



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 271]

नई दिल्ली, बुधवार, जुलाई 18, 2018/आषाढ़ 27, 1940

No. 271]

NEW DELHI, WEDNESDAY, JULY 18, 2018/ASHADHA 27, 1940

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 18 जुलाई, 2018

विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2018

सं. एफ. 1-2/2017 (ईसी/पीएस).—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 14 के साथ पठित धारा 26 की उपधारा (झ) के खंड (ड.) और (छ) के तहत प्रदत्त शक्तियों का प्रयोग करते हुए तथा “विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2010” (विनियम सं. एफ 3-1/2009 दिनांक 30 जून, 2010) तथा समय-समय पर इनमें किए गए सभी संशोधनों का अधिक्रमण करते हुए, विश्वविद्यालय अनुदान आयोग, एतद्वारा निम्नलिखित विनियमों को तैयार करता है, नामतः —

1. लघु शीर्षक, अनुप्रयोग एवं प्रवर्तन:

- 1.1 इन विनियमों को विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हताएं तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु उपाय) संबंधी विनियम, 2018 कहा जाएगा।
- 1.2 ये विनियम विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (झ) के तहत संबंधित विश्वविद्यालय के साथ परामर्श कर किसी केन्द्रीय अधिनियम, प्रांतीय अधिनियम, अथवा किसी राज्य अधिनियम के द्वारा स्थापित अथवा निगमित प्रत्येक विश्वविद्यालय, आयोग द्वारा मान्यता प्राप्त संघटित अथवा संबद्ध महाविद्यालय सहित प्रत्येक संस्थान और उक्त अधिनियम की धारा 3 के अंतर्गत प्रत्येक सम विश्वविद्यालय संस्थान पर लागू होंगे।
- 1.3 यह विनियम अधिसूचित किए जाने की तिथि से लागू होंगे।
2. उच्चतर शिक्षा में मानकों को बनाए रखने के एक उपाय के रूप में विश्वविद्यालय और महाविद्यालय शिक्षकों, पुस्तकाध्यक्षों और निदेशक, शारीरिक शिक्षा और खेलकूद की नियुक्ति और अन्य सेवा शर्तों की न्यूनतम अर्हताएं इन विनियमों के अनुबंध में दी जाएंगी।
3. यदि कोई विश्वविद्यालय इन विनियमों के उपबंधों का उल्लंघन करता है तो ऐसे उल्लंघन किए जाने अथवा इस प्रकार उपबंधों का पालन करने में असफल रहने पर उक्त विश्वविद्यालय द्वारा दिया गया कारण, यदि कोई हो, पर विचार करते हुए आयोग, अपनी निधियों में से विश्वविद्यालय को प्रदान किए जाने वाले प्रस्तावित अनुदानों को रोक सकता है।

विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हताएं तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु उपाय संबंधी विनियम, 2018

विश्वविद्यालयों और महाविद्यालयों में वरिष्ठ आचार्य, आचार्य और शिक्षकों और अन्य शैक्षणिक कर्मियों के पदों के लिए न्यूनतम अर्हताएं और ऐसे पदों से संबंधित वेतनमान और अन्य सेवा शर्तों का पुनरीक्षण।

1.0 व्याप्ति

इन विनियमों को उच्चतर शिक्षा में मानकों को बनाए रखने और वेतनमान की पुनरीक्षा के लिए विश्वविद्यालय और महाविद्यालय शिक्षकों और पुस्तकाध्यक्षों, शारीरिक शिक्षा एवं खेलकूद निदेशकों के संगर्गों में नियुक्ति एवं अन्य सेवा शर्तों हेतु न्यूनतम अर्हताओं के लिए जारी किया गया है।

1.1 विश्वविद्यालयी और महाविद्यालयी शिक्षा के संबंध में विधाओं अन्य बातों के साथ— साथ स्वास्थ्य, चिकित्सा, विशेष शिक्षा, कृषि, पशु चिकित्सा और संबद्ध क्षेत्रों, तकनीकी शिक्षा, अध्यापक शिक्षा में शिक्षकों के पदों पर सीधी भर्ती के प्रयोजनार्थ संविधान के अनुच्छेद 246 के तहत संसद के संगत अधिनियम द्वारा स्थापित प्राधिकरणों द्वारा उच्चतर शिक्षा अथवा अनुसंधान और वैज्ञानिक और तकनीकी संस्थाओं के लिए समन्वय और मानकों का निर्धारण करने के लिए निर्धारित किए गए मानदंड अथवा मानक प्रचलित होंगे,

i. बशर्ते कि, उस स्थिति में जहां किसी विनियामक प्राधिकरण द्वारा कोई मानदंड या मानक निर्धारित नहीं किए गए हैं, उस स्थिति में उपर्युक्त वि०अ०आ० विनियम उस समय तक लागू होंगे जब तक कि उपर्युक्त विनियामक प्राधिकारी द्वारा कोई मानक या मानदंड निर्धारित नहीं किए जाएं।

ii. बशर्ते आगे कि, उन विधाओं, जिनमें सहायक आचार्य और समतुल्य पदों पर नियुक्ति, राष्ट्रीय पात्रता परीक्षा (एनईटी) के माध्यम से की गई हो, जिसका आयोजन विश्वविद्यालय अनुदान आयोग अथवा वैज्ञानिक और औद्योगिक अनुसंधान परिषद्, जैसा भी मामला हो, द्वारा किया गया हो अथवा राज्य स्तरीय पात्रता परीक्षा (एसएलईटी) अथवा राज्य पात्रता परीक्षा (एसईटी), जिन्हें उक्त प्रयोजनार्थ वि०अ०आ० द्वारा प्रत्यायित निकायों द्वारा आयोजित किया गया हो उनमें एनईटी/एसईएलटी/एसईटी में अर्हता प्राप्त करना एक अतिरिक्त अपेक्षा होगी।

1.2 प्रत्येक विश्वविद्यालय अथवा सम विश्वविद्यालय संस्थान, जैसा भी मामला हो, यथाशीघ्र किंतु इन विनियमों के लागू होने के छह महीने के भीतर, इन्हें अभिशासित करने वाली संविधियों, अध्यादेश अथवा अन्य सांविधिक उपबंधों में संशोधन के लिए प्रभावी कदम उठाएगा, ताकि इन्हें उपर्युक्त विनियमों के अनुरूप लाया जा सके।

2.0 वेतनमान, वेतन निर्धारण और अधिवर्षिता की आयु भारत सरकार द्वारा समय-समय पर अधिसूचित वेतनमान को विश्वविद्यालय अनुदान आयोग द्वारा अंगीकार किया जाएगा।

2.1 रिक्त पदों की उपलब्धता और स्वास्थ्य के अध्वधीन सहायक आचार्य, सह आचार्य, आचार्य और वरिष्ठ आचार्य जैसे शिक्षकों को संबंधित विश्वविद्यालयों, महाविद्यालयों और संस्थानों में यथा लागू अधिवर्षिता की आयु के उपरांत भी संविदा आधार पर सत्तर वर्ष की आयु तक पुनर्नियुक्ति किया जा सकता है।

बशर्ते आगे कि ऐसी सभी पुनर्नियुक्तियां समय-समय पर वि०अ०आ० द्वारा निर्धारित दिशानिर्देशों का कड़ाई से पालन करते हुए की जाएंगी।

2.2 वेतनमान की पुनरीक्षा को लागू करने की तिथि दिनांक 01 जनवरी, 2016 होगी।

3.0 नियुक्ति और अर्हताएं

3.1 विश्वविद्यालयों और महाविद्यालयों में सहायक आचार्य, सह आचार्य और आचार्य के पदों और विश्वविद्यालयों में वरिष्ठ आचार्य के पदों पर सीधी भर्ती अखिल भारतीय विज्ञापन के माध्यम से गुणावगुण के आधार पर इन विनियमों के तहत किए गए उपबंधों के अंतर्गत विधिवत रूप से गठित चयन समिति द्वारा चयन के आधार पर किया जाएगा। इन उपबंधों को संबंधित विश्वविद्यालय की संविधियों/ अध्यादेशों में सम्मिलित किया जाएगा। ऐसी समिति की संरचना इन विनियमों में विनिर्दिष्ट की गई शर्तों के अनुसार होगी।

3.2 सहायक आचार्य, सह आचार्य, आचार्य, वरिष्ठ आचार्य, प्राचार्य, सहायक पुस्तकाध्यक्ष, उप पुस्तकाध्यक्ष, पुस्तकाध्यक्ष, शारीरिक शिक्षा और खेलकूद सहायक निदेशक, शारीरिक शिक्षा और खेलकूद उप निदेशक तथा शारीरिक शिक्षा और खेलकूद निदेशक के पदों के लिए अपेक्षित न्यूनतम अर्हताएं वि०अ०आ० द्वारा इन विनियमों में यथा विनिर्दिष्ट होगी।

3.3

I. जहां कहीं भी इन विनियमों में यह उपबंधित हो, राष्ट्रीय पात्रता परीक्षा (एनईटी) अथवा प्रत्यायित परीक्षा (राज्य स्तरीय पात्रता परीक्षा एसएलईटी/एसईटी) सहायक आचार्य और समकक्ष पदों की नियुक्ति के लिए न्यूनतम पात्रता बनी रहेगी, इसके अतिरिक्त, एसएलईटी/एसईटी केवल संबंधित राज्य के विश्वविद्यालयों/महाविद्यालयों/संस्थाओं में सीधी भर्ती के लिए न्यूनतम पात्रता के रूप में मान्य होगा:

बशर्त कि ऐसे अभ्यर्थी जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2009 अथवा विश्वविद्यालय अनुदान आयोग (एमफिल/पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2016 और समय-समय पर इनमें बाद में किए गए संशोधनों, जैसा भी मामला हो, के अनुसार पीएचडी की उपाधि प्रदान की गई हो, को किसी भी विश्वविद्यालय, महाविद्यालय अथवा संस्थान में सहायक आचार्य या समकक्ष पद पर भर्ती या नियुक्ति के लिए एनईटी/एसएलईटी/एसईटी की न्यूनतम पात्रता शर्त अपेक्षा से छूट प्रदान की जाएगी।

बशर्त आगे कि दिनांक 11 जुलाई, 2009 से पूर्व एमफिल/ पीएचडी कार्यक्रम के लिए पंजीकृत अभ्यर्थियों को उपाधि प्रदान किया जाना, उपाधि प्रदान करने वाली संस्थाओं के तत्कालीन मौजूदा अध्यादेशों/उपनियमों/ विनियमों के उपबंधों द्वारा अभिशासित होगा। ऐसे सभी पीएचडी धारक अभ्यर्थियों को निम्नलिखित शर्तों को पूरा करने के अध्यधीन विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सहायक आचार्य अथवा समतुल्य पदों पर भर्ती और नियुक्ति के लिए एनईटी/ एसएलईटी/ एसईटी की अपेक्षाओं से छूट प्रदान की जाएगी:

(क) अभ्यर्थी को पीएचडी की उपाधि केवल नियमित शिक्षा पद्धति के माध्यम से प्रदान की गई हो;

(ख) पीएचडी शोध प्रबंध कम से कम दो बाह्य परीक्षकों द्वारा प्रदान किया गया हो;

(ग) पीएचडी के लिए अभ्यर्थी की एक खुली मौखिक परीक्षा आयोजित की गई हो;

(घ) अभ्यर्थी ने अपने पीएचडी कार्य को दो अनुसंधान पत्रों को प्रकाशित किया हो जिनमें से कम से कम एक संदर्भित जर्नल में प्रकाशित हुआ हो;

(ङ.) अभ्यर्थी ने विश्वविद्यालय अनुदान आयोग/ आईसीएसएसआर/ सीएसआईआर अथवा ऐसी की किसी एजेंसी द्वारा प्रायोजित/ वित्तपोषित / सहायता प्राप्त सम्मेलनों/ विचार गोष्ठियों में अपने पीएचडी कार्यों के आधार पर कम से कम दो पत्रों को प्रस्तुत किया हो;

इन शर्तों को पूरा करने को संबंधित विश्वविद्यालय के कुल सचिव अथवा संकाय अध्यक्ष (शैक्षणिक कार्य) द्वारा अधिप्रमाणित किया जाए।

II. ऐसे विषयों में एनईटी/ एसएलईटी/ एसईटी को उत्तीर्ण करना अभ्यर्थियों के लिए आवश्यक नहीं होगा जिनके लिए एनईटी/ एसएलईटी/ एसईटी आयोजित नहीं की गई हो।

3.4 किसी भी स्तर पर शिक्षकों और अन्य समान संवर्गों की सीधी भर्ती के लिए निष्णात स्तर पर न्यूनतम 55 प्रतिशत (अथवा प्वाइंट स्केल में समतुल्य ग्रेड, जहां कहीं भी ग्रेडिंग प्रणाली का अनुसरण किया जाता है) अनिवार्य योग्यताएं होंगी।

I. सीधी भर्ती हेतु अर्हता के उद्देश्य और बेहतर शैक्षणिक रिकार्ड के मूल्यांकन के लिए अनुसूचित जाति/ अनुसूचित जनजाति/ अन्य पिछड़ा वर्ग (अपिव) (असंपन्न वर्ग)/ निशक्त (क) दृष्टिहीनता अथवा निम्न दृश्यता; (ख) बधिर और कम सुनाई देना; (ग) लोकोमोटर निशक्ता साथ ही सेरेब्रल पालसी, कुष्ठ उपचारित, नाटापन, अम्लीय हमले के पीड़ित और मस्क्यूलर डिस्ट्रॉफी; (घ) विचार भ्रम (आटिज्म), बौद्धिक निशक्ता, विशिष्ट अधिगम निशक्ता और मानसिक अस्वस्थता; (ङ.) गूंगापन- अंधापन सहित (क) से (घ) के तहत व्यक्तियों में से बहु निशक्ता) से जुड़े अभ्यर्थियों के लिए स्नातकपूर्व और स्नातकोत्तर स्तर पर 5 प्रतिशत की छूट प्रदान की जाएगी। 55 प्रतिशत के पात्रता अंकों (अथवा जहां कहीं भी ग्रेडिंग प्रणाली का अनुसरण किया जाता है उस स्थिति में किसी प्वाइंट स्केल में समतुल्य ग्रेड) और रियायत अंक प्रक्रिया सहित, यदि कोई हो तो, के आधार पर अर्हता अंक में उपर्युक्त उल्लिखित श्रेणियों के लिए 5 प्रतिशत की छूट अनुमेय है।

3.5 उन पीएचडी उपाधि धारक अभ्यर्थियों को 5 प्रतिशत (55 प्रतिशत अंक से कम करके 50 प्रतिशत अंक तक) की छूट प्रदान की जाएगी जिन्होंने दिनांक 19 सितम्बर, 1991 से पूर्व निष्णात उपाधि प्राप्त की है।

3.6 एक संगत ग्रेड जिसे निष्णात स्तर पर 55 प्रतिशत के समरूप माना जाता है, जहां कहीं भी किसी मान्यता प्राप्त विश्वविद्यालय में स्नातकोत्तर स्तर पर ग्रेडिंग प्रणाली लागू है, को भी वैध माना जाएगा।

3.7 आचार्य के पद पर नियुक्ति और पदोन्नति के लिए पीएचडी उपाधि अनिवार्य अर्हता होगी।

3.8 सह आचार्य के पद पर नियुक्ति और पदोन्नति के लिए पीएचडी की उपाधि अनिवार्य अर्हता होगी।

3.9 विश्वविद्यालयों में सहायक आचार्य (चयन ग्रेड/ शैक्षणिक स्तर 12) के पद पर पदोन्नति के लिए पीएचडी की उपाधि अनिवार्य अर्हता होगी।

3.10 दिनांक 01 जुलाई, 2021 से विश्वविद्यालयों में सहायक आचार्य के पद पर सीधी भर्ती के लिए पीएचडी उपाधि अनिवार्य अर्हता होगी।

3.11 शिक्षण पदों पर नियुक्ति के लिए दावे हेतु एमफिल और/ अथवा पीएचडी उपाधि प्राप्त करने में अभ्यर्थियों द्वारा लिए गए समय पर शिक्षण/ अनुसंधान अनुभव के रूप में विचार नहीं किया जाएगा। इसके अतिरिक्त, कोई अवकाश लिए बिना शिक्षण कार्य के साथ अनुसंधान उपाधि प्राप्त करने में व्यतीत की गई सक्रिय सेवा अवधि को सीधी भर्ती/ पदोन्नति के उद्देश्य के लिए शिक्षण अनुभव माना जाएगा। कुल संकाय संख्या (चिकित्सा/ मातृत्व छुट्टी पर गए संकाय सदस्यों के अलावा) के बीस प्रतिशत तक नियमित

आधार पर कार्यरत संकाय सदस्यों को अपनी संस्थाओं में पीएचडी की उपाधि के लिए अध्ययन छुट्टी लेने की अनुमति प्रदान की जाएगी।

3.12 अर्हताएं:

विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (च) के तहत मान्यता प्राप्त संघटित अथवा संबद्ध महाविद्यालयों सहित कोई विश्वविद्यालय अथवा कोई संस्थान अथवा उक्त अधिनियम की धारा 3 के तहत सम विश्वविद्यालय संस्थान में विश्वविद्यालय और महाविद्यालय शिक्षक, पुस्तकाध्यक्ष अथवा शारीरिक शिक्षा और खेलकूद निदेशक के पद पर किसी व्यक्ति की नियुक्ति नहीं होगी जबतक कि व्यक्ति इन विनियमों की अनुसूची 1 में उपर्युक्त पद के लिए यथा उपबंधित अर्हताओं के रूप में अपेक्षाओं को पूरा नहीं करता हो।

4.0 सीधी भर्ती

4.1 कला, वाणिज्य, मानविकी, शिक्षा, विधि, सामाजिक विज्ञान, विज्ञान, भाषाओं, पुस्तकालय विज्ञान, शारीरिक शिक्षा और पत्रकारिता तथा जन संपर्क विधाओं के लिए

I. सहायक आचार्य:

पात्रता (क अथवा ख):

क.

i) किसी भारतीय विश्वविद्यालय से संबंधित /संगत/ संबद्ध विषय में 55 प्रतिशत अंक के साथ निष्णात उपाधि (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो वहां प्वाइंट स्केल में समतुल्य ग्रेड) अथवा किसी प्रत्यायित विदेशी विश्वविद्यालय से समतुल्य उपाधि।

ii) उपर्युक्त अर्हताओं को पूरा करने के साथ-साथ अभ्यर्थी ने विश्वविद्यालय अनुदान आयोग अथवा सीएसआईआर द्वारा आयोजित राष्ट्रीय पात्रता परीक्षा (एनईटी) उत्तीर्ण की हो अथवा विश्वविद्यालय अनुदान आयोग द्वारा प्रत्यायित इसी प्रकार की परीक्षा यथा एसएलईटी /एसईटी उत्तीर्ण की हो अथवा जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/ पीएचडी उपाधि के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2009 अथवा 2016 और समय-समय पर इनमें बाद में किए गए संशोधनों, जैसा भी मामला हो, के अनुसार पीएचडी की उपाधि प्रदान की गई हो, उन्हें एनईटी/ एसएलईटी/ एसईटी से छूट प्रदान की जाएगी:

बशर्त कि दिनांक 11 जुलाई, 2009 से पूर्व एमफिल/ पीएचडी कार्यक्रम के लिए पंजीकृत अभ्यर्थियों को उपाधि प्रदान करने वाली संस्थाओं के तत्कालीन विद्यमान अध्यादेशों/ उपनियमों/ विनियमों के उपबंधों द्वारा अभिशसित होंगे। ऐसे सभी पीएचडी धारक अभ्यर्थियों को निम्नलिखित शर्तों को पूरा करने के अध्याधीन विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सहायक आचार्य अथवा समतुल्य पदों पर भर्ती और नियुक्ति के लिए एनईटी/ एसएलईटी/ एसईटी की अपेक्षा से छूट प्रदान की जाएगी :-

(क) अभ्यर्थी को पीएचडी की उपाधि केवल नियमित पद्धति से प्रदान की गई हो;

(ख) पीएचडी शोध प्रबंध का मूल्यांकन कम से कम दो बाह्य परीक्षकों द्वारा किया गया हो;

(ग) पीएचडी के लिए अभ्यर्थी की एक खुली मौखिक परीक्षा आयोजित की गई हो;

(घ) अभ्यर्थी ने अपने पीएचडी कार्य से दो अनुसंधान पत्रों को प्रकाशित किया हो जिनमें से कम से कम एक संदर्भित जर्नल में प्रकाशित हुआ हो;

(ङ) अभ्यर्थी ने वि०अ०आ०/ आईसीएसएसआर/ सीएसआईआर अथवा ऐसी की किसी एजेंसी द्वारा प्रायोजित/ वित्तपोषित / सहायता प्राप्त सम्मेलनों/ विचार गोष्ठियों में अपने पीएचडी कार्यों के आधार पर कम से कम दो पत्रों को प्रस्तुत किया हो;

इन शर्तों को पूरा करने को संबंधित विश्वविद्यालय के कुल सचिव अथवा संकाय अध्यक्ष (शैक्षणिक कार्य) द्वारा सत्यापित किया जाए।

नोट: ऐसी विधाओं में निष्णात कार्यक्रमों के लिए एनईटी/एसएलईटी/ एसईटी अर्हता अपेक्षित नहीं होगी जिनमें वि०अ०आ०, सीएसआईआर द्वारा एनईटी/ एसएलईटी/ एसईटी अथवा वि०अ०आ० द्वारा प्रत्यायित इसी प्रकार की परीक्षा जैसे एनईटी/ एसएलईटी आदि आयोजित नहीं की जाती है।

अथवा

ख. (i) क्वैक्वेरेली सायमंड (क्यूएस) (ii) दि टाइम्स हॉयर एजुकेशन (टीएचई) अथवा (iii) शंघाई जियाओ टोंग यूनिवर्सिटी (शंघाई) के विश्व के विश्वविद्यालयों की शैक्षणिक रैंकिंग (एआरडब्ल्यू) द्वारा संपूर्ण विश्व में विश्वविद्यालय रैंकिंग में विश्व के शीर्षतम 500

रैंक वाले विदेशी विश्वविद्यालय/ संस्थान (किसी भी समय) से पीएचडी की उपाधि निम्नलिखित में से किसी एक से प्राप्त की गई हो।

नोट: विश्वविद्यालयों के लिए विनिर्दिष्ट परिशिष्ट II (तालिका 3क) और महाविद्यालयों के लिए विनिर्दिष्ट परिशिष्ट II (तालिका 3ख) में यथा विनिर्दिष्ट शैक्षणिक प्राप्तांकों पर केवल साक्षात्कार के लिए चुनने हेतु विचार किया जाएगा और चयन इस साक्षात्कार में किये गए प्रदर्शन पर आधारित होगा।

II. सह आचार्य:

अर्हता:

- i) संबंधित/ संबद्ध/ संगत विधाओं में पीएचडी की उपाधि के साथ बेहतरीन शैक्षणिक रिकार्ड।
- ii) कम से कम 55 प्रतिशत अंकों के साथ निष्णात उपाधि (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो वहां, प्वाइंट स्केल में समतुल्य ग्रेड)।
- iii) किसी भी शैक्षणिक/ अनुसंधान पद पर शिक्षण और/ अथवा अनुसंधान में न्यूनतम आठ वर्षों का अनुभव जो किसी विश्वविद्यालय, महाविद्यालय अथवा प्रत्यायित अनुसंधान संस्थान/ उद्योग में सहायक आचार्य के समान हो तथा समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में न्यूनतम सात प्रकाशनों का अनुभव और परिशिष्ट दो, तालिका 2 में दिए गए मानदंडों के अनुसार अनुसंधान में कुल पचहत्तर (75) अंकों के अनुसंधान प्राप्तांक।

III. आचार्य:

पात्रता (क अथवा ख) :

क.

