy:**

- The indent must go through a structured approval process, involving the following officers in the hierarchy:
  1. Head of Department
  2. School Director
  3. Dean
  4. Registrar
  5. Vice Chancellor
  6. Chancellor

### **4. GMU-ERP System:**

- All indents and approvals must be processed through the GMU-ERP system to ensure transparency and accountability.

### **5. Vendor Selection:**

- Depending on the items to be purchased, a minimum number of quotations (as defined by the procurement policy) from existing or new vendors known for quality and reliability must be obtained, adhering to specific specifications.

### **6. Negotiation Team:**

- For purchases exceeding a considerable amount, negotiations will be conducted by a designated team constituted by the Vice Chancellor.

### **7. Order Placement:**

- Once the necessary approvals are secured, the Purchase Officer will place the order with the selected reliable and quality certified vendor.

### **8. Goods Receipt and Stock Entry:**

- Upon receipt of the goods, they must be promptly entered into the stock register and other relevant locations defined in the ERP.
- The stock will be appropriately issued to the user as per the requisition duly making the entries in stock register.

**9. Payment Process:**

- The Finance Department will process payments to the vendor upon submission of the purchase invoice, along with the necessary approval documents.
- Payments will be made in accordance with the agreed-upon payment terms.

**10. Recordkeeping:**

- All purchase-related documents, including indents, approvals, quotations, purchase orders, and invoices, must be diligently maintained for auditing purposes.

**11. Compliance:**

- All university personnel involved in the procurement process are expected to comply with this policy.
- Any deviations from the policy must be duly justified and documented.

**12. Cash Purchases:** Registrar can make cash purchases up to Rs. 10000/- at a time with the approval of vice chancellor. The cash purchase need not have any comparative statements or quotes.

**13. Review and Updates:**

- This policy will be subject to periodic review to ensure its effectiveness and relevance. Updates will be made as needed.

This policy is effective from the date of approval of this policy and supersedes any previous purchase policies at GM University.

**Vice Chancellor on Behalf of BoM**

**Date of Approval: 05-01-2024**

### GM University Purchase Indent Form

*To be filled out by the requesting faculty or staff member*

Date: [Date]

Department: [Department Name]

Name of Requesting Person: [Name]

Designation: [Designation]

Contact Number: [Contact Number]

Email Address: [Email Address]

Purpose of Purchase: [Provide a brief description of the purpose of the purchase]

Details of Items to be purchased:

Sl .No	Description of Item	Quantity	Unit Price	Total Cost
1.				
2.				
3.				
...				

Vendor Preferences:

*Please specify any preferred vendors or special considerations for vendor selection.*

Approval Hierarchy:

Sl .No	Approving Officer	Designation	Approval Status	Date
1.	Head of Department			
2.	School Director			
3.	Dean			
4.	Registrar			
5.	Vice Chancellor			
6.	Chancellor			

*Note: Please ensure that the form is approved at each level before submission to the next approving officer.*

Additional Comments/Notes:

[Include any additional information or specific instructions related to the purchase]

Declaration:

I, [Name], hereby declare that the information provided in this Purchase Indent Form is accurate and in accordance with GM University's Purchase Policy.

Signature: \_\_\_\_\_

Date: [Date]

*For Office Use Only*

Indent Approved by:

Approving Officer	Designation	Date

Purchase Officer: [Name]

Order Placement Date: [Date]

Order Number: [Order Number]

## **GM University ICT Policy**

### **1. Preamble:**

The GMU Information Communication Technology (ICT) Policy establishes regulations, rules, and guidelines for the ethical and effective utilization and maintenance of technological assets. It aims to ensure the proper use, health, safety, and security of data, products, and facilities, emphasizing lawful, ethical, and professional conduct.

### **2. Necessitate for IT Policy:**

The IT Policy is vital for maintaining, securing, and ensuring legal and appropriate use of Information Technology infrastructure at GM University. It addresses campus-wide strategies and responsibilities for protecting information assets, including data, information systems, computers, network devices, intellectual property, documents, and verbal communication.

