



YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 13, 2017
Gazette Notification No. 503, Dated 17th July 2017
As per Section 2 (f) of UGC Act, 1956



HR **MANUAL**

Handwritten signature



Handwritten signature
Registrar
YBN University
Ranchi

YBN UNIVERSITY
RANCHI

Human Resource (HR) Manual

Version	Date	Created By	Reviewed By	Remarks /Change Log
1.00	Dec. 20	Sanjay Mishra (HR Manager)	Mr. Arvind Kumar (HR Director) Dr. Susmita Mohapatra (Director, IQAC)	First HR Manual
2.00	Nov. 23	Annie Smrity Minz (HR Manager)	Prof. (Dr.) Shree Raman Dubey (Registrar) Dr. K K Patra (Asst. Registrar, Academics)	Revised HR Manual

*Done
to HR Manual*

Annie



[Signature]
Registrar
YBN University
Ranchi



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

S.No.	PARTICULARS	PAGE No.
01.	Welcome Note	3
02.	Induction Policy	4
03.	Attendance and Leave Policy	5
04.	Office Culture	6
05.	Leave Year	6
06.	Types of Leave	7 - 10
07.	Retirement Policy	11-14
08.	Resignation/Termination Policy	15
09.	Appraisal Policy	16
10.	Employee's Code of Conduct	17 - 24
11.	Declaration (Employee's Code of Conduct)	25
12.	Annexure Annexure-1(A - D) (Procedure for recruitment of the Teaching and Non-Teaching Staff) Annexure-2 (Leave forms (CL/ML/ EL/ SPCL/ Commuted Leave/ Maternity Leave / Sabbatical Leaves) Annexure-3 (A) (Research and Promotion)	

Aditya



Shankar
Registrar
YBN University
Ranchi



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

WELCOME NOTE

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 handbook will serve as a 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!



Registrar
YBN University
Ranchi



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

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 timeframe;
- (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 background 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 favour 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

Adin



Shub
Registrar
YBN University
Ranchi



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

Teaching 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 for 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.



Registrar
YBN University
Ranchi



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

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)



Registrar
YBN University
Ranchi



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

Types of Leave:

* Casual Leave (CL)

* Maternity Leave

* Sick Leave (SL)

* Compensatory Leave

1- Leave Benefits:

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

Casual Leave (CL):

- i. The Annual Casual Leave entitlement is 12 days in a leave year or as decided by the management from time to time.
- ii. The Intervening Holidays or the Weekly Offs will not be counted for the Casual Leaves (CLs).
- iii. 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 encashed at any stage.
- iv. The Casual Leaves (CLs) cannot also be adjusted against or availed during the notice period.
- v. 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 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.

Handwritten signature



Handwritten signature
Registrar
YBN University
Ranchi



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

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. That Female employee, 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.

e) Restricted Holidays (RH)- 2 per year for all the Staff Members

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.



Registrar
YBN University
Ranchi



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

(Note: At a stretch, in normal practice, maximum of 6 Leaves may be availed including the Restricted Holidays and the General holidays 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 maximum 30 Days as 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 upto 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 minimum 10 years of service, encashment is allowed at the time of superannuation only.

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 encashed nor can be adjusted towards the notice period.



Registrar
YBN University
Ranchi



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

- (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).

(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.



Registrar
YBN University
Ranchi



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

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 thereunder 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 thereunder.

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 thereunder.

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

Adiz



Shub
Registrar
YBN University
Ranchi



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

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

Amir



Shub
Registrar
YBN University
Ranchi



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

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

Amir



Shub
Registrar
YBN University
Ranchi



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

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).

Indus



Shub
Registrar
YBN University
Ranchi



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

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 onemonth 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 (Jharkha 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, insubordination, 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.



Registrar
YBN University
Ranchi



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

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 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



Registrar
YBN University
Ranchi



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

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 flawless 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).

