

Criterion 6- Governance, Leadership and Management

6.2.2 Effectiveness and efficiency of functioning of the Institutional bodies as evidenced by policies, administrative setup, appointment and service rules, procedures etc



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

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6.2.2 Effectiveness and efficiency of functioning of the institutional bodies as evidenced by policies, administrative setup, appointment and service rules, procedures etc.

Response:

YBN University, Ranchi, has established a robust administrative and governance structure aligned with NAAC Criterion 6.2.2, ensuring its functioning's effectiveness and efficiency. Various institutional bodies, such as the Governing Body, Academic Council, Board of Management, Finance and Purchase Committee, Examination Board, and Research Board, collaborate to manage academic integrity, financial resources, research, and overall governance.

Governing Body

The Governing Body is the supreme decision-making body of the university. It formulates policies related to academic, administrative, and financial matters and ensures the university's operations align with its mission. It takes decisions regarding new departments, courses, and financial allocations for infrastructure development.

Role and Responsibilities:

- Formulating long-term strategies.
- Approving budgets and academic programs.
- Monitoring adherence to standards and legal requirements.

Academic Council

The Academic Council sets academic policies, ensures curriculum relevance, and promotes research. It collaborates with faculty to maintain high teaching and learning standards and recommends academic reforms.

Role and Responsibilities:

- Approving curricula and examination patterns.
- Ensuring academic quality and continuous improvement.
- Reviewing research and teaching methodologies.

Board of Management

The Board of Management supervises administrative and financial operations, ensuring resources are used efficiently. It reviews staff recruitment, resource allocation, and infrastructure policies, aligning activities with the university's strategic goals.

Role and Responsibilities:

- Managing resources and budgets.
- Overseeing human resource policies and staff recruitment.

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

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- Monitoring administrative operations for efficiency

Finance and Purchase Committee

This committee manages the university's financial resources and ensures transparency in financial decisions. It oversees budgeting, financial audits, and resource allocation for departments and programs, ensuring cost-effective purchasing processes.

Role and Responsibilities:

- Approving and monitoring the annual budget.
- Overseeing expenditure and procurement processes.
- Ensuring compliance with financial policies.

Examination Board

The Examination Board oversees all examination activities, ensuring fairness and transparency. It designs and reviews the examination system, establishes grading guidelines, and monitors the exam process to maintain academic integrity.

Role and Responsibilities:

- Overseeing the examination process.
- Implementing fair and transparent policies.
- Approving evaluation methods and addressing student grievances.

Research Board

The Research Board fosters a research culture by encouraging faculty and students to engage in meaningful projects. It facilitates funding opportunities, monitors research output, and ensures alignment with national and international standards.

Role and Responsibilities:

- Promoting interdisciplinary research.
- Allocating research funding.
- Monitoring research quality and impact.

Effectiveness and Efficiency

YBN University's governance structure ensures effective decision-making and resource allocation. Regular meetings and clear responsibilities allow timely decisions, while transparency and accountability are maintained through audits, feedback, and performance evaluations. Multiple committees ensure alignment with strategic goals and continuous policy updates.



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EMPLOYEE
HANDBOOK

HR MANUAL

EMPLOYEE
HANDBOOK



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WELCOMENOTE

Welcome at YBN University, Ranchi!

YBN University, Ranchi (Jharkhand) has been established by the "Government of Jharkhand Act 15, 2017.

We are glad to welcome the employees who have chosen to join YBN University, Ranchi in different streams. We believe that an institution, consisting of a group of competent professionals in their respective teaching as well as non-teaching fields who join hands to work towards a common goal, such educational units definitely achieve their designated targets in a certain time frame by adopting & pursuing proper strategy, operating procedures, functional activities under the purview of the framed and implemented UGC Rules, Norms and other Governmental Rules, Regulations and Norms set for the educational institutions. We welcome all of you to work and support for acquiring that goal. At YBN University, Ranchi we are committed to the growth of the institution through the growth of the individual. We believe in our core values and our ideology which are reflected in each and every assignment we undertake. With our exceptionally brilliant group of team members, we are confident that we will succeed definitely!

This hand book will serve as starting guide to introduce you to some of the ways we perform the things. It will also help you in adjusting to the new environment. The policies and the procedures do not constitute contractual terms and conditions of the employment and should not be construed as expressed or implied contractual commitments. Accordingly, the policies and the procedures may be changed at any time with or without notice. All the HR benefits will be extended to the confirmed staff of the YBN University, Ranchi only.

With respect to all the other documents of YBN University, Ranchi if you feel that there is some information which should be added/modified in the handbook, please feel free to let us know your suggestion to modify or alter wherever feasible as per the norms and which are needed at some places in such documents and notify accordingly to the HR Team for the change. We believe in the process of the consistent improvement and this will be a wonderful way to improve ourselves.

YBN University, Ranchi welcomes you again on becoming an integral part of the YBN family and wishes you a bright and mutually rewarding career.

All the best!



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Induction Policy

Scope

This recruitment and selection policy applies to all the employees who are involved in the recruitment for YBN University; Ranchi (Jharkhand). It refers to all the potential job candidates.

Procedure

Recruitment and selection process

Generally, the Recruitment Teams can go through the following steps:

- (1) Identify the need to recruit the candidate;
- (2) Decide whether to recruit from external sources or internal resources;
- (3) Review the job description and compose a job advertisement;
- (4) Select the appropriate sources (external or internal) for posting the opening of the vacancies;
- (5) Decide the selection stages and possible time frame;
- (6) Review the resumes in the database of YBN University, Ranchi;
- (7) Source the possible candidates;
- (8) Shortlist the applications;
- (9) Proceed through all the selection stages;
- (10) Follow and perform the back ground checks;
- (11) Select the suitable candidate(s) through interview and recommend to the concerned department(s)/office(s);
- (12) Approval by the Dean or the other competent authority;
- (13) Make an official appointment order and issue in favor of such selected candidate(s);
- (14) Complete the process of appointment of the selected candidate(s) by verifying the relevant documents through the HR Dept.

1. Recruitment Policy:

The Recruitments and the Selections shall be done as per the Guidelines of the YBN University, Ranchi (Jharkhand).

2. Probation Period of the Employees:

The Probation Period for the Teaching Staff shall be of 12 months minimum to 24 months maximum as per the Policy of the YBN University,

Ranchi (Jharkhand). During the Probation Period, the Teaching



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Staff shall not be entitled for any kind of Leaves except for Casual Leaves including the University Calendar Holidays (26) and 2 Restricted Holidays. Vice Chancellor may sanction Special Casual Leave up to 15 days for the Specific Purposes. Maternity Leave with full Salary Payable can be availed if the Employee has rendered minimum 80 days of his/her Services. The Probation Period for the Non-Teaching Staff shall be

ATTENDANCE POLICY

Objective

To have a well-defined consistent attendance & leave policy for the employees of the YBN University, Ranchi (Jharkhand).

Eligibility

All the employees of YBN University, Ranchi are eligible to avail all the benefits provided by it in accordance with the framed UGC Norms, Rules and Regulations and as per the provisions of the Act, the Statutes and the Ordinance of YBN University, Ranchi (Jharkhand).

Working Days

YBN University will work for 6 days in a week from Monday to Saturday from 9:30 A.M to 4:30 P.M. However, this timing is subject to the requirements & the contingencies.

Attendance Recording

All the employees need to put their Biometric Attendance while entering and leaving the office premises. Absence of which will be considered as the LWP (Leave without Pay). In case of any technical error, this needs to be reported on the same day over Email to IT Coordinator marking the Copy to the HOD/Line Manager and HR Dept.

Lunch Break

The lunch break will be before half an hour.

Working on Sundays/Holidays

The Employees working on Sundays/Holidays are entitled to avail the Compensatory Leave of similar hours within 30 days.



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OFFICE CULTURE

Discipline

- Be on time to work and for meetings.
- Monday to Friday: Formals dress-up days.
- Saturday: Casuals.
- English should be the language of the Official Communication.
- Be sharp, clear and professional in discussions. Choose the right words.
- Respect each other.
- Remember that the ultimate aim for all of us is the growth of our organization, so do what is best.

Communication Etiquettes

- Put the organization before self. When answering the phone always project the organization name before presenting your name.
- Phone: Be polite yet be loud and clear. Follow up your requests with 'Thank You and acknowledgments with' you are welcome'/'No problem'/'any time'.
- Phone: Speak slowly (not softly) to make sure the other person understands and be aware of the differences in accent. Listen and understand before you speak. Do not cross-talk while someone is speaking. The aim is to solve the problem at hand and not disrespect or enforce your view on others.
- Emails: Always make sure that names are not misspelled. Misspelled names are very disrespectful and irritating. If unsure about the name, use Sir/Madam. Then in the next conversation ask about it. Emails must preferably be replied within the same working day.

LEAVE POLICY & OTHER BENEFITS

LEAVE YEAR:

1st January to 31st December (Calendar Year)

Types of Leave:

- Casual Leave (CL)
- Sick Leave (SL)



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- Maternity Leave
- Compensatory Leave

1- Leave Benefits:

a) Casual Leaves and General Holidays-28 per year.

Casual Leave (CL):

- The Annual Casual Leave entitlement is 12 days in a leave year or as decided by the management from time to time.
- For the new Joiners, the Casual Leave will be credited on prorata basis from the date of joining till 31st December. In all other cases, the entitlement of Casual Leaves (CLs) will be credited on 01st of January every year
- For the first month of the joining, the Casual Leaves (CLs) entitlement will be credited as per following norms-

Date of Joining (in between)	CL
1 st -15 th	1.0
16 th -31 st	0.5

- The Intervening Holidays or the Weekly Offs will not be counted for the Casual Leaves (CLs).
- The un-availed Casual Leaves (CLs), if any, lapse at the end of the year, i.e. by the end of 31st December every year and shall neither be carried forward nor can be cashed at any stage.
- The Casual Leaves (CLs) cannot also be adjusted against or availed during the notice period.
- In case of any Medical emergency, the employees can avail the extended Casual Leaves (CLs) for more than 3 days in succession, by submitting a Certificate from the Registered Medical Practitioner (RMP Doctor).

b) Sick Leave/Medical Leave (SL)

Sick Leave/Medical Leave (SL/ML)

All such Staff Members, who are the confirmed employees, shall be entitled to avail the Sick Leave(s)/Medical Leave(s) as per mutually



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Agreed terms & conditions mentioned in writing at the time of the confirmation of the Appointment. Rest of the Staff Members may avail the Sick Leave(s)/Medical Leave(s) as Leave without Pay (LWP) for such period of absenteeism. But, in both the cases, the written intimation to the concerned Head of Department/Competent Authority of YBN University, Ranchi (Jharkhand) shall be mandatory to all the Staff Members.

c) Maternity Leaves (ML):

Maternity Leave (ML)

- i. The Female employees not covered under ESI Act shall be eligible for availing the benefits under the Maternity Leaves Act, 1961. Those Female employees, who are availing the benefits under the ESI Act, will get the benefit through ESI as per the mentioned provisions under such ESI Act.
- ii. The Female employees shall be entitled for the Maternity benefits only after they had actually worked for a period of not less than 80 (eighty) days in last 12 months immediately preceding the date of her expected Delivery.
- iii. The maximum period of the Maternity Leaves with full Pay will be 26 weeks (i.e. 182 Days with Salary) for 2 Child Births separately at different periods of months. However, the female employee also has the option of taking the full 26 weeks Medical Leaves after the Delivery. However, she cannot take the Medical Leaves more than eight weeks before her expected Delivery.
- iv. In case of the Miscarriage or the Medical termination of the Pregnancy, based on the recommendation of the Registered Medical Practitioner (RMP Doctor), the Medical Leaves will be granted for only 6 weeks immediately following the day of the Miscarriage or the Medical termination of the Pregnancy.

d) Compensatory Leave:

Compensatory Leave

All the Staff Members are entitled to the Compensatory Leave against the duty performed on a non-working day. The Staff Members may avail the same within a month of the duty served which should be duly approved by concerned HOD/Competent Authority.



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e) Restricted Holidays(RH)-2peryearforalltheStaffMembers

Restricted Holidays

For the Female Staff Members, there will be two Restricted Holidays (one of Rakshabandhan and another of Vat Savitri Vrat or of Karwa Chauth Vrat) per year.

For the Male Staff Members, there will be two Restricted Holidays (one of his Birthday and another of his Marriage Anniversary)per year.

(Note: At a stretch, in normal practice, maximum of 6 Leaves may be availed including the Restricted Holidays and the General Holiday's by all the Staff Members).

f) Earned Leave (EL) – 30 days per year maximum for the confirmed employees.

Earned Leave

All such Staff Members, who are the confirmed employees, shall be entitled to avail the maximum30Daysas the Earned Leave (s) (EL) per year as per the mutually agreed terms & conditions mentioned in writing at the time of the confirmation of the Appointment. Rest of the Staff Members may not get the benefits or the facility of availing the Earned Leave(s) (EL).In the first condition, the written intimation to the concerned Head of Department/Competent Authority of YBN University, Ranchi(Jharkhand) shall be mandatory to all the confirmed Staff Members for getting the benefits of the Earned Leaves (ELs)

(Note–The YBN University, Ranchi (Jharkhand) shall encourage all the Staff Members to avail the 15 days Encashment every year (Basic, DA/Special Pay/Allowance and Adjusted Gross Profit (AGP) if applicable). However, a maximum of 10 days can be carried forward up to a maximum period of 100 days. Earned Leaves (EL) can be adjusted for the notice period for the 7 non-teaching regular employees; Earned Leaves (EL) can be encashed at the time of relieving/retirement. For the teaching regular employees, who have put in minimum10 years of service, encashment is allowed at the time of superannuation only.



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g) Commuted Leaves—

Commuted Leaves

20 days Half Paid Leaves commuted to 10 days Full Paid Leaves per year. 5 Commuted Leaves can be carried forward to a maximum of 100 Commuted Leaves. Commuted Leaves cannot be cashed or can be adjusted towards the notice period.

- (i) At any given time, the maximum number of accumulated Earned Leaves and Commuted Leaves for the existing employees shall not exceed 100 each for both the Teaching Staff and the Non-Teaching Staff. For the existing employees who already have certain number of Earned Leaves and Commuted Leaves in their respective Leaves Credit, these leaves will be kept in their Leaves Account which can be availed with the permission of the Senior Authorities/Superiors, any time before the retirement, as per the Rules. As and when this is availed, it will get reduced to 100 someday which will be the maximum upper limit for the accumulation.
- (ii) The minimum number of Earned Leaves and Commuted Leaves that can be availed shall be 3. These leaves cannot be clubbed with any other kind of Leave. Minimum of one week prior notice to be given before applying these leaves. The Earned Leaves and Commuted Leaves are calculated on 6 months basis.)

h) Special Casual Leaves—

Special Casual Leaves

The Teaching Staff can avail 15 Special Leaves per year for attending the Conferences, Workshops, Continuing Medical Education (CMEs), Examinations and other related Academic activities with the prior permission from the competent authority. The Vice Chancellor of YBN University, Ranchi (Jharkhand) using his/her discretionary powers may sanction an additional 10 Special Casual Leaves for the Professors only. Special Casual Leave is to be utilized only for the above mentioned purpose with the prior permission as per the norms indicated for the same. It can neither be combined nor utilized under any other pretext. It can be clubbed with the Casual Leave (CL).



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(i) Leave without Pay (LWP)

Leave without Pay (LWP)

For any employee availing the Leave without prior permission from the Head of Department/Competent Authority, such Leave days will be treated as Leave Without Pay (LWP) and these days will not be counted for calculating the Salary for that particular month.

2- Retirement Benefits:

a) Provident Fund:

Employees shall be eligible for the Provident Fund (PF) Benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed there under by the Govt. of India from time to time.

b) Gratuity:

Employees shall be eligible for the Gratuity Benefits as per the provisions of "Payment of Gratuity Act, 1972" and the Rules framed there under.

c) Pension:

Employees shall be eligible for the Pension Benefits as per the provisions of the "Employees Provident Funds and Family Pension Fund Act, 1952" and the Rules framed there under.