### **3. IT Hardware Installation Policy:**

- **Primary User:**
  - The individual in whose room the computer is installed is the primary user. Department Heads will designate a responsible person for compliance in cases of multiple users.
- **Warranty and Maintenance:**
  - Computers purchased should have up to 3-year onsite warranty. Afterward, they must be under annual maintenance contract or in-house maintenance from the IT Team.
- **Power Connection and Network Cable:**
  - All computers and peripherals should be connected through UPS. Network cables should be away from electrical/electronic equipment.
- **File and Print Sharing:**
  - File and print sharing facilities should be installed only when absolutely required.
- **Shifting Computers:**
  - Computers can be moved with prior written intimation to the IT Head.
- **Noncompliance:**
  - Noncompliance may result in network-related problems and potential loss of productivity.

### **4. Software Installation and Licensing Policy:**

- **Licensed Software:**
  - Computers must have all licensed software installed, and pirated/unauthorized software installation is strictly prohibited.
- **Operating System and Antivirus:**

- Operating systems should be regularly updated. Anti-virus software must be installed and active at all times.
- **Data Backups:**
- Users should perform regular backups of vital data to prevent data loss.

#### **5. Policies Related to Network Use (Intranet and Internet):**

- **IP Address Allocation:**
- Computers should have IP addresses assigned by DHCP, and systematic allocation is maintained for each building.
- **Running Network Services on Servers:**
- Running server software requires prior written intimation and adherence to Campus IT policy.
- **Wireless Local Area Networks:**
- Wi-Fi can be used with campus login credentials, and each client is monitored.

#### **6. Email Account Use Policy:**

- **Formal Communication:**
- Official email services are recommended for formal communication and academic purposes.
- **Usage Guidelines:**
- Usage should be primarily for academic and official purposes. Commercial and illegal use is strictly prohibited.

#### **7. Web Site Hosting & ERP Use Policy:**

- **Web Site Hosting:**
- Departments should appoint a website coordinator for official website maintenance.
- **ERP Data Policy:**
- GMU owns all institutional data, and tampering with the database is strictly prohibited.

#### **8. IT Training Policy:**

- Details of IT training initiatives and requirements will be outlined separately.

#### **9. Violation, Implementation, and Review:**

- Violation of IT policy is considered misconduct. Implementation rules will be decided as needed.
- The policy will be reviewed every two years to align with industry advancements.

#### **10. Tips and Dos and Don'ts:**

- Important tips and guidelines for users, including password security, equipment usage, and software installation practices.

This document is effective from the date of approval and supersedes any previous ICT policies at GM University.

**Vice Chancellor on Behalf of BoM**

**Date of Approval: 05-01-2024**



## GMU - Faculty Dress Code Policy

### Introduction

The University is committed to maintaining a professional academic environment. The Faculty Dress Code Policy is designed to set expectations for appropriate attire that reflects professionalism, respect for the academic environment, and consideration for safety and hygiene. This policy applies to all faculty members during their on-campus engagements and official university functions.

### General Guidelines

1. **Professionalism and Decency:** All attire should be neat, clean, in good repair, and professionally appropriate.
2. **Safety and Hygiene:** Clothing and footwear should be safe for the work environment and maintain personal and campus hygiene standards.
3. **Cultural Sensitivity and Inclusivity:** The University respects cultural diversity in dress and encourages faculty to wear attire that is professionally appropriate and culturally sensitive.

### Specific Dress Code Requirements

#### For Male Faculty Members (Monday to Friday) •

**Trousers:** Clean, ironed formal trousers.

- **Shirt:** Professional, collared shirts.
- **Tie:** Ties are required and should be professional in appearance.
- **Blazer:** A blazer or suit jacket is required.
- **Shoes:** Formal shoes that are clean and in good repair.

#### For Male Faculty Members (Saturday)

- **Informal Dress:** Casual but decent attire is permitted. This includes but is not limited to jeans, casual shirts, and appropriate footwear. Attire should still be neat and not include offensive graphics or text.

#### For Female Faculty Members (Monday to Friday)

- **Saree or Salwar Kameez:** Saree or salwar kameez should be worn, ensuring they are clean, pressed, and professionally appropriate.
- **Blazer:** A blazer or suit jacket may be worn for added professionalism.
- **Sandals:** Comfortable sandals or shoes that are appropriate for a professional setting.