Handwritten signature



Handwritten signature
Registrar
YBN University
Ranchi



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

- (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:

- Maintain the absolute Integrity towards the University;
- Maintain the devotion to the duty assigned by the University;
- Do nothing which is inappropriate to the University employee; and
- 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:

- Theft, Fraud or Dishonesty in connection with the business or property of the YBN University, Ranchi (Jharkhand).
- Theft, Fraud or Dishonesty with the property of another person within the premises of YBN University, Ranchi (Jharkhand).
- Fraud, Dishonesty and the Offences under Cyber Laws leading to misrepresentation, breach of the Confidentiality and the Privacy.
- 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.
- Publishing, transmitting or causing to publish in electronic form any 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.
- 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.
- 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).
- Any Staff Member should not indulge into any personal relationship



Registrar
YBN University
Ranchi



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

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 overstaying 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;

Adis



Shub
Registrar
YBN University
Ranchi



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

- (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

[Handwritten signature]



[Handwritten signature]
Registrar
YBN University
Ranchi



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

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 or 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) Sending or sharing the dubious text or double meaning text or indecent & rubbish doubtful text through electronic modes (viz.



Registrar
YBN University
Ranchi



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

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 the matter 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,



Registrar
YBN University
Ranchi



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

- 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 newspaper 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 Regulation 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

Handwritten signature



Handwritten signature
Registrar
YBN University
Ranchi



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

- (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.



Registrar
YBN University
Ranchi



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

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: _____



Registrar
YBN University
Ranchi

ANNEXURE-1 (Procedure for recruitment)

PLEASE ATTACH
YOUR CURRENT
COLOUR PASSPORT
SIZE PHOTO

POST APPLIED FOR	
AREA OF SPECIALIZATION	

INDIVIDUAL DETAILS				
	Salutation	First Name	Middle Name	Last Name
Name of the Applicant				
Father's				
Mother's name				
Spouse's name				
DATE OF BIRTH				

ADDRESS DETAILS		
	PERMANENT ADDRESS	CONTACT ADDRESS
Village/ Town/City		
Street		
Block		
Police Station		
District		
State		
Pin Code		
E-Mail ID		
Mobile Number		

EDUCATIONAL QUALIFICATION: (START WITH MOST RECENT)						
SN	Degree	Board/University	Year of Passing	% of Marks	Division	Main Subject(s)
01	M.Ed.					
02	Ph.D.					
03	NET/SLET					
04	PG					
05	UG					
06	10+2					
07	10 th					
ANY OTHERS						

Aditya



Shubh
Registrar
YBN University
Ranchi

DETAILS OF EXPERIENCE

Academic		Research		Industry		Others		Total	
Years	Months	Years	Months	Years	Months	Years	Months	Years	Months

EMPLOYMENT HISTORY (BEGIN WITH MOST RECENT EMPLOYMENT)

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

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)

[Handwritten Signature]



[Handwritten Signature]
Registrar
YBN University
Ranchi

DETAILS OF RESEARCH PAPER PUBLICATIONS

Sr No	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

DETAILS OF BOOKS / MONOGRAPHS PUBLISHED

Title of Book/ Chapter (in Edited book)/Year of Publication	International Publisher/National Publisher/Chapter in Edited Book/Editor of Book by International Publisher/Editor of Book by National Publisher	Publisher & ISSN/ISBN No	No of Authors	Position of Yourself

DETAILS OF Ph. D. SUPERVISION

NAME OF THE STUDENT	Title of the Thesis	Name of the University	Year of Award

[Handwritten Signature]



[Handwritten Signature]
 h.o.p.
 YBN University
 Ranchi

DETAILS OF TRAININGS, FACULTY DEVELOPMENT PROGRAMS ATTENDED / ORGANIZED

Title of Seminar/ Workshop /Training /FDP/MDP	Organization	Month & Year	No of Days

DETAILS OF PATENTS/TRADEMARKS/COPYRIGHTS

Title	Brief Description	Month and Year	ID (any)

SALARY STATEMENT

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

Amiz



[Signature]
Registrar
YBN University
Ranchi

REFEREES

Name			
Designation			
Affiliation			
E-Mail ID			
Contact/Mobile No			

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




Registrar
YBN University
Ranchi



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

INTERVIEW EVALUATION FORM

Name of University **YBN University, Namkum, Ranchi** School of
.....Dept. ofProceeding of evaluation by
Interview panel for the post Assistant Professor (Advertised) in
dated.....held aton.....

Name of candidate.....Position.....Subject.....

Name of interviewer:	Designation With Address	Subject expertise	Signature
1			
2			
3			

Interview Evaluation Forms are to be completed by the interviewer to rank the Candidate's overall qualifications for the position for which they have applied. Under each Heading, the Interviewer should give the Candidate a numerical rating and write specific job-related comments in the space provided. The Numerical Rating System is based on the scale below.