- i) प्रतिष्ठित विद्वान जिसे संबंधित/ संबद्ध/ संगत विषय में पीएचडी की उपाधि प्राप्त हो और उच्च गुणवत्ता वाला प्रकाशन कार्य किया हो तथा प्रकाशित कार्य के साक्ष्य के साथ-साथ अनुसंधान में सक्रिय रूप से शामिल हो तथा समकक्ष व्यक्ति समीक्षित अथवा विश्वविद्यालय अनुदान आयोग सूचीबद्ध जर्नलों में न्यूनतम दस वर्षों का प्रकाशन अनुभव एवं परिशिष्ट- II, तालिका दो में दिए गए मानदंडों के अनुसार कुल 120 शोध प्राप्तांक अर्जित किए हों।
- ii) विश्वविद्यालय/ महाविद्यालय में सहायक आचार्य/ सह आचार्य/ आचार्य स्तर पर न्यूनतम दस वर्ष का शैक्षणिक अनुभव और/ अथवा विश्वविद्यालय/ राष्ट्रीय स्तर की संस्थाओं में समतुल्य स्तर पर शोध अनुभव के साथ सफल रूप से डाक्टोरल अभ्यर्थियों का मार्गदर्शन करने का साक्ष्य हो।

अथवा

- ख. उपर्युक्त- क/ उद्योग में शामिल नहीं किए गए किसी भी संस्थान से संगत/ संबद्ध/ अनुप्रयुक्त विधाओं में पीएचडी की उपाधि प्राप्त तथा दस्तावेजी साक्ष्य द्वारा समर्थित उत्कृष्ट पेशेवर जिन्होंने संबंधित/ संबद्ध/ संगत विषय में ज्ञान में महत्वपूर्ण योगदान दिया हो, बशर्ते कि उसे दस वर्षों के अनुभव हो।

IV. विश्वविद्यालयों में वरिष्ठ आचार्य

विश्वविद्यालय में आचार्यों की विद्यमान संस्वीकृत संख्या के 10 प्रतिशत संख्या तक सीधी भर्ती के माध्यम से विश्वविद्यालयों में वरिष्ठ आचार्य के रूप में नियुक्ति किया जा सकता है।

पात्रता:

- i) कोई प्रतिष्ठित विद्वान जिसका समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च गुणवत्ता वाले अनुसंधान प्रकाशन का बेहतर निष्पादन रिकार्ड हो तथा इन विधाओं में महत्वपूर्ण अनुसंधान योगदान और अनुसंधान पर्यवेक्षण किया हो।
- ii) किसी विश्वविद्यालय, महाविद्यालय अथवा राष्ट्रीय स्तर की किसी संस्थान में आचार्य के रूप में अथवा समतुल्य ग्रेड में शिक्षण/ अनुसंधान का न्यूनतम दस वर्ष का अनुभव हो।
- iii) यह चयन शैक्षणिक उपलब्धियों, तीन प्रतिष्ठित विषय विशेषज्ञ, जो वरिष्ठ आचार्य के पद से कम न हों, अथवा कम से कम दस वर्ष के अनुभव वाले आचार्य की अनुकूल समीक्षा पर आधारित होगा।
- iv) यह चयन, समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० के सूचीबद्ध जर्नलों में सर्वोत्तम दस प्रकाशनों और वि०अ०आ० विनियमों के अनुसार गठित चयन समिति के साथ सहक्रिया के साथ-साथ पिछले 10 वर्षों के दौरान उनकी पर्यवेक्षण में कम से कम दो अभ्यर्थियों को पीएचडी की उपाधि प्रदत्त किए जाने पर आधारित होगा।

V. महाविद्यालय प्राचार्य और आचार्य (प्राचार्य का ग्रेड)

क. पात्रता:

- i.) पीएचडी की उपाधि।
- ii.) विश्वविद्यालयों, महाविद्यालयों और उच्चतर शिक्षा की अन्य संस्थाओं में कम से कम पंद्रह वर्षों के शिक्षण/ अनुसंधान की सेवा/ अनुभव के साथ कोई आचार्य/ सह आचार्य।
- iii.) समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नल में कम से कम 10 अनुसंधान प्रकाशन।
- iv.) परिशिष्ट II, तालिका 2 के अनुसार न्यूनतम 110 अनुसंधान प्राप्तांक।

ख. अवधि

(i) किसी महाविद्यालय प्राचार्य को पांच वर्षों की अवधि के लिए नियुक्त किया जाएगा जिसका कार्यकाल इन विनियमों के अनुसार इस विश्वविद्यालय द्वारा गठित समिति द्वारा कार्यनिष्पादन मूल्यांकन के आधार पर पांच वर्ष की दूसरी अवधि के लिए बढ़ाया जा सकता है।

(ii) प्राचार्य के रूप में अपना कार्यकाल पूर्ण करने के पश्चात्, पदधारी, आचार्य के ग्रेड में आचार्य के पदनाम के साथ अपने मूल कार्यालय में पुनः कार्यभार ग्रहण करेगा।

VI. उप प्राचार्य

किसी मौजूदा वरिष्ठ संकाय सदस्य को दो वर्षों की अवधि के लिए प्राचार्य की सिफारिश पर महाविद्यालय के शासी निकाय द्वारा उप प्राचार्य के रूप में पदनामित किया जा सकता है जिन्हें उनके मौजूदा उत्तरदायित्वों के अतिरिक्त विशिष्ट कार्य सौंपे जा सकते हैं। किसी भी कारण से, प्राचार्य के अनुपस्थित होने पर उप प्राचार्य, प्राचार्य के शक्तियों का प्रयोग करेगा।

4.2. संगीत, परफार्मिंग आर्ट्स, विजुअल आर्ट्स और अन्य परंपरागत भारतीय कला स्वरूपों यथा शिल्पकला आदि।

I. सहायक आचार्य:

पात्रता (क अथवा ख):

क.

i) किसी भारतीय/ विदेशी विश्वविद्यालय से संबंधित विषय अथवा किसी समतुल्य उपाधि में कम से कम 55 प्रतिशत अंकों के साथ निष्णात उपाधि (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो प्वाइंट स्केल में समतुल्य ग्रेड)।

ii) उपर्युक्त अर्हताओं को पूरा करने के साथ-साथ अभ्यर्थी ने वि०अ०आ० अथवा सीएसआईआर द्वारा आयोजित राष्ट्रीय पात्रता परीक्षा (एनईटी) उत्तीर्ण की हो अथवा वि०अ०आ० द्वारा प्रत्यायित इसी प्रकार की परीक्षा यथा एसएलईटी/ एसईटी उत्तीर्ण की हो अथवा जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/ पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2009 अथवा 2016 और समय-समय पर इनमें बाद में किए गए संशोधनों, जैसा भी मामला हो, के अनुरूप पीएचडी की उपाधि प्रदान की गई हो।

बशर्ते आगे कि दिनांक 11 जुलाई, 2009 से पूर्व एमफिल/ पीएचडी कार्यक्रम के लिए पंजीकृत अभ्यर्थियों को उपाधि प्रदान करने वाली संस्थाओं के तत्कालीन विद्यमान अध्यादेशों/ उपनियमों/ विनियमों के उपबंधों द्वारा अभिशासित होंगे। ऐसे सभी पीएचडी धारक अभ्यर्थियों को निम्नलिखित शर्तों को पूरा करने के अध्याधीन विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सहायक आचार्य अथवा समतुल्य पदों पर भर्ती और नियुक्ति के लिए एनईटी/एसएलईटी/एसईटी की अपेक्षा से छूट प्रदान की जाएगी :-

(क) अभ्यर्थी को पीएचडी की उपाधि केवल नियमित पद्धति से प्रदान की गई हो;

(ख) पीएचडी शोध प्रबंध का मूल्यांकन कम से कम दो बाह्य परीक्षकों द्वारा किया गया हो;

(ग) पीएचडी के लिए अभ्यर्थी की एक खुली मौखिक परीक्षा आयोजित की गई हो;

(घ) अभ्यर्थी ने अपने पीएचडी कार्य से दो अनुसंधान पत्रों को प्रकाशित किया हो जिनमें से कम से कम एक संदर्भित जर्नल में प्रकाशित हुआ हो;

(ङ) अभ्यर्थी ने वि०अ०आ०/ एआईसीटीई/ आईसीएसएसआर/ सीएसआईआर अथवा ऐसी किसी अन्य एजेंसी द्वारा प्रायोजित/ वित्तपोषित/ सहायता प्राप्त सम्मेलनों/ विचार गोष्ठियों में अपने पीएचडी कार्यों के आधार पर कम से कम दो पत्रों को प्रस्तुत किए हों;

नोट 1: इन शर्तों को पूरा करने को संबंधित विश्वविद्यालय के कुल सचिव अथवा संकाय अध्यक्ष (शैक्षणिक कार्य) द्वारा अनुप्रमाणित किया जाए।

नोट 2: ऐसी विधाओं में निष्णात कार्यक्रमों के लिए एनईटी/एसएलईटी/ एसईटी उत्तीर्ण किया जाना अपेक्षित नहीं होगा जिसके लिए वि०अ०आ०, सीएसआईआर द्वारा एनईटी/ एसएलईटी/ एसईटी अथवा वि०अ०आ० द्वारा प्रत्यायित समान परीक्षा (जैसे एसईएलटी/ एसईटी) आयोजित नहीं की जाती है।

अथवा

ख. एक परंपरागत अथवा पेशेवर कलाकार जिसकी संबंधित विधा में अत्यंत उल्लेखनीय पेशेवर उपलब्धि रही हो और जिन्हें स्नातक की उपाधि प्राप्त हो, जिन्होंने:

- i) प्रसिद्ध परंपरागत उस्ताद(दों)/ कलाकार(रों) के अधीन अध्ययन किया हो।
- ii) वह आकाशवाणी/ दूरदर्शन में 'क' श्रेणी का कलाकार रहा हो;
- iii) वह संबंधित विषय में तार्किक तर्कशक्ति के साथ व्याख्या करने की क्षमता रखता हो; और
- iv) संबंधित विधा में सदोहारण सिद्धांत पढ़ाने के लिए पर्याप्त ज्ञान से सम्पन्न हो।

II. सह आचार्य :

पात्रता (क अथवा ख):

क.

- i) डॉक्टरल उपाधि के साथ बेहतर शैक्षणिक रिकार्ड।
- ii) उच्च पेशेवर मानक के साथ कार्यनिष्पादन क्षमता।
- iii) किसी विश्वविद्यालय अथवा महाविद्यालय में शिक्षण कार्य में आठ वर्ष का अनुभव और/ अथवा किसी विश्वविद्यालय/ राष्ट्रीय स्तर के संस्थान में अनुसंधान में आठ वर्ष का अनुभव जोकि किसी विश्वविद्यालय/ महाविद्यालय में सहायक आचार्य के समतुल्य हो।
- iv) उन्होंने गुणवत्तापूर्ण प्रकाशन द्वारा यथा प्रमाणित संबंधित विषय में ज्ञान में महत्वपूर्ण योगदान दिया हो।

अथवा

ख. एक परंपरागत अथवा पेशेवर कलाकार जिसकी संबंधित विषय में अत्यंत उल्लेखनीय पेशेवर उपलब्धि हो और जिन्हें संबंधित विषय में निष्णात उपाधि प्राप्त की हो, जो:

- i) आकाशवाणी / दूरदर्शन में 'क' श्रेणी का कलाकार रहा हो;
- ii) विशेषज्ञता के क्षेत्र में आठ वर्ष की उल्लेखनीय कार्यनिष्पादन उपलब्धि रही हो;
- iii) नए पाठ्यक्रम और/ अथवा पाठ्यचर्या का तैयार करने का अनुभव रहा हो;
- iv) प्रसिद्ध संस्थाओं में राष्ट्रीय स्तर की विचार गोष्ठियों/सम्मेलनों /संगीतगोष्ठियों में भाग लिया हो; और

v) वह संबंधित विषय में तार्किक तर्कशक्ति के साथ व्याख्या करने की क्षमता रखता हो और उक्त विधा में सदोहारण सिद्धांत पढ़ाने के लिए पर्याप्त ज्ञान से सम्पन्न हो।

III. आचार्य :

पात्रता (क अथवा ख):

क.

- i) डॉक्टरल उपाधि के साथ प्रतिष्ठित विद्वान।
- ii) विश्वविद्यालय/ महाविद्यालय में शिक्षण और/ अथवा विश्वविद्यालय/ राष्ट्रीय स्तर की संस्थाओं में अनुसंधान में कम से कम दस वर्ष के अनुभव के साथ सक्रिय रूप से जुड़े रहे हों।
- iii) समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में न्यूनतम 6 अनुसंधान प्रकाशित हुए हों।
- iv) परिशिष्ट— II, तालिका— दो के अनुसार अनुसंधान में कुल 120 प्रप्तांक हों।

अथवा

ख. एक परंपरागत अथवा पेशेवर कलाकार जिसकी संबंधित विषय में अत्यंत उल्लेखनीय पेशेवर उपलब्धि रही हो,

- i) संबंधित विषय में निष्णात उपाधि धारक हो;
- ii) आकाशवाणी/ दूरदर्शन का 'क' श्रेणी का कलाकार रहा हो;
- iii) विशेषज्ञता के क्षेत्र में दस वर्ष का उत्कृष्ट कार्यनिष्पादन की उपलब्धि रही हो;
- iv) विशेषज्ञता के क्षेत्र में महत्वपूर्ण योगदान दिया हो और अनुसंधान में मार्गदर्शन करने की क्षमता हो;
- v) राष्ट्रीय/ अंतरराष्ट्रीय विचार गोष्ठियों/ सम्मेलनों/ कार्यशालाओं / संगीतगोष्ठियों में भागीदारी की हो और राष्ट्रीय / अंतरराष्ट्रीय पुरस्कार/ अध्येतावृत्तियां प्राप्त की हों;
- vi) संबंधित विषय में तार्किक तर्कशक्ति के साथ व्याख्या करने की क्षमता रखता हो; और
- vii) उक्त विधा में सदोहारण सिद्धांत पढ़ाने के लिए पर्याप्त ज्ञान से सम्पन्न हो।

4.3 नाट्य विधा:**I. सहायक आचार्य****पात्रता (क अथवा ख)****क.**

i) भारतीय/ विदेशी विश्वविद्यालय से संबंधित विषय अथवा किसी समतुल्य उपाधि में कम से कम 55 प्रतिशत अंकों के साथ निष्णात उपाधि (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो प्वाइंट स्केल में समतुल्य ग्रेड)।

ii) उपर्युक्त अर्हताओं को पूरा करने के साथ- साथ अभ्यर्थी ने वि०अ०आ० अथवा सीएसआईआर द्वारा आयोजित राष्ट्रीय पात्रता परीक्षा (एनईटी) उत्तीर्ण की हो अथवा वि०अ०आ० द्वारा प्रत्यायित इसी प्रकार की परीक्षा यथा एसएलईटी/ एसईटी उत्तीर्ण की हो अथवा जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/ पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2009 अथवा 2016 और समय-समय पर इनमें बाद में किए गए संशोधनों, जैसा भी मामला हो, के अनुसार पीएचडी की उपाधि प्रदान की गई हो।

बशर्ते आगे कि दिनांक 11 जुलाई, 2009 से पूर्व एमफिल/ पीएचडी कार्यक्रम के लिए पंजीकृत अभ्यर्थियों को उपाधि प्रदान करने वाली संस्थाओं के तत्कालीन विद्यमान अध्यादेशों/ उपनियमों/ विनियमों के उपबंधों द्वारा अभिशासित होंगे। ऐसे सभी पीएचडी धारक अभ्यर्थियों को निम्नलिखित शर्तों को पूरा करने के अध्याधीन विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सहायक आचार्य अथवा समतुल्य पदों पर भर्ती और नियुक्ति के लिए एनईटी/एसएलईटी/एसईटी की अपेक्षा से छूट प्रदान की जाएगी :-

(क) अभ्यर्थी को पीएचडी की उपाधि केवल नियमित पद्धति से प्रदान की गई हो;

(ख) पीएचडी शोध प्रबंध का मूल्यांकन कम से कम दो बाह्य परीक्षकों द्वारा किया गया हो;

(ग) पीएचडी के लिए अभ्यर्थी की एक खुली मौखिक परीक्षा आयोजित की गई हो;

(घ) अभ्यर्थी ने अपने पीएचडी कार्य से दो अनुसंधान पत्रों को प्रकाशित किया हो जिनमें से कम से कम एक संदर्भित जर्नल में प्रकाशित हुआ हो;

(ङ.) अभ्यर्थी ने वि०अ०आ०/ सीएसआईआर/ आईसीएसएसआर अथवा ऐसी की किसी एजेंसी द्वारा प्रायोजित/ वित्तपोषित / सहायता प्राप्त सम्मेलनों/ विचार गोष्ठियों में अपने पीएचडी कार्यों के आधार पर कम से कम दो पत्रों को प्रस्तुत किया हो;

नोट 1: इन शर्तों को पूरा करने को संबंधित विश्वविद्यालय के कुल सचिव अथवा संकाय अध्यक्ष (शैक्षणिक कार्य) द्वारा अधिप्रमाणित किया जाए।

नोट 2: ऐसी विधाओं में निष्णात कार्यक्रमों के लिए एनईटी/एसएलईटी/ एसईटी उत्तीर्ण किया जाना अपेक्षित नहीं होगा जिसके लिए वि०अ०आ०, सीएसआईआर द्वारा एनईटी/ एसएलईटी/ एसईटी अथवा वि०अ०आ० द्वारा प्रत्यायित समान परीक्षा (जैसे एसईएलटी/ एसईटी) आयोजित नहीं की जाती है।

अथवा

ख. संबंधित विषय में उच्च उल्लेखनीय पेशेवर उपलब्धि रखने वाला कोई परंपरागत अथवा पेशेवर कलाकार जिसके पास:

- भारतीय नाट्य विद्यालय अथवा भारत या विदेश में किसी अन्य ऐसी ही संस्थान से 55 प्रतिशत अंक (अथवा जहां ग्रेडिंग प्रणाली लागू हो वहां प्वाइंट स्केल में समान ग्रेड की उपाधि) के साथ तीन वर्षीय स्नातक की उपाधि/ स्नातकोत्तर डिप्लोमा की उपाधि के साथ पेशेवर कलाकार रहा हो;
- साक्ष्य सहित क्षेत्रीय/ राष्ट्रीय/ अंतरराष्ट्रीय स्तर पर पांच वर्ष का नियमित रूप से प्रशंसनीय कार्यनिष्पादन रहा हो; और
- संबंधित विषय की तार्किक रूप से व्याख्या करने की क्षमता हो और संबंधित विधा में सदोहारण सिद्धांत पक्ष को पढ़ाने की पर्याप्त जानकारी हो।

II. सह आचार्य:

पात्रता (क अथवा ख) :

क.

- संबंधित विश्वविद्यालय द्वारा उक्त उद्देश्य के लिए गठित की गई विशेषज्ञ समिति द्वारा यथा अनुप्रमाणित उच्च पेशेवर मानकों के कार्यनिष्पादन की क्षमता के साथ पीएचडी की उपाधि सहित उत्कृष्ट शैक्षणिक रिकार्ड रहा हो।
- किसी विश्वविद्यालय/ महाविद्यालय में शिक्षण कार्य में आठ वर्ष का अनुभव और/ अथवा किसी विश्वविद्यालय/ राष्ट्रीय स्तर की संस्थाओं में शोध कार्य में आठ वर्ष का अनुभव रहा हो जोकि किसी विश्वविद्यालय/ महाविद्यालय के सहायक आचार्य के समतुल्य हो।
- गुणवत्तापूर्ण प्रकाशन द्वारा यथा प्रमाणित, संबंधित विषय में ज्ञान में महत्वपूर्ण योगदान दिया हो।

अथवा

ख. एक परंपरागत अथवा पेशेवर कलाकार जिसकी संबंधित विषय में अत्यंत उल्लेखनीय पेशेवर उपलब्धि रही हो और जिन्हें संबंधित विषय में निष्णात उपाधि प्राप्त की हो, जो:

- रंगमंच/ रेडियो/ टेलीविजन में जाना- माना कलाकार रहा हो;
- विशेषज्ञता के क्षेत्र में आठ वर्ष की उल्लेखनीय कार्यनिष्पादन उपलब्धि रहा हो;
- नए पाठ्यक्रम और/ अथवा पाठ्यचर्या का तैयार करने का अनुभव रहा हो;
- प्रख्यात संस्थाओं में संगोष्ठियों/ सम्मेलनों में भाग लिया हो; और

v) वह संबंधित विषय में तार्किक तर्कशक्ति के साथ व्याख्या करने की क्षमता रखता हो और उक्त विधा में सदोहारण सिद्धांत पढ़ाने के लिए पर्याप्त ज्ञान से सम्पन्न हो।

III. आचार्य

पात्रता (क अथवा ख) :

क. डॉक्टरेट की उपाधि सहित अनुसंधान कार्य से सक्रिय रूप से जुड़े प्रख्यात विद्वान हो और विशेषज्ञता वाले क्षेत्र में उत्कृष्ट कार्यनिष्पादन उपलब्धियों के साथ डॉक्टरेट स्तर पर अनुसंधान मार्गदर्शन प्रदान करने में अनुभव सहित विश्वविद्यालय/ राष्ट्रीय स्तर के संस्थान में शिक्षण और/ अथवा अनुसंधान में दस वर्ष का अनुभव हो साथ ही समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में कम से कम 6 अनुसंधान प्रकाशन एवं परिशिष्ट— II, तालिका— दो में दिए गए मानदंडों के अनुसार शोध में कुल 120 अंक प्राप्त किए हों।

अथवा

ख. एक परंपरागत अथवा पेशेवर कलाकार जिसकी संबंधित विषय में अत्यंत उल्लेखनीय पेशेवर उपलब्धि रही हो और जिनके पास:

- संगत विषय में निष्णात उपाधि हो;
- विशेषज्ञता वाले क्षेत्र में दस वर्ष की उत्कृष्ट कार्यनिष्पादन उपलब्धि रही हो;
- उत्कृष्टता के क्षेत्र में महत्वपूर्ण योगदान दिया गया हो ;
- अनुसंधान में मार्गदर्शन प्रदान किया हो;
- राष्ट्रीय/ अंतरराष्ट्रीय विचार गोष्ठियों/ सम्मेलनों/ कार्यशालाओं में भागीदारी की हो और/ अथवा राष्ट्रीय/ अंतरराष्ट्रीय पुरस्कार/ अध्येतावृत्तियां प्राप्त की हों;
- संबंधित विषय को तार्किक रूप से स्पष्ट करने की क्षमता हो;

vii) उक्त विषय में उदाहरणों सहित सिद्धांत को पढ़ाने हेतु पर्याप्त ज्ञान हो।

4.4 योग विधा

I. सहायक आचार्य:

पात्रता (क अथवा ख) :

क. भारतीय/ विदेशी विश्वविद्यालय से संबंधित विषय अथवा किसी समतुल्य उपाधि में कम से कम 55 प्रतिशत अंकों के साथ योग अथवा अन्य संगत विषय में निष्णात उपाधि (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो उस स्थिति में प्वाइंट स्केल में समतुल्य ग्रेड) सहित अच्छा शैक्षणिक रिकार्ड हो।

इसके साथ-साथ, उपर्युक्त अर्हताओं को पूरा करने के अतिरिक्त अभ्यर्थी ने वि०अ०आ० अथवा सीएसआईआर द्वारा आयोजित राष्ट्रीय पात्रता परीक्षा (एनईटी) अथवा वि०अ०आ० द्वारा प्रत्यायित ऐसी ही परीक्षा यथा एसएलईटी/ एसईटी उत्तीर्ण की हो अथवा जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/ पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2009 अथवा 2016 और समय-समय पर इनमें बाद में किए गए संशोधनों, जैसा भी मामला हो, के अनुसार पीएचडी की उपाधि प्रदान की गई हो।

अथवा

ख. किसी भी विषय में 55 प्रतिशत अंकों के साथ निष्णात उपाधि धारक (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो, उस स्थिति में प्वाइंट स्केल में समान ग्रेड) और विश्वविद्यालय अनुदान आयोग (एमफिल/ पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक और प्रक्रिया) विनियम, 2009 अथवा 2016 और समय-समय पर इनमें किए गए संशोधन, जैसा भी मामला हो, के अनुरूप योग* में पीएचडी की उपाधि धारक हो।

* नोट: योग के इस नए उभरते क्षेत्र में शिक्षकों की कमी को ध्यान में रखते हुए यह विकल्प दिया गया है और यह इन विनियमों के अधिसूचना की तिथि से केवल पांच वर्षों के लिए ही मान्य होगा।

II. सह आचार्य

- i) संबंधित विषय अथवा संगत विषय में पीएचडी उपाधि के साथ बेहतर शैक्षणिक रिकार्ड।
- ii) कम से कम 55 प्रतिशत अंकों के साथ स्नातकोत्तर उपाधि (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो, उस स्थिति में प्वाइंट स्केल में समतुल्य ग्रेड) प्राप्त की हो।
- iii) किसी शैक्षणिक/ अनुसंधान पद जो, किसी विश्वविद्यालय, महाविद्यालय अथवा प्रत्यायित अनुसंधान संस्थान/ उद्योग में सहायक आचार्य के समतुल्य हो, में प्रकाशन कार्य के साक्ष्य सहित न्यूनतम आठ वर्ष का शिक्षण कार्य और/ अथवा अनुसंधान का अनुभव हो और पुस्तकों के रूप में और/ अथवा समकक्ष व्यक्ति समीक्षित अनुसंधान/ नीतिगत पत्रों अथवा वि०अ०आ० सूचीबद्ध जर्नलों में कम से कम सात प्रकाशन किए हों और परिशिष्ट-II, तालिका- 2 में दिए गए मानदंडों के अनुसार कम से कम पचहत्तर (75) कुल अनुसंधान अंक प्राप्त किए हों।

III. आचार्य

पात्रता (क और ख) :

क.

- i) संबद्ध/ संगत विषय में पीएचडी की उपाधि के साथ प्रतिष्ठित विद्वान हो और उच्च गुणवत्ता वाला प्रकाशन कार्य किया हो, प्रकाशित कार्य के साक्ष्य के साथ अनुसंधान में सक्रिय रूप से जुड़े हों, और प्रकाशन कार्य के साक्ष्य सहित पुस्तकों के रूप में और/ अथवा समकक्ष व्यक्ति समीक्षित अनुसंधान/ नीतिगत पत्रों अथवा वि०अ०आ० सूचीबद्ध जर्नलों में कम से कम दस प्रकाशन किए हों और परिशिष्ट-II, तालिका- 2 में दिए गए मानदंडों के अनुसार कम से कम 120 कुल अनुसंधान अंक प्राप्त किए हों।
- ii) किसी विश्वविद्यालय/ महाविद्यालय में न्यूनतम दस वर्षों का शिक्षण अनुभव अथवा विश्वविद्यालय/ राष्ट्रीय स्तर की संस्थानों/ उद्योगों में अनुसंधान का अनुभव हो और डॉक्टोरल अभ्यर्थियों का सफलतापूर्वक मार्गदर्शन करने के साक्ष्य हो।

अथवा

ख. संगत क्षेत्र में प्रतिष्ठित ख्याति प्राप्त उत्कृष्ट पेशेवर जिन्होंने प्रत्यायन द्वारा अभिपुष्टि किए जाने वाले संबंधित /संबद्ध / संगत विषय में ज्ञान के क्षेत्र में महत्वपूर्ण योगदान दिया हो।

4.5 पेशे से जुड़े रोगोपचार के शिक्षकों की नियुक्ति के लिए अर्हताएं, अनुभव और अन्य पात्रता संबंधी अपेक्षाएं

I. सहायक आचार्य:

किसी मान्यता प्राप्त विश्वविद्यालय से कम से कम 55 प्रतिशत अंकों (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो, वहां प्वाइंट स्केल में समतुल्य ग्रेड) के साथ पेशे से जुड़े रोगोपचारों में स्नातक उपाधि (बी.ओ.टी./ बी.टीएच.ओ./ बी.ओ.टीएच.), पेशे से जुड़े रोगोपचारों में निष्णात उपाधि (एम.ओ.टीएच./ एम.टीएच.ओ./ एम.एससी. ओ.टी./ एम.ओ.टी.)।

II. सह आचार्य:

- i) अनिवार्य: सहायक आचार्य के रूप में आठ वर्ष के अनुभव के साथ पेशे से जुड़े रोगोपचारों में निष्णात उपाधि (एम.ओ.टी./एम.ओ.टीएच./ एम.ओ.टीएच./ एम.एससी.ओ.टी.)।
- ii) वांछनीय: वि०अ०आ० द्वारा मान्यता प्राप्त पेशे से जुड़े रोगोपचारों की किसी भी विधा में पीएचडी की उपाधि सहित उच्च योग्यता और समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च मानकों का प्रकाशन कार्य।

III. आचार्य:

- i) अनिवार्य: पेशे से जुड़े रोगोपचारों में कुल दस वर्ष के अनुभव के साथ पेशे से जुड़े रोगोपचारों में निष्णात उपाधि (एम.ओ.टीएच./ एम.टीएच.ओ./ एम. एससी. ओ.टी.)।
- ii) वांछनीय: वि०अ०आ० द्वारा मान्यता प्राप्त पेशे से जुड़े रोगोपचारों की किसी विधा में पीएचडी की उपाधि जैसी उच्च योग्यता और समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च मानकों का प्रकाशन कार्य।

IV. प्राचार्य/ निदेशक/ संकाय अध्यक्ष:

अनिवार्य: पंद्रह वर्षों के अनुभव के साथ पेशे से जुड़े रोगोपचारों में निष्णात उपाधि (एमओटी/ एम.टीएच.ओ./ एम.ओ.टीएच./ एम.एससी.ओ.टी.) जिसमें आचार्य (पेशे से जुड़े रोगोपचारों) के रूप में पांच वर्ष का अनुभव शामिल होगा।

नोट:

- (i) संस्थान के वरिष्ठतम आचार्य को प्राचार्य/ निदेशक/ संकाय अध्यक्ष के रूप में पदनामित किया जाएगा।
- (ii) वांछनीय: वि०अ०आ० द्वारा मान्यता प्राप्त पेशे से जुड़े रोगोपचारों की किसी विधा में पीएचडी की उपाधि जैसी उच्च अर्हता और समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च मानक वाले प्रकाशन कार्य।

4.6 भौतिक चिकित्सा के शिक्षकों की नियुक्ति के लिए अर्हताएं, अनुभव और अन्य पात्रता संबंधी अपेक्षाएं।

I. सहायक आचार्य:

किसी मान्यता प्राप्त विश्वविद्यालय से कम से कम 55 प्रतिशत अंक (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू है, वहां प्वाइंट स्केल में समतुल्य ग्रेड) के साथ भौतिक चिकित्सा में स्नातक उपाधि (बीपी/टी./बी. टीएच./ बी.पी.टीएच.), भौतिक चिकित्सा में निष्णात उपाधि (एम. एंड पी. टीएच./ एम.टीएच. पीटी/ एम. पी.टी.)।