3- Family Benefits:

The maximum 4 Family Members of the Employees of YBN University, Ranchi (Jharkhand) can avail the Medical Benefit free of cost from the **Maa Kalawati Hospital & Research Centre**, Sidrol, Namkum, District Ranchi (Jharkhand).

4- Health Care Benefits:

(a) E.S.I Benefits : E.S.I. Benefit shall be available for the Employees of YBN University, Ranchi (Jharkhand).

(b) Medicare Benefits: Health Insurance benefit shall be available for the Employees of YBN University, Ranchi (Jharkhand).

5- Free Conveyance Facility: All the Employees can avail the Free Conveyance Facility i.e. free commute from and to the various parts of the Ranchi City in the YBN University's official buses/vans provided by the YBN University, Ranchi Management.

6- Free/Subsidized Accommodation:

The Employees of the YBN University, Ranchi (Jharkhand) shall be



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Offered the Accommodation in the On-Campus and the Off-Campus Residential facilities on a need basis, on Rent-Free/on Subsidized Rent basis.

7- Fee Concession:

Fee concession for the Employee's Children: Employee Children shall be eligible for the Tuition Fee concession, on the basis of merit, if admitted to the Academic Programmes/Courses in the constituent institutions/Colleges/Schools under the YBN University, Ranchi (Jharkhand).

8- Creche Facility:

Free Crèche facility shall be available in the YBN University, Ranchi (Jharkhand) Hostel/Residential campus for only the Day Care of the Children of the Employees.

9- Qualification Allowance:

Employees, who upgrade their Educational or Professional qualification during the period of rendering their respective services, shall become eligible for the Additional Increments/Qualification Allowance.

10- Stagnation Increment Benefit:

The Non-Teaching employees, who remained in the same scale, shall be given the Stagnation Benefit.

11- Soft Loan Facility for the Employees:

The Employees of YBN University, Ranchi (Jharkhand) can avail Soft Loan facility during the time of crisis/critical needs.

12- Academic Support Measures for the Teaching Staff:

(a) **Academic Support Measures** for the Teaching Staff while going on Deputation to Conferences/Seminars/Workshops: Financial support for the employees attending the Seminars/Conferences/Workshops/Academic Meets etc., including the payment of the Registration Fee, Hotel Stay & Food and the Travel expenses at the National and the International destinations. The absence for such duration from the YBN University, Ranchi (Jharkhand) shall be considered as Special Casual Leaves.

(b) **Publication Incentives:**

The employees of YBN University, Ranchi (Jharkhand) shall be able to receive the Publication Incentives only for the Research



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Papers/Articles/Academic Write-ups etc. published by the Non-Payment of Charges.

“Publication Incentives” of the YBN University, Ranchi (Jharkhand). Upper Limit for the payment shall be Rs. 30,000 for the publications in the Journals with the Impact Factor between 1 - 3 and the payment shall be Rs. 60,000 for the publications in the Journals with the Impact Factor between 3 – 7 and the payment shall be made at Par of the Actual Cost of the Processing Charges of the Article/Papers etc. for the publication in the Journals with the Impact Factor above 7.

(c) **Research Incentives:**

The Employees of the YBN University, Ranchi (Jharkhand) shall get the Points based on attending the Papers/Projects/ Conferences. Minimum Points needed for claim shall be 10 Points from the publications or other attributes with the affiliation to YBN University, Ranchi (Jharkhand). All the Claims must be calculated for the output between from January to December. All the Claims must be supported by the copies of the relevant documents. The Claims without the appropriate documents shall not be considered. The Decision of the Expert Committee shall be final and the Incentive Amount shall be subject to the approval of the Finance Committee of the YBN University, Ranchi (Jharkhand).

(d) **Seed Grant:**

The Employees of the YBN University, Ranchi (Jharkhand) shall get the Research encouragement through Seed Grant proposals upto 2 Lakh Rs. for the Tenure of One year.

13- Study Leaves/ Long Leaves:

Employee(s) of the YBN University, Ranchi (Jharkhand) may be deputed for their Higher Studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where such employee(s) is/are working and the course will be useful to the Institution/College/School of YBN University, Ranchi (Jharkhand). Study Leaves shall be on Full Pay or Partial Pay basis.

The Study Leaves / Extended Leaves / deputation for a maximum period of two years may be available on the recommendation of the Dean / Director of School and approved at the discretion of the Board of Management of YBN University, Ranchi (Jharkhand) only after the employee has completed three years of service. During the



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period of the Study Leaves, the employee will not be ordinarily entitled to draw any salary, but his/her position and seniority will be maintained when he/she returns after availing such Study Leaves period.

14- Sabbatical Leaves:

The Employees of YBN University, Ranchi (Jharkhand) shall be eligible for Sabbatical Leaves.

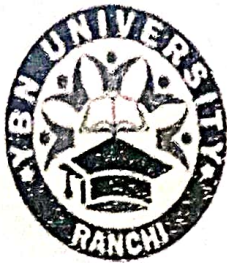
15- Reimbursement of the Membership Fees of the Professional Bodies: The Faculty Members shall be offered the Reimbursement of the Membership Fees for the recognized Academic/Professional Bodies/Associations with the conditions per Financial Year.

16- Financial Support for purchasing the Laptops/Notebooks for the Academic Use/Utility:

The Faculty Members shall be offered the Subsidy on the purchase of Laptops/Note Books for the Academic purposes.

17- Unauthorized Absenteeism

- (a) Except in cases of emergency or sudden sickness, it will be the duty of every employee to obtain the prior permission from his immediate superior in case he/she need leave on the following day or days. Leave without prior sanction will be treated as Absenteeism.
- (b) If an employee remains absent without any permission or intimation to the concerned Head of Department or to the Competent Authority for more than eight consecutive days, it will be deemed that such employee has voluntarily abandoned the services and will lose the lien on his/her employment.
- (c) After three days of unauthorized continuous absence, the employee will be issued the first notice to join his/her duties within next 48 hours and after six days, the second notice will be issued to him/her giving such employee a chance to join within next 48 hours or that his/her services will be terminated and on expiry of 08 days of continuous absence, a Termination Letter from the services will be issued and he/she will be removed from the Employee Rolls of YBN University, Ranchi (Jharkhand).



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RESIGNATION/TERMINATION POLICY

Resignation/Termination Policy

- 1- The Employee of YBN University, Ranchi (Jharkhand) will be paid no salary in case he/she leaves the services of the Institution within one month of his/her joining the YBN University, Ranchi on his/her own accord. However, if the Management of YBN University, Ranchi (Jharkhand) terminates his/her services within one month of his/her joining, he / she will be paid salary up to the date of his / her termination.
- 2- The Employee of YBN University, Ranchi (Jharkhand) will not be allowed to leave the University in between the Semester. In case, he/she wishes to leave the YBN University during the Semester as per the Academic Calendar of YBN University, Ranchi then, no relieving procedure will be initiated in such condition for such Employee/Employees.
- 3- The services of any Employee/Employees can be terminated by either side by giving, to the other party, one month's notice or one month's salary in lieu thereof. However, in case of sheer indiscipline, in subordination, non-performance, dishonesty, disobey or negligence or in the event of the Employee/Employees becoming incapacitated to carry out its/their duties efficiently, or as per the commitments made by such Employee/Employees, the Management of YBN University, Ranchi (Jharkhand) shall be at liberty to terminate the services of that Employee/those Employees without serving any notice and payment in lieu thereof.

PERFORMANCE APPRAISAL POLICY

Performance Appraisal Policy

The Performance Appraisal process for the Teaching Staff shall comprise of the evaluation of the multiple activities related to the Quality Teaching imparted to the students of respective Streams, Learning Techniques provided to them and the overall Evaluation made with respect



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To the Teaching Staff. It shall include also the Research Work done or undergoing, the Publications done by the Faculty Members individually and the Academic contributions made by the Faculty Members in their respective departments and at the YBN University level, the active participation made by the Faculty Members in the development of the YBN University, Ranchi along with their generosity, soberness, humbleness, punctuality and sense of responsibility towards all the Academic Activities and other related operations. Similarly, for the Non-Teaching Staff, such process shall comprise of the performance, sincerity, devotion with dedication & efficiency shown towards the assigned tasks during the past period of their respective job positions allotted by the authorities of YBN University, Ranchi (Jharkhand) along with their decency, sense of respect towards other colleagues and senior officials, punctuality, dedication towards their respective Job positions allotted by the authorities of YBN University, Ranchi. Based on the performance appraisal criteria, the Teaching as well as the Non-Teaching Staff and other Staff Members shall be provided the worthy Increments and the Promotions in their respective Job Positions allotted by the authorities of YBN University, Ranchi (Jharkhand). All the Staff Members who are confirmed and have completed 12 months of service shall be eligible for the Annual Performance Appraisal.

ANNEXURES

Annexure-1.

Procedure for the Recruitment of the Teaching and the Non-Teaching Staff

Annexure-2.

Leave Forms (CL / ML / EL / SPCL / Commuted Leave / Maternity Leave / Sabbatical Leaves)

Annexure-3.

Research Incentives Form



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EMPLOYEES' CODE OF CONDUCT

REGULATIONS FOR THE EMPLOYEES' CONDUCT, DISCIPLINE AND APPEAL

These Regulations for the Employee's conduct, discipline and appeal are made for all the Regular and the Contractual Teachers, Officers and other Staff Members of the YBN University, Ranchi (Jharkhand). These Regulations shall be known as the "Regulations for the Employees' Conduct, Discipline and Appeal" for the proper and flaw less functioning of YBN University, Ranchi (Jharkhand).

Regulation-1: Short Title:

These Regulations shall be called the "Regulations for the Employee's Conduct, Discipline and Appeal, YBN University, Ranchi, (Jharkhand)".

Regulation-2: Application

Regulations for employee's conduct, discipline and appeal shall be applicable to all employees of the University except those in casual employment.

Regulation-3: Definitions

- (a) "**Employee**" means a person employed in YBN University, Ranchi (Jharkhand) in any post or in any capacity other than the casual, or the contingent staff, but include employee on deputation/Lien.
- (b) "**University**" means YBN University, Ranchi (Jharkhand).
- (c) "**Board**" means the Board of Governors of the YBN University, Ranchi (Jharkhand) & includes in relation to the exercise of the Powers, any Committee of the Board/Management or any officer of the YBN University, Ranchi (Jharkhand) to whom the Board delegates and of its powers.
- (d) "**Chancellor**" means the Chancellor of the YBN University, Ranchi (Jharkhand).
- (e) "**Disciplinary Authority**" means the Disciplinary Committee or any other committee constituted for the specific purpose by the Order of the Vice Chancellor of YBN University, Ranchi (Jharkhand).
- (f) "**Competent Authority**" means the Vice Chancellor or any other authority of the YBN University, Ranchi (Jharkhand).



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- (g) "Lending Authority" means the parent organization/institute from where the employee has joined in case of Lien.
- (h) "Appellate Authority" means the Chancellor of YBN University, Ranchi (Jharkhand).

Regulation-4.General

Every Employee of the YBN University, Ranchi (Jharkhand) shall at all time:

- a) Maintain the absolute Integrity towards the University;
- b) Maintain the devotion to the duty assigned by the University;
- c) Do nothing which is in appropriate to the University employee; and
- d) Do nothing which is detrimental to the interest of the University.

Regulation-5.Misconduct

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as the misconduct, namely:

- (1) Theft, Fraud or Dishonesty in connection with the business or property of the YBN University, Ranchi (Jharkhand).
- (2) Theft, Fraud or Dishonesty with the property of another person within the premises of YBN University, Ranchi (Jharkhand).
- (3) Fraud, Dishonesty and the Offences under Cyber Laws leading to misrepresentation, breach of the Confidentiality and the Privacy.
- (4) Securing or causing others to secure unauthorized access to any communication of YBN University, Ranchi or misuse of the electronic communication of the University or the computer system or network which may cause damage to the University.
- (5) Publishing, transmitting or causing to publish in electronic for many material, which appeals to prurient interest and unauthorized passing of any information from the electronic media to somewhere or to someone which may be detrimental to YBN University, Ranchi.
- (6) Destroying or cancelling or altering or causing others to destroy, cancel or alter the confidential Computer Programme including the Computer Command, Design and Layout, Computer System and the Computer Network, etc.
- (7) Viewing obscene material/scene and involving oneself in indecent chatting / communication through the electronic communication / computer system of the University or through Mobile Phone (personal or any other person).
- (8) Any Staff Member should not indulge into any personal relationship



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With a student for whom he/she has a responsibility for assessing, supervising, tutoring, teaching, mentoring or for whom he/she is required to provide any administrative and technical support.

- (9) Staff should not enter into any business, commercial or financial relationship with any student which could compromise, or could be perceived to compromise, the objectivity and the professional standing of the YBN University, Ranchi;
- (10) Taking or giving the bribes or any illegal gratification by any Staff Member to another Staff or any Officer of YBN University, Ranchi;
- (11) Furnishing the false Information by any Staff Member regarding the name, age, father's name, qualification or the experience or any other matter germane to the employment at the time of employment or during the course of employment at YBN University, Ranchi;
- (12) Acting in a manner by any Staff Member which is prejudicial to the interests of the YBN University;
- (13) Willful insubordination or disobedience by any Staff Member, whether or not in combination with the others, of any lawful and reasonable Order of his/her superior;
- (14) Absence of any Staff Member without sanctioning the Leave(s) or over staying the sanctioned leave (s) for more than four consecutive days without sufficient grounds or proper or satisfactory explanation;
- (15) Habitual late coming or irregular attendance of any Staff Member;
- (16) Neglect of the work or the negligence in the performance of the assigned duty including malingering or slowing down of work;
- (17) Damage to any property of the YBN University, Ranchi by any Staff Member;
- (18) Interference or tampering done or initiated by any Staff Member with any Safety Devices installed in or about the premises of the YBN University, Ranchi. Drunkenness or riotous or disorderly or indecent behavior in the premises of the YBN University, Ranchi or outside such premises where such behavior is related to or connected with the employment;
- (19) Gambling played by any Staff Member within the premises of the YBN University, Ranchi;



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- (20) Smoking done by any Staff Member within the premises of the YBN University, Ranchi;
- (21) Collection made by any Staff member without the permission of the competent authority of any money within the premises of the YBN University, Ranchi;
- (22) Sleeping by any Staff Member while on duty;
- (23) Commission of any act by any Staff Member which amounts to a criminal offence involving the moral turpitude;
- (24) Absence of any Staff Member from the employee's appointed or deputed place of work without the permission of the Competent Authority or without sufficient cause;
- (25) Commission of any act by any Staff Member which is subversive of discipline or of good behavior;
- (26) Abetment of or attempt at abetment of any act by any Staff Member which amounts to misconduct;
- (27) Making or framing the allegations by any Staff Member against other employee/officials/key officials/YBN University authorities. Use of insolent or impertinent or unparliamentarily language in any official dealing/correspondence or in any representation including the Appeal or in any Forum/Meeting;
- (28) Violation or non-compliance by any Staff Member with the University's Regulations/ Policies/ Guidelines/ Norms/ Manuals/ Circulars/ Notices/ expressed instructions;
- (29) Unauthorized use or occupancy of the University's quarters/land or other movable or immovable property by any Staff Member;
- (30) Assaulting or threatening or intimidating any employee of the YBN University, Ranchi by another Staff Member;
- (31) Breach of any Law of Land or any Law by any Staff Member which is applicable to the YBN University, Ranchi or Conduct Regulations or any other Regulations or specific Orders issued by the University from time to time;
- (32) Writing of anonymous letters, addressing the Appeals or the Representations to any person other than the appropriate or appellate authority and forwarding the advance copies of the Appeals or the Representation to any other person outside the YBN University, Ranchi by any Staff Member;
- (33) Distribution of or the exhibition of in the University's premises any



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Bills Posters, Pamphlets or Papers or causing them to be displayed by the means of signs or writing or other visible representation, any matter prejudicial to the YBN University, Ranchi by any Staff Member without the prior permission or the sanction of the competent authority;

- (34) Refusal to work by any Staff Member on Holidays or on Sundays or beyond the working hours when notified/directed to do so in the exigencies of the Interest of YBN University, Ranchi;
- (35) Gherao, Coercion, Intimidation, wrongful Confinement use of Force or forcibly detaining any of the employees of YBN University, Ranchi. Shouting/use of defamatory or disrespectful Statement(s)/ Slogan(s) in the University's premises;
- (36) Refusal to accept any Order or the Notice by any Staff Member which has been communicated to him/her in writing through any mode (viz. Email, by physical giving/handing over, by the Registered Post/Speed Post/normal Indian Post etc.)
- (37) No employee, neither Male nor Female, shall indulge in any act of sexual harassment of any other Female/Females or vice versa at the workplace(s) or at her/their or his/their residing place(s).