Scale :	5 – Exceptional	4 – Above Average	3 – Average	2 – Satisfactory	1 – Unsatisfactory
	Rating				
	5	4	3	2	1
Educational Background – Does the candidate have the appropriate educational qualifications or training for this position? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Work Experience – Has the candidate acquired similar skills or qualifications through past work experiences? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication – How were the candidate's communication skills during the interview? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Handwritten Signature]



[Handwritten Signature]
Registrar
YBN University
Ranchi

Candidate Interest – How much interest did the candidate show in the position and the organization? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Organization – Did the candidate research the organization prior to the interview? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teambuilding/Interpersonal Skills – Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Did the candidate demonstrate, through their answers, a high degree of initiative? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management – Did the candidate demonstrate, through their answers, good time management skills? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service – Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Impression and Recommendation – Summary of your perceptions of the candidate's strengths/weaknesses. Final comments and recommendations for proceeding with the candidate. Comments:	Advance		Advance with reservations		Do not advance
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>

Name /Signature



Name /Signature



Name /Signature

Shub
Registrar
YBN University
Ranchi



EMPLOYEE DETAIL

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

1. Name (Block Letters): Designation:
 2. Date of Birth: Gender: Marital Status:
 3. Religion: Category (Gen/OBC/SC/ST):
 4. Physical Disability (if any):
 5. Address

AFFIX
LATEST
PHOTO

a). Permanent: PIN:

b). Correspondence: PIN:

6. Contact Details: Email:
 Alternative Contact No.: Home:

7. Academic Credentials: (Latest onwards)

Sr	Name of Certificate/ Degree	Year	Board/University	Mark Obtained/ Maximum Mark	Division	Regular/ Part Time
1						
2						
3						

8. Work Experience Credentials: (Latest onwards)

Sr	Name of the Organization	Designation	Regular/Contract	From	To	Total Y/M	Last Salary
1							
2							
3							
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 Non-Scopus Web of Science:

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

Patents/Copy Right:, Consultancy:

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:

Signature of Employee

Name:

1) Scrutinized by (Registrar / HR Representative)

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

3) Vice Chancellor



Shub
 Registrar
 YBN University
 Ranchi



YBN 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, 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, 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:

पदनाम/Designation

विभाग/Department

तिथि/Date:

Copy to:

Individual Staff Service File (at Registrar Secretariat)



Registrar
YBN University
Ranchi



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

में, 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, 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:

पदनाम/Designation

विभाग/Department

तिथि/Date:

Copy to:

Individual Staff Service File (at Registrar Secretariat)

Amis



Shankar
Registrar
YBN University
Ranchi



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

Please affix your recent photograph

Position applied for _____

PERSONAL DETAILS

Name (in block letters) _____

Sex _____ Nationality _____ Date of Birth _____ Age _____

Father's/ Husband Name & Occupation _____

Mother's/ Wife Name & Occupation _____

Address for communication _____

Phone No. _____

Mobile _____ E-mail _____

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)					
Sr. Secondary					
Graduation					
Post Graduation					
Professional Qualification					
Ph.D/ Fellowship equivalent to Ph.D					
Membership of Professional Institutions					
UGC NET /GATE					
Others					

[Handwritten Signature]



[Handwritten Signature]
Registrar
YBN University
Ranchi

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)

--	--

Amis



[Signature]
Registrar
YBN University
Ranchi

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

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)

Signature of the Applicant

Amiz



Dated: _____

Shub
Registrar
YBN University
Ranchi



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

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 |



Registrar
YBN University
Ranchi

ANNEXURE-2 (Leaves forms)