II. सह आचार्य:

- i) अनिवार्य: सहायक आचार्य के रूप में आठ वर्षों के अनुभव के साथ भौतिक चिकित्सा में निष्णात उपाधि (एम.पी.टी./एम.पी.टीएच./ एम.टीएच.पी./ एम.एससी.पी.टी.)।
- ii) वांछनीय: वि०अ०आ० द्वारा मान्यता प्राप्त भौतिक चिकित्सा की किसी विधा में पीएचडी की उपाधि के रूप में उच्च अर्हता एवं समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च मानक वाला प्रकाशन कार्य।

III. आचार्य:

अनिवार्य: दस वर्ष के अनुभव के साथ भौतिक चिकित्सा में निष्णात उपाधि (एम.पी.टी./ एम.पी.टीएच./ एम.टीएच.पी./ एम.एससी.पी.टी.)।

वांछनीय:

- (i) वि०अ०आ० द्वारा किसी मान्यता प्राप्त भौतिक चिकित्सा विधा में पीएचडी जैसी उच्चतर शिक्षा, और
- (ii) समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च मानक वाला प्रकाशन कार्य।

IV. प्राचार्य/ निदेशक/ संकाय अध्यक्ष:

अनिवार्य: प्राचार्य (भौतिक चिकित्सा) के रूप में पांच वर्षों के अनुभव के साथ पंद्रह वर्षों के कुल अनुभव सहित भौतिक चिकित्सा में निष्णात उपाधि (एम. पी. टी./ एम. टीएच. पी./ एम.पी.टीएच./ एम.एससी.पी.टी.)।

नोट:

- (i) वरिष्ठतम आचार्य को प्राचार्य/ निदेशक/ संकाय अध्यक्ष के रूप में नामोद्दिष्ट किया जाएगा।
- (ii) वांछनीय: वि०अ०आ० द्वारा मान्यता प्राप्त भौतिक चिकित्सा की किसी विधा में पीएचडी जैसी उच्च अर्हता और समकक्ष व्यक्ति समीक्षित तथा वि०अ०आ० सूचीबद्ध जर्नलों में उच्च मानक वाला प्रकाशन कार्य।

4.7 विश्वविद्यालय सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष, विश्वविद्यालय उप पुस्तकाध्यक्ष और विश्वविद्यालय पुस्तकाध्यक्ष के पदों पर सीधी भर्ती के लिए न्यूनतम अर्हताएं।

I. विश्वविद्यालय सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष

- i) कम से कम 55 प्रतिशत अंकों (अथवा जहां ग्रेडिंग प्रणाली लागू हो वहां प्वाइंट स्केल में समतुल्य ग्रेड) के साथ पुस्तकालय विज्ञान, सूचना विज्ञान अथवा प्रलेखन विज्ञान में निष्णात उपाधि अथवा समतुल्य पेशेवर उपाधि।
- ii) पुस्तकालय में कंप्यूटरीकरण के ज्ञान के साथ सतत् रूप से बेहतर शैक्षणिक रिकार्ड।
- iii) उपर्युक्त अर्हताओं को पूरा करने के अलावा, अभ्यर्थी को वि०अ०आ०, सीएसआईआर द्वारा आयोजित राष्ट्रीय पात्रता परीक्षा (एनईटी) अथवा वि०अ०आ० द्वारा प्रत्यायित समान परीक्षा यथा एसएलईटी/एसईटी उत्तीर्ण करनी होगी अथवा जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक व प्रक्रिया) विनियम, 2009 अथवा 2016 एवं समय-समय पर इनमें किए गए संशोधनों, जैसा भी मामला हो, के अनुसार पीएचडी की उपाधि प्रदान की गई हो:

बशर्ते कि दिनांक 11 जुलाई, 2009 से पूर्व पीएचडी की उपाधि के लिए पंजीकृत अभ्यर्थी ऐसी उपाधि प्रदान करने वाली संस्थाओं के मौजूदा अध्यादेशों/ उपविधियों/विनियमों के उपबंधों द्वारा अभिशासित होंगे तथा ऐसे पीएचडी अभ्यर्थियों द्वारा निम्नलिखित शर्तों को पूरा करने के अधधीन विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सहायक आचार्य अथवा समकक्ष पदों पर भर्ती और नियुक्ति के लिए एनईटी/ एसएलईटी/ एसईटी की अपेक्षाओं से छूट प्राप्त होगी:-

- (क) अभ्यर्थी को पीएचडी की उपाधि केवल नियमित पद्धति से प्रदान की गई हो;
- (ख) पीएचडी शोध प्रबंध का कम से कम दो बाह्य परीक्षकों द्वारा मूल्यांकन किया गया हो;
- (ग) पीएचडी के लिए अभ्यर्थी की एक खुली मौखिक परीक्षा आयोजित की गई हो;
- (घ) अभ्यर्थी ने अपने पीएचडी कार्य से दो अनुसंधान पत्रों को प्रकाशित किया हों जिनमें से कम से कम एक रेफर्ड जर्नल में प्रकाशित हुआ हो;
- (ङ.) अभ्यर्थी ने वि०अ०आ०/ आईसीएसएसआर/ सीएसआईआर अथवा इसी प्रकार की एजेंसी द्वारा प्रायोजित/ वित्तपोषित / सहायता प्राप्त सम्मेलनों/ विचार गोष्ठियों में अपने पीएचडी कार्यों के आधार पर कम से कम दो पत्रों को प्रस्तुत किए हों।

नोट

- i. इन शर्तों को पूरा करने को संबंधित विश्वविद्यालय के कुल सचिव अथवा संकाय अध्यक्ष (शैक्षणिक कार्य) द्वारा अभिप्रमाणित किया जाएगा।
- ii. ऐसे निष्णात कार्यक्रमों में एनईटी/ एसएलईटी/ एसईटी परीक्षा उत्तीर्ण करना अपेक्षित नहीं होगा जिसके लिए वि०अ०आ०, सीएसआईआर द्वारा एनईटी/ एसएलईटी/ एसईटी अथवा वि०अ०आ० द्वारा एसएलईटी/ एसईटी जैसी परीक्षा आयोजित नहीं की जाती हो।

II. विश्वविद्यालय उप पुस्तकाध्यक्ष

- i) कम से कम 55 प्रतिशत अंकों के साथ पुस्तकालय विज्ञान/ सूचना विज्ञान/ प्रलेखन विज्ञान में निष्णात उपाधि अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू है वहां प्वाइंट स्केल में समान ग्रेड प्राप्त किया हो।
- ii) सहायक विश्वविद्यालय पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष के रूप में आठ वर्षों का अनुभव।
- iii) पुस्तकालय में आईसीटी के समेकन के साथ नवोन्मेषी पुस्तकालय सेवाओं का साक्ष्य।
- iv) पुस्तकालय विज्ञान/ सूचना विज्ञान/ प्रलेखन विज्ञान/ अभिलेख और पुस्तकालय की पांडुलिपियों का रखरखाव/ कंप्यूटरीकरण करने में पीएचडी की उपाधि।

III. विश्वविद्यालय पुस्तकाध्यक्ष

- i) कम से कम 55 प्रतिशत अंकों अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू है वहां प्वाइंट स्केल में समान ग्रेड के साथ पुस्तकालय विज्ञान/ सूचना विज्ञान/ प्रलेखन विज्ञान में निष्णात उपाधि।

ii) विश्वविद्यालय पुस्तकालय में किसी भी स्तर पर पुस्तकाध्यक्ष के रूप में कम से कम दस वर्षों का अनुभव अथवा पुस्तकालय विज्ञान में सहायक/ सह आचार्य के रूप में दस वर्षों का शिक्षण अनुभव अथवा किसी महाविद्यालय पुस्तकाध्यक्ष के रूप में दस वर्षों का अनुभव।

iii) किसी पुस्तकालय में आईसीटी के समेकन के साथ नवोन्मेषी पुस्तकालय सेवाओं का साक्ष्य।

iv) पुस्तकालय विज्ञान/ सूचना विज्ञान/ प्रलेखन/ अभिलेख और पांडुलिपि के रखरखाव में पीएचडी की उपाधि।

4.8 शारीरिक शिक्षा और खेलकूद के सहायक निदेशकों एवं शारीरिक शिक्षा और खेलकूद के उपनिदेशक तथा शारीरिक शिक्षा और खेलकूद के निदेशक (डीपीईएस) के पदों के लिए न्यूनतम अर्हताएं।

I. विश्वविद्यालय में शारीरिक शिक्षा और खेलकूद के सहायक निदेशक तथा महाविद्यालय में शारीरिक और खेलकूद के निदेशक

पात्रता (क अथवा ख):

क.

i) शारीरिक शिक्षा और खेलकूद विज्ञान अथवा शारीरिक शिक्षा और खेलकूद विज्ञान में 55 प्रतिशत अंकों (अथवा जहां कहीं भी ग्रेडिंग प्रणाली लागू हो वहां प्वाइंट स्केल में समतुल्य ग्रेड) के साथ निष्णात उपाधि।

ii) अंतर्विश्वविद्यालयी/ अंतर्महाविद्यालयी प्रतिस्पर्धाओं अथवा राज्य और/ अथवा राष्ट्रीय चैम्पियनशिपों में विश्वविद्यालय/ महाविद्यालय का प्रतिनिधित्व करने का रिकार्ड।

iii) उपर्युक्त अर्हताओं को पूरा करने के अलावा, अभ्यर्थी को वि0अ0आ0 अथवा सीएसआईआई द्वारा आयोजित राष्ट्रीय पात्रता परीक्षा (एनईटी) अथवा वि0अ0आ0 द्वारा प्रत्यायित समान परीक्षा यथा एसएलईटी/ एसईटी उत्तीर्ण करनी होगी अथवा जिन्हें विश्वविद्यालय अनुदान आयोग (एमफिल/ पीएचडी उपाधि प्रदान करने के लिए न्यूनतम मानक व प्रक्रिया) विनियम, 2009 अथवा 2016 एवं समय- समय पर इनमें किए गए संशोधनों, जैसा भी मामला हो, के अनुसार शारीरिक शिक्षा अथवा शारीरिक शिक्षा और खेलकूद अथवा खेल विज्ञान में पीएचडी की उपाधि प्रदान की गई हो:

बशर्ते कि दिनांक 11 जुलाई, 2009 से पूर्व पीएचडी की उपाधि के लिए पंजीकृत अभ्यर्थी ऐसी उपाधि प्रदान करने वाली संस्थाओं के मौजूदा अध्यादेशों/ उपविधियों/ विनियमों के उपबंधों द्वारा अभिशासित होंगे तथा ऐसे पीएचडी धारक अभ्यर्थियों को निम्नलिखित शर्तों को पूरा करने के अध्यक्षीन विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सहायक आचार्य अथवा समकक्ष पदों पर भर्ती और नियुक्ति के लिए एनईटी/ एसएलईटी/ एसईटी की अपेक्षाओं से छूट प्राप्त होगी:

(क) अभ्यर्थी को पीएचडी की उपाधि केवल नियमित पद्धति से प्रदान की गई हो;

(ख) पीएचडी शोध प्रबंध का कम से कम दो बाह्य परीक्षकों द्वारा मूल्यांकन किया गया हो;

(ग) पीएचडी के लिए अभ्यर्थी की एक खुली मौखिक परीक्षा आयोजित की गई हो;

(घ) अभ्यर्थी ने अपने पीएचडी कार्य से दो अनुसंधान पत्रों को प्रकाशित किया हो जिनमें से कम से कम एक रेफर्ड जर्नल में प्रकाशित हुआ हो;

(ङ.) अभ्यर्थी ने अपने पीएचडी कार्यों के आधार पर सम्मेलन/ विचार गोष्ठियों में कम से कम दो पत्रों को प्रस्तुत किया हो।

नोट: (क) से (ङ.) में दी गई इन शर्तों पर खरा उतरने के संबंध में संबंधित विश्वविद्यालय के कुल सचिव अथवा संकाय अध्यक्ष (शैक्षणिक कार्य) द्वारा अभिप्रमाणित किया जाना होता है।

iv) ऐसी विधाओं में निष्णात कार्यक्रमों में एनईटी/ एसएलईटी/ एसईटी परीक्षा उत्तीर्ण करना अपेक्षित नहीं होगा जिसके लिए वि0अ0आ0, सीएसआईआर द्वारा एनईटी/ एसएलईटी/ एसईटी अथवा वि0अ0आ0 द्वारा एसएलईटी/ एसईटी जैसी परीक्षा आयोजित नहीं की जाती हो।

v) इन विनियमों के अनुसार आयोजित की गई शारीरिक फिटनेस परीक्षा उत्तीर्ण की हो।

अथवा

ख. एशियाई खेल अथवा राष्ट्रमंडल खेलों में पदक विजेता, जिनके पास कम से कम स्नात्कोत्तर स्तर की उपाधि हो।

II. विश्वविद्यालय में शारीरिक शिक्षा और खेलकूद उप निदेशक

पात्रता (क अथवा ख) :**क.**

- i) शारीरिक शिक्षा अथवा शारीरिक शिक्षा और खेलकूद अथवा खेलकूद विज्ञान में पीएचडी की उपाधि। इसके अतिरिक्त, विश्वविद्यालय प्रणाली से इतर अभ्यर्थी जिनके पास संबंधित विश्वविद्यालय द्वारा स्नात्कोत्तर उपाधि स्तर पर कम से कम 55 प्रतिशत अंक हो (अथवा जहां ग्रेडिंग प्रणाली लागू हो, वहां प्वाइंट स्केल में समतुल्य ग्रेड)।
- ii) विश्वविद्यालय सहायक डीपीईएस/ महाविद्यालय डीपीईएस के रूप में आठ वर्ष का अनुभव हो।
- iii) कम से कम दो सप्ताह की अवधि की प्रतिस्पर्धाएं और अनुशिक्षण शिविर के आयोजन संबंधी साक्ष्य।
- iv) राज्य/ राष्ट्रीय/ अंतर्विश्वविद्यालयी/ संयुक्त विश्वविद्यालय आदि जैसी प्रतिस्पर्धाओं के लिए दलों/ एथलिटों द्वारा बेहतर निष्पादन कराने के साक्ष्य आदि।
- v) इन विनियमों के अनुसार शारीरिक स्वस्थता जांच परीक्षा उत्तीर्ण की हो।
अथवा

ख. ओलंपिक खेलों/ विश्व कप/ विश्व चैंपियनशिप पदक विजेता, जिन्होंने कम से कम स्नात्कोत्तर स्तर की उपाधि प्राप्त की हो।

III. विश्वविद्यालय के शारीरिक शिक्षा और खेलकूद निदेशक

- i) शारीरिक शिक्षा अथवा शारीरिक शिक्षा और खेलकूद अथवा खेलकूद विज्ञान में पीएचडी धारक।
- ii) विश्वविद्यालय सहायक/ उप डीपीईएस के रूप में शारीरिक शिक्षा और खेलकूद में कम से कम दस वर्ष का अनुभव अथवा महाविद्यालय डीपीईएस के रूप में दस वर्ष का अनुभव अथवा सहायक/ सह आचार्य के रूप में शारीरिक शिक्षा और खेलकूद अथवा खेलकूद विज्ञान में दस वर्ष का शिक्षण अनुभव हो।
- iii) कम से कम दो सप्ताह की अवधि की प्रतियोगिता और अनुशिक्षण कैम्पों को आयोजित किए जाने का साक्ष्य।
- iv) राज्य/ राष्ट्रीय/ अंतर्विश्वविद्यालयी/ संयुक्त विश्वविद्यालय आदि जैसी प्रतियोगिताओं के लिए दलों/ खिलाड़ियों द्वारा बेहतर निष्पादन कराए जाने संबंधी साक्ष्य।

IV. शारीरिक स्वस्थता जांच संबंधी मानदंड

(क) इन विनियमों के उपबंधों के अध्याधीन सभी अभ्यर्थी जिनके लिए शारीरिक स्वस्थता जांच कराना अपेक्षित है, उन्हें ऐसी जांच करवाने से पूर्व एक चिकित्सा प्रमाणपत्र देना होगा कि वह ऐसी जांच करने के लिए चिकित्सीय रूप से स्वस्थ हैं।

(ख) उपरोक्त उपखंड (क) में वर्णित ऐसे प्रमाणपत्र को प्रस्तुत करने पर अभ्यर्थी को निम्न मानक के अनुसार शारीरिक परीक्षा में भाग लेना अपेक्षित होगा:

पुरुषों के लिए मानक			
12 मिनट की दौड़/ चलने की परीक्षा			
30 वर्ष तक	40 वर्ष तक	45 वर्ष तक	50 वर्ष तक
1800 मीटर	1500 मीटर	1200 मीटर	800 मीटर

महिलाओं के लिए मानक			
8 मिनट की दौड़/ चलने की परीक्षा			
30 वर्ष तक	40 वर्ष तक	45 वर्ष तक	50 वर्ष तक
1000 मीटर	800 मीटर	600 मीटर	400 मीटर

5.0 चयन समिति का गठन और चयन प्रक्रिया संबंधी दिशानिर्देश**5.1 चयन समिति की संरचना****I. विश्वविद्यालय में सहायक आचार्य :**

(क) विश्वविद्यालय में सहायक आचार्य के पद के लिए चयन समिति में निम्नलिखित व्यक्ति शामिल होंगे :

- i) कुलपति या उनका नामिती, जिनके पास कम से कम दस वर्ष का आचार्य के रूप में अनुभव हो, समिति के अध्यक्ष होंगे ।
- ii) कुलाध्यक्ष/ कुलाधिपति द्वारा नामनिर्देशित किए जाने वाले अकादमिक सदस्य, जहां कहीं प्रयोज्य हो, आचार्य के रैंक से नीचे नहीं होंगे ।
- iii) संबंधित विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित नामों के पैनल में से कुलपति द्वारा संबंधित विषय/ क्षेत्र में तीन विशेषज्ञ का नामनिर्देशन किया जाएगा ।
- iv) संबंधित संकाय का संकाय अध्यक्ष, जहां कहीं प्रयोज्य हो ।
- v) संबंधित विभाग/ विद्यालय का प्रमुख/ अध्यक्ष ।
- vi) अनुसूचित जाति/ अनुसूचित जनजाति/ अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से शिक्षाविद्, यदि इन श्रेणियों से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो तो, और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो उसे कुलपति द्वारा नामनिर्देशित जाएगा ।

(ख) दो बाह्य विषय विशेषज्ञों सहित चार सदस्यगणों द्वारा गणपूर्ति होगी ।

II. विश्वविद्यालय में सह आचार्य

(क) विश्वविद्यालय में सह आचार्य के पद के लिए चयन समिति की संरचना निम्नलिखित होगी :

- i) कुलपति या उनका नामिती, जिनके पास आचार्य के रूप में कम से कम दस वर्ष का अनुभव हो, समिति के अध्यक्ष होंगे ।
- ii) कुलाध्यक्ष/ कुलाधिपति द्वारा नामनिर्देशित किए जाने वाले अकादमिक सदस्य, जहां कहीं प्रयोज्य हो, आचार्य के रैंक से नीचे नहीं होगा ।
- iii) संबंधित विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित नामों के पैनल में से कुलपति द्वारा संबंधित विषय/ क्षेत्र में तीन विशेषज्ञ का नामनिर्देशन किया जाएगा ।
- iv) संकाय का संकाय अध्यक्ष, जहां कहीं प्रयोज्य हो ।
- v) संबंधित विभाग/ विद्यालय का प्रमुख/ अध्यक्ष ।
- vi) यदि अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, कुलपति द्वारा को इन श्रेणियों से एक शिक्षाविद् को नामनिर्देशित जाएगा ।

(ख) दो बाह्य विषय विशेषज्ञों सहित कम से कम चार सदस्यगणों द्वारा गणपूर्ति होगी ।

III. विश्वविद्यालय में आचार्य

(क) विश्वविद्यालय में सह आचार्य के पद के लिए चयन समिति में निम्नलिखित व्यक्ति शामिल होंगे :

- i) कुलपति जो समिति का अध्यक्ष होगा ।
- ii) कुलाध्यक्ष/ कुलाधिपति द्वारा नामनिर्देशित किए जाने वाले अकादमिक सदस्य, जहां कहीं प्रयोज्य हो, आचार्य के रैंक से नीचे नहीं होगा ।
- iii) संबंधित विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित नामों के पैनल में से कुलपति द्वारा संबंधित विषय/ क्षेत्र में तीन विशेषज्ञ का नामनिर्देशन किया जाएगा ।

- iv) संकाय का संकाय अध्यक्ष, जहां कहीं प्रयोज्य हो ।
- v) संबंधित विभाग/ विद्यालय का प्रमुख/ अध्यक्ष ।
- vi) यदि अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, कुलपति द्वारा को इन श्रेणियों से एक शिक्षाविद को नामनिर्देशित जाएगा ।

(ख) दो बाह्य विषय विशेषज्ञों सहित कम से कम चार सदस्यगणों द्वारा गणपूर्ति होगी ।

IV. वरिष्ठ आचार्य

(क) विश्वविद्यालय में वरिष्ठ आचार्य के पद के लिए चयन समिति में निम्नलिखित व्यक्ति शामिल होंगे :

- i) कुलपति जो समिति का अध्यक्ष होगा ।
- ii) शिक्षाविद जिसके पास न्यूनतम दस वर्ष का अनुभव हो और वह वरिष्ठ आचार्य/ आचार्य के पद से नीचे का नहीं हो, कुलाध्यक्ष/ कुलपति का नामिती होगा ।
- iii) विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित नामों के पैनल में से कुलपति द्वारा संबंधित विषय/ क्षेत्र में तीन विशेषज्ञ का नामनिर्देशन, जो वरिष्ठ आचार्य/ आचार्य के रैंक से नीचे के नहीं होंगे और उसके पास न्यूनतम दस वर्षों का अनुभव होगा ।
- iv) जहां कहीं भी प्रयोज्य हो, संकाय का संकाय अध्यक्ष (वरिष्ठ आचार्य/ आचार्य के रैंक से नीचे का नहीं होगा और उसके पास न्यूनतम दस वर्षों का अनुभव होगा) ।
- v) विभाग/ विद्यालय का प्रमुख/ अध्यक्ष (वरिष्ठ आचार्य/ आचार्य के पद से नीचे का नहीं होगा और उसके पास न्यूनतम दस वर्षों का अनुभव होगा) अथवा वरिष्ठतम आचार्य (वरिष्ठ आचार्य/ आचार्य के पद से नीचे का नहीं होगा और उसके पास न्यूनतम दस वर्षों का अनुभव होगा)
- vi) शिक्षाविद (वरिष्ठ आचार्य/ आचार्य के रैंक से नीचे का नहीं होगा और उसके पास न्यूनतम दस वर्षों का अनुभव होगा) जो अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी का प्रतिनिधित्व करता हो, यदि इन श्रेणियों से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो तो, और यदि चयन समिति में कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, उसे कुलपति द्वारा नामनिर्देशित जाएगा ।

(ख) दो बाह्य विषय विशेषज्ञों सहित चार सदस्यगणों द्वारा गणपूर्ति होगी ।

V. निजी और संघटक महाविद्यालयों सहित महाविद्यालयों में सहायक आचार्य :

(क) निजी और संघटक महाविद्यालयों सहित महाविद्यालयों में सहायक आचार्य के पद के लिए चयन समिति में निम्नलिखित व्यक्ति शामिल होंगे

- i) महाविद्यालय के शासी निकाय का अध्यक्ष या शासी निकाय के सदस्यों में से उसका नामिती जो चयन समिति का अध्यक्ष होगा ।
- ii) महाविद्यालय का प्राचार्य ।
- iii) महाविद्यालय में संबंधित विषय के विभाग का प्रमुख/ प्रभारी शिक्षक ।
- iv) संबद्ध विश्वविद्यालय के कुलपति के दो नामिती जिसमें से एक नामिती को विषय विशेषज्ञ होना चाहिए । महाविद्यालय के अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित होने की स्थिति में महाविद्यालय के संबंधित सांविधिक निकाय द्वारा सुझाए गए विशेषज्ञों की सूची से मान्यता प्राप्त विश्वविद्यालय के कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के अध्यक्ष महोदय दो नामिती जो कि अधिमानतः अल्पसंख्यक समुदाय से हो, का नामनिर्देशन करेंगे जिसमें से एक व्यक्ति विषय विशेषज्ञ होना चाहिए ।
- v) संबंधित महाविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित विषय विशेषज्ञों की सूची में से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के अध्यक्ष महोदय दो विषय विशेषज्ञों का नामनिर्देशन करेंगे जो महाविद्यालय से संबंधित न हो । महाविद्यालय को अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित किए जाने की स्थिति में महाविद्यालय के संबंधित सांविधिक निकाय द्वारा अनुमोदित विषय- विशेषज्ञों की सूची से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा दो विषय- विशेषज्ञ जो विश्वविद्यालय से संबंधित नहीं होंगे और जो अधिमानतः अल्पसंख्यक समुदाय से होंगे, को नामनिर्देशित किया जाएगा ।

- vi) यदि अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, कुलपति द्वारा को इन श्रेणियों से एक शिक्षाविद को नामनिर्देशित जाएगा।

(ख) दो बाह्य विषय विशेषज्ञों सहित पांच सदस्यगणों द्वारा गणपूर्ति होगी।

VI. निजी और संघटक महाविद्यालयों सहित महाविद्यालयों में सह आचार्य :

(क) निजी और संघटक महाविद्यालयों सहित महाविद्यालयों में सह आचार्य के पद के लिए चयन समिति में निम्नलिखित व्यक्ति शामिल होंगे :

- i) शासी निकाय का अध्यक्ष अथवा शासी निकाय के सदस्यों में से उसका नामिती जो चयन समिति का अध्यक्ष होगा।
- ii) महाविद्यालय का प्राचार्य।
- iii) महाविद्यालय में संबंधित विषय के विभाग का प्रमुख/ प्रभारी शिक्षक।
- iv) कुलपति द्वारा नामनिर्देशित विश्वविद्यालय के दो प्रतिनिधि, जिसमें से एक प्रतिनिधि, महाविद्यालय विकास परिषद् का संकाय अध्यक्ष या विश्वविद्यालय में समकक्ष पद पर हो, और दूसरा प्रतिनिधि संबंधित विषय में विशेषज्ञ होना चाहिए। महाविद्यालय के अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित होने की स्थिति में महाविद्यालय के संबंधित सांविधिक निकाय द्वारा सुझाए गए विशेषज्ञों की सूची से मान्यता प्राप्त विश्वविद्यालय के कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के अध्यक्ष महोदय दो नामिती जो कि अधिमानतः अल्पसंख्यक समुदाय से होंगे, का नामनिर्देशन करेंगे जिसमें से एक व्यक्ति विषय विशेषज्ञ होना चाहिए।
- v) संबंधित महाविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित विषय विशेषज्ञों की सूची में से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के अध्यक्ष दो विषय विशेषज्ञों का नामनिर्देशन करेगा जो महाविद्यालय से संबंधित न हो। महाविद्यालय को अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित किए जाने की स्थिति में महाविद्यालय के संबंधित सांविधिक निकाय द्वारा अनुमोदित विषय- विशेषज्ञों की सूची से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा दो विषय- विशेषज्ञ जो विश्वविद्यालय से संबंधित नहीं होंगे और जो अधिमानतः अल्पसंख्यक समुदाय से होंगे, को नामनिर्देशित किया जाएगा।
- vi) यदि अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, कुलपति द्वारा को इन श्रेणियों से एक शिक्षाविद को नामनिर्देशित जाएगा।