Explanation for the Sexual Harassment:

Sexual Harassment of any Employee (Female/Females or Male/Males) includes such unwelcome or unexpected or unethical sexually determined behavior, whether directly or by implication made by any Staff Member (Male or Female) against other Staff Member (Female/Females or Male/Males), namely:

- a) Physical contact and advances towards the Female/Females or Male/Males;
- b) Demand or request for the sexual favors from the Female/Females or from the Male/Males;
- c) Sexually colored remarks framed or spoken or sent through any mode of communications by either the Male/Males or by the Female/Females;
- d) Showing any pornography to the Female/Females or to the Male/Males;
- e) Send in go sharing the dubious text or double meaning text or indecent & rubbish doubtful text through electronic modes (viz.



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- Mobile phone, email, social media platforms etc.) Or through other modes of communications to the Female/Females or to the Male/Males;
- f) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature performed intentionally or deliberately or manipulatively for or in favour of the Female/Females or in favour of the Male/Males.

Regulation-6: Employment of the near relatives of the employee of YBN University, Ranchi in the University or firm enjoying patronage of the University

- (1) No employee shall use his position or influence directly or indirectly to secure the employment for any person related, whether by blood or marriage to the employee or to the employee's spouse, whether such a person is dependent on the employee or not;
- (2) Provided that where the acceptance of the employment cannot await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority, to whom they shall be reported forthwith;
- (3) No employee shall, in the discharge of his/her duties, deal with any matter or give or sanction the contract to any organization or any person, if any, of his relatives employed in that organization or under that person, the employee shall refer such matter or contract to his/her official.

Regulation-7: Taking part in the Demonstrations and the Strikes

No employee shall:

- a) Engage himself/herself or participate in any demonstration or incite others to take part in any demonstration, which involves incitement to an offence;
- b) Resort to or abet/incite/instigate any form of strike or coercion or physical duress in contravention of the provisions of any law or Regulation having the force of Law;
- c) Resort to any form of picketing within the University's premises/ campus including the entrance of the premises.

Regulation-8: Connection with the Press, Radio Station or the Television

- (1) No employee of the University shall, except with the previous sanction of the prescribed authority, own wholly or in part,



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- Or conduct or participate in the editing or management of, any newspaper or other periodical publication;
- (2) No employee of the University shall, except with the previous sanction of the prescribed authority, or in the bonafide discharge of his/her duties, participate in a radio/television programme or contribute any article or give any interview or write any letter either in his/her own name or anonymously, pseudonymously or in the name of any other person to any news paper or the periodical:

Provided that no such sanction shall be required, if such broadcast or such contribution is of purely literary, artistic or scientific character.

Regulation-9: Criticism of YBN University, Ranchi

No employee shall, in any radio/television programme or in the document published under his/her name or in the name of any other person or in any communication to the press, or in any public utterances, make any statement:

- (a) Which has the effect of the adverse criticism of any policy or the action of the University; or which is capable of embarrassing the relations between the University & the public:

Provided that nothing in these Regulations shall apply to any statement made or views expressed by an employee, of purely factual nature which are not considered to be of a confidential nature, in his/her official capacity or in due performance of the duties assigned to him/her.

Regulation-10: Evidence before the Committee or any other Authority

- (1) No employee of the University shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or any authority.
- (2) No employee giving such evidence shall criticize the policy or any action of University. Nothing in this Regulations shall apply to:
- (a) Evidence given at any enquiry before an authority appointed by the Government, Parliament or State Legislature;
- (b) Evidence given in any judicial enquiry; or



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- (c) Evidence given at any departmental enquiry ordered by the authorities subordinate to the Government.

Regulation-11: Unauthorized Communication of any Information

No employee shall, except in accordance with any general or special Order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof, or information to any officer or other employee, or any other person to whom he/she is not authorized to communicate such document or information.

Regulation-12: Pressing of the Claim in the Service Matters

- (1) No employee shall address any Representation, Appeal, Petition or the Memorial to any outside authority or to any authority not specified under the Regulation;
- (2) No employee shall send a Representation or advance copies thereof to the higher authorities except through proper channel or send the copies of a Representation to the outside authorities.

Provided that an employee belonging to the Scheduled Caste(SC) or the Schedule Tribe (ST) may write directly to the statutory authorities of the University for the welfare of the SC and the ST on the matters concerning with their welfare.



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DECLARATION

(EMPLOYEES' CODE OF CONDUCT)

I, (Name of the employee in the Capital letters)

_____ have read and understood the above named "Employees' Code of Conduct" and undertake to abide by it. It is my sole duty and the responsibility to read and understand the Code of Conduct, which is an integral part of my Terms and Conditions of the Employment/Service. I shall conduct myself with complete integrity in the execution of my duties and the assignments. I undertake that I will abide by the Code of Conduct. I do understand that in case I, myself fail to perform my duties as per the above mentioned Code of Conduct and indulge in any such activities which are detrimental or harmful to YBN University, Ranchi (Jharkhand) or any of its employee(s) in any form, in any manner, in any style, in any way, then, the disciplinary proceedings may be initiated against me as well.

Date: _____

Name: _____

Place: _____

Signature: _____



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ANNEXURE

JOINING REPORT

NAME:

DATE OF BIRTH:

APPOINTED TO THE POST OF:

FATHER'S/HUSBAND'S NAME:

JOINED ON:

PLACE OF JOINING:

PRESENT ADDRESS:

PERMANENT ADDRESS:

BLOOD GROUP:

CONTACT NUMBERS:

PHONE NO.:

MOBILE NO.:

IN CASE OF EMERGENCY,
PLEASE CONTACT

NAME:

PHONE NO.:

MOBILE NO.:

EMPLOYEE'S SIGNATURE



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FOR OFFICE USE ONLY

Employee has completed all the formalities of joining and has submitted the following documents :

- | | |
|---|--------|
| 1 Photocopy of the Testimonials mentioned in the Bio-Data | Yes/No |
| 2 Proof of the Salary drawn in the last employment | Yes/No |
| 3 Relieving Letter from the previous employment | Yes/No |
| 4 Two recent Passport Size Photographs | Yes/No |
| 5 Two Reference Checks | Yes/No |
| 6 Undertaking, if any of the above is not submitted while joining | Yes/No |



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Ref. No.

Date

YBN University Recruitment Policy: A Comprehensive Guide

Introduction and Purpose

YBN University is committed to attracting, selecting, and appointing highly qualified and suitable individuals to all positions within the institution. This Recruitment Policy serves as a comprehensive framework, establishing the principles, procedures, and responsibilities governing all recruitment activities across the university. Its primary purpose is to ensure that all hiring processes are conducted in a fair, transparent, and efficient manner, upholding the highest standards of professionalism and integrity.

The effective implementation of this policy is crucial for enhancing YBN University's academic excellence, fostering a vibrant research environment, and ensuring operational effectiveness. By consistently identifying and securing top talent, we strengthen our capacity to achieve our mission and strategic objectives. This policy explicitly aligns with YBN University's core values, including meritocracy, diversity, equity, inclusion, and professional integrity, ensuring that every recruitment decision contributes positively to our institutional culture and long-term success. It also guarantees compliance with all relevant national and international labor laws and regulations.

Scope and Applicability

This comprehensive Recruitment Policy establishes the parameters for all hiring activities within YBN University. It applies universally to all positions across the institution, encompassing full-time, part-time, permanent, fixed-term, and temporary appointments within both academic and administrative departments. This ensures a consistent and fair approach to talent acquisition across the entire university structure.

The policy's scope extends to every phase of the recruitment process, beginning with the initial identification of a staffing need or vacancy and concluding with the formal extension of an employment offer. Moreover, adherence to this policy is mandatory for all university staff members who participate in recruitment. This includes Human Resources personnel, all hiring managers, department heads, faculty deans, and any individual serving on interview or selection panels, ensuring accountability and compliance at every level of the hiring journey.



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Guiding Principles and Objectives

YBN University's recruitment policy is built upon a foundation of core principles and clear objectives, meticulously designed to ensure the integrity, fairness, and effectiveness of our talent acquisition process. These principles are paramount for fostering a positive institutional culture, securing the best talent, and upholding the university's esteemed reputation.

Our recruitment activities are guided by the following principles:

- **Fairness and Equity:** We are committed to treating all candidates equitably and without bias, ensuring equal opportunities for every applicant regardless of background, promoting an inclusive and diverse workforce.
- **Transparency:** All recruitment processes will be clear, understandable, and accessible. Information regarding job requirements, selection criteria, and process stages will be communicated openly to all stakeholders and applicants.
- **Merit-Based Selection:** Hiring decisions are based solely on an individual's qualifications, skills, experience, and demonstrated ability to perform the job requirements. This ensures that the most capable individuals are appointed to positions.
- **Non-Discrimination:** YBN University strictly adheres to all relevant national and international anti-discrimination laws and regulations, promoting an environment free from any form of unlawful discrimination throughout the recruitment cycle.
- **Legal Compliance:** All recruitment activities will be conducted in full compliance with current employment laws, regulations, and internal university guidelines, minimizing risks and ensuring ethical practice.
- **Professionalism:** Every interaction throughout the recruitment journey, from initial contact to employment offer, will be conducted with the highest degree of integrity, respect, and ethical conduct by all involved university personnel.
- **Efficiency:** We strive to streamline recruitment processes, minimizing unnecessary delays while maintaining the highest quality standards. This ensures a timely and positive experience for both candidates and hiring departments.

Adherence to these guiding principles significantly contributes to YBN University's reputation as a fair, ethical, and desirable employer. By consistently attracting and retaining top talent through transparent and merit-based processes, the university enhances its academic standing, research output, and overall institutional success, ultimately supporting its mission to deliver excellence in education and innovation.

Roles and Responsibilities

The successful and compliant execution of YBN University's recruitment policy relies on the clear definition and diligent fulfillment of roles and responsibilities by all involved stakeholders.



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This ensures accountability, professionalism, and adherence to the university's guiding principles throughout the talent acquisition process.

Human Resources Department

The Human Resources (HR) Department serves as the central authority and facilitator for all recruitment activities. Their responsibilities include:

- **Policy Ownership:** Developing, interpreting, and updating the Recruitment Policy to ensure alignment with university objectives and legal requirements.
- **Process Facilitation:** Guiding hiring managers through each stage of the recruitment process, from requisition to offer.
- **Legal Compliance:** Ensuring all recruitment practices adhere to national labor laws, anti-discrimination legislation, and internal university guidelines.
- **Advice and Training:** Providing expert advice, guidance, and training to hiring managers and interview panel members on best practices, legal compliance, and fair assessment techniques.
- **Record-Keeping:** Maintaining comprehensive, accurate, and confidential records of all recruitment activities and applicant data.

Hiring Manager/Department Head

Hiring Managers or Department Heads are crucial to initiating and directing the recruitment for their respective areas. Their key responsibilities include:

- **Identifying Staffing Needs:** Clearly articulating and justifying genuine staffing requirements that align with departmental and university strategic goals.
- **Job Description Creation:** Developing precise, accurate, and comprehensive job descriptions and person specifications.
- **Interview Participation:** Actively participating in the interview process and objective assessment of candidates.
- **Selection Recommendations:** Making informed, merit-based recommendations for candidate selection to the HR Department.

Interview Panel Members

Individuals appointed to interview panels play a critical role in the objective evaluation of candidates. Their responsibilities are:

- **Fair Assessment:** Conducting objective and unbiased assessments of candidates against the established job description and person specification.



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- **Adherence to Guidelines:** Strictly following university recruitment guidelines, interview protocols, and ethical standards.
- **Maintaining Confidentiality:** Ensuring strict confidentiality of all candidate information and panel deliberations throughout and after the process.

Senior Management/Vice-Chancellor's Office

Senior Management and the Vice-Chancellor's Office provide strategic oversight and final authorization for recruitment initiatives. Their responsibilities include:

- **Policy Approval:** Approving the Recruitment Policy and any significant revisions thereof.
- **Strategic Oversight:** Providing overarching strategic direction and ensuring that recruitment activities align with the university's mission and long-term objectives.
- **Budgetary Approvals:** Granting final approval for the creation of new positions or the replacement of existing ones, ensuring financial sustainability.

The Recruitment Process - Overview

The recruitment process at YBN University is a structured, multi-stage approach designed for fair, transparent, and efficient talent acquisition. It spans from identifying a staffing need to integrating a new employee. Below is a high-level overview of the key sequential stages:

1. **Vacancy Identification & Approval:** A department identifies a staffing need, securing necessary departmental and budgetary approval.
2. **Job Description & Advertising:** HR and the hiring manager develop the job description, then advertise the vacancy across suitable platforms.
3. **Application Submission:** Prospective candidates submit applications via the university's designated channels by the specified deadline.
4. **Application Screening:** HR and the hiring manager review applications against the job's essential criteria.
5. **Shortlisting:** The most qualified candidates are selected for further assessment.
6. **Interviews & Assessments:** Shortlisted candidates participate in interviews and other relevant assessment methods by an impartial panel.
7. **Selection Decision:** The selection panel recommends the most suitable candidate based on merit.
8. **Offer of Employment:** A formal offer, including terms and conditions, is extended to the selected candidate.
9. **Pre-employment Checks:** Necessary checks (e.g., references, background, qualifications) are conducted post-offer.



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10. **Onboarding & Induction:** The new employee is welcomed and integrated into the university through a structured onboarding program.

Each of these stages will be detailed further in subsequent sections of this policy.

Stage 1: Workforce Planning and Vacancy Approval

The recruitment process at YBN University begins with the strategic identification of staffing needs, ensuring all positions align with the institution's mission and operational objectives. This initial stage, "Workforce Planning and Vacancy Approval," is crucial for establishing a justified requirement for a new or replacement role.

Staffing needs are typically identified through strategic workforce planning initiatives, regular departmental performance reviews, or in response to emerging operational gaps and evolving academic demands. Once a need is recognized, the relevant Department Head or Faculty Dean initiates the formal position request.

A critical part of this request involves preparing a detailed **Job Description (JD)** and **Person Specification (PS)**. The JD outlines the role's duties, responsibilities, and reporting lines, while the PS specifies the essential and desirable qualifications, skills, experience, and personal attributes required. These documents are foundational for the entire recruitment process.

The request then proceeds through a multi-level approval process to ensure strategic alignment, budgetary feasibility, and compliance. This robust hierarchy includes:

- **Department Head/Faculty Dean:** Initial approval, confirming the departmental need and fit.
- **Human Resources Department:** Review for compliance with university policy, legal requirements, and classification standards, often providing JD/PS guidance.
- **Senior Management/Vice-Chancellor's Office:** Final authorization for new positions, ensuring budgetary allocation and alignment with the university's strategic plan.

Only after all necessary approvals are granted can the recruitment process advance to the advertising stage.

Stage 2: Job Advertisement and Attraction

Following the approval of a vacancy, YBN University initiates the vital stage of advertising the position to attract a robust and diverse pool of qualified candidates. This stage is designed to ensure that the university reaches a wide audience, promoting equal opportunities and showcasing YBN University as an employer of choice.