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

ANNEXURE

Page 1



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

UNIVERSITY HOLIDAY (PUBLIC/GAZATTED) LIST DURING THE YEAR 2024

Sl.No	Date	Days	Name of Festivals	No of day(s)
01	26/01/2024	Friday	Republic Day (National Holiday)	01
02	08/03/2024	Friday	Mahashivratri	02
03	24/03 & 25/03 2024	Monday & Tuesday	Holi	01
05	11/04/2024	Thursday	Idul-UI-Fitr / Sarhul	01
06	17/04/2024	Wednesday	Rama Navami	01
08	17/06/2024	Monday	Bakrid	01
09	17/07/2024	Wednesday	Muharram	01
10	15/08/2024	Thursday	Independence Day (National Holiday)	01
12	26/08/2024	Monday	Janamasthami	01
13	14/09/2024	Saturday	Karma Pooja	01
14	02/10/2024	Wednesday	Gandhi Jayanti (National Holiday)	01
15	12/10 2024	Saturday	Dussehra	03
16	31/10 to 2/10 2024	Thursday-Saturday	Deepawali & Gowardhan Puja	02
17	07/11 & 08/11 2024	Thursday-Friday	Chhath	01
18	15/11/2024	Friday	Guru Nanak Birthday / Jharkhand Foundation Day	01
19	25/12/2024	Wednesday	Christmas	01
20	01/01/2024	Monday	New Year	01
			Total Days	21 DAYS

RESTRICTED HOLIDAY 2024 (Any 04 -R.H. for YBN University Employee)

Sl.No	Date	Days	Name of Festivals	No of day(s)
01	13/01/2024	Saturday	Lohri	01
02	14/02/2024	Wednesday	Basant Panchami	01
03	24/02/2024	Friday	Guru Ravi Das Birthday	01
04	29/03/2024	Friday	Good Friday	01
05	23/05/2024	Thursday	Buddha Purnima	01
06	19/08/2024	Monday	Raksha Bandhan	01
07	16/09/2024	Monday	Mohammad Birthday	01
08	24/12/2024	Tuesday	Christmas Eve	01
09	TBD		Vat Savitri	01
10			Teej	01
			Total Days	10 DAYS

Note- Holidays falling on Sunday

1. Makar Sankranti-14/01/2024
2. Holika Dahan-24/03/2024
3. Rath Yatra- 07/07/2024
4. Karwachauth-20/10/2024

Forwarded to Honble
Pro-Chancellor Sir
for kind approval
(with file)
28/12/2023

Discussed & Approved

(Signature)
29/12/2023

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

Ph: 3431104112/92771480879

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

(Signature)



(Signature)
Registrar
YBN University
Ranchi



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

Page No. 1



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

Leave Statement for the month of January 2024 YBN University Rajaulhatu, Namkum-10

Employee ID		Name of Employee	
UAN		Department	
PAN		Designation	
Bank A/C No.		PF Deduction	
ESI No.		Total Earnings	

Types of Leave	Opening Balance	Credits	Availed	Enchased	Closing Balance
CL					
OD					
RH					
GATE PASS					
SL					
EEL					

- Note:
- Casual Leave (CL) - 1 CL every month, Leave will be cumulative not in advance and expires in December of every year.
 - Restricted Holidays (RH) - 4 days in a year.
 - On Duty Leave (OD) - As and when required with the prior approval of the Competent Authority.
 - Academic Leave - Can be availed maximum for 10 days in a year, with the prior approval.
 - Gate Pass (GP) - 3 Gate pass is applicable in a month after 2:00 pm. Special permission required from Higher Authority, for any emergency.
 - Compensatory Leaves if any are to be consumed within the month.

*Forwarded to Hon'ble
Pro Chancellor Sir for
kind approval
28/12/2023*

*Discussed & Approved
29/12/2023*

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi - 834010 (Jharkhand)
Ph: 3431104112/92771480879
Email : ybnuniversity2017@gmail.com | Website : www.ybnu.ac.in

Handwritten signature



*Registrar
YBN University
Ranchi*

ANNEXURE - 3 (Research / Promotion)

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
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								



Signature

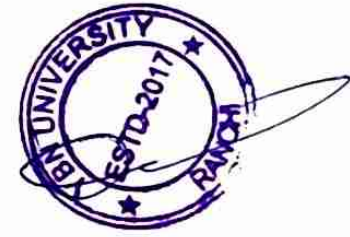
Signature
Registrar
VBN University
Ranchi

ANNEXURE - 3 (A) PROMOTION

FACULTY DETAILS

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
PARTICIPATIONS IN ADDITIONAL ACTIVITIES								
Membership(s)					Award(s)	Book Authored	Book chapter(s)	Patent(s)
ADDITIONAL ACHIEVEMENTS								
Abstract(s)					MoU Formulated	Details of Experience (Years & Months)		
Short-length	Full-length	Oral	Poster	No. of Research Scholars successfully guided		Teaching	Research	Industry



Signature

Signature

Signature
Name: Registrar
YBN University
Ranchi