(ख) दो विषय विशेषज्ञों सहित पांच सदस्यगणों द्वारा गणपूर्ति होगी।

VII. निजी और संघटक महाविद्यालयों सहित महाविद्यालयों में आचार्य :

(क) निजी और संघटक महाविद्यालयों सहित महाविद्यालयों में आचार्य के पद के लिए चयन समिति में निम्नलिखित व्यक्ति शामिल होंगे :

- i) शासी निकाय का अध्यक्ष अथवा शासी निकाय के सदस्यों में से उसका नामिती जो चयन समिति का अध्यक्ष होगा।
- ii) महाविद्यालय का प्राचार्य।
- iii) महाविद्यालय में संबंधित विषय के विभाग का प्रमुख/ शिक्षक प्रभारी जो आचार्य के रैंक से नीचे नहीं होना चाहिए।
- iv) कुलपति द्वारा नामनिर्देशित दो विश्वविद्यालय के प्रतिनिधि जोकि आचार्य के रैंक से नीचे नहीं होंगे, जिसमें से एक प्रतिनिधि महाविद्यालय विकास परिषद् का संकाय अध्यक्ष या विश्वविद्यालय में समकक्ष पद पर हो, और दूसरा प्रतिनिधि संबंधित विषय में विशेषज्ञ होना चाहिए। महाविद्यालय को अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित किए जाने की स्थिति में महाविद्यालय के संबंधित सांविधिक निकाय द्वारा अनुमोदित विषय- विशेषज्ञों की सूची से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा दो नामिती, जो आचार्य के पद से कम न हों, जो विश्वविद्यालय से संबंधित नहीं होंगे और जो अधिमानतः अल्पसंख्यक समुदाय से होंगे को नामनिर्देशित किया जाएगा।

- v) संबंधित महाविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित विषय विशेषज्ञों की सूची में से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय का अध्यक्ष दो विषय विशेषज्ञों का नामनिर्देशन करेगा जो महाविद्यालय से संबंधित न हों। महाविद्यालय को अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित किए जाने की स्थिति में महाविद्यालय के संबंधित सांविधिक निकाय द्वारा अनुमोदित विषय- विशेषज्ञों की सूची से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा दो विषय- विशेषज्ञ जो विश्वविद्यालय से संबंधित नहीं होंगे और जो अधिमानतः अल्पसंख्यक समुदाय से होंगे को नामनिर्देशित किया जाएगा।

vi) यदि अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, कुलपति द्वारा को इन श्रेणियों से एक शिक्षाविद को नामनिर्देशित जाएगा।

(ख) दो विषय विशेषज्ञों सहित पांच सदस्यगणों द्वारा गणपूर्ति होगी।

VIII. महाविद्यालय प्राचार्य और आचार्य

क. चयन समिति

(क) महाविद्यालय के प्राचार्य और आचार्य के पद के लिए चयन समिति की संरचना निम्नवत होगी :

- i) शासी निकाय का सभापति, चयन समिति का अध्यक्ष होगा।
- ii) शासी निकाय के दो सदस्यों को अध्यक्ष द्वारा नामनिर्देशित किया जाएगा जिसमें से एक सदस्य अकादमिक प्रशासन में विशेषज्ञ होगा।
- iii) कुलपति के दो नामिती, जो संबंधित विषय/ संबंधित क्षेत्र में विशेषज्ञ होंगे, जिसमें से कम से कम एक नामिती संबद्ध विश्वविद्यालय से किसी भी प्रकार से संबंधित नहीं होगा। महाविद्यालय को अल्पसंख्यक शैक्षिक संस्थान के रूप में अधिसूचित/ घोषित किए जाने की स्थिति में पांच नामों के पैनल में से महाविद्यालय के सभापति का एक नामिती जो कि अधिमानतः अल्पसंख्यक समुदाय से होगा, जिसे संबद्ध महाविद्यालय के कुलपति द्वारा नामनिर्दिष्ट किया जाएगा, जिनमें से एक विषय- विशेषज्ञ होना चाहिए।
- iv) तीन उच्चतर शिक्षा से जुड़े विशेषज्ञ होंगे, जिसमें एक महाविद्यालय का प्राचार्य, आचार्य और प्रतिष्ठित शिक्षाविद् होगा, जो आचार्य के रैंक से कम नहीं होंगे (संबंधित महाविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित छह विशेषज्ञ पैनलों में से शासी निकाय द्वारा नामनिर्देशित किया जाए)।
- v) यदि अनुसूचित जाति/ अनुसूचित जनजाति /अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिला/ निशक्त श्रेणी से संबंध रखने वाला कोई अभ्यर्थी आवेदक हो और यदि उपरोक्त कोई भी सदस्य इन श्रेणियों से संबंधित नहीं हो तो, कुलपति द्वारा इन श्रेणियों से एक शिक्षाविद को नामनिर्देशित जाएगा।

vi) संबंधित विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित विषय विशेषज्ञों की सूची में से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से महाविद्यालय के शासी निकाय के सभापति द्वारा ऐसे दो विषय विशेषज्ञों के नाम की सिफारिश की जाएगी जो की महाविद्यालय से संबद्ध नहीं हों। यदि महाविद्यालय को अल्पसंख्यक संस्थान अधिसूचित/ घोषित किया गया हो तो, संगत सांविधिक निकाय द्वारा अनुमोदित विषय विशेषज्ञों की सूची में से कुलपति द्वारा संस्तुत पांच नामों के पैनल में से, जो कि अधिमानतः अल्पसंख्यक समुदाय से संबद्ध हों, महाविद्यालय के शासी निकाय के सभापति द्वारा ऐसे दो विषय विशेषज्ञों के नाम की सिफारिश की जाएगी, जो की महाविद्यालय से संबद्ध नहीं हों।

(ख) दो विषय विशेषज्ञों सहित पांच सदस्यगणों द्वारा गणपूर्ति होगी।

ग) चयन समिति की सभी चयन प्रक्रियाएं, चयन समिति की बैठक के दिन/ अंतिम दिन ही पूरी की जाएंगी, जिसमें प्राप्तांक प्ररूप सहित कार्यवृत्त का रिकार्ड रखा जाएगा तथा चयनित और प्रतीक्षा सूची के अभ्यर्थियों/ गुणावगुण के अनुसार नामों के पैनल सहित मेरिट के आधार पर की गई अनुशांसा पर चयन समिति के सभी सदस्यों द्वारा यथोचित रूप से हस्ताक्षर किए जाएंगे।

घ) महाविद्यालय प्राचार्य की नियुक्ति का कार्यकाल पांच वर्ष का होगा, वह 5.1(VIII)के उपखंड (ख) में दी गई संरचना के अनुसार विश्वविद्यालय द्वारा गठित समिति के मूल्यांकन के बाद ही एक और कार्यकाल हेतु पुनः नियुक्त के लिए अर्हक होगा।

ड) प्राचार्य के रूप में अपना कार्यकाल पूरा करने के उपरांत पदधारी, आचार्य के ग्रेड में आचार्य के पदनाम के साथ अपने मूल संगठन में कार्यभार ग्रहण करेंगे।

ख. महाविद्यालय प्राचार्य और आचार्य के द्वितीय कार्यकाल के लिए मूल्यांकन हेतु समिति

महाविद्यालय प्राचार्य और आचार्य के द्वितीय कार्यकाल के लिए मूल्यांकन हेतु समिति की संरचना निम्नवत होगी :

- i) संबद्ध विश्वविद्यालय के कुलपति का नामिती।
- ii) विश्वविद्यालय अनुदान आयोग के अध्यक्ष महोदय का नामिती।

नामितियों को उत्कृष्टता वाले महाविद्यालय/ उत्कृष्टता की संभावना वाले महाविद्यालय/ स्वायत्त महाविद्यालय/ एनएएसी ग्रेड 'क' प्रत्यायित महाविद्यालयों के प्राचार्यों से नामनिर्दिष्ट किया जाएगा।

IX. शारीरिक शिक्षा और खेलकूद के निदेशकों, उप-निदेशकों, सहायक निदेशकों, पुस्तकाध्यक्षों, उप-पुस्तकाध्यक्षों और सहायक पुस्तकाध्यक्षों के पद के लिए चयन समितियां क्रमशः आचार्य, सह आचार्य और सहायक आचार्य के समान ही होगी, और क्रमशः पुस्तकालय और शारीरिक शिक्षा और खेलकूद अथवा खेलकूद प्रशासन में कार्यरत पुस्तकाध्यक्ष/ निदेशक, शारीरिक शिक्षा और खेलकूद, जैसा भी मामला हो, चयन समिति में एक विषय विशेषज्ञ के रूप में सम्बद्ध होंगे।

X. पुस्तकाध्यक्षों/ शारीरिक शिक्षा और खेलकूद में सहायक आचार्यों/ समकक्ष संवर्गों में एक स्तर से उच्चतर स्तर में सीएएस प्रोन्नति के लिए "छानबीन-सह-मूल्यांकन समिति" निम्नानुसार होगी :

क. विश्वविद्यालय शिक्षकों हेतु :

- i) कुलपति या उनका नामिती समिति का अध्यक्ष होगा;
- ii) संबंधित संकाय का संकाय अध्यक्ष;
- iii) विभाग का प्रमुख/ विद्यालय का अध्यक्ष; और
- iv) कुलपति द्वारा विश्वविद्यालय के विशेषज्ञ के पैनलों में से संबंधित विषय में एक विषय विशेषज्ञ को नामनिर्दिष्ट किया जाएगा।

ख. महाविद्यालय शिक्षक हेतु:

- i) महाविद्यालय का प्राचार्य;
- ii) महाविद्यालय से संबंधित विभाग का प्रमुख/ प्रभारी शिक्षक;
- iii) कुलपति द्वारा विश्वविद्यालय के विशेषज्ञ के पैनलों में से संबंधित विषय में दो विषय विशेषज्ञों को नामनिर्दिष्ट किया जाएगा।

ग. विश्वविद्यालय सहायक पुस्तकाध्यक्ष हेतु :

- i) कुलपति समिति का अध्यक्ष होगा;
- ii) संबंधित संकाय का संकाय अध्यक्ष;
- iii) विश्वविद्यालय के पुस्तकालय का पुस्तकाध्यक्ष, और
- iv) कुलपति द्वारा विश्वविद्यालय के विशेषज्ञ पैनल से नामनिर्देशित एक विशेषज्ञ जो पुस्तकाध्यक्ष के रूप में कार्यरत हो ।

घ. महाविद्यालय सहायक पुस्तकाध्यक्ष हेतु :

- i) प्राचार्य समिति का अध्यक्ष होगा;
- ii) विश्वविद्यालय के पुस्तकालय का पुस्तकाध्यक्ष, और
- iii) कुलपति द्वारा विश्वविद्यालय के विशेषज्ञ पैनल से नामनिर्देशित दो विशेषज्ञ जो पुस्तकाध्यक्ष के रूप में कार्यरत हों ।

ङ. विश्वविद्यालय के शारीरिक शिक्षा और खेलकूद सहायक निदेशक हेतु:

- i) कुलपति समिति का अध्यक्ष होगा;
- ii) संबंधित संकाय का संकाय अध्यक्ष;
- iii) विश्वविद्यालय का शारीरिक शिक्षा और खेलकूद निदेशक; और

- iv) विश्वविद्यालयी प्रणाली से शारीरिक शिक्षा और खेलकूद प्रशासन में एक विशेषज्ञ जिसे कुलपति द्वारा विश्वविद्यालय के विशेषज्ञ पैनल से नामनिर्देशित किया जाएगा।

च. महाविद्यालय के शारीरिक शिक्षा और खेलकूद निदेशक :

- i) प्राचार्य, समिति का अध्यक्ष होगा;
- ii) विश्वविद्यालय का शारीरिक शिक्षा और खेलकूद निदेशक; और
- iii) विश्वविद्यालयी प्रणाली से शारीरिक शिक्षा और खेलकूद में दो विशेषज्ञ जिसे कुलपति द्वारा विश्वविद्यालय के विशेषज्ञ पैनल से नामनिर्देशित किया जाएगा।

टिप्पणी : सभी श्रेणियों में इन समितियों के लिए तीन सदस्यों द्वारा गणपूर्ति होगी, जिसमें एक विषय विशेषज्ञ/ विश्वविद्यालय नामिती शामिल होंगे।

- 5.2 छानबीन- सह- मूल्यांकन समिति, इन विनियमों के आधार पर विनिर्दिष्ट न्यूनतम अपेक्षाओं के अनुरूप संबंधित विश्वविद्यालय द्वारा तैयार किए गए मूल्यांकन मानदंड और पद्धति प्ररूप के माध्यम से अभ्यर्थियों द्वारा प्राप्त किए गए ग्रेडों का सत्यापन/ मूल्यांकन कर :

(क) सहायक आचार्य के प्रत्येक संवर्ग के लिए परिशिष्ट II, तालिका 1 में ;

(ख) पुस्तकाध्यक्ष के प्रत्येक संवर्ग के लिए परिशिष्ट II, तालिका 4 में ; और

(ग) शारीरिक शिक्षा और खेलकूद के प्रत्येक संवर्ग के लिए परिशिष्ट II, तालिका 5 में ;

विश्वविद्यालय/ महाविद्यालय के सिंडिकेट/ कार्यकारी परिषद/ प्रबंधन बोर्ड को कार्यान्वयन हेतु सीएस के तहत अभ्यर्थियों की प्रोन्नति की उपर्युक्तता के बारे में सिफारिश करेगी।

- 5.3 चयन प्रक्रिया को चयन समिति की बैठक के दिन/ अंतिम दिन ही पूरा किया जाएगा, जहां कार्यवृत्त का रिकार्ड रखा जाएगा और साक्षात्कार में किए गए निष्पादन के आधार पर अनुशंसा की जाएगी जिस पर चयन समिति के सभी सदस्यगणों द्वारा हस्ताक्षर किए जाएंगे।

- 5.4 इन विनियमों में विनिर्दिष्ट सभी चयन समितियों के लिए विभागाध्यक्ष/ प्रभारी शिक्षक को साक्षात्कार के रैंक/ पद के समकक्ष अथवा उच्चतर रैंक/ पद में होना चाहिए।

6.0 चयन प्रक्रिया :

- I. समग्र चयन प्रक्रिया में आवेदकों के गुणावगुण और प्रत्ययपत्रों के विश्लेषण की पारदर्शी, निष्पक्ष और विश्वसनीय प्रवृत्ति शामिल होगी जो विभिन्न संगत मानदंडों में अभ्यर्थी के निष्पादन को दिए गए महत्व और परिशिष्ट II, तालिका 1, 2, 3क, 3ख, 4 और 5 के आधार पर ग्रेडिंग प्रणाली प्रोफार्मा में उनके निष्पादन पर आधारित होगा।

प्रणाली को और अधिक विश्वसनीय बनाने के लिए विश्वविद्यालय साक्षात्कार के स्तर पर शिक्षण और/ अथवा शोध में नवीनतम प्रौद्योगिकी के उपयोग के संबंध में संगोष्ठियों अथवा कक्षा की स्थिति में व्याख्यान के माध्यम से शिक्षण की योग्यता और/ अथवा अनुसंधान करने की योग्यता का मूल्यांकन किया जा सकता है। जहां कहीं इन विनियमों में चयन समितियां निर्धारित की गई हैं, वहां यह प्रक्रियाएं प्रत्यक्ष भर्ती और सीएसए प्रोन्नति, दोनों के लिए अपनाई जा सकती हैं।

- II. विश्वविद्यालय विभागों और उनके संघटक महाविद्यालयों/ सम्बद्ध महाविद्यालयों (सरकारी/ सरकारी सहायता प्राप्त/ स्वायत्त/ निजी महाविद्यालयों) के लिए संस्थानागत स्तर पर परिशिष्ट II, तालिका 1, 2, 3क, 3ख, 4 और 5 को समाहित करते हुए विश्वविद्यालय अपने संबंधित सांविधिक निकायों के माध्यम से चयन समितियों और चयन प्रक्रिया के लिए इन विनियमों को अपनाएगा ताकि सभी चयन प्रक्रियाओं में पारदर्शिता लाई जा सके। विश्वविद्यालय इन विनियमों में विनिर्दिष्ट परिशिष्ट II, तालिका 1, 2, 3क, 3ख, 4 और 5 का कड़ाई से अनुपालन करते हुए शिक्षकों के लिए अपना स्व-मूल्यांकन- सह- निष्पादन समीक्षा प्ररूप तैयार कर सकती है।

- III. यदि विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षणिक कर्मचारियों की सीधी भर्ती के लिए सभी चयन समितियों में अनुसूचित जाति/ अनुसूचित जनजाति/ अन्य पिछड़ा वर्ग/ अल्पसंख्यक/ महिलाओं/ निशक्त श्रेणियों से संबंधित कोई अभ्यर्थी आवेदक है और यदि चयन समिति का कोई सदस्य उस श्रेणी से संबंधित नहीं है, तो कुलपति द्वारा उक्त श्रेणियों से संबंध रखने वाले से शिक्षाविद् को नामनिर्देशित किया जाएगा और महाविद्यालय की स्थिति में उस विश्वविद्यालय के कुलपति द्वारा नामनिर्देशित किया जाएगा जिससे महाविद्यालय सम्बद्ध है। इस प्रयोजन हेतु इस प्रकार नामनिर्देशित शिक्षाविद् आवेदक के संवर्ग के स्तर से एक स्तर उपर होगा और ऐसा नामिती सुनिश्चित करेगा कि चयन प्रक्रिया के दौरान उपर्युक्त श्रेणियों के संबंध में केन्द्र सरकार या संबंधित राज्य सरकार के मानकों का कड़ाई से अनुपालन किया जाए।

- IV. आचार्य के चयन की प्रक्रिया में इन विनियमों के परिशिष्ट II, तालिका 1 और 2 में विनिर्दिष्ट मूल्यांकन मानदंड और पद्धति संबंधी दिशानिर्देशों के आधार पर संबंधित विश्वविद्यालयों द्वारा आवेदन आमंत्रित करना तथा अभ्यर्थियों के महत्वपूर्ण प्रकाशनों का पुनर्मुद्रण करना शामिल है।

बशर्त कि अभ्यर्थी द्वारा जमा किए गए प्रकाशन को अर्हक अवधि के दौरान प्रकाशित किया गया हो।

बशर्त आगे कि साक्षात्कार किए जाने से पूर्व ऐसे प्रकाशनों को मूल्यांकन हेतु विषय विशेषज्ञों को उपलब्ध कराया जाएगा। विशेषज्ञ द्वारा किए गए प्रकाशनों के मूल्यांकन को चयन के निष्कर्षों को अंतिमरूप देते समय ध्यान में रखा जाएगा।

- V. ऐसे संकाय सदस्यों के चयन के मामले में जो शैक्षणिक क्षेत्र के इतर हों उन्हें इन विनियमों के खंड 4.1 (III.ख), 4.2 (I.ख, II.ख, III.ख), 4.3 (I.ख, II.ख, III.ख) और 4.4 (III.ख) के तहत विचार किया जाएगा, विश्वविद्यालय के सांख्यिक निकायों द्वारा स्पष्ट तथा पारदर्शी मानदंड तथा प्रक्रियाएं निर्धारित की जानी चाहिए ताकि उत्कृष्ट पेशेवर, जो विश्वविद्यालयी ज्ञान प्रणाली में पर्याप्त योगदान दे सकते हैं, उनका चयन किया जा सके।
- VI. कतिपय विधाओं/ क्षेत्रों यथा संगीत तथा ललित कला, विजुअल आर्ट्स तथा परफार्मिंग आर्ट्स, शारीरिक शिक्षा तथा खेलकूद और पुस्तकालय जिनमें भिन्न स्वरूप के उत्तरदायित्व होते हैं, वहां इन विनियमों में प्रत्येक पद के समक्ष उल्लिखित दायित्वों के स्वरूप पर बल दिया जाना चाहिए, जिस पर सीधी भर्ती तथा सीएस प्रोन्नति, दोनों के लिए प्ररूप को विकसित करते हुए संस्थान द्वारा ध्यान दिया जाना चाहिए।
- VII. विश्वविद्यालय अनुदान आयोग/ राष्ट्रीय मूल्यांकन और प्रत्यायन परिषद् (एनएएससी) दिशानिर्देशों के अनुसार कुलपति की अध्यक्षता (विश्वविद्यालय के मामले में), प्राचार्य की अध्यक्षता (महाविद्यालय के मामले में) सभी विश्वविद्यालयों/ महाविद्यालयों में आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (आईक्यूएसी) की स्थापना की जाएगी। आईक्यूएसी, संस्थान के लिए प्रलेखन तथा अभिलेखों का रखरखाव करने वाले प्रकोष्ठ के रूप में कार्य करेगा जिसमें इन विनियमों के आधार पर मूल्यांकन मानदंड और पद्धति प्ररूप विकसित करने में सहायता प्रदान करना शामिल है। जहां कहीं भी संभव हो आईक्यूएसी संस्थागत मानदंडों के आधार पर मूल्यांकन मानदंड और पद्धति प्ररूप में प्रत्येक शिक्षक के संबंध में छात्र के मूल्यांकन के घटक को सम्मिलित नहीं करते हुए एनएएससी दिशानिर्देशों के अनुसार छात्र प्रतिक्रिया प्रणाली विकसित कर सकता है।
- क. सीएस प्रोन्नति हेतु महाविद्यालय और विश्वविद्यालय के शिक्षकों के निष्पादन का मूल्यांकन निम्नवत मानदंडों पर आधारित है।

- शिक्षण- ज्ञान-अर्जन और मूल्यांकन:** कक्षा में नियमित रूप से आने, समय पर आने, कक्षा के समय में या उसके बाद सुधारात्मक शिक्षण और संशय मिटाने, परामर्श और मार्गदर्शन, जब आवश्यकता हो तो महाविद्यालय/ विश्वविद्यालय में सहायता हेतु अतिरिक्त अध्यापन इत्यादि जैसे ध्यान देने योग्य संकेतकों पर आधारित शिक्षण की वचनबद्धता। परीक्षा और मूल्यांकन कार्यकलाप जैसे परीक्षा पर्यवेक्षण संबंधी कार्य करना, विश्वविद्यालय/ महाविद्यालय परीक्षाओं के लिए प्रश्न पत्र बनाना, परीक्षा उत्तर पुस्तिका के मूल्यांकन में भाग लेना, प्रत्येक शिक्षा सत्र से पहले घोषित अनुसूची के अनुसार आंतरिक मूल्यांकन के लिए परीक्षाएं संचालित करना और वापस आकर कक्षा में उत्तर पर चर्चा करना।
- शिक्षण और शोध कार्यकलापों से संबंधित व्यक्तिगत विकास:** प्रबोधन/ पुनश्चर्या/ कार्यविधि पाठ्यक्रम में भाग लेना, ई- विषयवस्तु और एमओओसी का विकास, संगोष्ठियों/ सम्मेलनों/ कार्यशालाओं का आयोजन/ पत्र प्रस्तुत करना और सत्रों की अध्यक्षता करना/ शोध परियोजनाओं को मार्गदर्शन प्रदान करना तथा राष्ट्रीय एवं अंतर्राष्ट्रीय पत्रिकाओं में शोध निष्कर्षों का प्रकाशन इत्यादि।
- प्रशासनिक सहायता और छात्र सह- पाठ्यक्रम और पाठ्येतर कार्यकलापों में भागीदारी**

ख. मूल्यांकन प्रक्रिया

सभी स्तरों पर सीएस के अंतर्गत प्रोन्नति हेतु मूल्यांकन करने के लिए निम्नलिखित त्रि स्तरीय प्रक्रिया की सिफारिश की जाती है:

पहला स्तर: विश्वविद्यालय/ महाविद्यालय के शिक्षक विनिर्दिष्ट प्रपत्र में वार्षिक स्व-मूल्यांकन रिपोर्ट विश्वविद्यालय/ महाविद्यालय को भेजेंगे जिसे परिशिष्ट 2 की तालिका 1 से 5 के आधार पर बनाया जाएगा। यह रिपोर्ट विनिर्दिष्ट समय में प्रत्येक शैक्षिक वर्ष के अंत में भेजी जानी चाहिए। शिक्षक, वार्षिक स्व-मूल्यांकन रिपोर्ट में किए गए दावों के लिए साक्ष्यों के दस्तावेज उपलब्ध करवाएगा, जिसकी विभागाध्यक्ष/ प्रभारी शिक्षक द्वारा पुष्टि की जाएगी। इसे विभागाध्यक्ष (एचओडी)/ प्रभारी शिक्षक के माध्यम से भेजा जाना चाहिए।

दूसरा स्तर: सीएस के अंतर्गत प्रोन्नति हेतु आवश्यक वर्षों के अनुभव को पूर्ण किए जाने और नीचे दी गई अन्य अपेक्षाओं को पूरा किए जाने के उपरांत शिक्षक सीएस के अंतर्गत आवेदन भेजेगा।

तीसरा स्तर: सीएस प्रोन्नति, इन विनियमों के खण्ड 6.4 में दी गई पद्धति के अनुसार प्रदान की जाएगी।

6.1 मूल्यांकन मानदंड और कार्यविधि:

(क) परिशिष्ट II की तालिका 1 से 3, विश्वविद्यालय और महाविद्यालय में सहायक आचार्य /सह आचार्य/ आचार्य/वरिष्ठ आचार्य के चयन के लिए लागू है।

(ख) परिशिष्ट II की तालिका 4, कॅरियर उन्नति योजना के अंतर्गत प्रोन्नति हेतु सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष और उप पुस्तकाध्यक्ष के लिए लागू है; और

(ग) परिशिष्ट II की तालिका 5, कॅरियर उन्नति योजना के अंतर्गत प्रोन्नति हेतु शारीरिक शिक्षा एवं खेलकूद के सहायक निदेशक/ महाविद्यालय निदेशक और शारीरिक शिक्षा और खेलकूद के उपनिदेशक/निदेशकों पर लागू है।

- 6.2 उक्त संवर्गों के लिए चयन समिति का गठन और चयन कार्यविधि तथा मूल्यांकन मानदण्ड और कार्यविधि चाहे वह सीधी भर्ती के लिए हो या कॅरियर उन्नति योजना के अंतर्गत हो, इन विनियमों के अनुसार होंगी।
- 6.3 इन विनियमों के तहत कॅरियर उन्नति योजना के अंतर्गत प्रोन्नतियों के लिए बनाए गए मानदण्ड, इन विनियमों की अधिसूचना की तिथि से प्रभावी होंगे। तथापि, विद्यमान विनियमों के अंतर्गत पहले से योग्य अथवा संभावित योग्यता प्राप्त करने वाले संकाय के सदस्यों की कठिनाई कम करने के लिए उन्हें विद्यमान विनियमों के अंतर्गत प्रोन्नति हेतु विचार किए जाने के लिए विकल्प दिया जा सकता है। यह विकल्प इन विनियमों की तिथि से केवल तीन वर्ष तक प्रयोग में लाया जा सकता है।

I.