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To achieve broad reach, vacancies are advertised through a combination of internal and external channels:

- **Internal Channels:** This includes the university's official intranet, internal staff newsletters, and departmental bulletin boards to encourage applications from existing employees who may be seeking career advancement or a change of role.
- **External Channels:**
 - **YBN University Official Website:** All vacancies are prominently featured on the university's dedicated careers portal.
 - **Professional Job Boards:** Utilization of leading national and international job platforms relevant to academia and professional services (e.g., HigherEdJobs, Chronicle of Higher Education, LinkedIn, national job portals).
 - **Academic Journals & Publications:** For specialized academic roles, advertisements may be placed in relevant scholarly journals or professional association publications.
 - **Social Media:** Strategic use of professional social media platforms (e.g., LinkedIn, Twitter) and university-branded accounts to promote vacancies.
 - **Targeted Outreach:** Engagement with diversity networks, professional associations, and alumni groups to encourage applications from underrepresented groups.

All job advertisements must contain essential information to inform prospective candidates comprehensively and ensure compliance. This includes:

- Job Title and Department
- Key Responsibilities and Duties
- Required Qualifications (Education, Experience, Skills)
- Application Deadline
- Instructions for Application Submission and Contact Information
- A clear statement on YBN University's commitment to diversity, equity, inclusion, and equal opportunity.

Effective employer branding is integral to attraction, with YBN University consistently highlighting its unique culture, values, benefits, and professional development opportunities in all recruitment communications.

Stage 3: Application and Screening

The third stage of the recruitment process at YBN University focuses on the submission of applications by prospective candidates and their subsequent initial screening. This phase is:



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critical for efficiently managing a potentially large volume of applications and identifying candidates who meet the foundational requirements for the advertised position.

Application Submission

YBN University primarily facilitates application submission through its dedicated **online application portal**, accessible via the university's official careers website. This method ensures a streamlined process, accurate data capture, and efficient management of applicant information. In exceptional circumstances, and only if explicitly stated in the job advertisement, applications may be accepted via email or, less commonly, through postal service for specific roles or locations.

Applicants are required to submit comprehensive documentation by the stated deadline, which typically includes:

- A detailed Curriculum Vitae (CV) or Resume.
- A Cover Letter, tailored to the specific role and outlining the applicant's suitability.
- Copies of relevant Academic Transcripts and Certificates.
- Contact details for a specified number of Professional References, who may be contacted later in the process.
- Any other documents as specified in the job advertisement (e.g., portfolio, research statement).

All submissions must adhere strictly to the format and deadlines outlined in the job advertisement.

Initial Screening Process

Upon receipt, all applications undergo an initial screening conducted by the Human Resources Department. This preliminary review is primarily focused on verifying that applicants meet the **minimum essential criteria** as outlined in the Person Specification for the role. This includes checking for required qualifications, essential experience, specific licenses, or certifications.

YBN University utilizes advanced **Applicant Tracking Systems (ATS)** to manage applications efficiently. The ATS aids in organizing candidate data, facilitating keyword searches, and ensuring a fair and consistent initial review process by flagging applications that clearly do not meet the stated minimum requirements. This systematic approach ensures that only genuinely qualified candidates proceed to the next stage of shortlisting, maintaining the integrity and efficiency of the recruitment pipeline.



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Stage 4: Shortlisting and Interviewing

Following the application and initial screening phase, Stage 4 focuses on rigorously evaluating candidates through shortlisting and comprehensive interviewing processes. This stage is designed to identify the most suitable candidates who possess the required qualifications, skills, and attributes outlined in the Person Specification, ensuring a fair, objective, and consistent assessment.

Shortlisting Candidates

The shortlisting process is a critical step undertaken jointly by the Human Resources Department and the Hiring Manager/Selection Panel. Its primary aim is to identify candidates whose applications most closely align with the essential and desirable criteria stipulated in the Person Specification. This systematic evaluation ensures that only the most qualified candidates proceed to the interview stage.

The process involves:

- **Objective Evaluation:** Each application is meticulously reviewed against a pre-defined set of criteria derived directly from the Person Specification.
- **Essential Criteria First:** Candidates must meet all essential criteria to be considered for shortlisting. Failure to meet any essential criterion will result in the application not progressing.
- **Desirable Criteria:** For candidates meeting all essential criteria, desirable criteria are then used to further differentiate and rank applicants, selecting those who demonstrate the strongest overall fit.
- **Consistency and Transparency:** A standardized scoring matrix or evaluation framework is typically used to ensure consistency in assessment across all applications, minimizing subjective bias and promoting fairness.
- **Documentation:** All shortlisting decisions, including the rationale for selection or rejection, are thoroughly documented for audit and transparency purposes.

The number of candidates shortlisted will be manageable to allow for in-depth assessment during the interview stage.

Formation of Interview Panels

To ensure robust, objective, and unbiased evaluations, all interviews at YBN University are conducted by a formally constituted interview panel. The composition of these panels is carefully considered to bring diverse perspectives and relevant expertise to the assessment process.

Key considerations for panel formation include:



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- **Diverse Representation:** Panels are encouraged to include diverse members in terms of gender, background, and professional experience, where possible, to broaden perspectives and reduce unconscious bias.
- **Relevant Expertise:** Members must possess the necessary subject matter expertise related to the vacant position and an understanding of the departmental and university context.
- **HR Representation:** An HR representative or advisor is often included, or available for consultation, to ensure compliance with policy and legal guidelines.
- **Training:** All panel members must have completed YBN University's mandatory recruitment and selection training, which covers fair assessment techniques, unconscious bias, and legal compliance.

The Hiring Manager typically chairs the panel, guiding the process and ensuring adherence to interview protocols.

Interview and Assessment Methods

Candidates proceeding to this stage will undergo a series of assessments designed to comprehensively evaluate their capabilities. The specific methods used will vary depending on the role but may include:

- **Structured Interviews:** This is the core assessment method, employing standardized questions asked to all candidates to ensure comparability and fairness.
 - *Behavioral Questions:* Focus on past experiences to predict future behavior (e.g., "Tell me about a time you demonstrated leadership.").
 - *Situational Questions:* Present hypothetical scenarios to assess problem-solving and decision-making skills (e.g., "How would you handle a conflict with a colleague?").
- **Presentations:** Candidates may be required to prepare and deliver a presentation on a specific topic relevant to the role, assessing their communication skills, subject knowledge, and analytical abilities.
- **Written Tests:** Designed to evaluate written communication, analytical thinking, or specific technical skills (e.g., policy analysis, research proposal writing).
- **Practical Assessments:** For roles requiring specific hands-on skills, practical tasks or simulations may be used to assess competency directly.
- **Psychometric Evaluations:** For certain senior or specialized roles, validated psychometric tests (e.g., personality questionnaires, cognitive ability tests) may be used to provide additional insights into a candidate's suitability and working style. These are administered and interpreted by qualified professionals.



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Throughout all assessment methods, YBN University emphasizes the use of standardized questions and objective scoring criteria. Panel members are required to record their observations and scores for each candidate against pre-defined competencies and criteria, ensuring decisions are based on merit and supported by clear rationale, thus reducing the risk of unconscious bias.

Stage 5: Selection, Offer and Pre-Employment Checks

The culmination of YBN University's rigorous recruitment process involves the critical stages of final candidate selection, formal offer extension, and the essential pre-employment checks. This phase ensures that the most suitable candidate is identified and onboarded, adhering to all legal and institutional standards, and confirming their eligibility for employment.

Selection Decision and Recommendation

Following the completion of all interviews and assessments, the interview panel convenes to review and evaluate each candidate's performance thoroughly. This critical decision-making process emphasizes a collective and consensus-driven approach. Panel members meticulously consider all aspects of the candidate's engagement, including:

- Performance in interviews against established competencies and criteria.
- Results from any specific assessments, presentations, or tests.
- Overall suitability for the role and alignment with the university's mission and values.

The panel engages in a thorough, objective discussion, comparing candidates based on their demonstrated skills, experience, and potential. A consensus-based decision is sought on the most qualified and suitable candidate. The rationale for the selection, including strengths and areas for development, is formally documented by the panel chair and submitted as a recommendation to the Human Resources Department and the relevant Hiring Manager for final approval. This documentation ensures transparency and accountability in the selection process.

Offer of Employment

Once the final selection is approved, the Human Resources Department extends a formal offer of employment to the chosen candidate. This offer is typically conveyed through a comprehensive offer letter, which serves as a legally binding document outlining the precise terms and conditions of employment. The offer letter details crucial information, including:

- The official job title and department.
- The proposed start date.
- The agreed-upon remuneration package, including salary, benefits (e.g., health insurance, pension contributions, leave entitlements), and any other applicable allowances.
- The duration of the probationary period, where applicable.



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- References to the university's employment policies and procedures.

Candidates are given a reasonable timeframe to review and formally accept the offer. Upon acceptance, the process moves to the final stage of verification.

Pre-Employment Checks

All offers of employment at YBN University are conditional upon the satisfactory completion of essential pre-employment checks. These checks are crucial for ensuring the integrity of the recruitment process, verifying candidate credentials, and complying with legal and regulatory requirements. The Human Resources Department coordinates these checks, which may include:

- **Reference Checks:** Contacting professional referees provided by the candidate to verify employment history, performance, and professional conduct. These are typically conducted after a conditional offer has been made.
- **Verification of Academic Qualifications and Professional Licenses:** Confirming the authenticity of educational degrees, diplomas, and any required professional certifications or licenses directly with the issuing institutions or regulatory bodies.
- **Criminal Background Checks:** Where applicable and legally permissible for the role's nature (e.g., positions involving work with vulnerable populations, financial responsibilities), criminal background checks will be conducted in accordance with national laws and privacy regulations.
- **Medical Fitness Assessments:** For roles that have specific physical requirements or involve significant health and safety considerations, a medical fitness assessment may be required to ensure the candidate can safely perform the job duties.

The employment offer becomes final and unconditional only upon the satisfactory completion and review of all stipulated pre-employment checks. Should any checks reveal discrepancies or unsatisfactory information, YBN University reserves the right to withdraw the offer of employment, in accordance with applicable legal provisions and university policy.

Confidentiality and Data Protection

YBN University places paramount importance on maintaining the confidentiality and integrity of all personal data collected during the recruitment process. The university is committed to protecting applicant information in strict accordance with relevant data protection laws and regulations, including principles akin to the General Data Protection Regulation (GDPR) or applicable local equivalents. Our commitment ensures that all personal data is handled securely, transparently, and only for legitimate recruitment purposes.

Applicant information, including CVs, personal details, assessment results, and interview notes, is collected via secure, university-approved channels, primarily the online application portal.



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This data is stored on secure, access-controlled university systems, protected by robust technical and organizational measures to prevent unauthorized access, disclosure, alteration, or destruction.

Access to candidate data is strictly limited to authorized personnel on a 'need-to-know' basis, which includes:

- Human Resources Department staff involved in managing the recruitment process.
- Hiring Managers and Interview Panel members directly involved in the assessment and selection for a specific vacancy.
- Authorized IT personnel for system maintenance and security.

All individuals granted access are required to adhere to stringent confidentiality protocols. Candidate data is retained only for the period necessary to fulfill the recruitment purpose or as required by law, after which it is securely disposed of using approved data deletion methods. Strict confidentiality must be maintained by all individuals involved in recruitment regarding candidate information, interview discussions, and selection deliberations.

Policy Review and Amendments

To ensure its continued relevance, effectiveness, and compliance with all legal and institutional requirements, this Recruitment Policy will undergo a systematic review. The policy will be reviewed periodically, at least once every three years. Reviews may be initiated sooner if significant changes occur in national or international labor legislation, university practices, or strategic priorities.

The Human Resources Department is responsible for initiating and overseeing the review process, gathering feedback from relevant stakeholders, and proposing necessary amendments. All proposed amendments must be formally approved by Senior Management and/or the Vice-Chancellor's Office before implementation. This rigorous process guarantees the policy remains current, fair, and supportive of YBN University's talent acquisition goals.

Grievance and Appeals Procedure

YBN University is committed to fairness and transparency in recruitment. This Grievance and Appeals Procedure outlines the steps for candidates or internal staff to raise concerns or appeal recruitment decisions related to perceived irregularities or breaches of this policy.



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Resolution Steps and Timeframes

Concerns should first be addressed informally. Individuals are encouraged to contact the Human Resources Department within five (5) working days of the issue arising or the decision being communicated. HR will attempt to resolve the matter through clarification or mediation.

If informal resolution is unsuccessful or inappropriate, a formal appeal may be lodged. A written appeal must be submitted to the Head of Human Resources within ten (10) working days of the formal recruitment decision. The appeal must clearly specify the grounds, detailing any alleged policy or procedural breach.

Upon receipt, HR will conduct a thorough review, potentially involving an independent panel. The purpose of this procedure is to ensure fair processes and policy compliance. While all legitimate concerns are investigated, this process focuses on procedural fairness, not guaranteeing a change in the original recruitment outcome. The final decision will be communicated in writing.

Conclusion and Policy Communication

YBN University reaffirms its steadfast commitment to recruiting the most exceptional talent while upholding the highest standards of fairness, transparency, and equality. A robust and diligently implemented recruitment policy is paramount to attracting individuals who will significantly contribute to our academic excellence, research innovation, and overall institutional success.

To ensure widespread understanding and compliance, this policy will be comprehensively communicated to all relevant stakeholders. It will be readily accessible via the internal university portals and Human Resources website. Additionally, key aspects will be integrated into mandatory training sessions for hiring managers and interview panel members, and discussed in departmental meetings to foster a shared commitment to its principles.



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Ref. No. YBN/UNIV/R/65-2022

Dated: 09/09/2022

APPOINTMENT LETTER

To,

Dr. Md. Shahid

House No.: 20, Road No.: 4

Resaldar Nagar, Doranda

Ranchi - 834002 (Jharkhand)

Contact no - 8002232342

Subject: Appointment Letter


Dear Sir,

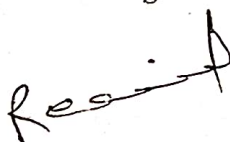
In response to your individual academic & professional experience, YBN University, Ranchi (Jharkhand) is pleased to appoint you the post of **Assistant Professor** in the department of Chemistry, School of Science in YBN University, Ranchi (Jharkhand).

Terms and Conditions of the Appointment Offered:

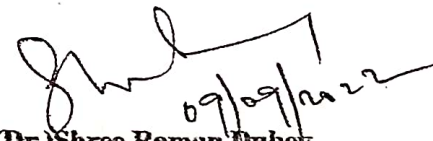
1. You will be paid mutually agreed salary on agreed Terms during the period of your service.
2. You will be on Probation for a period of One Year which may be extended for another One Year.
3. During the Probation period, you will be entitled for 12 Casual Leaves in a year.
4. You have to serve at least for a period of three Year(s) in the Institution, and if you want to discontinue your assigned services, in such conditions, you will have to give at least three-Month Prior Notice or One-Month Salary in lieu of such Notice.
5. Management may also relieve you by giving One-Month Notice or One-Month Salary in lieu of such Notice.
6. You will have to abide by the advises, instructions and the request of the management and the authorities of the Institution which will be released/given at different points of time during your Service Tenure.
7. You will be governed by the Leave Rules and HR Policy of the University.
8. A high level of academic, result-oriented and ethical performance is expected from you during your Service Tenure.

We congratulate for your appointment and wish you a long Service Duration with us. Please acknowledge your agreement and acceptance of this Appointment letter by signing this letter to the concerned within seven days.