#### For Female Faculty Members (Saturday)

- **Informal Dress:** Casual but decent attire is acceptable. This includes but is not limited to dresses, skirts, blouses, and appropriate casual wear. Clothing should be respectful and not include offensive graphics or text.

#### Exceptions and Modifications

- **Religious and Cultural Attire:** Faculty members may wear religious or cultural attire if it meets the standards of professionalism and safety.
- **Disability Accommodations:** The University will make reasonable accommodations for faculty members with disabilities.

#### Compliance

- Faculty members are expected to adhere to this dress code while on campus or representing the university at external events.
- Department heads are responsible for ensuring compliance within their departments.
- Non-compliance with the dress code may result in a formal reminder or further action as per university policy.

#### Policy Review and Amendment

- This policy will be reviewed annually and may be amended in response to feedback from the university community or changes in university standards.

This policy is effective from the date of approval of the Board of Management of GMU.

Questions or concerns about this policy should be directed to the Human Resources Department or the respective department head.

Vice Chancellor

GM University

On behalf of BoM

Date of Approval: 1<sup>st</sup> February 2024

## GM University -Student Dress Code Policy

### Introduction

GM University is dedicated to fostering a respectful, professional, and safe academic environment. The Student Dress Code Policy is designed to encourage a sense of discipline and academic seriousness among our students. This policy outlines the dress code requirements for all students on campus during different occasions.

### General Guidelines

1. **Respect and Decency:** All attire should be respectful, modest, and suitable for an academic setting.
2. **Safety and Practicality:** Clothing should be practical, safe, and appropriate for specific campus activities, including laboratory work and physical education.
3. **Professionalism:** Attire should reflect a professional attitude, especially during formal university occasions and in academic settings.

### Specific Dress Code Requirements

#### For Male Students

- **Monday to Friday:** Decent, clean clothes such as trousers, jeans, collared shirts, or T-shirts without offensive logos or slogans. Shoes or sandals must be worn; no flip-flops or overly casual footwear.
- **Saturday:** Non-formal attire is allowed. However, clothing should remain neat and appropriate for the campus environment.
- **University Occasions:** Formal dress including trousers, a formal shirt, and a blazer. Formal shoes are required.
- **Workshops and Laboratories:** Attire as specified by the concerned department, which may include safety gear or specific clothing requirements.

#### For Female Students

- **Monday to Friday:** Decent, formal attire appropriate for an academic setting. This can include trousers, skirts, dresses, blouses, and salwar kameez. Shoes or sandals must be worn; no casual footwear is allowed.
- **Saturday:** Non-formal but decent attire is permitted. Clothing should be appropriate for the campus environment.
- **University Occasions:** Completely formal attire is required. This may include business suits, formal dresses, or other culturally appropriate formal wear.
- **Laboratories and Workshops:** Attire as specified by the concerned head of the department, adhering to safety and practicality standards.

### Non-Compliance

- Students who fail to comply with the dress code may be subject to a reminder or further disciplinary action, as deemed appropriate by the University administration.

- Repeated non-compliance could lead to more serious consequences, as outlined in the student handbook.

#### Exceptions and Modifications

- **Religious and Cultural Attire:** The University respects cultural and religious dress practices. Students may wear such attire, provided it complies with safety and professional standards of the University.
- **Disability Accommodations:** Students with disabilities may seek modifications to the dress code by contacting the Student Affairs Office.

#### Policy Review

This policy will be reviewed periodically and may be amended to reflect changes in university standards or student feedback.

#### Effective Date

This policy is effective from date of Approval of BoM of GM University and supersedes any previous dress code policies.

For any questions or clarifications regarding this policy, students should contact the Student Affairs Office.

#### GM University

Date: 1<sup>st</sup> February 2024

## **Policy on Faculty and Staff of GM University Pursuing Higher Education at GM University**

### **Introduction**

GM University is committed to fostering the academic and professional development of its faculty and staff by supporting their pursuit of higher education. This policy outlines the terms and conditions for faculty and staff members who wish to enroll in study programs at GM University. Please note that this policy is applicable only to study programs, as there is a separate policy for research programs leading to a PhD degree.

### **Eligibility Requirements**

1. Faculty and staff must meet all eligibility requirements for the chosen program at GM University.
2. The faculty and staff must be confirmed employees of GM University.