सीएएस के अंतर्गत प्रोन्नति हेतु विचार किए जाने के इच्छुक शिक्षक को अंतिम तिथि से तीन माह के भीतर विश्वविद्यालय/ महाविद्यालय को लिखित में यह भेजना होगा कि वह सीएएस के अंतर्गत सभी अर्हताओं को पूरा करता है/ करती है और विश्वविद्यालय/ महाविद्यालय को इन विनियमों में निर्धारित किए गए मूल्यांकन मानदण्ड और कार्यविधि दिशानिर्देशों के अनुसार सभी जानकारीयों सहित संबद्ध विश्वविद्यालय द्वारा विकसित मूल्यांकन मानदण्ड और कार्यविधि प्रपत्र में भेजेगा। सीएएस के अंतर्गत विभिन्न पदों के लिए चयन समिति की बैठकों के आयोजन में किसी विलंब से बचने के लिए विश्वविद्यालय/ महाविद्यालय जांच/ चयन की प्रक्रिया आरंभ कर सकता है और आवेदन प्राप्ति से 6 माह के भीतर प्रक्रिया को पूरा करेगा। इसके अतिरिक्त, इन विनियमों के अधिसूचित होने की तिथि को इन विनियमों में दिए गए सभी अन्य मानदण्डों को पूरा करने वाले अभ्यर्थियों की कठिनाई को कम करने के लिए उन पर इन योग्यताओं को पूरा करने की तिथि के बाद से अथवा उस तिथि से प्रोन्नति हेतु विचार किया जा सकता है।

II.

खण्ड 5.1 से 5.4 में यथा अंतर्विष्ट चयन समिति संबंधी विनिर्दिष्टताएं, संकाय पदों अथवा समकक्ष संवर्गों और सहायक आचार्य से सह आचार्य, सह आचार्य से आचार्य, आचार्य से वरिष्ठ आचार्य (विश्वविद्यालय में) और समकक्ष संवर्गों के लिए सभी सीधी भर्ती तथा कॅरियर उन्नति योजना के लिए लागू होंगे।

- III. एक निचले स्तर से सहायक आचार्य के ऊंचे स्तर तक सीएएस प्रोन्नति, परिशिष्ट— II की तालिका 1 में विनिर्दिष्ट मानदण्डों को पालन करते हुए एक 'जांच एवं मूल्यांकन समिति' के माध्यम से संचालित की जाएगी।
- IV. सीएएस के अंतर्गत प्रोन्नति, स्थायी संस्वीकृत पदधारक शिक्षक की वैयक्तिक प्रोन्नति है, उसकी सेवानिवृत्ति पर उक्त पद मूल संवर्ग में वापस चला जाएगा।
- V. सीएएस के अंतर्गत प्रोन्नति के लिए आवेदक शिक्षक, चयन समिति द्वारा विचार किए जाने वाली तिथि को विश्वविद्यालय/महाविद्यालय की सक्रिय सेवा और भूमिका में होना चाहिए।
- VI. यदि अभ्यर्थी संगत मूल्यांकन मानदण्ड और कार्यविधि तालिकाओं में विनिर्दिष्ट न्यूनतम ग्रेडिंग को पूरा करता है/ करती है तो वह आवेदन तथा अपेक्षित मूल्यांकन मानदण्ड और कार्यविधि प्रपत्र भेज कर प्रोन्नति हेतु मूल्यांकन के लिए स्वयं को प्रस्तुत करेगा। वह ऐसा अंतिम तिथि से तीन माह पूर्व कर सकता है। विश्वविद्यालय योग्य अभ्यर्थी से सीएएस प्रोन्नति हेतु आवेदन प्राप्त करने के लिए वर्ष में दो बार एक सामान्य परिपत्र निकालेगा।
- i) यदि एक अभ्यर्थी न्यूनतम योग्यता अवधि की पूर्ति पर प्रोन्नति के लिए आवेदन करता है और सफल हो जाता है तो प्रोन्नति की तिथि, योग्यता की न्यूनतम अवधि को पूरा करने की तिथि होगी।
- ii) तथापि, यदि अभ्यर्थी को पता चलता है कि वह परिशिष्ट— II की तालिकाओं 1, 2, 4, और 5 में यथा विनिर्दिष्ट सीएएस प्रोन्नति मानदण्डों को बाद की तिथि में पूरा करेगा और वह उसी तिथि को आवेदन करता है तथा सफल हो जाता है तो उसकी प्रोन्नति उसके द्वारा योग्यता मानदण्ड पूरा करने की तिथि से प्रभावी होगी।
- iii) ऐसे अभ्यर्थी जो प्रथम मूल्यांकन में सफल नहीं हो पाते हैं उनका पुनर्मूल्यांकन एक वर्ष के बाद ही किया जाएगा। जब ऐसे अभ्यर्थी बाद में किए गए मूल्यांकन में सफल हो जाते हैं तो उनकी प्रोन्नति अस्वीकृति की तिथि से एक वर्ष मानी जाएगी।
- VII. विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय) संबंधी विनियम, 2010 और इसमें बाद में किए गए संशोधनों के तहत कॅरियर उन्नति योजना के अंतर्गत एक अकादमिक स्तर/ ग्रेड वेतन से दूसरे अकादमिक स्तर/ ग्रेड वेतन में

प्रोन्नतियों के लंबित मामलों के संबंध में शिक्षक को एक अकादमिक स्तर/ ग्रेड वेतन से दूसरे अकादमिक स्तर/ ग्रेड वेतन में प्रोन्नति पर विचार किए जाने हेतु निम्नानुसार विकल्प दिया जाएगा:

(क) इन विनियमों के अंतर्गत शिक्षकों पर एक अकादमिक स्तर/ ग्रेड वेतन से दूसरे में प्रोन्नति हेतु सीएस के अनुसार विचार किया जाएगा।

अथवा

(ख) एक अकादमिक स्तर/ ग्रेड वेतन से दूसरे में प्रोन्नति हेतु संकाय के सदस्यों पर सीएस के अनुसार विचार किया जाएगा जो कि विश्वविद्यालयों एवं महाविद्यालयों में शिक्षकों और अन्य अकादमिक स्टाफ की नियुक्ति हेतु विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय) संबंधी विनियम, 2010 तथा इसमें बाद में किए गए संशोधनों के तहत होगा जिसमें इन विनियमों की अधिसूचना की तिथि तक अकादमिक निष्पादन संकेतकों (एपीआई) पर आधारित निष्पादन आधारित मूल्यांकन पद्धति (पीबीएस) की अर्हताओं में छूट प्रदान की जाएगी।

विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय) संबंधी विनियम, 2010 और इसमें किए गए संशोधनों में यथा उपबंधित सीएस के अंतर्गत एक अकादमिक स्तर/ ग्रेड वेतन से दूसरे में प्रोन्नति हेतु इन विनियमों की अधिसूचना की तिथि तक अकादमिक निष्पादन संकेतकों (एपीआई) आधारित निष्पादन आधारित मूल्यांकन पद्धति (पीबीएस) की अर्हताओं में छूट को नीचे परिभाषित किया गया है:

- i. उपर्युक्त उल्लिखित परिशिष्ट- III में यथा परिभाषित श्रेणी- I के तहत प्राप्तांक से छूट के लिए उपर्युक्त उल्लिखित विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय) संबंधी विनियम, 2010 सहित संकाय और अन्य समतुल्य संवर्ग के पदों के लिए विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय) (चौथा संशोधन) संबंधी विनियम, 2016।
- ii. विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय) संबंधी विनियम, 2010 में यथा उपबंधानुसार संकाय और अन्य समतुल्य संवर्ग के पदों के लिए श्रेणी- II तथा श्रेणी- III के लिए अंक प्रदान किए जाएंगे जिसमें श्रेणी- II तथा श्रेणी- III पर एक साथ विचार कर निम्नवत समेकित न्यूनतम एपीआई प्राप्तांक अपेक्षाएं निम्नानुसार होंगी:

नोट: श्रेणी- II और श्रेणी- III के लिए पृथक रूप से कोई न्यूनतम एपीआई प्राप्तांक की अपेक्षाएं नहीं होंगी।

तालिका- क (विश्वविद्यालय विभागों में सीएस के अंतर्गत शिक्षकों की प्रोन्नति के लिए एपीआई संबंधी न्यूनतम अपेक्षाएं)

क्रम संख्या		सहायक आचार्य (चरण 1/ एजीपी 6000/- रुपए से चरण 2/एजीपी 7000/- रुपए)	सहायक आचार्य (चरण 2/ एजीपी 7000/- रुपए) से चरण 3/ एजीपी 8000/- रुपए)	सहायक आचार्य (चरण 3/ एजीपी 8000/- रुपए) से सह आचार्य (चरण 4/ एजीपी 9000/- रुपए)	सह आचार्य (चरण 4/ एजीपी 9000/- रुपए से आचार्य (चरण 5/एजीपी 10000/- रुपए)
1	शोध और अकादमिक योगदान (श्रेणी- III)	40/ मूल्यांकन अवधि	100/ मूल्यांकन अवधि	90/ मूल्यांकन अवधि	120/ मूल्यांकन अवधि
2	विशेषज्ञ मूल्यांकन पद्धति	छानबीन समिति	छानबीन समिति	चयन समिति	चयन समिति

तालिका— ख (महाविद्यालयों में सीएस के अंतर्गत शिक्षकों की प्रोन्नति हेतु एपीआई संबंधी न्यूनतम अपेक्षाएं (स्नातकपूर्व और स्नातकोत्तर) :

क्र. सं.		सहायक आचार्य (चरण 1/ एजीपी 6000/- रुपए से चरण 2/ एजीपी 7000/- रुपए)	सहायक आचार्य (चरण 2/ एजीपी 7000/- रुपए से चरण 3/ एजीपी 8000/- रुपए)	सहायक आचार्य (चरण 3/ एजीपी 8000/- रुपए से सह आचार्य (चरण 4/ एजीपी 9000/- रुपए)	सह आचार्य (चरण 4/ एजीपी 9000/- रुपए से आचार्य (चरण 5/ एजीपी 10000/- रुपए)
1	शोध और अकादमिक योगदान (श्रेणी—III)	20/ मूल्यांकन अवधि	50/ मूल्यांकन अवधि	45/ मूल्यांकन अवधि	60/ मूल्यांकन अवधि
2	विशेषज्ञ मूल्यांकन पद्धति	छानबीन समिति	छानबीन समिति	चयन समिति	चयन समिति

तालिका— ग (विश्वविद्यालयों में सीएस के अंतर्गत पुस्तकालय स्टाफ की प्रोन्नति हेतु एपीआई संबंधी न्यूनतम अपेक्षाएं) :

क्र.सं.		सहायक पुस्तकाध्यक्ष (चरण 1/ एजीपी 6000/- रुपए से चरण 2/ एजीपी 7000/- रुपए)	सहायक पुस्तकाध्यक्ष (चरण 2/ एजीपी 7000/- रुपए से चरण 3/ एजीपी 8000/- रुपए)	सहायक पुस्तकाध्यक्ष (चयन ग्रेड/ उप पुस्तकाध्यक्ष) (चरण 3/ एजीपी 8000/- रुपए से उप पुस्तकाध्यक्ष (चरण 4/ एजीपी 9000/- रुपए)	उप पुस्तकाध्यक्ष (चरण 4/ एजीपी 9000/- रुपए से उप पुस्तकाध्यक्ष (चरण 5 एजीपी 10000/- रुपए)
1	शोध और अकादमिक योगदान (श्रेणी—III)	40/ मूल्यांकन अवधि	100/ मूल्यांकन अवधि	90/ मूल्यांकन अवधि	120 प्रति मूल्यांकन अवधि
2	विशेषज्ञ मूल्यांकन पद्धति	छानबीन समिति	छानबीन समिति	चयन समिति	चयन समिति

तालिका— घ (महाविद्यालयों में सीएस के अंतर्गत पुस्तकालय स्टाफ की प्रोन्नति हेतु एपीआई संबंधी न्यूनतम अपेक्षाएं) :

क्र.सं.		सहायक पुस्तकाध्यक्ष (चरण 1/ एजीपी 6000/- रुपए से चरण 2/ एजीपी 7000/- रुपए)	सहायक पुस्तकाध्यक्ष (चरण 2/ एजीपी 7000/- रुपए से चरण 3/ एजीपी 8000/- रुपए)	सहायक पुस्तकाध्यक्ष (चयन ग्रेड/ उप पुस्तकाध्यक्ष) (चरण 3/ एजीपी 8000/- रुपए से उप पुस्तकाध्यक्ष (चरण 4/ एजीपी 9000/- रुपए)
1	शोध और अकादमिक योगदान (श्रेणी—III)	20/ मूल्यांकन अवधि	50/ मूल्यांकन अवधि	45/ मूल्यांकन अवधि
2	विशेषज्ञ मूल्यांकन पद्धति	छानबीन समिति	छानबीन समिति	चयन समिति

तालिका- उ (विश्वविद्यालय निदेशक/ उप निदेशक/ सहायक निदेशक, शारीरिक शिक्षा और खेलकूद की प्रोन्नति हेतु एपीआई संबंधी न्यूनतम अपेक्षाएं) :

क्र.सं.		सहायक निदेशक (चरण 1/ एजीपी 6000/- रुपए से चरण 2/ एजीपी 7000/- रुपए)	सहायक निदेशक (चरण 2/ एजीपी 7000/- रुपए) से सहायक निदेशक (चरण 3/ एजीपी 8000/- रुपए)	सहायक निदेशक (चरण 3/ एजीपी 8000/- रुपए) से उप निदेशक (चरण 4/ एजीपी 9000/- रुपए)	उप निदेशक (चरण 4/ एजीपी 9000/- रुपए) से
1	शोध और अकादमिक योगदान (श्रेणी-III)	40/ मूल्यांकन अवधि	100/ मूल्यांकन अवधि	90/ मूल्यांकन अवधि	120 प्रति मूल्यांकन अवधि
2	विशेषज्ञ मूल्यांकन पद्धति	छानबीन समिति	छानबीन समिति	चयन समिति	चयन समिति

तालिका- च (महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद की प्रोन्नति हेतु एपीआई संबंधी न्यूनतम अपेक्षाएं) :

क्र.सं.		सहायक निदेशक (चरण 1/ एजीपी 6000/- रुपए से चरण 2/ एजीपी 7000/- रुपए)	सहायक निदेशक (चरण 2/ एजीपी 7000/- रुपए) से सहायक निदेशक (चरण 3/ एजीपी 8000/- रुपए)	सहायक निदेशक (चरण 3/ एजीपी 8000/- रुपए) से उप निदेशक (चरण 4/ एजीपी 9000/- रुपए)
1	शोध और अकादमिक योगदान (श्रेणी-III)	20/ मूल्यांकन अवधि	50/ मूल्यांकन अवधि	45/ मूल्यांकन अवधि
2	विशेषज्ञ मूल्यांकन पद्धति	छानबीन समिति	छानबीन समिति	चयन समिति

VIII . सीएएस के अंतर्गत प्रोन्नतियों के लिए प्रबोधन पाठ्यक्रम और पुनश्चर्या पाठ्यक्रम की अपेक्षा दिनांक 31 दिसम्बर, 2018 तक अनिवार्य नहीं होगी।

6.4 कैरियर उन्नति योजना के अंतर्गत पदधारी और नव-नियुक्त सहायक आचार्य/ सह आचार्य/ आचार्यों की प्रोन्नति के चरण

क. प्रवेश-स्तर पर सहायक आचार्य, कैरियर उन्नति योजना (सीएएस) के अंतर्गत प्रोन्नति के लिए दो क्रमिक स्तरों (स्तर 11 और स्तर 12) के माध्यम से पात्र होंगे बशर्ते वे इन विनियमों के खण्ड 6.3 में विनिर्दिष्ट योग्यता और निष्पादन मानदण्ड को पूरा करते हों।

ख. महाविद्यालय के शिक्षकों के लिए कैरियर उन्नति योजना (सीएएस)

I. सहायक आचार्य (अकादमिक स्तर 10) से सहायक आचार्य (वरिष्ठ वेतनमान/ अकादमिक स्तर 11)

योग्यता : ऐसे सहायक आचार्य जिन्होंने सेवा में चार वर्ष पूरे कर लिए हों और पीएचडी की उपाधि धारक हों अथवा सेवा में पांच वर्ष पूरे कर लिए हों और व्यावसायिक पाठ्यक्रमों में एमफिल/स्नातकोत्तर उपाधि धारक हों जैसे एलएलएम, एम. टेक, एम. वी. एससी, एम.डी. अथवा जो व्यावसायिक पाठ्यक्रमों में पीएचडी/ एम.फिल/ स्नातकोत्तर की उपाधि धारक नहीं हों और जिन्होंने सेवा में छह वर्ष पूरे कर लिए हों।

(i). शिक्षण कार्यविधि पर 21 दिन की अवधि के एक प्रबोधन पाठ्यक्रम में भाग लिया हो; और

(ii). निम्नलिखित में से किसी एक कार्यक्रम में भाग लिया हो : एक पुनश्चर्या/ शोध कार्यविधि पाठ्यक्रम पूरा किया हो।

अथवा

निम्नलिखित में से किसी एक कार्यक्रम में भाग लिया हो : कार्यशाला, पाठ्यचर्या उन्नयन कार्यशाला, प्रशिक्षण शिक्षण- ज्ञान अर्जन- मूल्यांकन, प्रौद्योगिकी कार्यक्रम और कम से कम एक सप्ताह (5 दिन) की अवधि का संकाय विकास कार्यक्रम।

अथवा

मूल्यांकन अवधि के दौरान एक एमओओसी पाठ्यक्रम (ई- प्रमाणन के साथ) पूरा किया हो अथवा चार-चतुर्थांश में ई-विषयवस्तु का विकास / एमओओसी पाठ्यक्रम पूरा किया हो।

सीएसएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) जैसा कि परिशिष्ट- II तालिका 1 में विनिर्दिष्ट है, मूल्यांकन अवधि के पिछले चार/ पाँच/ छह वर्षों में से कम से कम तीन/ चार/ पाँच, इनमें से जो भी लागू हो, वर्ष की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों।

(ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की गई हो।

II. सहायक आचार्य (वरिष्ठ वेतनमान/ अकादमिक स्तर 11) से सहायक आचार्य (वरिष्ठ ग्रेड / अकादमिक स्तर 12)

योग्यता:

1) ऐसे सहायक आचार्य जिन्होंने वेतनमान अकादमिक स्तर 11/ वरिष्ठ वेतनमान में पांच वर्ष की सेवा पूर्ण कर ली हो।

2) अकादमिक स्तर-11/ वरिष्ठ वेतनमान के पिछले पांच वर्षों के दौरान निम्नलिखित में से कोई दो किए हों: मूल्यांकन की अवधि के दौरान कम से कम दो सप्ताह (10 दिन) की अवधि (अथवा कम से कम दो सप्ताह (दस दिनों) की अवधि के प्रत्येक एकल पाठ्यक्रम/ कार्यक्रम के स्थान पर कम से कम एक सप्ताह (पांच दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों) के पुनश्चर्या पाठ्यक्रम/ शोध कार्यविधि पाठ्यक्रम/ कार्यशालाओं/ पाठ्यचर्या उन्नयन कार्यशाला/ शिक्षण- ज्ञान अर्जन- मूल्यांकन/ प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम/ पाठ्यक्रम पूर्ण किए हों; अथवा संगत विषय में (ई- प्रमाणन) सहित एमओओसी पाठ्यक्रम पूर्ण किया हो; एक पाठ्यक्रम के कम से कम 10 मॉड्यूल के 4 चतुर्थांश (कम से कम एक चतुर्थांश) में ई-विषयवस्तु के विकास में योगदान दिया हो/ एमओओसी पाठ्यक्रम संचालित करने में योगदान दिया हो।

सीएसएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) मूल्यांकन अवधि के पिछले पाँच वर्षों में से कम से कम चार, इनमें से जो भी लागू हो, वर्ष की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों (जैसा कि परिशिष्ट- II तालिका 1 में विहित किया गया है)।

(ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की गई हो।

III. सहायक आचार्य (चयन ग्रेड/ अकादमिक स्तर 12) से सह आचार्य (अकादमिक स्तर 13 क)

योग्यता:

1) ऐसे सहायक आचार्य जिन्होंने अकादमिक स्तर 12/ चयन ग्रेड में तीन वर्ष की सेवा पूर्ण की हो।

2) संगत/ संबद्ध/ संगत विषय में पीएच.डी की उपाधि प्राप्त की हो।

3) पिछले तीन वर्षों के दौरान निम्नलिखित में से कोई एक कार्यक्रम/ पाठ्यक्रम पूर्ण किए हों : मूल्यांकन की अवधि के दौरान कम से कम दो सप्ताह (10 दिन) की अवधि (अथवा कम से कम दो सप्ताह (दस दिनों) की अवधि के प्रत्येक एकल पाठ्यक्रम/ कार्यक्रम के स्थान पर कम से कम एक सप्ताह (पांच दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों) के पुनश्चर्या पाठ्यक्रम/ कार्यविधि कार्यशाला/ पाठ्यचर्या उन्नयन कार्यशाला/ शिक्षण- ज्ञान अर्जन- मूल्यांकन/ प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम श्रेणी के कार्यक्रमों/ पाठ्यक्रमों में से कम से कम एक कार्यक्रम/ पाठ्यक्रम पूर्ण किया हो; अथवा संगत विषय में (ई- प्रमाणन) सहित एमओओसी पाठ्यक्रम पूर्ण किया हो; एक पाठ्यक्रम के कम से कम 10 मॉड्यूल के 4 चतुर्थांश (कम से कम एक चतुर्थांश) में ई-विषयवस्तु के विकास में योगदान दिया हो/ एमओओसी पाठ्यक्रम संचालित करने में योगदान दिया हो।

सीएसएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) जैसा कि परिशिष्ट- II तालिका 1 में विहित है, मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से दो वर्षों की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों; और

(ii) सह आचार्य के पद पर प्रोन्नति की सिफारिश इन विनियमों के अनुसार गठित चयन समिति द्वारा की गई हो।

IV. सह आचार्य (अकादमिक स्तर 13क) से आचार्य (अकादमिक स्तर 14)

योग्यता:

1. ऐसे सह आचार्य जिन्होंने अकादमिक स्तर 13क में सेवा के तीन वर्ष पूर्ण किए हों
2. संगत/ संबद्ध विषय में पीएच.डी की उपाधि प्राप्त की हो।
3. समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में कम से कम 10 शोध प्रकाशन किए हों जिनमें से तीन शोध पत्र मूल्यांकन अवधि के दौरान प्रकाशित हुए हों।
4. परिशिष्ट- II तालिका 2 के अनुसार कम से कम 110 शोध अंक प्राप्त किए हों।

सीएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) जैसा कि परिशिष्ट- II तालिका 1 में विहित है, शिक्षक को मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से दो वर्षों की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों; और जैसा कि परिशिष्ट- II तालिका 1 में विहित है, कम से कम 110 शोध अंक प्राप्त किए हों।

(ii) इन विनियमों के अनुसार गठित चयन समिति द्वारा आचार्य के पद पर प्रोन्नति की सिफारिश की गई हो।

ग. विश्वविद्यालय के शिक्षकों के लिए कैरियर उन्नति योजना (सीएस)

I. सहायक आचार्य (अकादमिक स्तर 10) से सहायक आचार्य (वरिष्ठ वेतनमान/ अकादमिक स्तर 11)

योग्यता:

(i) एक सहायक आचार्य जिसने पीएचडी की उपाधि के साथ सेवा में चार वर्ष पूरे किए हों अथवा पेशेवर पाठ्यक्रम जैसे एलएलएम, एम. टेक, एम.बी.एससी, और एम.डी. में एम.फिल/ स्नातकोत्तर की उपाधि के साथ सेवा में पाँच वर्ष अथवा पेशेवर पाठ्यक्रम में पीएचडी/एम.फिल/स्नातकोत्तर की उपाधि के बिना सेवा में छह वर्ष पूरे किए हों और निम्नलिखित शर्तें पूरी करता हो:

(ii) शिक्षण कार्यविधि पर 21 दिन की अवधि के एक प्रबोधन पाठ्यक्रम में भाग लिया हो;

(iii) इनमें से कोई एक किया हो: मूल्यांकन अवधि के दौरान कम से कम एक सप्ताह (5 दिन) की अवधि का पुनश्चर्या पाठ्यक्रम / शोध कार्यविधि पाठ्यक्रम/ कार्यशाला/ पाठ्यचर्या उन्नयन कार्यशाला/ प्रशिक्षण शिक्षण- ज्ञान अर्जन- मूल्यांकन, प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम पूरा किया हो अथवा एक एमओओसी पाठ्यक्रम (ई-प्रमाणन के साथ) पूरा किया हो अथवा चार चतुर्थांश में ई- विषयवस्तु के विकास/ एमओओसी पाठ्यक्रम पूरा किया हो; और

(iv) मूल्यांकन अवधि के दौरान समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में एक शोध प्रकाशन प्रकाशित हुआ हो।

सीएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) जैसा कि परिशिष्ट- II तालिका 1 में विनिर्दिष्ट है, मूल्यांकन अवधि के पिछले चार/ पाँच/ छह वर्षों में से कम से कम तीन/ चार/ पाँच, इनमें से जो भी लागू हो, वर्ष की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों।

(ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की गई हो।

II. सहायक आचार्य (वरिष्ठ वेतनमान/ अकादमिक स्तर 11) से सहायक आचार्य (वरिष्ठ ग्रेड / अकादमिक स्तर 12)

योग्यता:

(i) ऐसे सहायक आचार्य जिन्होंने अकादमिक स्तर 11/ वरिष्ठ वेतनमान में पांच वर्ष की सेवा पूर्ण कर ली हो।

(ii) संगत/ संबद्ध विषय में पीएच.डी की उपाधि प्राप्त की हो।

(iii) अकादमिक स्तर-11/ वरिष्ठ वेतनमान के पिछले पांच वर्षों के दौरान निम्नलिखित में से कोई दो किए हों: मूल्यांकन की अवधि के दौरान कम से कम दो सप्ताह (10 दिन) की अवधि (अथवा कम से कम दो सप्ताह (दस दिनों) की अवधि के प्रत्येक एकल पाठ्यक्रम/ कार्यक्रम के स्थान पर कम से कम एक सप्ताह (पांच दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों) के पुनश्चर्या पाठ्यक्रम/ शोध कार्यविधि पाठ्यक्रम/ कार्यशालाओं/ पाठ्यचर्या उन्नयन कार्यशाला/ शिक्षण- ज्ञान अर्जन- मूल्यांकन/ प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम/ पाठ्यक्रम पूर्ण किए हों; अथवा संगत विषय में (ई- प्रमाणन) सहित एमओओसी पाठ्यक्रम पूर्ण किया हो; एक पाठ्यक्रम के कम से कम 10 मॉड्यूल के 4 चतुर्थांश (कम से कम एक चतुर्थांश) में ई-विषयवस्तु के विकास में योगदान दिया हो/ एमओओसी पाठ्यक्रम संचालित करने में योगदान दिया हो।

(iv) मूल्यांकन अवधि के दौरान समकक्ष व्यक्ति समीक्षित अथवा वि0अ0आ0 सूचीबद्ध जर्नलों में तीन शोध पत्र हुए हों।

सीएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) मूल्यांकन अवधि के दौरान पिछले पाँच वर्षों में से कम से कम चार वर्षों के दौरान शिक्षक को वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों (जैसा कि परिशिष्ट- II तालिका 1 में विनिर्दिष्ट है); और

(ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की गई हो।

III. सहायक आचार्य (चयन ग्रेड/ अकादमिक स्तर 12) से सह आचार्य (अकादमिक स्तर 13क)

1) ऐसे सहायक आचार्य जिन्होंने अकादमिक स्तर 12/ चयन ग्रेड में तीन वर्ष की सेवा पूर्ण की हो।