Signature of the Employee






Prof. (Dr.) Shree Raman Dubey,
Registrar
YBN University, Ranchi
YBN University
Ranchi



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Joining Form for Teaching/Non-Teaching Position



Position applied for ASSISTANT PROFESSOR

PERSONAL DETAILS

Name (in block letters) MO. SHAHID

Sex MALE Nationality INDIAN Date of Birth 02-01-84 Age 38

Father's/ Husband Name & Occupation LATE MO. NIZAM UDDIN

Mother's/ Wife Name & Occupation LATE SAKINA KHATOON

Address for communication 4/20 - RESALDAR NAGAR, DORANDA

RANCHI - 834002, JHARKHAND Phone No. _____

Mobile 8002232342 E-mail Shahid.bitsm@gmail.com

I. ACADEMIC QUALIFICATIONS (attach extra sheet if needed)

Examination Passed	Year of Passing	Degree / Diploma	Name & Location of School / College/Institute	Board/ University/ Institute	Class/Div. Obtained
Secondary (Xth)	1998	MATRIC	S. S. V. V. HIGH SCHOOL DORANDA, RANCHI	B. S. E. B. PATNA	II
Sr. Secondary	2002	I.Sc.	MARWATI COLLEGE RANCHI	J. S. E. C. RANCHI	III
Graduation	2010	B.Sc.	INDIAN ACADEMY DEGREE COLLEGE, BANSALOKH	DANGALORE UNIVERSITY	I
Post Graduation	2012	M.Sc.	DEPT. OF CHEMISTRY	UNIVERSITY OF PUNE	I
Professional Qualification					
Ph.D/ Fellowship equivalent to Ph.D	2017	Ph.D.	DEPT. OF CHEMISTRY	B. I. T. MESKA	—
Membership of Professional Institutions	2018/2019		ASSOCIATION OF ENVIRONMENTAL ANALYTICAL CHEMISTRY & ENGINEERS (INDIA), JHARKHAND STATE CENTRE		
UGC NET /GATE	—		—	—	
Others					

II. Research and Publications (full details) (attach extra sheet if needed)

	ATTACHED SEPARATE SHEET
--	-------------------------

III. Sponsored Project/ Consultancy undertaken (with monetary value) (attach extra sheet if needed)

	— NA —
--	--------

IV. Conferences/ Seminars/ Workshops organized and attended (attach extra sheet if needed)

	ATTACHED SEPARATE SHEET
--	-------------------------

II. Research and Publications (full details) (attach extra sheet if needed)

	ATTACHED SEPARATE SHEET
--	-------------------------

III. Sponsored Project/ Consultancy undertaken (with monetary value) (attach extra sheet if needed)

	— NA —
--	--------

IV. Conferences/ Seminars/ Workshops organized and attended (attach extra sheet if needed)

	ATTACHED SEPARATE SHEET
--	-------------------------

II. Research and Publications (full details) (attach extra sheet if needed)

	ATTACHED SEPARATE SHEET
--	-------------------------

III. Sponsored Project/ Consultancy undertaken (with monetary value) (attach extra sheet if needed)

	— NA —
--	--------

IV. Conferences/ Seminars/ Workshops organized and attended (attach extra sheet if needed)

	ATTACHED SEPARATE SHEET
--	-------------------------

V. EMPLOYMENT RECORD

Total Experience: Years 05 years Month 01 Month

(A) Starting from Present employment to the first employment. (attach extra sheet if needed)

S. No.	Employer's Name and Address	Designation	Period	
			From	To
1.	CENTRAL UNIVERSITY OF JHARKHAND	ASSISTANT PROFESSOR	01.08.2017	31.08.2022

(B) Salary Expected 57,500/-

VI. Any other achievements (attach extra sheet if needed)

— NA —

VII. Is any of your family member/relatives/acquaintances employed with YBN University or any other concern of the sponsoring body? If yes, give details — NA —

Name	Relation	Occupation	Unit & position	Tel No.

VIII. Have you ever been interviewed for job in YBN University. If yes give details (including the person who interviewed)

NO

[Signature]
Signature of the Applicant

Dated: 01.09.2022

POST APPLIED FOR	ASSISTANT PROFESSOR
AREA OF SPECIALIZATION	ANALYTICAL CHEMISTRY

INDIVIDUAL DETAILS				
	Salutation	First Name	Middle Name	Last Name
Name of the Applicant	DR.	MD.	SHAHID	—
Father's	LATE	MD.	NIZAM	UDDIN
Mother's name	LATE	SAKINA	KHATOON	
Spouse's name	Mrs.	TALHA	SADAF	FAIZY
DATE OF BIRTH				

ADDRESS DETAILS		
	PERMANENT ADDRESS	CONTACT ADDRESS
Village/ Town/City	DORANDA	DORANDA
Street	RESALDAR NAGAR	RESALDAR NAGAR
Block	—	—
Police Station	DORANDA	DORANDA
District	RANCHI	RANCHI
State	JHARKHAND	JHARKHAND
Pin Code	834002	834002
E-Mail ID	Shahid.bitsm@gmail.com	
Mobile Number	8002232342	

EDUCATIONAL QUALIFICATION: (START WITH MOST RECENT)						
SN	Degree	Board/University	Year of Passing	% of Marks	Division	Main Subject(s)
01	Ph.D	B.I.T MESRA	2017	—	—	SCIENCE
02	M.Sc.	UNIVERSITY OF PUNE	2012	65.50	I	ANALYTICAL CHEMISTRY
03	B.Sc.	BANGALORE UNIVERSITY	2010	79.25	I	CHEMISTRY, BIOTECHNOLOGY
04	B.Sc.	J.P.E.C, RANCHI	2002	43.33	III	CHEMISTRY, PHYSICS, BIOLOGY
05	MATRIC	B.S.B.S, PATNA	1998	46.57	II	ALL
06						
07						

DETAILS OF EXPERIENCE

Academic		Research		Industry		Others		Total	
Years	Months	Years	Months	Years	Months	Years	Months	Years	Months
05	01	05	01	00	00	00	00	05	01

EMPLOYMENT HISTORY (BEGIN WITH MOST RECENT EMPLOYMENT)

SN	NAME & ADDRESS OF INSTITUTE / ORGANIZATION	Total Periods (In Years)	From (DD-MM-YY)	To (DD-MM-YY)	Designation	PAY SCALE & GROSS SALARY	REASON OF LEAVING
01	CENTRAL UNIVERSITY OF JHARKHAND	05	01.08.17	31.08.22	ASSISTANT PROFESSOR	55,000/-	VACANCY END
02							
03							
04							
05							
06							

FOR ACADEMIC POSITIONS ONLY (PLEASE PROVIDE AT LEAST ONE OUT OF THREE)

Google Scholar ID	Researcher ID	ORCID ID
https://scholar.google.com/citations?user=VRFO340AAAAJ&hl=en		https://orcid.org/0000-0001-7285-8311

FOR ACADEMIC POSITIONS ONLY (PLEASE PROVIDE AT LEAST ONE OUT OF THREE)

GOOGLE SCHOLAR CITATIONS (NOS)	RESEARCHGATE CITATIONS (NOS)
25	
GOOGLE SCHOLAR H INDEX (NOS)	RESEARCHGATE H INDEX (NOS)
H-index = 03, i10-index - 01	

DETAILS OF RESEARCH PAPER PUBLICATIONS

SN	Title	Year of Publication	Peer Reviewed or UGC listed (Sr no/Yr)	ISSN/ ISBN No	No of Authors	Position Yourself	Impact Factor	DOI/URL

SEPARATE SHEET ATTACHED BELOW

ATTACHED SEPARATE SHEET

[illegible]

DETAILS OF Ph.D. SUPERVISION				
SN	NAME OF THE STUDENT	Title of the Thesis	Name of the University	Year of Award
01				
02				
03	NA			
04				

DETAILS OF TRAININGS, FACULTY DEVELOPMENT PROGRAMS ATTENDED / ORGANIZED				
SN	Title of Seminar/ Workshop /Training /FDP/MDP	Organization	Month & Year	No of Days
01				
	ATTACHED SEPARATE SHEET			

DETAILS OF PATENTS/TRADEMARKS/COPYRIGHTS

SN	Title	Brief Description	Month and Year	ID (any)
01				
02				
03				
04		NA		
05				
06				
07				
08				

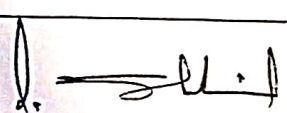
SALARY STATEMENT

Last Salary Statement	Salary expected	Notice period	If selected, when can you start work?
55,000/-	57,500/-	one week	one week

REFEREES

Name	Prof. R. K. Dey	Dr. S. K. Sinha	Dr. S. K. Paradeshi
Designation	Professor	Professor	Professor
Affiliation	Central University of Jharkhand	BST Mesra	University of Pune
E-Mail ID	ratan.dey@cuja.ac.in	sksinha@bitmesra.ac.in	SKP@chem.unipune.ac.in
Contact/Mobile No	8987727378	9430195009	9822425494

Declaration: I, the undernoted signatory, hereby certify that the information provided above and in the attached documents is correct. I understand that any deliberate falsehood could lead to termination of my employment contract with the University and that any offer of employment is subject to the receipt of satisfactory references and security check.

Name	Signature
Dr. Md. Shahid	

FACULTY DETAILS



Faculty Name	DoB / Age	Employee ID	Date of Joining of Present Job	Ph.D. Year of Submission/Award	Subject(s)	Present Department with Designation/ Position	ID (Google Scholar/ORCID/Research gate)	No. of Research Publications, if any	
Dr. M.D. SHAHID	02.01.1984		01.09.2002	2017	CHEMISTRY	DEPT. OF CHEMISTRY, ASSISTANT PROF.	https://orcid.org/10000-0001-7285-8311	06	
PARTICIPATIONS IN ADDITIONAL ACTIVITIES									
Membership(s)	Workshop/Training/Seminar/Conference/FDP/Guest Lecture etc.	Award(s)	Book Authored	Book chapter(s)	Patent(s)				
ADDITIONAL ACHIEVEMENTS									
Abstract(s)		Presentation(s)		No. of Research Scholars successfully guided		MoU Formulated		Details of Experience (Years & Months)	
Short-length	Full-length	Oral	Poster			Teaching	Research	Industry	Others
03	06	01	07	—		05 Years 01 Months	05 Years 01 Months	—	—

Signature

Name: Dr. M.D. SHAHID



YBN UNIVERSITY RANCHI, JHARKHAND

RAJLAULATU, NAMKUM, RANCHI - 834010

EMPLOYEE DETAIL

Name of the School/Institute: SCIENCE Date of Joining: 01.09.2022 Employee Code:

1. Name (Block Letters): MD. SHAHID Designation: ASSISTANT PROFESSOR
 2. Date of Birth: 02-01-1984 Gender: MALE Marital Status: MARRIED
 3. Religion: ISLAM Category (Gen/OBC/SC/ST): OBC
 4. Physical Disability (if any): NA
 5. Address



a). Permanent: 4/20-RESALDAR NAGAR, DORANDA
RANCHI, JHARKHAND PIN: 834002

b). Correspondence: DO

6. Contact Details: 8002232342 PIN: 834002
 Email: shahid.bitsm@gmail.com
 Alternative Contact No.: 8340767887 Home: 9162711894

7. Academic Credentials: (Latest onwards)

Sr	Name of Certificate/ Degree	Year	Board/University	Mark Obtained/ Maximum Mark	Division	Regular/ Part Time
1	P.h.D.	2017	BIT MESRA	—	—	REGULAR
2	M.Sc.	2012	UNIVERSITY OF JHARKHAND	1310/2000	I	REGULAR
3	B.Sc.	2010	BANGALORE UNIV.	2536/3200	I	REGULAR

8. Work Experience Credentials: (Latest onwards)

Sr	Name of the Organization	Designation	Regular/Contract	From	To	Total Y/M	Last Salary
1	CENTRAL UNIVERSITY OF JHARKHAND	ASSISTANT PROFESSOR	CONTRACT	01.08.17	31.08.22	5/1	55,000/-
2							
3							
4							

Summary: Teaching Exp. : Contract: 0.5 Yrs Regular: 0.5 Yrs Total: 1.0 Yrs

Industry Experience: 0.0 Yrs. Research Experience (after PhD): 0.5 Yrs.

Any Admin. Assignment (Like Cultural/Placement/Admission): IQAC

9. Publications (Provide in numbers): Scopus 0.4 Non-Scopus 0.2 Web of Science: 0.2

Books: 0.2 Book Chapters: 0.2 Conf. Proceedings: 0.2 Funded Projects: 0.2

Patents/Copy Right: 0.2 Consultancy: 0.2

10. Google Scholar Link: https://scholar.google.com/citations?user=VRFO3t0AAAJ&hl=en

11. Scopus ID: 0000-0001-7285-8311 ORCID ID: https://orcid.org/0000-0001-7285-8311

Declaration: I hereby declare that the above information are correct and true, and if any information is found incorrect, I shall be personally responsible for this act.

Date: 01.09.2022

Signature of Employee

Name: Dr. Md. Shahid

Scrutinized by (Registrar / HR Representative)

Verified and Endorsed by (Dean/Director/Principal)

Vice Chancellor



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017; Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act, 1956.

निष्ठा की शपथ का फॉर्म FORM OF OATH OF ALLEGIANCE

मैं, मो. शहिद शपथ लेता/ती हूँ कि मैं भारत और विधि
द्वारा स्थापित भारत के संविधान के प्रति निष्ठावान रहूँगा/गी और मैं अपने कार्यालयी कर्तव्यों को
प्रतिज्ञापालन, सत्यनिष्ठा एवं धर्म परायणता और निष्पक्षता से पूरा करूँगा/गी।

I, MD. SHAHID solemnly pledge to uphold the
Constitution of India, established by law, and to remain dedicated to the principles enshrined
within it. I will faithfully discharge my duties with integrity, honesty, and devotion to duty,
and I will perform them impartially.

हस्ताक्षर/Signature

नाम/Name: Md. Shahid

पदनाम/Designation Assistant Professor

विभाग/Department Chemistry

तिथि/Date: 01.09.2022

Copy to:

Individual Staff Service File (at Registrar Secretariat)



Y B N UNIVERSITY

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कार्यालय तथा गोपनीयता का शपथ OATH OF OFFICE AND SECRECY

में, मो. शाहिद सत्यनिष्ठा से प्रतिज्ञा करता/ती हूँ
और घोषणा करता/ती हूँ कि वाई बी एन विश्वविद्यालय-रांची का कर्मचारी होने के नाते मुझे
प्रदान किए गए कर्तव्यों को पूरे विश्वसनीयता और कर्मठता से पूरा करूंगा/गी और मैं उचित
प्राधिकार के बिना, इस वर्तमान जीविका-निर्वाह अवधि में मेरी बोध / संज्ञान में आए किसी
भी घटना अथवा विषय-वस्तु को विस्तीर्ण / उजागर / प्रकट नहीं करूंगा/गी ।

I, MO. SHAHID solemnly affirm that, as an
employee of YBN University - Ranchi, I will diligently fulfill the responsibilities assigned to
me with utmost credibility and dedication and without proper authorization, I will not
disclose any incident or matter that comes to my knowledge during the course of my present
employment tenure.