### **Conditions during Study Period**

1. Faculty and staff are required to continue performing their assigned work diligently throughout the study period.
2. A bond must be executed stating that the faculty or staff member will serve GM University for at least three years after the award of their degree or certificate.

### **Financial Benefits**

1. Faculty and staff pursuing higher education at GM University will receive a 30% concession on their tuition fees on an annual basis for the entire study period.

### **Bond Execution**

1. The bond will be legally binding and will outline the terms of service required after the completion of the program.
2. Failure to comply with the bond conditions may result in the recovery of the tuition fee concession and other penalties as deemed appropriate by GM University.

### **Applicability**

1. This policy is applicable only for study programs at GM University.
2. A separate policy governs research programs leading to a PhD degree.

By implementing this policy, GM University aims to promote the continuous academic and professional growth of its faculty and staff, thereby enhancing the overall quality and development of the institution.

**Vice Chancellor on Behalf of Chairman, Board of Governors**

**July-2024**

## **Policy to Award Seed Money for Research / Product Design and Development (PDD) to the Faculty Members**

### **1. Purpose and Scope**

#### **Purpose:**

- ✓ To provide seed money (initial funding) to faculty members for the development of innovative research projects or a product, with the goal of generating preliminary data to support future grant applications.
- ✓ Provide financial resources for faculty members to develop new research ideas and conduct preliminary studies.
- ✓ Encourage faculty to pursue innovative and interdisciplinary research/PDD.
- ✓ Enhance the competitiveness of faculty for securing external research grants.
- ✓ Build a strong research culture within the institution.

#### **Scope:**

This policy applies to all full-time faculty members across all departments within the University.

### **2. Eligibility Criteria**

**Faculty Members:** Full-time faculty members with a demonstrated track record of research or potential for research excellence. New faculty members who need initial support to establish their research programs.

**Research Focus:** Projects should align with the University strategic research/PDD priorities and have the potential for significant academic or commercial impact.

**Team Collaboration:** Collaborative projects involving multiple faculty members or departments are encouraged.

### **3. Application Process**

**Application Period:** Announcement for the call for proposals at least twice a year.

First Cycle: August – January of Every year

Second Cycle: February - July of Every year

**Application Requirements:**

- A detailed research/PDD proposal, including background, objectives, methodology, expected outcomes, and potential for external funding.
- A budget justification for the seed money requested.
- A timeline for the project, including key milestones and deliverables.

**Submission Process:**

Applications to be submitted to [dean.res@gmu.ac.in](mailto:dean.res@gmu.ac.in) in the given deadline.

**4. Evaluation and Selection**

**Review Committee:** A committee approved by Vice Chancellor, comprising senior faculty members from various disciplines, representatives from the research office, and external experts (if necessary).

**Evaluation Criteria:**

- Scientific merit and innovation of the research proposal.
- Feasibility of the proposed research plan.
- Potential for generating preliminary data for future grant applications.
- Interdisciplinary nature and collaboration potential.
- Budget appropriateness and justification.

**Selection Process:**

- ✓ Initial screening by the research office for completeness and eligibility.
- ✓ Detailed review by the committee, including scoring based on the evaluation criteria.
- ✓ Final selection based on scores, discussions, and available budget.

**5. Funding Amount and Duration**

Maximum seed money award: Rs. 50,000/-

Project duration: One year

**6. Award Administration**

- Funds to be administered through the institution's financial office on the approvals of Registrar.
- Regular progress reports (quarterly) required from the PI.
- Final report upon project completion, including a summary of outcomes, expenditures, and plans for future funding applications.

## 7. Post-Award Requirements

- ✓ Submission of a detailed final report within 30 days of project completion.
- ✓ Presentation of research findings at a faculty seminar or research day event.
- ✓ Acknowledgement of seed money support in any publications or product or presentations resulting from the funded research.

## 8. Post-Award Support

**Mentorship:** Awardees have access to mentorship and support from experienced researchers and industry professionals.

**Grant Writing Assistance:** Support for preparing applications for external funding based on the preliminary results obtained through the seed money.

**Commercialization Guidance:** For projects or product with commercial potential, assistance in intellectual property protection, business planning, and market analysis is provided.