2) संगत/ संबद्ध विषय में पीएच.डी की उपाधि प्राप्त की हो।

3) पिछले तीन वर्षों के दौरान निम्नलिखित में से कोई एक कार्यक्रम/ पाठ्यक्रम पूर्ण किए हों : मूल्यांकन की अवधि के दौरान कम से कम दो सप्ताह (10 दिन) की अवधि (अथवा कम से कम दो सप्ताह (दस दिनों) की अवधि के प्रत्येक एकल पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (पांच दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों) के पुनश्चर्या पाठ्यक्रम/कार्यविधि कार्यशाला / पाठ्यचर्या उन्नयन कार्यशाला/ शिक्षण- ज्ञान अर्जन- मूल्यांकन/ प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम श्रेणी के कार्यक्रमों/ पाठ्यक्रमों में से कम से कम एक कार्यक्रम/ पाठ्यक्रम पूर्ण किया हो; अथवा संगत विषय में (ई- प्रमाणन) सहित एमओओसी पाठ्यक्रम पूर्ण किया हो; एक पाठ्यक्रम के कम से कम 10 मॉड्यूल के 4 चतुर्थांश (कम से कम एक चतुर्थांश) में ई-विषयवस्तु के विकास में योगदान दिया हो/ एमओओसी पाठ्यक्रम संचालित करने में योगदान दिया हो।

4) मूल्यांकन अवधि के दौरान समकक्ष व्यक्ति समीक्षित अथवा वि0अ0आ0 सूचीबद्ध जर्नलों में कम से कम सात प्रकाशन प्रकाशित हुए हों जिसमें से तीन शोध पत्र मूल्यांकन अवधि के दौरान प्रकाशित हुए हों।

5) कम से कम एक पीएच.डी अभ्यर्थी का मार्गदर्शन करने के साक्ष्य हो।

सीएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) जैसा कि परिशिष्ट- II तालिका 1 में विहित है, मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से दो वर्षों की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों; और जैसा कि परिशिष्ट- II तालिका 2 में विहित है, कम से कम 70 शोध अंक प्राप्त किए हों।

(ii) इन विनियमों के अनुसार गठित चयन समिति द्वारा प्रोन्नति की सिफारिश की गई हो।

IV. सह आचार्य (अकादमिक स्तर 13क) से आचार्य (अकादमिक स्तर 14)

योग्यता:

1. ऐसे सह आचार्य जिन्होंने अकादमिक स्तर 13क में तीन वर्ष की सेवा पूर्ण कर ली हो।

2. संबंधित/ संबद्ध/ संगत विषय में पीएच.डी की उपाधि प्राप्त की हो।

3. समकक्ष व्यक्ति समीक्षित अथवा वि0अ0आ0 सूचीबद्ध जर्नलों में कम से कम दस शोध प्रकाशन किए हों जिनमें से तीन शोध पत्र मूल्यांकन अवधि के दौरान प्रकाशित हुए हों।

4. पीएच.डी अभ्यर्थियों का सफलतापूर्वक मार्गदर्शन करने के साक्ष्य हो।

5. परिशिष्ट- II तालिका 2 के अनुसार कम से कम 110 शोध अंक प्राप्त किए हों।

सीएस प्रोन्नति मानदण्ड:

किसी शिक्षक को प्रोन्नत किया जा सकता है यदि;

(i) यदि उसे परिशिष्ट- II तालिका 1 में यथा विहित मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से दो वर्षों की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों तथा परिशिष्ट- II तालिका 2 में यथा विहित है, कम से कम 110 शोध अंक प्राप्त किए हों;

(ii) इन विनियमों के अनुसार गठित चयन समिति द्वारा प्रोन्नति की सिफारिश की गई हो।

V. आचार्य (अकादमिक स्तर 14) से वरिष्ठ आचार्य (अकादमिक स्तर 15)

सीएस के अंतर्गत एक आचार्य की वरिष्ठ आचार्य के पद पर प्रोन्नति की जा सकती है। प्रोन्नति शैक्षिक उपलब्धियों, ऐसे तीन प्रख्यात विषय विशेषज्ञों, जो कम से कम 10 वर्ष के अनुभव रखने वाले वरिष्ठ आचार्य अथवा आचार्य के पद के समकक्ष हों, द्वारा की गई अनुकूल समीक्षा के आधार पर होगी। चयन पिछले 10 वर्षों के दौरान 10 सर्वोत्तम प्रकाशनों और इन विनियमों के अनुसार गठित चयन समिति के साथ विचार-विमर्श के आधार पर होगा।

योग्यता:

(i) आचार्य के पद पर दस वर्ष का अनुभव।

(ii) समकक्ष व्यक्ति समीक्षित अथवा वि०अ०आ० सूचीबद्ध जर्नलों में कम से कम दस प्रकाशन किए हों तथा मूल्यांकन अवधि के दौरान उनके पर्यवेक्षण में दो अभ्यर्थियों को सफलतापूर्वक पीएचडी की उपाधि प्रदान की गई हो।

घ. पुस्तकाध्यक्षों के लिए कैरियर उन्नति योजना (सीएस)

नोट:

i. निम्नलिखित उपबंध केवल उन व्यक्तियों पर लागू हैं जो पुस्तकालय विज्ञान के शिक्षण से नहीं जुड़े हों। जिन संस्थानों में पुस्तकालय विज्ञान एक शिक्षण विभाग है वहां के शिक्षक महाविद्यालयों/ संस्थानों और विश्वविद्यालयों के लिए क्रमशः इन विनियमों के खण्ड 6.4 (ख) और 6.4 (ग) के अंतर्गत शामिल होंगे।

ii. विश्वविद्यालयों में उप पुस्तकाध्यक्ष के दो स्तर होंगे अर्थात् अकादमिक स्तर 13क और अकादमिक स्तर 14 जबकि महाविद्यालय पुस्तकाध्यक्ष के पांच स्तर होंगे अर्थात् अकादमिक स्तर 10, अकादमिक स्तर 11, अकादमिक स्तर 12, अकादमिक स्तर 13क और अकादमिक स्तर 14।

I. विश्वविद्यालय सहायक पुस्तकाध्यक्ष (अकादमिक स्तर 10)/ महाविद्यालय पुस्तकाध्यक्ष (अकादमिक स्तर 10) से विश्वविद्यालय सहायक पुस्तकाध्यक्ष (वरिष्ठ वेतनमान/ अकादमिक स्तर 11)/ महाविद्यालय पुस्तकाध्यक्ष (वरिष्ठ वेतनमान/ अकादमिक स्तर 11):

योग्यता :

एक सहायक पुस्तकाध्यक्ष जो कि अकादमिक स्तर 10 में हो और पुस्तकालय विज्ञान/ सूचना विज्ञान/ प्रलेखीकरण विज्ञान में पीएच.डी की उपाधि धारक हो अथवा समकक्ष उपाधि धारक हो अथवा पांच वर्ष का अनुभव हो, कम से कम एम.फिल. की उपाधि के साथ पांच वर्ष का अनुभवधारी हो, अथवा जो अभ्यर्थी एम.फिल अथवा पीएच.डी की उपाधि नहीं हो उनका छह वर्षों का सेवाकाल हो।

(i) उसने 21 दिन की अवधि के कम से कम एक प्रबोधन पाठ्यक्रम में भाग लिया हो; और

(ii) परिशिष्ट- II तालिका 4 में यथा विहित, कम से कम 5 दिन का स्वचालन और डिजिटलीकरण, रख-रखाव और संबद्ध क्रियाकलापों पर प्रशिक्षण, संगोष्ठी अथवा कार्यशाला में भाग लिया हो।

सीएस प्रोन्नति मानदण्ड:

एक सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष को प्रोन्नति दी जा सकती है यदि उसने:

(i) यदि उसे मूल्यांकन अवधि के पिछले चार/ पांच/ छह वर्षों में से कम से कम तीन/ चार/ पांच/ वर्षों, जैसा भी मामला हो, की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट- II तालिका- 4 में विनिर्दिष्ट है; और

(ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की गई हो।

II. विश्वविद्यालय सहायक पुस्तकाध्यक्ष (वरिष्ठ वेतनमान/ अकादमिक स्तर 11)/ महाविद्यालय पुस्तकाध्यक्ष (वरिष्ठ वेतनमान/ अकादमिक स्तर 11) से विश्वविद्यालय सहायक पुस्तकाध्यक्ष (चयन ग्रेड / अकादमिक स्तर 12/ महाविद्यालय पुस्तकाध्यक्ष (चयन ग्रेड/ अकादमिक स्तर 12)

योग्यता:

1) उन्होंने उस ग्रेड में पांच वर्ष की सेवा पूर्ण कर ली हो।

2) उन्होंने पिछले पांच वर्षों के दौरान निम्नलिखित में से किन्हीं दो कार्यक्रमों में भाग लिया हो :

(i) स्वचालन और डिजिटलीकरण के संबंध में प्रशिक्षण/ संगोष्ठी/ कार्यशाला/ पाठ्यक्रम;

(ii) परिशिष्ट- II तालिका 4 के अनुसार कम से कम दो सप्ताह (दस दिन) की अवधि तक के रख-रखाव और अन्य अन्य संबद्ध कार्यकलाप (अथवा कम से कम दो सप्ताह (दस दिन) के प्रत्येक पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (5 दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों), (iii) संगत विषय में (ई- प्रमाणन के साथ) एमओओसी पाठ्यक्रम किया हो/ विकसित किया हो; अथवा (iv) पुस्तकालय उन्नयन पाठ्यक्रम किया हो।

सीएस प्रोन्नति मानदण्ड:

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

(i) यदि उसे मूल्यांकन अवधि के पिछले पांच वर्षों में से कम से कम चार वर्षों के दौरान वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट- II तालिका 4 में विनिर्दिष्ट है; और

(ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की गई हो।

III. विश्वविद्यालय सहायक पुस्तकाध्यक्ष (चयन ग्रेड/ अकादमिक स्तर 12)/ महाविद्यालय पुस्तकाध्यक्ष (चयन ग्रेड /अकादमिक स्तर 12) से विश्वविद्यालय उप पुस्तकाध्यक्ष (अकादमिक स्तर 13क)/ महाविद्यालय पुस्तकाध्यक्ष (अकादमिक स्तर 13क)

1) उन्होंने उस ग्रेड में तीन वर्ष की सेवा पूर्ण कर ली हो।

2) उन्होंने पिछले तीन वर्षों के दौरान निम्नलिखित में से किन्हीं एक कार्यक्रम में भाग लिया हो :

(i) स्वचालन और डिजिटलीकरण के संबंध में प्रशिक्षण/ संगोष्ठी/ कार्यशाला/ पाठ्यक्रम

(ii) परिशिष्ट- II तालिका 4 के अनुसार कम से कम दो सप्ताह (दस दिन) की अवधि की रख-रखाव और अन्य संबद्ध कार्यकलाप (iii) अथवा कम से कम दो सप्ताह (दस दिन) के प्रत्येक पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (5 दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों (iv) संगत विषय में (ई- प्रमाणन के साथ) एमओओसी पाठ्यक्रम किया हो/ विकसित किया हो, और (v) अथवा पुस्तकालय उन्नयन पाठ्यक्रम किया हो।

सीएस प्रोन्नति मानदण्ड:

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

(i) यदि उसे मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से कम दो वर्षों के दौरान वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट- II तालिका 4 में विनिर्दिष्ट है; और

(ii) प्रोन्नति की सिफारिश साक्षात्कार में निष्पादन के आधार पर इन विनियमों के अनुसार गठित चयन समिति द्वारा की जाएगी।

IV. विश्वविद्यालय उप पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष (अकादमिक स्तर 13क) से विश्वविद्यालय उप पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष (अकादमिक स्तर 14) में सीएस प्रोन्नति के लिए निम्नलिखित मानदण्ड होंगे:

1) उन्होंने उस ग्रेड में तीन वर्ष की सेवा पूर्ण कर ली हो।

2) उन्होंने पिछले तीन वर्षों के दौरान निम्नलिखित में से किन्हीं एक कार्यक्रम में भाग लिया हो :

(i) स्वचालन और डिजिटलीकरण के संबंध में प्रशिक्षण/ संगोष्ठी/ कार्यशाला/ पाठ्यक्रम;

(ii) परिशिष्ट- II तालिका 4 के अनुसार कम से कम दो सप्ताह (दस दिन) की अवधि की रख-रखाव और अन्य संबद्ध कार्यकलाप (iii) अथवा कम से कम दो सप्ताह (दस दिन) के प्रत्येक पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (5 दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों (iv) संगत विषय में (ई- प्रमाणन के साथ) एमओओसी पाठ्यक्रम किया हो/ विकसित किया हो, और (v) अथवा पुस्तकालय उन्नयन पाठ्यक्रम किया हो।

3) पुस्तकालय आईसीटी समेकन सहित नवोन्मेषी पुस्तकालय सेवाओं के साक्ष्य हों।

4) पुस्तकालय विज्ञान/ सूचना विज्ञान/ प्रलेखीकरण/ अभिलेख और पाण्डुलिपि संरक्षण में पीएचडी की उपाधि प्राप्त की हो।

सीएस प्रोन्नति मानदण्ड:

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

- (i) यदि उसे मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से कम दो वर्षों के दौरान वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट- II तालिका 4 में विनिर्दिष्ट है; और
- (ii) प्रोन्नति की सिफारिश साक्षात्कार में निष्पादन के आधार पर इन विनियमों के अनुसार गठित चयन समिति द्वारा की जाएगी।

ऊ. निदेशक, शारीरिक शिक्षा और खेलकूद के लिए कैरियर उन्नति योजना (सीएस)

नोट:

- (i) निम्नलिखित उपबंध केवल उन कार्मिकों पर लागू हैं जो शारीरिक शिक्षा और खेलकूद के शिक्षण से जुड़े न हों। जिन संस्थानों में शारीरिक शिक्षा और खेलकूद एक शिक्षण विभाग है वहां के शिक्षक, महाविद्यालयों/ संस्थानों और विश्वविद्यालयों के लिए क्रमशः इन विनियमों के खण्ड 6.4 (ख) और 6.4 (ग) के अंतर्गत शामिल होंगे।
- (ii) विश्वविद्यालयों में उप निदेशक, शारीरिक शिक्षा और खेलकूद, के दो स्तर होंगे अर्थात् अकादमिक स्तर 13क और अकादमिक स्तर 14, जबकि महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद के पांच स्तर होंगे अर्थात् अकादमिक स्तर 10, अकादमिक स्तर 11, अकादमिक स्तर 12, अकादमिक स्तर 13क और अकादमिक स्तर 14।

I. सहायक निदेशक, शारीरिक शिक्षा और खेलकूद (अकादमिक स्तर 10)/ महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद (अकादमिक स्तर 10) से सहायक निदेशक, शारीरिक शिक्षा और खेलकूद (वरिष्ठ वेतनमान / अकादमिक स्तर 11) / महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद (वरिष्ठ वेतनमान / अकादमिक स्तर 11)

योग्यता:

- (i) उन्होंने शारीरिक शिक्षा अथवा शारीरिक शिक्षा और खेलकूद अथवा खेलकूद विज्ञान में पीएचडी की उपाधि के साथ चार वर्ष की सेवा पूर्ण की हो अथवा एम.फिल. की उपाधि के साथ पांच वर्ष की सेवा, अथवा एम.फिल. या पीएचडी की उपाधि के बिना छह वर्ष की सेवा पूर्ण की हो।
- (ii) उन्होंने 21 दिन की अवधि के एक प्रबोधन पाठ्यक्रम में भाग लिया हो; और
- (iii) उन्होंने निम्नलिखित में से किसी एक को पूर्ण किया हो: (क) पुनश्चर्या पाठ्यक्रम/ शोध कार्यविधि पाठ्यक्रम/ कार्यशाला; (ख) कम से कम 5 दिन की अवधि का प्रशिक्षण शिक्षण- ज्ञान अर्जन- मूल्यांकन प्रौद्योगिकी कार्यक्रम / संकाय विकास कार्यक्रम; (ग) एक एमओओसी पाठ्यक्रम (ई-प्रमाणन के साथ) को पूर्ण किया हो/ विकसित किया हो।

सीएस प्रोन्नति मानदण्ड:

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

- (i) यदि उसे मूल्यांकन अवधि के पिछले चार/ पांच/ छह वर्षों में से कम से कम तीन/ चार/ पांच/ वर्षों, जैसा भी मामला हो, की वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट- II तालिका 5 में विनिर्दिष्ट है; और
- (ii) प्रोन्नति की सिफारिश छानबीन- सह- मूल्यांकन समिति द्वारा की जाएगी।

II. सहायक निदेशक, शारीरिक शिक्षा और खेलकूद (वरिष्ठ वेतनमान/ अकादमिक स्तर 11)/ महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद (वरिष्ठ वेतनमान / अकादमिक स्तर 11) से विश्वविद्यालय सहायक निदेशक, शारीरिक शिक्षा और खेलकूद (चयन ग्रेड/ अकादमिक स्तर 12)/ महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद (चयन ग्रेड/ अकादमिक स्तर 12)

- 1) उन्होंने उस ग्रेड में पांच वर्ष की सेवा पूर्ण कर ली हो।
- 2) उन्होंने पिछले पांच वर्षों के दौरान निम्नलिखित में से किसी दो को पूर्ण किया हो: (i) पुनश्चर्या पाठ्यक्रम, शोध कार्यविधि कार्यशालाओं की श्रेणी में से एक पाठ्यक्रम/ कार्यक्रम पूर्ण किया हो। (ii) कम से कम दो सप्ताह (दस दिन) की अवधि का शिक्षण- ज्ञान अर्जन- मूल्यांकन प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम पूर्ण किया हो, अथवा (iii) कम से कम दो सप्ताह (दस दिन) के प्रत्येक पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (5 दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों, और (iv) संगत विषय में (ई- प्रमाणन के साथ) एमओओसी पाठ्यक्रम पूर्ण किया हो/ विकसित किया हो।

सीएस प्रोन्नति मानदण्ड:

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

- (i) यदि उसे मूल्यांकन अवधि के पिछले पांच वर्षों में से कम से कम चार वर्षों के दौरान वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट— II तालिका 5 में विनिर्दिष्ट किया गया है; और
- (ii) प्रोन्नति की सिफारिश छानबीन— सह— मूल्यांकन समिति द्वारा की गई जाएगी।

III. विश्वविद्यालय सहायक निदेशक, शारीरिक शिक्षा और खेलकूद (चयन ग्रेड/ अकादमिक स्तर 12)/ महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद (चयन ग्रेड/ अकादमिक स्तर 12) से विश्वविद्यालय उप निदेशक शारीरिक शिक्षा और खेलकूद (अकादमिक स्तर 13क)/ महाविद्यालय निदेशक शारीरिक शिक्षा और खेलकूद (अकादमिक स्तर 13क) में प्रोन्नति हेतु

- 1) उन्होंने तीन वर्ष की सेवा पूर्ण कर ली हो;
- 2) उन्होंने पिछले तीन वर्षों के दौरान निम्नलिखित में से किसी दो को पूर्ण किया हो: (i) पुनश्चर्या पाठ्यक्रम, शोध कार्यविधि कार्यशालाओं की श्रेणी में से एक पाठ्यक्रम/ कार्यक्रम पूर्ण किया हो। (ii) कम से कम दो सप्ताह (दस दिन) की अवधि का शिक्षण— ज्ञान अर्जन— मूल्यांकन प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम पूर्ण किया हो, (अथवा कम से कम दो सप्ताह (दस दिन) के प्रत्येक पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (5 दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों), और (iii) संगत विषय में (ई— प्रमाणन के साथ) एमओओसी पाठ्यक्रम पूर्ण किया हो/ विकसित किया हो।

सीएस प्रोन्नति मानदण्ड:

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

- (i) उसे मूल्यांकन अवधि के पिछले तीन वर्षों में से कम से कम दो वर्षों के दौरान वार्षिक निष्पादन मूल्यांकन रिपोर्ट में 'संतोषजनक' अथवा 'अच्छे' ग्रेड प्राप्त हुए हों, जैसा कि परिशिष्ट— II तालिका 5 में विनिर्दिष्ट किया गया है; और
- (ii) प्रोन्नति की सिफारिश साक्षात्कार में निष्पादन के आधार पर इन विनियमों के अनुसार गठित चयन समिति द्वारा की जाएगी।

IV. विश्वविद्यालय उप निदेशक, शारीरिक शिक्षा और खेलकूद/ महाविद्यालय निदेशक, शारीरिक शिक्षा और खेलकूद (अकादमिक स्तर 13क) से विश्वविद्यालय उप निदेशक शारीरिक शिक्षा और खेलकूद/ महाविद्यालय निदेशक शारीरिक शिक्षा और खेलकूद (अकादमिक स्तर 14) में सीएस प्रोन्नति के लिए मानदण्ड निम्नलिखित होंगे:

- 1) उन्होंने तीन वर्ष की सेवा पूर्ण कर ली हो;
- 2) उन्होंने पिछले पांच वर्षों के दौरान निम्नलिखित में से किसी एक को पूर्ण किया हो:
 - (i) पुनश्चर्या पाठ्यक्रम, शोध कार्यविधि कार्यशालाओं की श्रेणी में से एक पाठ्यक्रम/ कार्यक्रम पूर्ण किया हो। (ii) कम से कम दो सप्ताह (दस दिन) की अवधि का शिक्षण— ज्ञान अर्जन— मूल्यांकन प्रौद्योगिकी कार्यक्रम/ संकाय विकास कार्यक्रम पूर्ण किया हो, (अथवा कम से कम दो सप्ताह (दस दिन) के प्रत्येक पाठ्यक्रम/कार्यक्रम के स्थान पर कम से कम एक सप्ताह (5 दिन) की अवधि के दो पाठ्यक्रम पूर्ण किए हों), और (iii) संगत विषय में (ई— प्रमाणन के साथ) एमओओसी पाठ्यक्रम पूर्ण किया हो/ विकसित किया हो।
- 3) कम से कम दो सप्ताह की अवधि की प्रतिस्पर्धाओं और अनुशिक्षण कैम्पों के आयोजन का साक्ष्य।
- 4) राज्य/ राष्ट्रीय/ अंतर्विश्वविद्यालयी/ संयुक्त विश्वविद्यालयी आदि जैसी प्रतिस्पर्धाओं के लिए दलों/ एथलिटों द्वारा बेहतर निष्पादन कराने के साक्ष्य आदि।
- 5) शारीरिक शिक्षा अथवा शारीरिक शिक्षा तथा खेलकूद और खेलकूद विज्ञान में पीएचडी उपाधि धारक हो।

सीएस प्रोन्नति मानक :

किसी व्यक्ति विशेष को प्रोन्नत किया जा सकता है, यदि;

- (i) वह गत 3 वर्षों की समीक्षा अवधि में से कम से कम दो वर्षों में 'संतुष्ट' या 'बेहतर' ग्रेड की निष्पादन मूल्यांकन रिपोर्ट प्राप्त करता है जैसा की के परिशिष्ट II, तालिका 5 में विनिर्दिष्ट है, और;
- (ii) प्रोन्नति की संस्तुति इन नियमों के अनुसार गठित एक चयन समिति की सिफारिशों पर साक्षात्कार में किए गए प्रदर्शन के आधार पर की जाएगी।

6.5 इस व्यवसाय में आने वाले उच्च मैरिट, उच्च गुणवत्ता के अनुसंधान प्रकाशनों की अधिक संख्या और उपयुक्त स्तर पर अनुभव वाले सह—आचार्य अथवा आचार्य का अग्रिम वेतन वृद्धि का विवेकपूर्ण पुरस्कार, संकाय में अन्य शिक्षकों के वेतन ढांचे और मैरिट— विशिष्ट कार्य को ध्यान में रखते हुए प्रत्येक मामले की मैरिट के संदर्भ में व्यक्तिगत अभ्यर्थियों के मामले पर विचार करते समय चयन समिति की सिफारिशों के आधार पर संबंधित विश्वविद्यालय अथवा भर्ती करने वाली संस्था के उपयुक्त प्राधिकारी की सक्षमता पर आधारित होगा। अग्रिम वेतन वृद्धि का

यह विवेकपूर्ण पुरस्कार उन लोगों पर लागू नहीं होगा जो सहायक आचार्य/ सहायक पुस्तकाध्यक्ष/ सहायक निदेशक शारीरिक शिक्षा और खेलकूद के रूप में इस पेशे में आते हैं और जो पीएचडी, एमफिल अथवा एमटेक और एलएलएम की उपाधि प्राप्त करने पर अग्रिम वेतन वृद्धि प्राप्त करने के पात्र हैं। तथापि, चयन समिति की बैठक में लिए गए निर्णय और रिकॉर्ड के अनुसार सेवा में आने वाले ऐसे सहायक आचार्य/ सहायक पुस्तकाध्यक्ष/ सहायक निदेशक शारीरिक शिक्षा और खेलकूद अग्रिम वेतनवृद्धि के विवेकपूर्ण पुरस्कार के पात्र हो सकते हैं जिनके पास पीएचडी उपाधि प्राप्त करने के पश्चात् पोस्ट डॉक्टरल शिक्षा शोध अनुभव और सिद्ध पूर्ववृत्त हों।

7.0 विश्वविद्यालयों के सम कुलपति/कुलपति का चयन :

7.1 सम कुलपति :

सम कुलपति की नियुक्ति कार्यकारी परिषद द्वारा कुलपति की सिफारिशों के आधार की जाएगी।

7.2 यह कुलपति का विशेषाधिकार होगा कि वह एक व्यक्ति की कार्यकारी परिषद् में सम कुलपति के रूप में सिफारिश करे। सम कुलपति, कुलपति की कार्यालय अवधि समाप्त होने तक ही कार्यालय में बना रहेगा।

7.3 कुलपति

- (i) सर्वोच्च स्तर की सक्षमता, सत्यनिष्ठता, नैतिकता और संस्था के प्रति प्रतिबद्धता सम्पन्न व्यक्ति को ही कुलपति नियुक्त किया जाएगा। कुलपति के रूप में नियुक्त किए जाने वाला व्यक्ति एक विश्वविद्यालय में कम से कम 10 वर्षों के लिए आचार्य के रूप में अनुभव या एक प्रतिष्ठित अनुसंधान या शैक्षणिक प्रशासनिक संगठन में शैक्षणिक नेतृत्व के साक्ष्य के साथ 10 वर्षों के अनुभव के साथ एक विशिष्ट शिक्षाविद् होना चाहिए।
- (ii) कुलपति के पद हेतु चयन एक खोज सह चयन समिति के माध्यम से एक सार्वजनिक अधिसूचना या नामांकन या प्रतिभा खोज प्रक्रिया या इनके संयोजन से 3 से 5 लोगों के एक पैनल द्वारा उचित पहचान के माध्यम से की जानी चाहिए। ऐसी खोज सह चयन समिति के सदस्य उच्चतर शिक्षा के क्षेत्र में प्रतिष्ठित व्यक्ति होने चाहिए और किसी भी प्रकार से संबंधित विश्वविद्यालय या उसके महाविद्यालयों से नहीं जुड़े होने चाहिए। पैनल तैयार करते समय खोज सह चयन समिति को शैक्षणिक उत्कृष्टता, देश और विदेश में उच्चतर शिक्षा प्रणाली से अवगत होने के अतिरिक्त शैक्षणिक और प्रशासनिक अभिशासन में पर्याप्त अनुभव को लिखित रूप में पैनल सहित कुलाध्यक्ष/कुलाधिपति को देना चाहिए। राज्यों, निजी और सम विश्वविद्यालयों के कुलपतियों के चुनाव हेतु खोज सह चयन समिति के एक सदस्य का नामांकन विश्वविद्यालय अनुदान आयोग के सभापति द्वारा किया जाना चाहिए।
- (iii) कुलपति की नियुक्ति खोज सह चयन समिति द्वारा सिफारिश किए गए पैनल के नामों में से कुलाध्यक्ष/ कुलाधिपति द्वारा की जाएगी।
- (iv) कुलपति का कार्यकाल उसकी मौजूदा सेवा अवधि का भाग बन जाएगा, जो उसे सेवा से जुड़े सभी लाभों हेतु पात्र बनाएगी।