हस्ताक्षर/Signature

नाम/Name: Dr. Md. Shahid

पदनाम/Designation Assistant professor

विभाग/Department Chemistry

तिथि/Date: 01.09.2022

Copy to:

Individual Staff Service File (at Registrar Secretariat)

DETAILS OF RESEARCH PAPER PUBLICATION

Sl. No.	Title of the Paper	Title of Journal	Peer reviewed or UGC listed	ISSN/ ISBN NO.	Volume, Issue, Page nos., Years	No. of Authors	Position Yourself	Impact factor	DOI/URL
1.	"Improvement in adhesion of HAP deposited on alumina after Ar ⁺ ions implantation and its physiochemical properties"	Surfaces and Interfaces, (Elsevier)	Peer Reviewed	2468-0230	19 (2020) 100485 1-8	3	2	3.724	https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VRFO3t0AAAAAJ&citation_for_view=VRFO3t0AAAAAJ&digkw=hdpl0C
2.	"Corrosion, wettability and thrombogenicity investigation of ion beam modified HAP/Al ₂ O ₃ "	Materials Chemistry and Physics (Elsevier)	Peer Reviewed	0254-0584	163 (2015) 272-278	8	2	3.408	https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VRFO3t0AAAAAJ&citation_for_view=VRFO3t0AAAAAJ&digkw=x6o8ySG0sC
3.	"Corrosion and Thrombogenicity of Argon implanted HAP/alumina"	Materials Performance	Peer Reviewed	0361-4409	55,6 (2016) 54-58	3	1	1.27	https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VRFO3t0AAAAAJ&citation_for_view=VRFO3t0AAAAAJ&digkw=VD_u08C
4.	"Morphological study of HAP coated Alumina by Sol-Gel method for Orthopedic implants"	Advanced Materials Research	Peer Reviewed	1022-6680	1086 (2015) 50-60	7	1	0.87	https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VRFO3t0AAAAAJ&citation_for_view=VRFO3t0AAAAAJ&digkw=9vKSN-GCB0IC
5.	"Preparation of MnO ₂ from Manganese natural ore"	Carbon-Science and Technology	Peer Reviewed	0974-0546	9/1 (2017) 1-6	6	3	0.12	https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VRFO3t0AAAAAJ&citation_for_view=VRFO3t0AAAAAJ&digkw=FHDY7sC
6.	"Hydroxyapatite (HAP) coating on Alumina by Sol-Gel method and its Electrochemical evaluation"	Biospectra	Peer Reviewed	0361-4409	12(1A) (2017) 63-66	3	1	---	https://scholar.google.com/citations?view_op=view_citation&hl=en&user=VRFO3t0AAAAAJ&citation_for_view=VRFO3t0AAAAAJ&digkw=NQ5qMEC

11.11

Conferences/Seminars/Workshops organized and attended

1. Online Lecture & Training Programme on "Faculty Development Programme-QIP" organized by Internal Quality Assurance Cell (IQAC), Central University of Jharkhand, Ranchi, India, held during 30th January to 13th February 2022.
2. AICTE ATAL Sponsored Online Faculty Development Program on "Novel Materials" organized by Department of Chemistry, Ravenshaw University, Cuttack Odisha from 01-05 November, 2021.
3. Six days online workshop on "NAAC" organized by Jharkhand Government Tool Room, Ranchi held from 08th to 13th September 2021.
4. Three days Online International Symposium on: Chemistry for sustainable development organized by Dept. of Chemistry, Central University of Jharkhand, Ranchi, India, held from 02nd to 04th July 2021.
5. One week Faculty Development Programme on Trends in Chemical Sciences: Challenges and Opportunities in the coming decade organized by Dept. of Chemistry, Central University of Jharkhand, Ranchi, India, held from 21st to 26th September 2020.
6. Short Term Course on "Fundamentals of Corrosion Science and Technology" organized by Indian Institute of Technology Indore, Indore, Madhya Pradesh, India-453 552 from 09-14 September 2020.
7. Online webinar Entitled "Recent Trends In Chemical Science" held during the Faculty Development Programme on August 24th -29th 2020 at AURO University Surat, Gujarat.
8. One week International FDP on " Latest Trends In Engineering , Science And Technology: Nanomaterials" Organized by Dept. of Chemistry, Lendi Institute of Engineering & Technology , Vizianagaram, from 10-15 August 2020.
9. Board of Research In Nuclear Sciences (BRNS) - Association of Environmental Analytical Chemistry of India (AEACI) thirteen school on analytical chemistry-2018 (SAC-13) was attended at Department of Hydro & Electrometallurgy, CSIR-IMMT, Bhubaneswar, Odisha during April 23-30, 2018.
10. Md. Shahid, Deep Shikha, S.K Sinha. "Microstructural and tribological characterization of HAP coating on alumina (Al_2O_3) after ion beam mixing for orthopedic implant" International Conference on Frontiers in Chemical Sciences (ICFCS), 2017 held on 16-18 March 2017 at Central University of Jharkhand, Brambe, Ranchi.
11. Md. Shahid, Deep Shikha, S.K Sinha "Hydroxyapatite (HAP) coating on alumina by sol-gel method and its electrochemical evaluation" National seminar on green chemistry & green technology (NSGCGT), 2017. Held at Cambridge Institute of Technology, Tatisilwai, Ranchi on 28th Feb - 1st March 2017.
12. S. K. Sinha, Md. Shahid, Hari Mahto. D. Shikha, S.Murugesan, E. Mohandas "Synthesis and characterization of MnO_2 nanoparticles from its natural ore" presented oral presentation & paper submitted for proceedings in the International Conference



Conferences/Seminars/Workshops organized and attended

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10. Md. Shahid, Deep Shikha, S.K Sinha. "Microstructural and tribological characterization of HAP coating on alumina (Al_2O_3) after ion beam mixing for orthopedic implant" International Conference on Frontiers in Chemical Sciences (ICFCS), 2017 held on 16-18 March 2017 at Central University of Jharkhand, Brambe, Ranchi.
11. Md. Shahid, Deep Shikha, S.K Sinha "Hydroxyapatite (HAP) coating on alumina by sol-gel method and its electrochemical evaluation" National seminar on green chemistry & green technology (NSGCGT), 2017. Held at Cambridge Institute of Technology, Tatisilwai, Ranchi on 28th Feb - 1st March 2017.
12. S. K. Sinha, Md. Shahid, Hari Mahto, D. Shikha, S.Murugesan, E. Mohandas "Synthesis and characterization of MnO_2 nanoparticles from its natural ore" presented oral presentation & paper submitted for proceedings in the International Conference



on Alternative Energy Sources (ICAES-2016) held at Birla Institute of Technology Mesra, Ranchi during 29th -30th January 2016.

13. D Shikha, Md. Shahid, S. K. Sinha, U jha, S.murugesan, "Preparation and characterization of hydroxyapatite (HAP) coating on alumina by sol-gel method and its electrochemical and thrombogenic evaluation for biomedical application" presented in the International Conference on Science and Engineering of Materials, ICSEM held at Sharda University, Grater Noida during 6th - 8th January 2014.
14. Md. Shahid, D Shikha, S. K. Sinha, U Jha, S.Murugesan, E. Mohandas, D. C. Kothari "Morphological study of HAP coated alumina by sol-gel method for orthopedic implants" oral presented in the third International Conference on Materials for Energy and Nanoconvergence, ICMENC-2013, held at Hindustan University, Chennai, during 4th -6th July, 2013

[Handwritten signature]



Y B N UNIVERSITY

RAJLAULATU, NAMKUM, RANCHI (Jharkhand)
Established by the Act. of Government of Jharkhand Act. 15, 2017
Gazette Notification No. 505, Dated 17 July 2017
As per Section 2(f) of UGC Act. 1956

Ref. No. YBN/UNIV/A / 64 / 2020

Dated: 01 / 01 / 2020

APPOINTMENT LETTER

To,

Dr. Renu Gupta
Flat No. 402 Rana Ji Heights
Near Shiv Mandir Lake
Hazaribagh- 825301 (Jharkhand)
Contact No. - 8004121301

Subject: Appointment Letter

Dear Madam,

In response to your individual academic & professional experience, YBN University, Ranchi (Jharkhand) is pleased to appoint you the post of **Assistant Professor** in the department of Economics of School of Arts & Humanities in the Y.B.N University, Ranchi (Jharkhand).

Terms and Conditions of the Appointment Offered:

1. You will be paid mutually agreed salary on agreed Terms during the period of your service.
2. You will be on Probation for a period of One Year which may be extended for another One Year.
3. During the Probation period, you will be entitled for 12 Casual Leaves in a year.
4. You have to serve at least for a period of three Year(s) in the Institution, and if you want to discontinue your assigned services, in such conditions, you will have to give at least three-Month Prior Notice or One-Month Salary in lieu of such Notice.
5. Management may also relieve you by giving One-Month Notice or One-Month Salary in lieu of such Notice.
6. You will have to abide by the advises, instructions and the request of the management and the authorities of the Institution which will be released/given at different points of time during your Service Tenure.
7. You will be governed by the Leave Rules and HR Policy of the University.
8. A high level of academic, result-oriented and ethical performance is expected from you during your Service Tenure.

We congratulate for your appointment and wish you a long Service Duration with us. Please acknowledge your agreement and acceptance of this Appointment letter by signing this letter to the concerned within seven days.

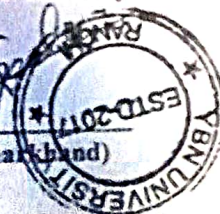
Signature of the Employee

Authorized Authority

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010, (Jharkhand)

Ph : 9431104112, 9709500400

Email: ybnuniversity2017@gmail.com | Website : www.ybnu.ac.in





YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 506, Dated 17th July 2017
As per Section 2(f) of UGC Act. 1956

Joining Form for Teaching/Non-Teaching Position



Position applied for Asst. Professor

PERSONAL DETAILS

Name (in block letters) RENU GUPTA

Sex Female Nationality Indian Date of Birth 24/03/1989 Age 34

Father's/ Husband Name & Occupation Dr. Umendra Singh Asst. Professor V.B.U

Mother's/ Wife Name & Occupation _____

Address for communication Flat No-402 Rana ji Heights Near Shiv Mandir Lake Hazaribag

Phone No. 8004121301

Mobile 8004121301

E-mail drrenu28@gmail.com

I. ACADEMIC QUALIFICATIONS (attach extra sheet if needed)

Qualification	Year of Passing	Degree / Diploma	Name & Location of School / College/Institute	Board/ University/ Institute	Class/Div. Obtained
Secondary (10th)	2005	10th	Loyola High School	JAC	1st
Sr. Secondary	2007	12th	Pitbs Modern School	C.B.S.E	1st
Graduation	2010	B.A	Ranchi University	Ranchi University	2nd
Post Graduation	2012	M.A	V.B.U Hazaribag	V.B.U Hazaribag	1st
Professional Qualification					
Ph.D/ Fellowship equivalent to Ph.D	2018	Ph.D	V.B.U Hazaribag	V.B.U Hazaribag	
Membership of Professional Institutions					
UGC NET /GATE					
Others					

II. Research and Publications (full details) (attach extra sheet if needed)

2014	Universalisation of Elementary Education In India : A case study of Jharkhand, V.B.U Journal of Economic VOL-5(I), ISSN:0975-7473
2017	Achievements & challenges of Education in Jharkhand : AN Analysis of elementary Education, Jharkhand Journal of Social Development VOL-X(1) ISSN:0974-651X
2018	Financing of Elementary Education in India : An Interstate Analysis with special reference of Jharkhand, Jharkhand Journal of Social Development VOL-X(1) ISSN: 0974-651X

III. Sponsored Project/ Consultancy undertaken (with monetary value) (attach extra sheet if needed)

2014	Challenges of women empowerment in India, National Seminar 23-24 July 2014, MGKV Varanasi
2015	National Semi

IV. Conferences/ Seminars/ Workshops organized and attended (attach extra sheet if needed)

2014	Challenges of women empowerment in India, National Seminar 23-24 July 2014, MGKV Varanasi
2015	National Seminar on Human Development in Jharkhand V.B.U Hazaribag.
2017	Growth and Social Sector Development in Uttar Pradesh Economy, University of Lucknow, Lucknow

V. **EMPLOYMENT RECORD**

Total Experience: Years _____ Month _____

(A) Starting from Present employment to the first employment. (attach extra sheet if needed)

S. No.	Employer's Name and Address	Designation	Period	
			From	To

(B) Salary Expected _____

VI. Any other achievements (attach extra sheet if needed)

--

VII. Is any of your family member/relatives/acquaintances employed with YBN University or any other concern of the sponsoring body? If yes, give details **No**

Name	Relation	Occupation	Unit & position	Tel No.

VIII. Have you ever been interviewed for job in YBN University. **No**
If yes give details (including the person who interviewed)

--


Renu Gupta
Signature of the Applicant

Dated: 20/01/2020

FACULTY DETAILS



Faculty Name	DoB / Age	Employee ID	Date of Joining of Present Job	Ph.D. Year of Submission/Award	Subject(s)	Present Department with Designation/ Position	ID (Google Scholar/ORCID/Research gate)	No. of Research Publications, if any			
Dr. Renu Chhabra	24/03/1989		20/01/2020	2018	Economics						
PARTICIPATIONS IN ADDITIONAL ACTIVITIES											
Membership(s)	Workshop/Training/Seminar/Conference/FDP/Guest Lecture etc.	Award(s)	Book Authored	Book chapter(s)	Patent(s)						
ADDITIONAL ACHIEVEMENTS											
Abstract(s)		Presentation(s)		No. of Research Scholars successfully guided		MoU Formulated			Details of Experience (Years & Months)		
Short-length	Full-length	Oral	Poster			Teaching	Research	Industry	Others		


 Signature
 Name: Dr. Renu Chhabra



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निष्ठा की शपथ का फॉर्म FORM OF OATH OF ALLEGIANCE

मैं, _____ शपथ लेता/ती हूँ कि मैं भारत और विधि द्वारा स्थापित भारत के संविधान के प्रति निष्ठावान रहूँगा/गी और मैं अपने कार्यालयी कर्तव्यों को प्रतिज्ञापालन, सत्यनिष्ठा एवं धर्म परायणता और निष्पक्षता से पूरा करूँगा/गी।

I, Renu Gupta solemnly pledge to uphold the Constitution of India, established by law, and to remain dedicated to the principles enshrined within it. I will faithfully discharge my duties with integrity, honesty, and devotion to duty, and I will perform them impartially.

Renu Gupta
हस्ताक्षर/Signature

नाम/Name: Renu Gupta

पदनाम/Designation Asst. Professor

विभाग/Department Economic

तिथि/Date: 20/01/2020

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कार्यालय तथा गोपनीयता का शपथ OATH OF OFFICE AND SECRECY

मैं, _____ सत्यनिष्ठा से प्रतिज्ञा करता/ती हूँ
और घोषणा करता/ती हूँ कि वाई बी एन विश्वविद्यालय-रांची का कर्मचारी होने के नाते मुझे
प्रदान किए गए कर्तव्यों को पूरे विश्वसनीयता और कर्मठता से पूरा करूंगा/गी और मैं उचित
प्राधिकार के बिना, इस वर्तमान जीविक-निर्वाह अवधि में मेरी बोध / संज्ञान में आए किसी
भी घटना अथवा विषय-वस्तु को विस्तीर्ण / उजागर / प्रकट नहीं करूंगा/गी ।

I, Renu Gupta solemnly affirm that, as an
employee of YBN University - Ranchi, I will diligently fulfill the responsibilities assigned to
me with utmost credibility and dedication and without proper authorization, I will not
disclose any incident or matter that comes to my knowledge during the course of my present
employment tenure.

Renu Gupta
हस्ताक्षर/Signature

नाम/Name: Renu Gupta

पदनाम/Designation Asst. Professor.

विभाग/Department Economic

तिथि/Date: 20/01/2020

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Ref. No. YBN/UNIV/ R / 67 - 2022

Dated: 10 / 05 / 2022

APPOINTMENT LETTER

To,

Dr. Rupa Sinha
C5c, Ramjanki Enclave,
Oberiya Road Chandni Chowk,
Hatia, Ranchi Jharkhand
834001.

Subject: Appointment Letter


Dear Madam ,

In response to your individual academic & professional experience, YBN University, Ranchi (Jharkhand) is pleased to appoint you the post of **Associate Professor (Music)** in the School of Arts & Humanities, Y.B.N. University, Ranchi (Jharkhand).

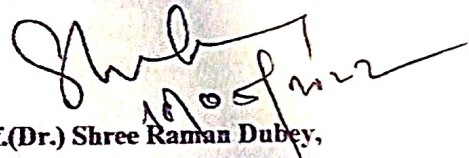
Terms and Conditions of the Appointment Offered:

1. You will be on Probation for a period of One Year which may be extended for another One Year.
2. During the Probation period, you will be entitled for 12 Casual Leaves in a year.
3. You have to serve at least for a period of three Year(s) in the Institution, and if you want to discontinue your assigned services, in such conditions, you will have to give at least three-Month Prior Notice or One-Month Salary in lieu of such Notice.
4. Management may also relieve you by giving One-Month Notice or One-Month Salary in lieu of such Notice.
5. You will have to abide by the advises, instructions and the request of the management and the authorities of the Institution which will be released/given at different points of time during your Service Tenure.
6. You will be governed by the Leave Rules and HR Policy of the University.
7. A high level of academic, result-oriented and ethical performance is expected from you during your Service Tenure.

