

10.4 Rehire

Employees who leave the University in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will not be given credit for prior service for purposes of leaves, vacation eligibility and other pertinent aspects.

11. Staff Welfare Policy

The staff members are the most vital part of the institution. The welfare measures for teaching and non-teaching staffs are not only for the development of staff but also for the development of institution. Their well-being, satisfaction and motivation can propel the organization to any peak. The welfare measures provided for the staff and the policies are listed below.

11.1 General

- Induction programme to be conducted for the newly joined teaching and non-teaching staff
- Training program to be conducted for both teaching and non-teaching staff as and when required to improve their desired skills.
- Employees Provident Fund (EPF) vide EPFO Gazette notification dated 29.8.2014 is provided for the teaching and non-teaching from the date of joining.
- Provide healthy and recreational environment through Yoga practice and gym facility to the staff.
- Free medical check-up camps are organised in the campus from time to time.
- All the staff members of the university are given special discount on IPD/OPD in couple of renowned multispecialty hospital of Jaipur.
- Organise staff picnic once in a year.

11.2 Leave Policy

11.2.1 Leave Rules for Teaching Staff

The teaching staff is entitled to the following leave:

1. Earned Leave - 12 per annum
2. Casual Leave - 8 per annum

Total: 20 Leaves

- 1 CL & 1 EL would be adjusted per month for the faculty members. The faculty members are entitled for 1 CL per two months and 1 EL per month from the joining month but EL can be availed only after completion of 1 year of service with the University.
- CL shall not be combined with any other leave or vacation except for holidays. Provided that total period including the holidays at one time does not exceed 7 days.

3. **Summer Vacation** - The teaching staff is entitled to 12 days of summer vacation, beginning from Sunday and ending on Sunday in a single block during the months of May and June. Summer vacation can be availed in two installments of equal periodicity beginning with Sunday or he/she may avail 1 week of winter vacation. (Applicable for the employees already completed one year of service with the University) The faculty members have to submit 1-month additional advance