8.0 इतर कार्यार्थ छुट्टी, अध्ययन छुट्टी, सबैटिकल छुट्टी

8.1 इतर कार्यार्थ छुट्टी

- (i) एक शैक्षणिक वर्ष में 30 दिन तक की इतर कार्यार्थ छुट्टी निम्नलिखित प्रयोजनार्थ प्रदान की जा सकती है :
 - (क) विश्वविद्यालय द्वारा नामित प्रतिनिधि के रूप में या विश्वविद्यालय/ महाविद्यालय की अनुमति के साथ अभिविन्यास कार्यक्रम, पुनश्चर्चा पाठ्यक्रम, शोध पद्धति कार्यशाला, संकाय अधिष्ठापन कार्यक्रम, सम्मेलन, संगोष्ठी या विचार गोष्ठी में भाग लेने के लिए ;
 - (ख) विश्वविद्यालय को संस्थानों और विश्वविद्यालयों से ऐसे संस्थानों और महाविद्यालयों में व्याख्यान देने के लिए आमंत्रण मिलने और उसे उपकुलपति/ महाविद्यालय के प्राचार्य द्वारा स्वीकृत करने की स्थिति में;
 - (ग) विश्वविद्यालय/ महाविद्यालय द्वारा प्रतिनियुक्ति आधार पर अन्य भारतीय या विदेशी विश्वविद्यालय, अन्य किसी एजेंसी, संस्था, या संगठन में काम करने हेतु;
 - (घ) केंद्र सरकार, राज्य सरकार, विश्वविद्यालय अनुदान आयोग, सहयोगी विश्वविद्यालय या अन्य किसी समान शैक्षणिक निकाय द्वारा नियुक्त समिति के शिष्टमंडल में भाग लेने या काम करने पर; और
 - (ङ) विश्वविद्यालय/ महाविद्यालय द्वारा उसे दिया गया अन्य कोई कार्य करने के लिए।
- (ii) प्रत्येक अवसर पर छुट्टी की अवधि इस प्रकार होनी चाहिए जिसे स्वीकृति प्रदान करने वाले अधिकारी द्वारा अनिवार्य समझा जाए।
- (iii) पूर्ण वेतन के साथ छुट्टी दी जा सकती है बशर्ते यदि शिक्षक एक अध्येतावृत्ति या मानदेय या उसके सामान्य खर्च हेतु आवश्यक राशि से इतर कोई और वित्तीय सहायता प्राप्त कर रहा है तो कम वेतन और भत्तों के साथ इतर कार्यार्थ छुट्टी को स्वीकृति दी जा सकती है।
- (iv) इतर कार्यार्थ छुट्टी को अर्जित छुट्टी, अर्ध वेतन छुट्टी या वेतन रहित छुट्टी या असाधारण छुट्टी के साथ जोड़ा जा सकता है।

(v) इतर कार्यार्थ छुट्टी, विश्वविद्यालय अनुदान आयोग, डीएसटी इत्यादि की बैठकों में भाग लेने हेतु भी प्रदान की जा सकती है, जहां एक शिक्षक को एक शैक्षणिक निकाय, सरकारी एजेंसी या गैर- सरकारी संगठन के साथ उसकी विशेषज्ञता को साझा करने के लिए आमंत्रित किया गया हो।

8.2 अध्ययन छुट्टी :

- (i) अध्ययन अवकाश की योजना उन संकायों को छात्रवृत्ति/ अध्येतावृत्ति का लाभ उठाने का अवसर प्रदान करती है जो नव- ज्ञान अर्जित करने और अपने विश्लेषणात्मक कौशल को सुधारना चाहते हैं। जब किसी शिक्षक को उच्चतर शिक्षा प्राप्त करने, पीएचडी, पोस्ट डॉक्टोरल अहर्ता या विदेशी उच्चतर शिक्षा संस्थान में एक शोध परियोजना हेतु छात्रवृत्ति या वजीफा (चाहे किसी भी नाम से कहा जाए) मिलता है तो छात्रवृत्ति/ अध्येतावृत्ति की राशि को उसके मूल संस्थान द्वारा उसे दिए जा रहे वेतन से नहीं जोड़ना चाहिए। पुरस्कृत व्यक्ति को छात्रवृत्ति/ अध्येतावृत्ति की संपूर्ण अवधि के लिए वेतन दिया जाना चाहिए बशर्ते कि वह मेजबान देश में शिक्षण जैसी कोई अन्य लाभकारी नौकरियां नहीं करता हो।
- (ii) अध्ययन छुट्टी पर गए एक शिक्षक को उस छुट्टी अवधि के दौरान भारत या विदेश में किसी संगठन के अंतर्गत नियमित या अशकालिक नियुक्ति के अंतर्गत कोई कार्य नहीं करेगा। हालांकि, उसे भारत या विदेश में किसी भी संस्थान में नियमित रोजगार के अतिरिक्त एक मानदेय या किसी और प्रकार की सहायता के साथ एक अध्येतावृत्ति या एक शोध छात्रवृत्ति या एक तदर्थ शिक्षण और शोध कार्य स्वीकृत करने की अनुमति है। यदि उसका/उसकी प्रधान संस्था की कार्यकारिणी परिषद्/ सिंडिकेट चाहे तो इस संबंध में प्राप्त किसी पावती के आधार पर उसके शिक्षण इत्यादि जो कि उसके नियोजक द्वारा निर्धारित किया जाएगा, के स्थान पर कम वेतन और भत्तों पर अध्ययन छुट्टी दे सकती है।
- (iii) अध्ययन छुट्टी प्रवेश स्तर पर नियुक्त किए गए व्यक्ति जैसे सहायक आचार्य/ सहायक पुस्तकाध्यक्ष/ शारीरिक शिक्षा और खेलकूद सहायक निदेशक/ महाविद्यालय डीपीईएंडएस (विश्वविद्यालय/ महाविद्यालय/ संस्थान के सहायक आचार्य या आचार्य जो अन्यथा सबैटिकल छुट्टी के लिए पात्र हैं के अतिरिक्त) को कम से कम 3 वर्ष की निरंतर सेवा के पश्चात् एक विशिष्ट क्षेत्र में अध्ययन करने या उसके विश्वविद्यालय/ महाविद्यालय/ संस्थान में उसके कार्य से सीधे संबंधित शोध या विश्वविद्यालय संगठन के विभिन्न पहलुओं और शिक्षा की पद्धतियों के विशेष अध्ययन हेतु पूर्ण योजना देने के पश्चात् प्रदान की जानी चाहिए।
- (iv) अध्ययन छुट्टी संबंधित विभाग के विभागाध्यक्ष की सिफारिशों पर कार्यकारिणी परिषद्/ सिंडिकेट द्वारा प्रदान की जानी चाहिए। अपवाद स्वरूप मामलों जिसमें कार्यकारिणी परिषद्/ सिंडिकेट संतुष्ट हो कि इस प्रकार छुट्टी को बढ़ाया जाना शैक्षणिक आधार पर अपरिहार्य है और विश्वविद्यालय/ महाविद्यालय/ संस्थान के हित में है, को छोड़कर छुट्टी एक बार में 3 वर्ष से अधिक की अवधि के लिए नहीं दी जानी चाहिए।
- (v) अध्ययन छुट्टी समाप्त होने के पश्चात् कार्य पर लौटने की संभावित तिथि के 5 वर्ष के अंदर उस शिक्षक के सेवानिवृत्त होने की स्थिति में उसे अध्ययन छुट्टी प्रदान नहीं की जाएगी।
- (vi) किसी को भी उसके संपूर्ण सेवाकाल के दौरान अध्ययन छुट्टी दो बार से अधिक प्रदान नहीं की जाएगी। अपितु, संपूर्ण सेवाकाल के दौरान ग्राह्य अध्ययन छुट्टी की अधिकतम अवधि पांच वर्ष से अधिक नहीं होनी चाहिए।
- (vii) अध्ययन छुट्टी एक बार से अधिक दी जा सकती है बशर्ते कि अध्ययन छुट्टी की पहले वाली अवधि पूर्ण होने पर शिक्षक के वापस आने के पश्चात् पांच वर्ष से कम का समय नहीं हुआ हो। आगामी अध्ययन छुट्टी की अवधि हेतु शिक्षक को पूर्व में ली गई छुट्टी की अवधि के दौरान किए गए कार्य के बारे में सूचित करना होगा और संभावित अध्ययन छुट्टी की अवधि के दौरान किए जाने वाले कार्य का विवरण भी देना होगा।
- (viii) कोई भी शिक्षक जिसे अध्ययन छुट्टी प्रदान की गई है, को कार्यकारिणी परिषद्/ सिंडिकेट की अनुमति के बिना अध्ययन पाठ्यक्रम या शोध कार्यक्रम को पर्याप्त रूप से बदलने की अनुमति नहीं दी जाएगी, यदि अध्ययन पाठ्यक्रम स्वीकृत अध्ययन छुट्टी की तुलना में कम पड़ता है, तो शिक्षक को अध्ययन पाठ्यक्रम की समाप्ति के पश्चात् सेवा में वापस आना होगा, जब तक की कार्यकारिणी परिषद्/ सिंडिकेट की अग्रिम मंजूरी से कम हुई अवधि में प्राप्त की असाधारण छुट्टी नहीं माना जाता है।
- (ix) ड्यूटी से अनुपस्थिति रहने की अधिकतम अवधि जो कि तीन वर्ष से अधिक नहीं हो, के अध्यधीन, अध्ययन छुट्टी में अर्जित छुट्टी, अर्ध वेतन छुट्टी, असाधारण छुट्टी जोड़ी जा सकती है बशर्ते कि शिक्षक के खाते में पड़ी अर्जित छुट्टियों को शिक्षक के स्वविवेक के अनुसार उपयोग किया जाए। जब अध्ययन छुट्टी, छुट्टियों से लगातार ली गई हो तब अध्ययन छुट्टी की अवधि, छुट्टियों के समाप्त होने के पश्चात् आरंभ हुई मानी जानी चाहिए। एक शिक्षक जो कि अध्ययन छुट्टी के दौरान उच्चतर पद पर चयनित हुआ हो, उसे पद ग्रहण करने के पश्चात् उस पद पर रखा जाएगा और उच्चतर वेतनमान प्रदान किया जाएगा।
- (x) अध्ययन छुट्टी की अवधि को सेवानिवृत्ति लाभ (पेंशन/ अंशदायी भविष्य निधि) के प्रयोजनार्थ सेवा में जोड़ा जाना चाहिए, बशर्ते शिक्षक अपनी अध्ययन छुट्टी की समाप्ति के पश्चात् विश्वविद्यालय/ महाविद्यालय/ संस्थान में पुनः कार्यग्रहण करता है और जिस अवधि के लिए बंधपत्र निष्पादित किया गया है, उस अवधि तक संस्थान की सेवा करता है।

- (xi) एक शिक्षक को प्रदान की गई अध्ययन छुट्टी निरस्त मानी जाएगी यदि मंजूरी के बारह माह के भीतर वह प्राप्त नहीं की जाती है बशर्ते कि जब प्रदान की गई अध्ययन छुट्टी को निरस्त कर दिया गया हो, शिक्षक उक्त छुट्टी के लिए पुनः आवेदन कर सकता है ।
- (xii) अध्ययन छुट्टी लेने वाले शिक्षक को यह वचन देना होगा कि वह अध्ययन छुट्टी समाप्त होने के पश्चात् सेवा में वापस आने पर सेवा में शामिल होने की तिथि से लेकर लगातार कम से कम 3 वर्षों तक विश्वविद्यालय / महाविद्यालय / संस्थान की सेवा करेगा ।
- (xiii) एक शिक्षक—
- (क) जो उसे प्रदान की गई अध्ययन छुट्टी की अवधि के भीतर अपना अध्ययन पूरा करने में असमर्थ रहता है, अथवा
- (ख) जो अपनी अध्ययन छुट्टी समाप्त होने के पश्चात् विश्वविद्यालय की सेवाओं को पुनः शामिल होने में असफल रहता है, अथवा
- (ग) जो विश्वविद्यालय की सेवा में पुनः शामिल होता है लेकिन सेवा में शामिल होने के पश्चात् निर्धारित सेवा अवधि को पूरा किए बिना सेवा छोड़ देता है, अथवा
- (घ) जिसे उक्त अवधि के भीतर विश्वविद्यालय द्वारा सेवा से निष्कासित किया जाता है अथवा हटाया जाता है तो वह शिक्षक छुट्टी वेतन में दी गई राशि और उस पर दिए गए भत्तों और अन्य खर्चों अथवा उसको या उसकी ओर से अध्ययन पाठ्यक्रम से संबंधित भुगतान की राशि के प्रतिदाय के लिए बाध्य है ।

स्पष्टीकरण:

यदि एक शिक्षक छुट्टी अवकाश को बढ़ाने की मांग करता है और उसकी छुट्टी नहीं बढ़ाई जाती है लेकिन वह मूलतः मंजूर की गई छुट्टी की समाप्ति के पश्चात् सेवा में वापस नहीं आता है तो इन्हीं विनियमों के अंतर्गत वसूली के प्रयोजनार्थ यह माना जाएगा कि वह छुट्टियां समाप्त होने के पश्चात् सेवा में पुनः वापस आने में असफल रहा है ।

उपरोक्त उपबंध के बावजूद, कार्यकारिणी परिषद / सिंडिकेट आदेश दे सकता है कि इन विनियमों में से कुछ भी उस शिक्षक पर लागू नहीं होगा, जिसे अध्ययन छुट्टी से वापस आने के बाद 3 वर्ष के भीतर चिकित्सा आधार पर सेवा से सेवानिवृत्त होने की अनुमति प्रदान की गई है । बशर्ते आगे, यदि कार्यकारिणी परिषद / सिंडिकेट इन विनियमों के अंतर्गत शिक्षक द्वारा प्रतिदाय राशि को किसी अन्य अपवादस्वरूप मामले में माफ करता है या कम करता है तो इसके कारण का रिकॉर्ड रखा जाए ।

(xiv) छुट्टी की मंजूरी के पश्चात् शिक्षक को छुट्टी पर जाने से पहले विश्वविद्यालय / महाविद्यालय / संस्थान के पक्ष में एक बंधपत्र निष्पादित करना होगा जिससे वह उपर्युक्त पैरा (x) से (xiii) में दी गई शर्तों को पूरा करने के लिए बाध्य होगा और उपर्युक्त पैरा (x) से (xiii) के अनुरूप विश्वविद्यालय / महाविद्यालय / संस्थान को प्रतिदाय हो सकने वाली राशि वित्त अधिकारी / कोषाध्यक्ष की संतुष्टि के अनुरूप अचल संपत्ति को धरोहर राशि या एक बीमा कंपनी के एक निष्ठा बंधपत्र या एक अनुसूचित बैंक की प्रतिभूति अथवा दो स्थाई अध्यापकों की प्रतिभूति देनी होगी ।

(xv) अध्ययन छुट्टी पर गए शिक्षक को अपने मूल विश्वविद्यालय / महाविद्यालय / संस्थान के कुलसचिव / प्राचार्य के समक्ष उसके पर्यवेक्षक अथवा संस्थान के प्रमुख से उसकी प्रगति की छमाही रिपोर्ट जमा करानी होगी । ऐसी रिपोर्ट अध्ययन छुट्टी की अवधि के प्रत्येक 6 माह की समाप्ति से 1 माह पूर्व कुलसचिव / प्राचार्य के पास पहुंच जानी चाहिए । यदि रिपोर्ट कुलसचिव / प्राचार्य के पास विनिर्दिष्ट समय के भीतर नहीं पहुंचती है तो छुट्टी हेतु वेतन का भुगतान को ऐसी रिपोर्ट की प्राप्ति तक आस्थगित रखा जा सकता है ।

(xvi) छुट्टी पर गए शिक्षक को अध्ययन छुट्टी अवधि के पूरा होने पर एक विस्तृत रिपोर्ट जमा करनी होगी । अध्ययन छुट्टी की अवधि के दौरान प्रस्तुत किए गए शोध दस्तावेज / विनिबंध / शैक्षणिक पत्रों की एक प्रति प्राथमिक रूप से विश्वविद्यालय / महाविद्यालय / संस्थान की वेबसाइट पर सार्वजनिक की जानी चाहिए ।

(xvii) संकाय सदस्य, विशेषरूप से सहायक आचार्य के स्तर पर कनिष्ठ संकाय के ज्ञान और कौशल को बढ़ाने की दृष्टि से विश्वविद्यालय / महाविद्यालय / संस्थानों और उनके अधीनस्थ विभागों के प्रमुखों को संकाय सुधार के हित को ध्यान में रखते हुए अध्ययन छुट्टी प्रदान करने में उदार होना चाहिए ताकि दीर्घावधि में विश्वविद्यालय / महाविद्यालय / संस्थान के शैक्षणिक मानक सकारात्मक रूप से प्रभावित हो सकें ।

8.3 सबैटिकल छुट्टी :

(i) विश्वविद्यालय और महाविद्यालयों के स्थायी, पूर्णकालिक शिक्षक जिन्होंने उपाचार्य / सह आचार्य या आचार्य के रूप में 7 वर्ष की सेवा पूरी कर ली है, को विश्वविद्यालय और उच्चतर शिक्षा प्रणाली में अपनी कुशलता और उपयोगिता बढ़ाने के उद्देश्य से अध्ययन अथवा शोध अथवा अन्य कोई शैक्षणिक लक्ष्य प्राप्त करने के लिए सबैटिकल छुट्टियां प्रदान की जाएं । इन छुट्टियों की अवधि, एक बार में, एक वर्ष से अधिक नहीं होनी चाहिए और शिक्षक के संपूर्ण कैरियर में दो वर्ष से अधिक नहीं होनी चाहिए ।

(ii) एक शिक्षक जिसने अध्ययन छुट्टी ली है, वह तब तक सबैटिकल छुट्टी का हकदार नहीं होगा जब तक कि शिक्षक पहले वाली अध्ययन छुट्टी से वापस आने की तिथि के पांच वर्ष की अवधि पूर्ण न की गई हो, अथवा एक वर्ष या उससे अधिक अवधि के किसी अन्य प्रकार के प्रशिक्षण कार्यक्रम को पूरा न कर ले ।

(iii) एक शिक्षक को सबैटिकल छुट्टी के दौरान उसके सबैटिकल छुट्टी पर जाने से तुरंत पहले वाली उपर्युक्त दरों पर वेतन और भत्ते (विहित शर्तें पूरी की जाने के अध्वधीन) मिलने चाहिए।

(iv) सबैटिकल छुट्टी पर गए एक शिक्षक को उस छुट्टी अवधि के दौरान भारत में या विदेश में किसी संगठन के अंतर्गत नियमित या अंशकालिक नियुक्ति के अंतर्गत कोई कार्य नहीं करना चाहिए। हालांकि, उसे भारत या विदेश में किसी भी संस्थान में नियमित रोजगार के अतिरिक्त एक मानदेय या किसी और प्रकार की सहायता के साथ एक अध्येतावृत्ति या एक शोध छात्रवृत्ति या एक तदर्थ शिक्षण और शोध कार्य स्वीकृत करने की अनुमति है बशर्ते कि ऐसे मामले में कार्यकारिणी परिषद्/सिंडिकेट, यदि चाहे तो, नियोजक द्वारा निर्धारित कम वेतन और भत्तों पर सबैटिकल छुट्टी प्रदान की जा सकती है।

(v) सबैटिकल छुट्टी की अवधि के दौरान शिक्षक को नियत तिथि पर वेतन वृद्धि प्राप्त करने की अनुमति होगी। छुट्टी की अवधि को पेंशन/अंशदायी भविष्य निधि के प्रयोजनार्थ हेतु सेवा में जोड़ा जाना चाहिए, बशर्ते कि शिक्षक अध्ययन छुट्टी की समाप्ति के पश्चात् विश्वविद्यालय/महाविद्यालय संस्थान में पुनः कार्यग्रहण करे।

8.4 विश्वविद्यालयों/महाविद्यालयों के स्थायी शिक्षकों हेतु अन्य प्रकार की छुट्टी के नियम

स्थायी अध्यापकों के लिए निम्नलिखित प्रकार की छुट्टियां स्वीकार्य होगी :

- (i) छुट्टी जैसे आकस्मिक छुट्टी, विशेष आकस्मिक छुट्टी और इतर कार्यार्थ छुट्टी को ड्यूटी समझा जाए;
 - (ii) सेवा द्वारा अर्जित की गई छुट्टियां जैसे अर्जित छुट्टी, अर्ध वेतन छुट्टी और परिवर्तित छुट्टी ;
 - (iii) ड्यूटी के बिना अर्जित की गई छुट्टियां जैसे असाधारण छुट्टी और अर्जन शोध्य छुट्टी ;
 - (iv) छुट्टी खाते से नहीं काटी गई छुट्टी;
 - (v) शैक्षणिक उत्कृष्टता हेतु प्राप्त की गई छुट्टी जैसे अध्ययन छुट्टी, सबैटिकल छुट्टी और शैक्षणिक छुट्टी;
 - (vi) स्वास्थ्य के आधार पर प्राप्त की गई छुट्टी जैसे प्रसूति छुट्टी और संगरोध छुट्टी;
- (ख) कार्यकारिणी परिषद्/सिंडिकेट *अपवादस्वरूप मामलों* में किसी भी प्रकार की शर्तें और निबंधन के अध्वधीन जैसा वह उचित समझे कोई भी अन्य छुट्टी दे सकती है, जिसके लिए कारण दर्ज किया जाना चाहिए।

I. आकस्मिक छुट्टी

- (i) किसी शिक्षक को दी जाने वाली आकस्मिक छुट्टी की संख्या एक शैक्षणिक वर्ष में आठ दिनों से अधिक नहीं होनी चाहिए।
- (ii) आकस्मिक छुट्टी को विशेष आकस्मिक छुट्टी के अतिरिक्त किसी भी अन्य प्रकार की छुट्टी के साथ नहीं जोड़ा जा सकता। तथापि, ऐसी आकस्मिक छुट्टी को रविवार सहित अन्य अवकाशों के साथ जोड़ा जा सकता है। आकस्मिक छुट्टी की अवधि के दौरान आने वाले अवकाश या रविवार को आकस्मिक छुट्टी के रूप में नहीं गिना जाएगा।

II. विशेष आकस्मिक छुट्टी

- (i) किसी शिक्षक को एक शैक्षणिक वर्ष में दस से अधिक विशेष आकस्मिक छुट्टी नहीं दी जानी चाहिए;
- (क) विश्वविद्यालय/लोक सेवा आयोग/परीक्षा बोर्ड या अन्य इसी प्रकार के निकायों/संस्थानों की परीक्षा आयोजित कराने के लिए; और
- (ख) किसी सांविधिक बोर्ड से जुड़े शैक्षणिक संस्थानों के निरीक्षण के लिए।
- (ii) दस दिनों की ग्राह्य छुट्टी की गणना में की गई वास्तविक यात्रा के दिन, यदि कोई हो, उन स्थानों से वहां तक जहां उपर्युक्त विनिर्दिष्ट कार्यकलाप हुए हैं, को इससे बाहर रखा जाएगा।
- (iii) इसके अतिरिक्त, नीचे बताए गए स्तर तक विशेष आकस्मिक छुट्टी भी प्रदान की जाए;
- (क) परिवार नियोजन कार्यक्रम के अंतर्गत नसबंदी ऑपरेशन, (पुरुष नसबंदी और महिला नसबंदी) के मामले में छुट्टियां छह कार्य दिवसों तक सीमित रहेगी; और
- (ख) एक महिला शिक्षक जो 'नॉन-पयूरपूरल' नसबंदी कराती है। इस मामले में छुट्टी 14 दिन तक सीमित होगी।
- (iv) विशेष आकस्मिक छुट्टी जमा नहीं की जा सकती और ना ही इसे आकस्मिक छुट्टी के अतिरिक्त किसी और प्रकार की छुट्टी के साथ जोड़ा जा सकता है। प्रत्येक मौके पर स्वीकृति प्रदान करने वाले अधिकारी द्वारा इसे छुट्टियों के साथ प्रदान किया जा सकता है।

I. अर्जित छुट्टियां

- (i) एक शिक्षक के लिए ग्राह्य अर्जित छुट्टियां :

(क) प्रावकाश सहित वास्तविक सेवा का 1/30 ; सहित

(ख) उस अवधि का एक तिहाई, यदि कोई हो तो, जिसके दौरान उसे प्रावकाश के दौरान ड्यूटी करनी होगी।

वास्तविक सेवा की अवधि की गणना के प्रयोजनार्थ, आकस्मिक, विशेष आकस्मिक और इतर कार्यार्थ छुट्टी को छोड़कर सभी छुट्टी अवधि को हटाया जाना चाहिए।

(ii) किसी शिक्षक के पास 300 दिनों से अधिक की अर्जित छुट्टी जमा नहीं होनी चाहिए। एक बार में अर्जित छुट्टी मंजूर करने की अधिकतम अवधि 60 दिन से अधिक नहीं होनी चाहिए। तथापि, उच्चतर शिक्षा प्राप्ति या प्रशिक्षण या चिकित्सा प्रमाण पत्र के साथ छुट्टी या जब पूरी छुट्टी या छुट्टी का एक भाग भारत से बाहर बिताया गया हो तो इन मामलों में 60 दिन से अधिक की अर्जित छुट्टी मंजूर की जा सकती है।

संदेह दूर करने हेतु यह स्पष्ट किया जाता है :

1. जब एक शिक्षक अर्जित छुट्टियों के साथ प्रावकाश को जोड़ता है तो औसत वेतन पर अधिकतम छुट्टी की गणना में प्रावकाश की अवधि को छुट्टी माना जाएगा जिसे विशिष्ट अवधि की छुट्टी में शामिल किया जा सकता है।
2. यदि भारत से बाहर छुट्टी का एक केवल एक हिस्सा बिताया गया हो तो 120 दिन से अधिक की छुट्टी केवल उस स्थिति में दी जाएगी, जबकि भारत में बिताई गई छुट्टियों का भाग कुल मिलाकर 120 दिन से अधिक नहीं हो।
3. शिक्षण स्टॉफ के सदस्यों के लिए अर्जित छुट्टियों के नकदीकरण की अनुमति केंद्र सरकार या राज्य सरकार के कर्मचारियों की भांति लागू होनी चाहिए।

IV. अर्ध-वेतन छुट्टी

किसी स्थायी शिक्षक के लिए सेवा का प्रत्येक वर्ष पूरा होने पर 20 दिन की अवधि की अर्ध-वेतन छुट्टी स्वीकृत की सकती है। ऐसी छुट्टी को किसी पंजीकृत चिकित्सक से चिकित्सा प्रमाणपत्र प्राप्त कर, किसी निजी मामले या किसी शैक्षणिक प्रयोजनार्थ के आधार पर प्रदान की जानी चाहिए।

स्पष्टीकरण :