We congratulate for your appointment and wish you a long Service Duration with us. Please acknowledge your agreement and acceptance of this Appointment letter by signing this letter to the concerned within seven days.


Signature of the Employee




Prof.(Dr.) Shree Raman Dubey,
Registrar
YBN University, Ranchi
YBN University
Ranchi

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

Ph : 9431104112 , 9709500400

Email:ybnuniversity2017@gmail.com|Website : www.ybnu.ac.in



YBN UNIVERSITY RANCHI, JHARKHAND

RAJAULATU, NAMKUM, RANCHI - 834010

EMPLOYEE DETAIL

Name of the School/Institute: Date of Joining: Employee Code:

1. Name (Block Letters): DR. RUPA SINHA Designation:
2. Date of Birth: 17.07.1969 Gender: Female Marital Status: Yes
3. Religion: HINDU Category (Gen/OBC/SC/ST): GEN
4. Physical Disability (if any):
5. Address



- a. Permanent: C5c, Ramjanke enclave, oberiya Road
chandni chowk HATIA, RANCHI PIN: 834003
- b. Correspondence: C5c, Ramjanke enclave oberiya Road
chandni chowk HATIA, RANCHI PIN: 834003

6. Contact Details: 8709508264
Alternative Contact No.: 6201658104

Email: RUPASINHASABRANG@gmail.com
Home:

7. Academic Credentials: (Latest onwards)

Sr	Name of Certificate/ Degree	Year	Board/University	Mark Obtained/ Maximum Mark	Division	Regular/ Part Time
1	Ph.D - 5 years	2019	Utkal University	551/800	Ist	Regular
2	M.A - 2 Years	1991	B.N.M.U.	533/800	Ist	Regular
3	B.A. (Hons) 3 years	1989	L.N.M.U		Ist	Regular

8. Work Experience Credentials: (Latest onwards)

Sr	Name of the Organization	Designation	Regular/Contract	From	To	Total Y/M	Last Salary
1	KVS, Ministry of HRD Govt. of India	Teacher	Regular	18.3.1994	28.2.2022	28 years	1,20,000
2	Dept. Performing Arts University of Mumbai	Assistant Professor	Guest faculty	07.03.22	28.02.24	2 years	60,000
3	ICANCA	CHAIR PROFESSOR	Regular	08.7.22	30.3.24	2 years	60,000
4							

Summary: Teaching Exp.: Contract: ... Yrs Regular: ... Yrs Total: ... Yrs
 Industry Experience: ... Yrs Research Experience (after PhD): ... Yrs
 Any Admin. Assignment (Like Cultural/Placement/Admission): ...
 9. Publications (Provide in numbers): Scopus 0.1 Non-Scopus
 Books: 0.4 Book Chapters: 0.1 Conf. Proceedings: Web of Science:
 Patents/Copy Right: 0.2, Consultancy: 0.2

10. Google Scholar Link:
 11. Scopus ID: ORCID ID:

Declaration: I hereby declare that the above information are correct and true, and if any information is found incorrect, I shall be personally responsible for this act.

Date: 22.04.2025

Signature of Employee
 Name: DR. RUPA SINHA

Scrutinized by (Registrar / HR Representative)

Verified and Endorsed by (Dean/Director/Principal)

Vice Chancellor



YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act, 1956

Joining Form for Teaching/Non-Teaching Position



Position applied for "PROFESSOR"

PERSONAL DETAILS

Name (in block letters) DR. RUPA SINHA
Sex F Nationality INDIAN Date of Birth 17.07.1969 Age 55 years, 9 month
Father's/ Husband Name & Occupation SRI. BINAY BHUSHAN VERMA, KVS, REGION OFFIC
Mother's/ Wife Name & Occupation _____
Address for communication C5c Ramjanki Enclave, Oberiya road.
Chandni Chowk, HATIA, RANCHI Phone No. 870 950 8264
Mobile 870 950 8264 E-mail RUPASINHASABRANG@gmail.com

I. ACADEMIC QUALIFICATIONS (attach extra sheet if needed)

Examination Passed	Year of Passing	Degree / Diploma	Name & Location of School / College/Institute	Board/ University/ Institute	Class/Div. Obtained
Secondary (Xth)	1984	BOARD	BIHAR BOARD KATIHAR.	BIHAR SCHOOL EXAMINATION BOARD	2nd Division
Sr. Secondary	1986	BOARD	BIHAR INTERMEDIATE PATNA.	B.I.E.C.P.	Ist Div
Graduation	1989	DEGREE	MAHILA COLLEGE KATIHAR.	B.N.M.U.	Ist class
Post Graduation	1991	DEGREE	B.N.M.U NADHAR	B.N.M.U.	Ist class.
Professional Qualification	1984-1991	DIPLOMA	PRAYAG SANGEET SAMITI, ALLAHABAD	PRAYAG SANGEET. SAMITI, PRAYAG	Ist class
Ph.D/ Fellowship equivalent to Ph.D	2019.	DEGREE	BHUBNESHWAR ODISSA.	UTKAL SANSKRITI WISHWAVIDYALAYA	AWARDED
Membership of Professional Institutions	2018-2025		IGNCA. RANCHI.	IGNCA. RANCHI UNIVERSITY	MEMBER
UGC NET /GATE	-	-	-	-	-
Others	-	-	-	-	-

copy Attached

II. Research and Publications (full details) (attach extra sheet if needed)

--	--

III. Sponsored Project/ Consultancy undertaken (with monetary value) (attach extra sheet if needed)

--	--

IV. Conferences/ Seminars/ Workshops organized and attended (attach extra sheet if needed)

--	--

V. EMPLOYMENT RECORD

Total Experience: Years _____ Month _____

(A) Starting from Present employment to the first employment. (attach extra sheet if needed)

S. No.	Employer's Name and Address	Designation	Period	
			From	To

(B) Salary Expected 80,000/- (eighty thousand only)

VI. Any other achievements (attach extra sheet if needed)

--

VII. Is any of your family member/relatives/acquaintances employed with YBN University or any other concern of the sponsoring body? If yes, give details

Name	Relation	Occupation	Unit & position	Tel No.

VIII. Have you ever been interviewed for job in YBN University.
If yes give details (including the person who interviewed)

--

Rbriho
Signature of the Applicant

Dated: 22.04.2025

[illegible]

EMPLOYMENT HISTORY (BEGIN WITH MOST RECENT EMPLOYMENT)							
SN	NAME & ADDRESS OF INSTITUTE / ORGANIZATION	Total Periods (In Years)	From (DD-MM-YY)	To (DD-MM-YY)	Designation	PAY SCALE & GROSS SALARY	REASON OF LEAVING
01							
02							
03							
04							
05							
06							

FOR ACADEMIC POSITIONS ONLY (PLEASE PROVIDE AT LEAST ONE OUT OF THREE)		
Google Scholar ID	Researcher ID	ORCID ID
FOR ACADEMIC POSITIONS ONLY (PLEASE PROVIDE AT LEAST ONE OUT OF THREE)		
GOOGLE SCHOLAR CITATIONS (NOS)	RESEARCHGATE CITATIONS (NOS)	
GOOGLE SCHOLAR H INDEX (NOS)	RESEARCHGATE H INDEX (NOS)	

DETAILS OF RESEARCH PAPER PUBLICATIONS								
SN	Title	Year of Publication	Peer Reviewed or UGC listed (Sr no/Yr)	ISSN/ ISBN No	No of Authors	Position Yourself	Impact Factor	DOI/URL
SEPARATE SHEET ATTACHED BELOW								

DETAILS OF Ph. D. SUPERVISION	
Title of the Thesis	
1. Name of the Student	
2. Title of the Thesis	
3. Date of Submission	
4. Date of Defense	
5. Date of Completion	
6. Date of Publication	
7. Date of Archiving	
8. Date of Review	
9. Date of Approval	
10. Date of Final Report	
11. Date of Final Review	
12. Date of Final Approval	
13. Date of Final Publication	
14. Date of Final Archiving	
15. Date of Final Review	
16. Date of Final Approval	
17. Date of Final Publication	
18. Date of Final Archiving	
19. Date of Final Review	
20. Date of Final Approval	
21. Date of Final Publication	
22. Date of Final Archiving	
23. Date of Final Review	
24. Date of Final Approval	
25. Date of Final Publication	
26. Date of Final Archiving	
27. Date of Final Review	
28. Date of Final Approval	
29. Date of Final Publication	
30. Date of Final Archiving	
31. Date of Final Review	
32. Date of Final Approval	
33. Date of Final Publication	
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35. Date of Final Review	
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43. Date of Final Review	
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72. Date of Final Approval	
73. Date of Final Publication	
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79. Date of Final Review	
80. Date of Final Approval	
81. Date of Final Publication	
82. Date of Final Archiving	
83. Date of Final Review	
84. Date of Final Approval	
85. Date of Final Publication	
86. Date of Final Archiving	
87. Date of Final Review	
88. Date of Final Approval	
89. Date of Final Publication	
90. Date of Final Archiving	
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92. Date of Final Approval	
93. Date of Final Publication	
94. Date of Final Archiving	
95. Date of Final Review	
96. Date of Final Approval	
97. Date of Final Publication	
98. Date of Final Archiving	
99. Date of Final Review	
100. Date of Final Approval	

DETAILS OF TRAININGS, FACULTY DEVELOPMENT PROGRAMS ATTENDED / ORGANIZED		
No.	Name of the Program	No of Days
1
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100

COPY ATTACHED .

DETAILS OF PATENTS/TRADEMARKS/COPYRIGHTS

SN	Title	Brief Description	Month and Year	ID (any)
01				
02				
03				
04				
05				
06				
07				
08				


SALARY STATEMENT

Last Salary Statement	Salary expected	Notice period	If selected, when can you start work?

REFEREES

Name	DR. RUPA SINHA.		
Designation	PROFESSOR ,		
Affiliation			
E-Mail ID	RUPASINHASABRANG @ gmail . com .		
Contact/Mobile No	8709508264		

Declaration: I, the undernoted signatory, hereby certify that the information provided above and in the attached documents is correct. I understand that any deliberate falsehood could lead to termination of my employment contract with the University and that any offer of employment is subject to the receipt of satisfactory references and security check.

Name	Signature
DR. RUPA SINHA .	

FACULTY DETAILS

COPY ATTACHED

Attach your recent
colour passport
photo

Faculty Name	DoB / Age	Employee ID	Date of Joining of Present Job	Ph.D. Year of Submission/Award	Subject(s)	Present Department with Designation/ Position	ID (Google Scholar/ORCID/Research gate)	No. of Research Publications, if any
DR RUPASINHA	17.07.1965			2019.	MUSIC -S PERFORMING ARTS.			5, BOOKS 1, Book chapter 11, JOURNALS
PARTICIPATIONS IN ADDITIONAL ACTIVITIES								
Membership(s)	Workshop/Training/Seminar/Conference/FDP/Guest Lecture etc.	Award(s)	Book Authored	Book chapter(s)	Patent(s)			
✓	✓	✓	✓	✓	✓			
ADDITIONAL ACHIEVEMENTS								
Abstract(s)	No. of Research Scholars successfully guided	MoU Formulated	Details of Experience (Years & Months)					
Short-length	Full-length	Oral	Poster	Teaching	Research Industry Others			



Rupasinha

Signature

Name: DR. RUPASINHA



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017; Gazette Notification No. 595,
Dated 17th July 2017; As per Section 2(f) of UGC Act, 1956.

निष्ठा की शपथ का फॉर्म FORM OF OATH OF ALLEGIANCE

मैं, DR. रुपा सिन्हा शपथ लेता/ती हूँ कि मैं भारत और विधि
द्वारा स्थापित भारत के संविधान के प्रति निष्ठावान रहूँगा/गी और मैं अपने कार्यालयी कर्तव्यों को
प्रतिज्ञापालन, सत्यनिष्ठा एवं धर्म परायणता और निष्पक्षता से पूरा करूँगा/गी।

I, DR. RUPA SINHA solemnly pledge to uphold the
Constitution of India, established by law, and to remain dedicated to the principles enshrined
within it. I will faithfully discharge my duties with integrity, honesty, and devotion to duty,
and I will perform them impartially.

R. Sinha
हस्ताक्षर/Signature

नाम/Name: DR. RUPA SINHA

पदनाम/Designation

विभाग/Department MUSIC & Performing Arts

तिथि/Date:

Copy to:

Individual Staff Service File (at Registrar Secretariat)

Already Attached.

DETAILS OF RESEARCH PAPER PUBLICATIONS:

	Title	Year of Publication	Peer Reviewed or UGC listed (Sr no/Yr)	ISSN/ ISBN No	No of Authors	Position Yourself	Impact Factor	DOI/URL
01								
02								
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Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017; Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act, 1956.

कार्यालय तथा गोपनीयता का शपथ OATH OF OFFICE AND SECRECY

मैं, डॉ० रुपा सिन्हा सत्यनिष्ठा से प्रतिज्ञा करता/ती हूँ
और घोषणा करता/ती हूँ कि वाई बी एन विश्वविद्यालय-रांची का कर्मचारी होने के नाते मुझे
प्रदान किए गए कर्तव्यों को पूरे विश्वसनीयता और कर्मठता से पूरा करूंगा/गी और मैं उचित
प्राधिकार के बिना, इस वर्तमान जीविका-निर्वाह अवधि में मेरी बोध / संज्ञान में आए किसी
भी घटना अथवा विषय-वस्तु को विस्तीर्ण / उजागर / प्रकट नहीं करूंगा/गी ।

I, DR. RUPA SINHA solemnly affirm that, as an
employee of YBN University - Ranchi, I will diligently fulfill the responsibilities assigned to
me with utmost credibility and dedication and without proper authorization, I will not
disclose any incident or matter that comes to my knowledge during the course of my present
employment tenure.

हस्ताक्षर/Signature

नाम/Name: DR. RUPA SINHA -

पदनाम/Designation

विभाग/Department MUSIC Performing
Arts.

तिथि/Date:

Copy to:

Individual Staff Service File (at Registrar Secretariat)



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956

Ref. No. YBNU/HR/448-02/2023

Date 02.02.2023

APPOINTMENT LETTER

To
Dr. Jyoti Rani
Vastu Vihar Colony
BIT Mesra, Ranchi
Jharkhand. 835217

Sub: Appointment Letter


Dear Madam

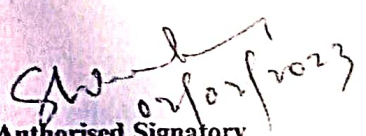
In response to your application and subsequent interview, governing body of the University is pleased to offer you the post of **Assistant Professor, Department of Political Science, School of Arts & Humanities** at YBN University, Ranchi, Jharkhand. w.e.f. 02.02.2023.

Terms and Conditions of appointment

1. You will be paid Rs. 25,000/- (Rupees twenty-five thousand CTC per Month) including all legal liabilities in the figure.
2. You will be on probation for a period of 1 year which may extended for another 1 year.
3. During probation periods you will be entitled for 12 casual leaves in a year.
4. You have to serve at least for a period of 1 year in the institution, if you want to discontinue you will have to give one-month prior notice or 1-month salary in lieu of the notice.
5. Management may also relieve you by giving one-month notice or one-month salary in lieu of the notice.
6. You will have to abide by the advice, instructions and request of the management and authorities of the institute.
7. You will be governed by leave rules and HR Policy of the University.
8. A high level of academic and ethical performance is expected from you during the tenure of your service.

We congratulate on your appointment and wish you a long carrier with us. Please acknowledge your agreement and acceptance of this offer by signing this letter to the concern within seven days.


Signature of the Employee


Authorised Signatory

Corporate City Office : Panchwati South Railway Colony, Ranchi - 834001

Ph. : 9431104112, 9771480879

Email : ybnuniversity2017@gmail.com | Websites : www.ybnu.ac.in

Registrar
YBN University
Ranchi



YBN UNIVERSITY RANCHI, JH.

