

C-1/HR/2016

Circular – Amendment in the byelaws

In reference to the Employees' Service Rules Amended in 2015 this is to draw your attention with regards to the revision in certain clauses, please make a note of the following as given below:

Existing*Chapter IV clause 4.5***Vacation Salary**

The benefit of vacation salary will be available to the members of the regularly appointed teaching staff in the pay scale provided that he has worked for at least 2/3rd of the academic year preceding vacation. Faculty appointed on contract basis, Adjunct faculty and Visiting Faculty are not entitled for vacation. They will have no claim of compensatory offs/holidays in lieu of working during vacation as that of regular faculty members.

Revised**Vacation Salary**

The benefit of vacation salary will be available to the members of the regularly appointed teaching staff in the pay scale and teaching staff appointed on long term contract basis or contract is extended or renewed on completion of one year provided that he has worked for at least 2/3rd of the academic year preceding vacation. Faculty appointed on contract basis for one year or less, Adjunct faculty and Visiting Faculty are not entitled for vacation. They will have no claim of compensatory offs/holidays in lieu of working during vacation as that of regular faculty members.

Existing*Chapter VI clause 6.2 C***II. Long Term Contract:**

Employees on contract for more than one year:

(i) First Year of Contract:

- (a) Entitled for 12 days contractual leave for the period of one year beginning from the day of the joining/contract.
- (b) Rules applicable same as I (c to f)

(ii) From Second year of contract:

- (a) Entitled for 12 days contractual leave for the period of one year.
- (b) Rules for contractual leave will be same as applicable in I (c to f).

- (c) Will also be entitled for 30 days earned leave for each completed year of service.
- (d) Earned leave rules applicable as per Rules 6.2 A II.
- (e) The earned leave may be availed on pro rata basis and will not be carried forward to the next year or encashed.
- (f) Entitled for 10 days (Half Pay Leave/Sick Leave) for each completed year of service.
- (g) Half Pay Leave/Sick Leave rules applicable as per Rules.

All leave for full time employees of NMIMS will be made applicable mutatis mutandis to the Vice Chancellor and Pro-Vice Chancellor of NMIMS.

Note : No employee can enjoy any type of paid leave during the first month of his assuming duties.

Revised

II. Long Term Contract:

Employees on contract for more than one year or if contract is extended/renewed:

(i) *First Year of Contract:*

- (a) Entitled for 12 days contractual leave for the period of one year beginning from the day of the joining/contract.
- (b) Non Teaching: Rules applicable same as I (c to f)
- (c) Teaching Staff: Entitled for Vacation as per rules

(ii) *From Second year of contract:*

- (a) Entitled for 12 days contractual leave for the period of one year.
- (b) Rules for contractual leave will be same as applicable in I (c to f).
- (c) Non-Teaching Staff: Will also be entitled for 30 days earned leave for each completed year of service.
Teaching Staff: Will be entitled for vacation as per rules
- (d) Earned leave rules applicable as per Rules 6.2 A II.
- (e) The earned leave may be availed on pro rata basis and will not be carried forward to the next year or encashed.
- (f) Entitled for 10 days (Half Pay Leave/Sick Leave) for each completed year of service.
- (g) Half Pay Leave/Sick Leave rules applicable as per Rules.

All leave for full time employees of NMIMS will be made applicable mutatis mutandis to the Vice Chancellor and Pro-Vice Chancellor of NMIMS.

Note : No employee can enjoy any type of paid leave during the first month of his assuming duties.

Existing

Chapter II clause 2.5

2.5 Probation/Contract

- a) All the appointments and internal promotions in the University to the approved or sanctioned posts will be on probation/contract depending on the profile.
- b) The period of probation for the teaching and non-teaching employee shall be two years from the date of his / her joining the duty.

Revised

2.5 Probation/Contract

- a) All the appointments in the University to the approved or sanctioned posts will be on probation/contract depending on the profile. The period of probation for the teaching and non-teaching employee shall be two years from the date of his / her joining the duty.
- b) All the internal promotions in the University to the approved or sanctioned posts will be on probation/contract depending on the profile. The period of such appointments for the teaching and non-teaching employees shall be of one year from the date of his / her joining the duty on the new post.

Existing

Chapter VI clause 6.2

Kinds of Leave – (Not mentioned)

Revised

Kinds of Leave – (Addition)

Leave of employees appointed through internal promotions in the University may be allowed to avail Sick Leave/Half Pay Leave and/or Earned Leave during their Probation period even though it should not be construed as a matter of right. The competent authority will use his discretion and only in genuine cases earned leave and/or sick leave/half pay leave may be sanctioned, provided the same is credited to his leave account for his service as a confirmed employee in the lower position. However, if he avails such leave, his probation period will be extended by those many number of days.

*r/anna
13/2/16*

(Registrar)

[Signature]
15/2/2016

(Pro Vice Chancellor)

A. S. J. 2/2016

(Vice Chancellor)