RAJAULATU, NAMKUM, RANCHI - 8:



EMPLOYEE DETAIL

Name of the School/Institute: SOAH Date of Joining: 02/02/2023 Employee Code: 04

1. Name (Block Letters): Dr. JYOTI RANI Designation: Assistant Professor cum Assistant Dean

2. Date of Birth: 21/02/1980 Gender: Female Marital Status: M.

3. Religion: Hindu Category (Gen/OBC/SC/ST): Gen

4. Physical Disability (if any): —

5. Address

a). Permanent: S. Nikatan, Near Medica
Banijatu Road, Ranchi, Jh. PIN: 835215

b). Correspondence: - DO -

AFFIX
LATEST
PHOTO

6. Contact Details: 8102927066 Email: mailto:jyoti.srani@gmail.com
Alternative Contact No.: 6200329090 Home: —

7. Academic Credentials: (Latest onwards)

Sr	Name of Certificate/ Degree	Year	Board/University	Mark Obtained/ Maximum Mark	Division	Regular/ Part Time
1	Ph.D. (Pol.Sc.)	2021	M.U. Bodhgaya	—	Awarded	Regular
2	M.A. (Pol. Sc.)	2009	R.U. Ranchi	387/500	I st	Regular
3	B.A. (Pol.Sc.-H)	2002	R.U. Ranchi	502/800	I st	Regular

8. Work Experience Credentials: (Latest onwards)

Sr	Name of the Organization	Designation	Regular/Contract	From	To	Total Y/M	Last Salary
1	YBN University	Asst. Prof.	Regular	02/02/2023	15/11/2023 12/04/24	1Y 2m.	
2	MCR, R.V.	Vocational SHH	Contract	01/08/2019	30/01/2023	3-5y	
3	Kendriya Vidyalaya S.	PGT PS-	-DO-	01/04/2015	31/03/2019	03 A.S.	
4	Padmini Vidya Vihar	Director	Regular	—	—	06+y.	

Summary: Teaching Exp.: Contract: 03 Yrs Regular: 1+ Yrs Total: 4+ Yrs

Industry Experience: — Yrs. Research Experience (after PhD): 1+ Yrs.

Any Admin. Assignment (Like Cultural/Placement/Admission): Active member in Cultural

9. Publications (Provide in numbers): Scopus N/A Non-Scopus 15+ Web of Science: N/A

Books: 02 Book Chapters: 01 Conf. Proceedings: — Funded Projects: NO

Patents/Copy Right: N/A, Consultancy: 02

10. Google Scholar Link: —

11. Scopus ID: — ORCID ID: —

I hereby declare that the above information are correct and true, and if any information is found incorrect, I shall be personally responsible for this act.

Date: 12/04/2024

Signature of Employee

12/04/2024

colour passport
photo

Signature _____
Name: Dr. Jyoti Rani



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15,2017; Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act.1956.

निष्ठा की शपथ का फॉर्म FORM OF OATH OF ALLEGIANCE

मैं, डॉ. ज्योति रानी शपथ लेता/ती हूँ कि मैं भारत और विधि
द्वारा स्थापित भारत के संविधान के प्रति निष्ठावान रहूँगा/गी और मैं अपने कार्यालयी कर्तव्यों को
प्रतिज्ञापालन, सत्यनिष्ठा एवं धर्म परायणता और निष्पक्षता से पूरा करूँगा/गी ।

I, Dr. JYOTI RANI solemnly pledge to uphold the
Constitution of India, established by law, and to remain dedicated to the principles enshrined
within it. I will faithfully discharge my duties with integrity, honesty, and devotion to duty,
and I will perform them impartially.

हस्ताक्षर/Signature

नाम/Name: Dr. Jyoti Rani

पदनाम/Designation Asst. Professor or cum

विभाग/Department Asst. Registrar Admin

(Registration Section/
SOAH)

तिथि/Date: 16/04/2024

Copy to:

Individual Staff Service File (at Registrar Secretariat)



Y B N UNIVERSITY

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कार्यालय तथा गोपनीयता का शपथ OATH OF OFFICE AND SECRECY

मैं, (Dr.) डॉ. ज्योति रानी सत्यनिष्ठा से प्रतिज्ञा करता/ती हूँ
और घोषणा करता/ती हूँ कि वाई बी एन विश्वविद्यालय-रांची का कर्मचारी होने के नाते मुझे
प्रदान किए गए कर्तव्यों को पूरे विश्वसनीयता और कर्मठता से पूरा करूंगा/गी और मैं उचित
प्राधिकार के बिना, इस वर्तमान जीविका-निर्वाह अवधि में मेरी बोध / संज्ञान में आए किसी
भी घटना अथवा विषय-वस्तु को विस्तीर्ण / उजागर / प्रकट नहीं करूंगा/गी ।

I, Dr. Jyoti Rani solemnly affirm that, as an
employee of YBN University - Ranchi, I will diligently fulfill the responsibilities assigned to
me with utmost credibility and dedication and without proper authorization, I will not
disclose any incident or matter that comes to my knowledge during the course of my present
employment tenure.

हस्ताक्षर/Signature

नाम/Name: Dr. Jyoti Rani
पदनाम/Designation Asst. Professor
विभाग/Department Administration/ISOAH

तिथि/Date: 16/04/2024

Copy to:

Individual Staff Service File (at Registrar Secretariat)



Y B N UNIVERSITY

RAJaulatu, Namkum, Ranchi (Jharkhand)

Established by the Act. of Government of Jharkhand Act 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956

Ref. No./YBN/UNIV/AR/1333/2024

Date: 23/03/2024

TO WHOMSOEVER IT MAY CONCERN

Experience Certificate


This is to certify that **Dr. Jyoti Rani D/O Late Mr. S.N Thakur** has rendered her services as **Assistant Professor, Department of Political Science, School of Arts & Humanities** from **2nd February, 2023 to 23rd March, 2024** at the **YBN University, Rajaulatu, Namkum, Ranchi**.

During this period, she has been found sincere, efficient, hardworking and satisfactory to all the concerned.

We wish all success in her future endeavors.




23/03/2024
Assistant Registrar (Admin)
YBN University, Ranchi
Registrar
YBN University
Ranchi


23/03/2024

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

Ph : 9431104112, 9709500400

Email:ybnuniversity2017@gmail.com|Website : www.ybnu.ac.in



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi (Jharkhand)
Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act 1956

Ref. No. YBN/UNIV/ R / 788-2023

Dated: 13th October, 2023

APPOINTMENT LETTER

To
Dr. Abha Nutan Kujur
Boreya, Kanke
Ranchi, Jharkhand

Sub: Appointment Letter

Dear Madam,

In Response to your application and subsequent interview, governing body of the University is pleased to offer you the post of Assistant Professor, Department of Agriculture, School of Agriculture & Animal Husbandry at YBN University, Ranchi, Jharkhand.w.e.f. 01st May, 2023.

Terms and Conditions of appointment

1. You will be paid 20,000/- salary during the period of your service.
2. You will be on probation for a period of 1 year which may extended for another 1 year.
3. During probation periods you will be entitled for 12 casual leaves in a year.
4. You have to serve at least for a period of 1 year in the institution, if you want to discontinue you will have to give one-month prior notice or 1-month salary in lieu of the notice.
5. Management may also relieve you by giving one-month notice or one-month salary in lieu of the notice.
6. You will have to abide by the advice, instructions and request of the management and authorities of the institute.
7. You will be governed by leave rules and HR Policy of the University.
8. A high level of academic and ethical performance is expected from you during the tenure of your service.

We congratulate on your appointment and wish you a long carrier with us. Please acknowledge your agreement and acceptance of this offer by signing this letter to the concern within seven days.

Abha Nutan Kujur
Signature of the Employee


13/10/2023
Authorised Signatory

Registrar
YBN University
Ranchi

Received
13/10/2023



YBN UNIVERSITY RANCHI, JHARKHAND

RAJALATU, NAMKUM, RANCHI – 834010

EMPLOYEE DETAIL

Name of the School/Institute: **SOAG&AH** Date of Joining: **01/05/2023** Employee Code: **0135**

1. Name (Block Letters): **DR. ABHA NUTAN KUJUR** Designation: **Assistant Professor**
2. Date of Birth: **15/12/1989** Gender: **Female** Marital Status: **Unmarried**
3. Religion: **Christian** Category (Gen/OBC/SC/ST): **ST**
4. Physical Disability (if any): ...No
5. Address



a). **Permanent:** House No.-47 Vill- Arsundey P.O-Boreya
Kanke Ranchi Jharkhand PIN: 834006

b). **Correspondence:** House No.-47 Vill- Arsundey P.O-Boreya
Kanke Ranchi Jharkhand PIN: 834006

Contact Details: 7903365579.

Email: nutankujur15@gmail.com

Alternative Contact No.:

Home:

6. Academic Credentials: (Latest onwards)

Sr	Name of Certificate/ Degree	Year	Board/University	Mark Obtained/ Maximum Mark	Division	Regular/ Part Time
1	10 th	2006	CBSE	381/600	1 st	Regular
2	12 th	2008	CBSE	402/600	1 st	Regular
3	B.Sc(Ag.) Hons.	2012	Birsa Agricultural University, Ranchi	710/1000	1 st	Regular
4.	M.Sc (Ag.) Hons.	2015	Birsa Agricultural University, Ranchi	764/1000	1 st	Regular
5.	Ph.D.	2022	Birsa Agricultural University, Ranchi	861/1000	1 st	Regular
	ASRB-NET	2016	Qualified in Agricultural Meteorology			

7. Work Experience Credentials: (Latest onwards)

Sr	Name of the Organization	Designation	Regular/Contract	From	To	Total Y/M	Last Salary
1	Birsa Agricultural University	Senior Research Fellow	Contract	09/01/2016	30/01/2018	2 yrs 0 months 22 days	30,000

Summary: Teaching Exp. : Contract: 11 months 11 days... Yrs

Regular: Yrs Total: Yrs

Industry Experience:.....Yrs. Research Experience (after PhD): Yrs.

Any Admin. Assignment (Like Cultural/Placement/Admission):

8. Publications (Provide in numbers): Scopus Non-Scopus 10 (NAAS rated journal)

Web of Science: Books: Book Chapters: ...01

Conf. Proceedings: Funded Projects:

Patents/Copy Right:, Consultancy:

9. Google Scholar Link: <https://scholar.google.com/citations?user=4jmEMskAAAAJ&hl=en&authuser=1>

10.Scopus ID: ORCID ID:

I hereby declare that the above information are correct and true, and if any information is found incorrect, I shall be personally responsible for this act.

Date: 12/04/2024

Abha Nutan

12/04/2024

Signature of Employee

Name: Abha Nutan kujur

1. Scrutinized by (Registrar / HR Representative)

2. Verified and Endorsed by (Dean/Director/Principal)

3. Vice Chancellor



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017; Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act. 1956.

कार्यालय तथा गोपनीयता का शपथ OATH OF OFFICE AND SECRECY

मैं, डॉ० आभा नूतन कुजूर सत्यनिष्ठा से प्रतिज्ञा करता/ती हूँ
और घोषणा करता/ती हूँ कि वाई बी एन विश्वविद्यालय-रांची का कर्मचारी होने के नाते मुझे
प्रदान किए गए कर्तव्यों को पूरे विश्वसनीयता और कर्मठता से पूरा करूँगा/गी और मैं उचित
प्राधिकार के बिना, इस वर्तमान जीविका-निर्वाह अवधि में मेरी बोध / संज्ञान में आए किसी
भी घटना अथवा विषय-वस्तु को विस्तीर्ण / उजागर / प्रकट नहीं करूँगा/गी ।

I,Dr. Abha Nutan Kujur..... solemnly affirm that, as an
employee of YBN University - Ranchi, I will diligently fulfill the responsibilities assigned to
me with utmost credibility and dedication and without proper authorization, I will not
disclose any incident or matter that comes to my knowledge during the course of my present
employment tenure.

Ndijur

हस्ताक्षर/Signature

नाम/Name: Abha Nutan Kujur

पदनाम/Designation Assistant Professor

विभाग/Department School of Agriculture
& Animal
Husbandry

तिथि/Date: 13/04/2024

Copy to:

Individual Staff Service File (at Registrar Secretariat)



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निष्ठा की शपथ का फॉर्म FORM OF OATH OF ALLEGIANCE

मैं, डॉ० आभा नूतन कुजूर शपथ लेता/ती हूँ कि मैं भारत और विधि
द्वारा स्थापित भारत के संविधान के प्रति निष्ठावान रहूँगी/गी और मैं अपने कार्यालयी कर्तव्यों को
प्रतिज्ञापालन, सत्यनिष्ठा एवं धर्म परायणता और निष्पक्षता से पूरा करूँगी/गी।

I, Dr. Abha Nutan Kujur solemnly pledge to uphold the
Constitution of India, established by law, and to remain dedicated to the principles enshrined
within it. I will faithfully discharge my duties with integrity, honesty, and devotion to duty,
and I will perform them impartially.

NKjur

हस्ताक्षर/Signature

नाम/Name: Abha Nutan Kujur

पदनाम/Designation Assistant Professor

विभाग/Department School of Agriculture
& Animal Husbandry

तिथि/Date:

Copy to:

Individual Staff Service File (at Registrar Secretariat)



YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
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Joining Form for Teaching/Non-Teaching Position



Position applied for Assistant Professor

PERSONAL DETAILS

Name (in block letters) ABHA NUTANI KUIJUR
Sex Female Nationality Indian Date of Birth 15/12/89 Age 33 yrs
Father's/ Husband Name & Occupation Belkha Kujur, Retired from SAIL Plant
Mother's/ Wife Name & Occupation Nimmi Kujur, Retired from Govt. School as a teacher
Address for communication House No:-47, Arsunday, Boreya, Kanke Ranchi, Jharkhand Phone No. _____
Mobile 8603101842, 7903365578 E-mail nutan.kujur15@gmail.com

I. ACADEMIC QUALIFICATIONS (attach extra sheet if needed)

Examination Passed	Year of Passing	Degree / Diploma	Name & Location of School / College/Institute	Board/ University/ Institute	Class/Div. Obtained
Secondary (Xth)	2006	10 th	BISSS-21c	CBSE	1st (63)
Sr. Secondary	2008	12 th	BISSS-21c	CBSE	1st (67)
Graduation	2012	B.Sc(Ag)	BAU, Ranchi	Birsa Agricultural University	1st (70.9)
Post Graduation	2015	M.Sc(Ag)	BAU, Ranchi	BAU, Ranchi	1st (76)
Professional Qualification					
Ph.D/ Fellowship equivalent to Ph.D	2022	Ph.D (AMES)	BAU, Ranchi	BAU, Ranchi	1st (80.6)
Membership of Professional Institutions					
UGC NET /GATE	2016	ICAR-NET			
Others					

II. Research and Publications (full details) (attach extra sheet if needed)

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III. Sponsored Project/ Consultancy undertaken (with monetary value) (attach extra sheet if needed)

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IV. Conferences/ Seminars/ Workshops organized and attended (attach extra sheet if needed)

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V. **EMPLOYMENT RECORD**

Total Experience: Years 2 yrs Month 0 month

(A) Starting from Present employment to the first employment. (attach extra sheet if needed)

S. No.	Employer's Name and Address	Designation	Period	
			From	To
1.	Abha Nutan Kujur, BAU, Ranchi	SRF	9/1/2016	31/1/2018

(B) Salary Expected _____

VI. **Any other achievements** (attach extra sheet if needed)

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VII. **Is any of your family member/relatives/acquaintances employed with YBN University or any other concern of the sponsoring body? If yes, give details**

Name	Relation	Occupation	Unit & position	Tel No.

VIII. **Have you ever been interviewed for job in YBN University.**
If yes give details (including the person who interviewed)

Yes, The interviewed was taken by Registrar
Dr. Raman Kumar Dubey, Dr. Arpna Sharma, Dr. Jyoti Rani

Ndijur
Signature of the Applicant

Dated: 22/05/23