“एक वर्ष की सेवा पूर्ण की” का अभिप्राय है कि विश्वविद्यालय के अंतर्गत एक विनिर्दिष्ट अवधि के लिए लगातार की गई सेवा जिसमें असाधारण छुट्टी सहित छुट्टी के साथ-साथ सेवा से अनुपस्थिति की अवधि भी शामिल है।

नोट : सेवानिवृत्ति के समय छुट्टियों के नगदीकरण के प्रयोजनार्थ यदि अर्जित छुट्टियों की संख्या 300 से कम है तो अर्जित छुट्टियों की संख्या की गणना हेतु अर्ध-वेतन छुट्टियों को अर्जित छुट्टियों के साथ जोड़ दिया जाना चाहिए जैसा कि भारत सरकार/ राज्य सरकार के कर्मचारियों के मामले में लागू होता है।

V. परिवर्तित छुट्टी

निम्नलिखित शर्तों के अधीन एक स्थायी शिक्षक को एक पंजीकृत चिकित्सक से चिकित्सा प्रमाणपत्र के आधार पर परिवर्तित छुट्टी, जो देय अर्ध-वेतन छुट्टी के आधे से अधिक न हो, प्रदान की जा सकती है :

- (i) संपूर्ण सेवा अवधि के दौरान परिवर्तित छुट्टी की अवधि की अधिकतम सीमा 240 दिन होगी;
- (ii) परिवर्तित छुट्टी प्रदान किए जाने की स्थिति में, अर्ध-वेतन छुट्टी के खाते से दोगनी छुट्टी काटी जाएगी; और
- (iii) एक साथ ली गई अर्जित छुट्टी और परिवर्तित छुट्टी की कुल अवधि एक समय में 240 दिनों से अधिक नहीं होगी;
बशर्ते कि इन विनियमों के अधीन कोई परिवर्तित छुट्टी नहीं दी जाएगी, जब तक छुट्टी स्वीकृत करने वाले सक्षम प्राधिकारी को यह विश्वास ना हो कि शिक्षक इस अवधि के समाप्त होने पर अपने कार्य पर वापस लौटेगा।

VI. असाधारण छुट्टी

(i) किसी स्थायी शिक्षक को असाधारण छुट्टी दी जा सकती है जबकि —

(क) कोई अन्य छुट्टी स्वीकार्य ना हो; अथवा

(ख) अन्य छुट्टी ग्राह्य हो और शिक्षक असाधारण छुट्टी हेतु लिखित में आवेदन करें।

(ii) असाधारण छुट्टी सदैव बिना वेतन और भत्तों के होगी। इसमें निम्नलिखित मामलों को छोड़कर वेतन वृद्धि की गणना के लिए इस पर विचार नहीं किया जाएगा:

(क) चिकित्सा प्रमाण पत्रों के आधार पर ली गई छुट्टी;

(ख) ऐसे मामलों में जहां कुलपति/ प्राचार्य संतुष्ट हो कि शिक्षक के नियंत्रण से बाहर के कारणों के चलते छुट्टी ली गई थी, जैसे कि नागरिक विद्रोह, अथवा प्राकृतिक आपदा के कारण कार्यभार ग्रहण करने अथवा पुनः कार्यभार ग्रहण करने में अक्षमता और शिक्षक के खाते में अन्य कोई भी छुट्टी नहीं हो;

(ग) उच्चतर अध्ययन जारी रखने हेतु ली गई छुट्टी; और

(घ) शिक्षण पद, अध्येतावृत्ति अथवा शोध—सह—शिक्षण पद के लिए निमंत्रण स्वीकार करने अथवा तकनीकी अथवा अकादमिक महत्व के कार्य सौंपे जाने पर छुट्टी प्रदान की गई हो।

(iii) असाधारण छुट्टी को आकस्मिक छुट्टी और विशेष आकस्मिक छुट्टी के अलावा अन्य किसी छुट्टी के साथ जोड़ा जा सकता है बशर्ते छुट्टी पर कार्य से लगातार अनुपस्थिति की कुल अवधि, ऐसे मामलों को छोड़कर जहां छुट्टी चिकित्सा प्रमाण पत्र पर ली गई हो, 3 वर्षों से अधिक नहीं होगी (उस छुट्टी की अवधि सहित जो उक्त छुट्टी के साथ जोड़ी गई है)। कार्य से अनुपस्थिति की कुल अवधि किसी भी स्थिति में व्यक्ति की संपूर्ण सेवा अवधि में पांच वर्षों से अधिक नहीं होगी।

(iv) छुट्टी प्रदान करने हेतु सक्षम प्राधिकारी, अनुपस्थिति की अवधि को भूतलक्षी प्रभाव से बिना छुट्टी के अनुपस्थिति को असाधारण छुट्टी में परिवर्तित कर सकता है।

VII. 'अर्जन शोध्य छुट्टी'

(i) 'अर्जन शोध्य छुट्टी' कुलपति/ प्राचार्य के विवेक पर स्थायी शिक्षक को उसकी संपूर्ण सेवा अवधि के दौरान 360 दिनों से अधिक नहीं प्रदान की जा सकती है, जिसमें से चिकित्सा प्रमाणपत्र पर एक समय में 90 दिन और संपूर्ण रूप से 180 दिन से अधिक की छुट्टी नहीं होनी चाहिए। उक्त छुट्टी को उनके द्वारा बाद में अर्जित किए गए अर्ध-वेतन छुट्टी से काटा जाएगा।

(ii) 'अर्जन शोध्य छुट्टी' कुलपति/ प्राचार्य द्वारा तब तक प्रदान नहीं की जाएगी, जब तक वह संतुष्ट ना हो कि जहाँ तक उन्हें यह यथोचित पूर्वानुमान हो कि शिक्षक छुट्टी की समाप्ति पर कार्य पर वापस लौटेगा और दी गई छुट्टी अर्जित करेगा।

(iii) एक शिक्षक, जिसे 'अर्जन शोध्य छुट्टी' प्रदान की गई है, उसे तब तक सेवा से त्यागपत्र देने की अनुमति नहीं दी जाएगी जब तक उसकी सक्रिय सेवा से उसके छुट्टी के खाते में शेष छुट्टी समाप्त नहीं हो जाती अथवा वह इस तरह से अर्जित नहीं की गई अवधि हेतु वेतन और भत्तों के रूप में उसे दी गई धनराशि वापस ना करें। ऐसे मामलों में जहां खराब स्वास्थ्य के कारण सेवानिवृत्ति अपरिहार्य बन जाती है, शिक्षक आगे की सेवा के लिए अशक्त हो जाता है, ऐसे मामलों में अर्जित की जाने वाली छुट्टी की अवधि हेतु वेतन अवकाश का प्रतिदाय कार्यकारी परिषद्/ महाविद्यालय के शासी निकाय द्वारा समाप्त किया जा सकता है।

बशर्ते कि कार्यकारी परिषद्/ महाविद्यालय का शासी निकाय किसी अन्य अपवादस्वरूप मामले में लिखित में कारणों को दर्ज करके, अर्जित की जाने वाली छुट्टी की अवधि हेतु वेतन अवकाश के प्रतिदाय को समाप्त कर सकता है।

VIII. प्रसूति छुट्टी

(i) महिला शिक्षक को पूर्ण वेतन पर पूरी सेवा अवधि में दो बार 180 दिनों से अधिक की प्रसूति छुट्टी नहीं दी जा सकती हैं। प्रसूति छुट्टी अकाल प्रसव हो जाने सहित गर्भपात के मामले में भी प्रदान की जा सकती हैं, बशर्ते कि एक महिला शिक्षक को अपनी सेवा अवधि में 45 दिनों से अधिक छुट्टी नहीं प्रदान की गई हो और छुट्टी हेतु आवेदन के साथ चिकित्सा प्रमाण पत्र प्रदान किया जाए।

(ii) प्रसूति छुट्टी को किसी अर्जित अवकाश, अर्ध-वेतन छुट्टी अथवा असाधारण छुट्टी के साथ जोड़ा जा सकता है परंतु प्रसूति छुट्टी को आगे बढ़ाने के लिए आवेदन के साथ किसी भी छुट्टी को केवल उस स्थिति में प्रदान किया जा सकता है जब उसके अनुरोध के साथ एक चिकित्सा प्रमाणपत्र संलग्न हो।

IX. बालचर्या छुट्टी

महिला शिक्षकों को अपने अवयस्क बच्चे/ बच्चों की देखभाल के लिए दो वर्षों की अवधि की छुट्टी प्रदान की जा सकती है। केंद्र सरकार की महिला कर्मचारियों की तर्ज पर महिला शिक्षकों को अपनी संपूर्ण सेवा अवधि के दौरान दो वर्षों (730) दिनों की अधिकतम अवधि हेतु बालचर्या छुट्टी प्रदान की जा सकती है। ऐसे मामलों में जहां बालचर्या छुट्टी 45 दिनों से अधिक की अवधि के लिए प्रदान की गई हो तो विश्वविद्यालय/ महाविद्यालय/ संस्थान एक अंशकालिक/ वैकल्पिक अतिथि शिक्षक को विश्वविद्यालय अनुदान आयोग को पूर्व जानकारी प्रदान कर नियुक्त कर सकते हैं।

X. पितृत्व अवकाश

पुरुष शिक्षकों को उनकी पत्नी की प्रसूति के दौरान 15 दिनों की पितृत्व अवकाश प्रदान किया जा सकता है पर ऐसा अवकाश केवल दो बच्चों पर ही प्रदान किया जाएगा।

XI. दत्तक ग्रहण छुट्टी

दत्तक ग्रहण छुट्टी केंद्र सरकार के नियमों के अनुसार प्रदान की जा सकती है।

XII. सरोगेसी हेतु छुट्टी

सरोगेसी हेतु छुट्टी भारत सरकार द्वारा निर्धारित नियमों, विनियमों और मानदंडों के अनुसार लागू होगी।

9. शोध संवर्धन अनुदान

विश्वविद्यालय अनुदान आयोग अथवा संबंधित एजेंसी (केंद्र/राज्य सरकार) शिक्षकों और अन्य गैर-व्यवसायिक अकादमिक स्टाफ को अपनी नियुक्ति के पश्चात् शीघ्र शोध शुरू करने के लिए सामाजिक विज्ञान, मानविकी और भाषा में 3 लाख रुपए और विज्ञान और प्रौद्योगिकी में 6 लाख रुपए तक स्टार्टअप अनुदान प्रदान कर सकते हैं।

9.1 परामर्शदात्री कार्य

संस्थाओं और परामर्शदाता शिक्षकों के बीच परामर्शदात्री नियमों, निबंधनों, शर्तों और राजस्व साझा करने के मॉडल को विश्वविद्यालय अनुदान आयोग के पृथक परामर्शदात्री नियमों के अनुसार किया जाएगा।

10.0 सी.ए.एस. के अंतर्गत सीधी भर्ती और प्रोन्नति हेतु पिछली सेवाओं की गणना करना

सहायक आचार्य, सह-आचार्य, आचार्य अथवा किसी अन्य नाम से जाने वाले रूप में एक शिक्षक को सी.ए.एस. के अंतर्गत सीधी भर्ती और प्रोन्नति हेतु विश्वविद्यालय, महाविद्यालय, राष्ट्रीय प्रयोगशालाओं अथवा सीएसआईआर, आईसीएआर, डीआरडीओ, विश्वविद्यालय अनुदान आयोग, आईसीएसएसआर, आईसीएचआर, आईसीएमआर और डीबीटी जैसे अन्य वैज्ञानिक/व्यावसायिक संगठनों में सहायक आचार्य, सह-आचार्य अथवा आचार्य अथवा समकक्ष के रूप में पूर्व नियमित सेवा, चाहे राष्ट्रीय अथवा अंतर्राष्ट्रीय हो, की गणना की जानी चाहिए, बशर्ते कि—

(क) धारित पद की अनिवार्य अर्हताएं सहायक आचार्य, सह-आचार्य और आचार्य, जैसी भी स्थिति हो, के लिए विश्वविद्यालय अनुदान आयोग द्वारा निर्धारित की गई अर्हताओं से कम नहीं हो।

(ख) पद, सहायक आचार्य (व्याख्याता), सह-आचार्य (उपाचार्य) और आचार्य के पद के रूप में समकक्ष श्रेणी का हो/था अथवा पूर्व संशोधित वेतनमान पर हो/रहा हो।

(ग) संबंधित सहायक आचार्य, सह-आचार्य और आचार्य के पास सहायक आचार्य, सह-आचार्य और आचार्य, जैसी भी स्थिति हो, के पद पर नियुक्ति हेतु विश्वविद्यालय अनुदान आयोग द्वारा निर्धारित न्यूनतम अर्हताएं होनी चाहिए।

(घ) ऐसी नियुक्तियों के लिए संबंधित विश्वविद्यालय/राज्य सरकार/केंद्र सरकार/संस्थानों की निर्धारित चयन प्रक्रिया के निर्धारित विनियमों के अनुसार पद भरे गए हो।

(ङ) किसी भी अवधि के दौरान पूर्व नियुक्ति अतिथि व्याख्याता के रूप में नहीं की गई हो।

(च) पूर्व तदर्थ अथवा अस्थाई अथवा परिशिष्ट सेवा (जिस भी नाम से इसे जाना जाए) की प्रत्यक्ष भर्ती और प्रोन्नति हेतु गणना की जाएगी, बशर्ते कि—

(i) विश्वविद्यालय अनुदान आयोग द्वारा सहायक आचार्य, सह-आचार्य और आचार्य, जैसी भी स्थिति हो, हेतु अनिवार्य अर्हताएं आवश्यक धारित पद की आवश्यक अर्हताओं से कम ना हो;

(ii) पदधारी की नियुक्ति, विधिवत रूप से गठित चयन समिति/संबंधित विश्वविद्यालय के नियमों के अनुसार गठित चयन समिति की सिफारिशों पर की गई हो;

(iii) पदधारी नियमित आधार पर नियुक्त किए गए सहायक आचार्य, सह-आचार्य और आचार्य, जैसी भी स्थिति हो, के मासिक सकल वेतन से कम कुल सकल परिलब्धियां प्राप्त नहीं कर रहे हों; और

(छ) इस खंड के अंतर्गत विगत सेवा की गणना करते समय संस्थान (निजी/स्थानीय निकाय/सरकारी), जहां पूर्व सेवाएं प्रदान की गई थी, की प्रबंधन के स्वरूप का संदर्भ देते समय कोई भेदभाव नहीं किया जाएगा।

11.0 परिवीक्षा और स्थायीकरण की अवधि

11.1 किसी शिक्षक की परिवीक्षा की न्यूनतम अवधि एक वर्ष होगी, जिसे असंतोषजनक प्रदर्शन किए जाने की स्थिति में एक वर्ष और बढ़ाया जा सकता है।

11.2 परिवीक्षाधीन शिक्षक को एक वर्ष के अंत में स्थायी किया जाएगा, जब तक कि पहले वर्ष की समाप्ति से पूर्व किसी विशिष्ट आदेश के माध्यम से इस अवधि को एक और वर्ष बढ़ाया ना गया हो।

11.3 इस विनियम के खंड 11 के अध्याधीन, विश्वविद्यालय/संबंधित संस्थान के लिए यह अनिवार्य है कि वह संतोषजनक कार्य निष्पादन के सत्यापन की यथावत प्रक्रिया के अनुसरण के पश्चात् परिवीक्षा अवधि के पूरा होने के 45 दिनों के भीतर पदधारियों को स्थायी करने का आदेश जारी करें।

11.4 परिवीक्षा और स्थायीकरण नियमों को केंद्र सरकार द्वारा समय-समय पर जारी केवल भर्ती के शुरुआती चरण पर ही लागू किया जाएगा।

11.5 परिवीक्षा और स्थायीकरण संबंधी केंद्र सरकार के अन्य सभी नियम यथोचित परिवर्तनों सहित लागू होंगे।

12.0 शिक्षकों के पदों का सृजन और उनका भरा जाना

12.1 जहां तक व्यवहार्य हो, विश्वविद्यालयों में शिक्षकों का पद पिरामिड क्रम में सृजित किए जाएं, उदाहरण के लिए, आचार्य के 1 पद के लिए प्रति विभाग सह-आचार्य के 2 पद और सहायक आचार्यों के चार पद होने चाहिए।

12.2 विश्वविद्यालय प्रणाली में सभी स्वीकृत/ अनुमोदित पद तत्काल आधार पर भरे जाएंगे।

13.0 परिशिष्ट आधार पर नियुक्तियां

परिशिष्ट आधार पर शिक्षक की नियुक्ति तभी की जानी चाहिए जब पूर्ण रूप से अनिवार्य न हो और जब छात्र शिक्षक का अनुपात निर्धारित मानदंड पर खरा न उतरता हो। ऐसे किसी मामले में, उक्त नियुक्तियों की संख्या महाविद्यालय/ विश्वविद्यालय में संकाय पदों की कुल संख्या के 10 प्रतिशत से अधिक नहीं होनी चाहिए। उन्हें नियुक्त करने संबंधी अर्हताएं और चयन प्रक्रिया वही होनी चाहिए जो नियमित आधार पर नियुक्त किए गए शिक्षकों पर लागू होती हैं। उक्त अनुबंधित शिक्षकों को दी गई निर्धारित परिलब्धियां नियमित आधार पर नियुक्त किए गए सहायक आचार्य के मासिक सकल वेतन से कम नहीं होनी चाहिए। प्रारंभ में, ऐसी नियुक्तियां एक शिक्षा सत्र से अधिक के लिए नहीं होनी चाहिए और ऐसे किसी नए शिक्षक के कार्य निष्पादन की अन्य सत्र हेतु परिशिष्ट आधार पर नियुक्त करने से पहले शैक्षणिक कार्यनिष्पादन की समीक्षा की जानी चाहिए। जब प्रसूति छुट्टी, बालचर्या छुट्टी इत्यादि के कारण रिक्तियां भरना पूर्ण रूप से अनिवार्य हो, तभी परिशिष्ट आधार पर ऐसी नियुक्तियां की जानी चाहिए।

14.0 शिक्षण के दिवस

14.1 विश्वविद्यालयों/ महाविद्यालयों में कम से कम 180 शिक्षण दिवस होने चाहिए अर्थात् 6 दिनों के सप्ताह में न्यूनतम 30 सप्ताह के वास्तविक शिक्षण दिवस होने चाहिए। शेष दिनों में, 12 सप्ताह को प्रवेश और परीक्षा संबंधी कार्यकलापों और सह-पाठ्यचर्या, खेलकूद, महाविद्यालय दिवस इत्यादि हेतु शिक्षणोत्तर दिवसों के लिए उपयोग किया जा सकता है। 8 सप्ताह प्रावकाश के लिए और 2 सप्ताह विभिन्न सरकारी छुट्टियों के लिए दिए जा सकते हैं। यदि विश्वविद्यालय पांच दिवसीय प्रति सप्ताह की पद्धति अपनाता है तो सप्ताह की संख्या तदनुसार बढ़ाई जानी चाहिए ताकि यह सुनिश्चित किया जा सके कि छह दिवसीय सप्ताह में 30 सप्ताह के समकक्ष वास्तविक शिक्षण कार्य किया जा सके।

उक्त उपबंध को निम्नानुसार संक्षेप में दिया गया है –

	सप्ताहों की संख्या : एक सप्ताह में 6 दिवसीय पद्धति		सप्ताहों की संख्या : एक सप्ताह में 5 दिवसीय पद्धति	
श्रेणीकरण	विश्वविद्यालय	महाविद्यालय	विश्वविद्यालय	महाविद्यालय
शिक्षण और ज्ञान अर्जन प्रक्रिया	30 (180 दिन) सप्ताह	30 (180 दिन) सप्ताह	36 (180 दिन) सप्ताह	36 (180 दिन) सप्ताह
प्रवेश, परीक्षा और परीक्षा हेतु तैयारी	12	10	8	8
प्रावकाश	8	10	6	6
सरकारी छुट्टियां (शिक्षण दिनों में तदनुसार वृद्धि करना और उनका समायोजन करना)	2	2	2	2
कुल	52	52	52	52

14.2 प्रावकाश में 2 सप्ताह की कमी करने के बदले विश्वविद्यालय के शिक्षकों के अर्जित अवकाश में उक्त अवधि की एक तिहाई दिनों के अवकाश की वृद्धि की जा सकती है। तथापि, महाविद्यालय के पास एक वर्ष में कुल 10 सप्ताहों के प्रावकाश का विकल्प होगा और प्रावकाश के दौरान कार्य करने की आवश्यकता के अलावा किसी और कारण से अर्जित अवकाश नहीं दिया जाएगा जिसके लिए विश्वविद्यालय के शिक्षकों के मामले में अर्जित अवकाश के रूप में एक तिहाई अवधि की छुट्टी दी जाएगी।

15.0 कार्यभार

15.1 पूर्णकालिक रोजगार के मामले में एक शिक्षा वर्ष में शिक्षकों का कार्यभार 30 कार्य सप्ताह (एक सौ अस्सी शिक्षण दिवस) के लिए एक सप्ताह में 40 घंटों से कम नहीं होना चाहिए। विश्वविद्यालय/ महाविद्यालय में शिक्षकों के लिए यह अनिवार्य होगा कि वह कम से कम 5 घंटे प्रतिदिन उपलब्ध हो। शिक्षक अवर-स्नातक पाठ्यक्रमों के मामले में सामुदायिक विकास/ पाठ्योत्तर कार्यकलापों/ पुस्तकालय परामर्श/ शोध हेतु छात्रों को शिक्षित करने के लिए कम से कम प्रतिदिन दो घंटे (प्रति समन्वयक न्यूनतम 15 छात्र) और/ अथवा स्नातकोत्तर

पाठ्यक्रमों के मामले में शोध हेतु प्रतिदिन कम से कम दो घंटे का समय देंगे जिसके लिए विश्वविद्यालय/ महाविद्यालय द्वारा आवश्यक स्थान और अवसंरचना प्रदान की जाएगी। प्रत्यक्ष शिक्षण— ज्ञान अर्जन कार्यभार निम्नानुसार होना चाहिए :

सहायक आचार्य	16 घंटे प्रति सप्ताह
सह- आचार्य और आचार्य	14 घंटे प्रति सप्ताह

15.2 ऐसे आचार्य, जो विस्तार तथा प्रशासनिक कार्यों में शामिल हैं, तथा ऐसे सह-आचार्य और सहायक आचार्य जो सक्रिय रूप से प्रशासनिक कार्यों में जुटे हुए हों उन्हें प्रति सप्ताह कार्यों के लिए शिक्षण और ज्ञान अर्जन में दो घंटे की छूट प्रदान की जा सकती है।

16.0 सेवा करार और वरिष्ठता का निर्धारण करना

16.1 विश्वविद्यालय और महाविद्यालय में भर्ती के समय विश्वविद्यालय/ महाविद्यालय और संबंधित शिक्षक के बीच एक सेवा करार होना चाहिए और उसकी एक प्रति रजिस्ट्रार/ प्राचार्य के पास जमा की जाएगी। उक्त सेवा करार पर सरकारी प्रयोजनों के अनुसार विधिवत् रूप से स्टॉम्प ड्यूटी का भुगतान किया जाएगा।

16.2 खंड 6.0 और इसके उपखंडों और उपखंड 6.1 से 6.4 और इसमें अंतर्विष्ट सभी उपखंड तथा परिशिष्ट – II की तालिका 1 से 5 के अनुसार स्व- मूल्यांकन प्रविधियां, पात्रता के अनुसार, सेवा करार/ रिकॉर्ड का भाग होंगी।

16.3 सी.ए.एस. के अंतर्गत प्रत्यक्ष रूप से भर्ती किए गए और प्रोन्नत किए गए शिक्षकों के बीच परस्पर वरिष्ठता का निर्धारण

सी.ए.एस. के अंतर्गत प्रत्यक्ष रूप से भर्ती किए गए और प्रोन्नत किए गए शिक्षकों के बीच परस्पर वरिष्ठता का निर्धारण कार्यभार संभालने की तिथि से किया जाएगा और सी.ए.एस. के अंतर्गत प्रोन्नत किए गए शिक्षकों हेतु पात्रता की तिथि से किया जाएगा, जैसे कि संबंधित भर्तियों की चयन समिति की सिफारिशों में दर्शाया गया है। वरिष्ठता के अन्य सभी मामलों के लिए संबंधित केंद्र/ राज्य सरकार के नियम और विनियम लागू होंगे।

17.0 व्यावसायिक आचार संहिता

I. शिक्षक और उनके दायित्व :

जो कोई भी शिक्षक को व्यवसाय के रूप में अपनाता है उसका दायित्व होता है कि वह पेशे के आदर्शों के अनुरूप अपने आचरण को बनाए रखे। एक शिक्षक लगातार अपने छात्रों और समाज की समीक्षा के अधीन रहता है। इसलिए, प्रत्येक शिक्षक को यह ध्यान रखना चाहिए कि उसकी कथनी और करनी के बीच कोई भेद नहीं हो। पहले से ही निर्धारित शिक्षा के राष्ट्रीय आदर्शों और उन्हें छात्रों प्रसार करना एक शिक्षक का स्वयं का आदर्श होना चाहिए। इस व्यवसाय में आगे यह भी आवश्यक है कि शिक्षक शांत, धैर्यवान, मिलनसार और मैत्रीपूर्ण स्वभाव का हो।

एक शिक्षक को :

- (i) ऐसा जिम्मेदारी भरे आचरण तथा व्यवहार का पालन करना चाहिए जैसा कि समुदाय उनसे आशा करता है;
- (ii) उन्हें अपने निजी मामलों का इस प्रकार से प्रबंधन करना चाहिए जो कि पेशे की प्रतिष्ठा के अनुरूप हों;
- (iii) अध्ययन और शोध के माध्यम से लगातार पेशेवर विकास जारी रखने चाहिए;
- (iv) ज्ञान के क्षेत्र में योगदान देने के लिए पेशेवर बैठकों, संगोष्ठियों, सम्मेलनों इत्यादि में भागीदारी करके मुक्त और मैत्रीपूर्ण विचार व्यक्त करने चाहिए;
- (v) पेशेवर संगठनों में सक्रिय सदस्यता को बनाए रखना चाहिए और उनके माध्यम से शिक्षा और व्यवसाय को बेहतर बनाने का प्रयास करना चाहिए;
- (vi) विवेकपूर्ण और समर्पण भावना से शिक्षण, अनुशिक्षण, प्रायोगिक ज्ञान, संगोष्ठियों और शोध कार्य के रूप में अपने कर्तव्यों का निष्पादन करना चाहिए;
- (vii) शिक्षण और शोध में साहित्य चोरी और अन्य अनैतिक व्यवहार में शामिल नहीं होना और उन्हें हतोत्साहित करना चाहिए;
- (viii) विश्वविद्यालय के अधिनियम, सांविधि और अध्यादेश का पालन करना चाहिए और विश्वविद्यालय के आदर्शों, विजन, मिशन, सांस्कृतिक पद्धतियों और परंपराओं का आदर करना चाहिए;
- (ix) महाविद्यालय और विश्वविद्यालय के शैक्षणिक दायित्वों से संबंधित कार्यों का क्रियान्वयन करने में सहयोग और सहायता प्रदान करना जैसे कि: प्रवेश हेतु आवेदनों का मूल्यांकन करने में सहायता करना, छात्रों को परामर्श देना और उनका मार्गदर्शन और निगरानी करना, पर्यवेक्षण और मूल्यांकन करने सहित विश्वविद्यालय और महाविद्यालय में परीक्षाएं आयोजित कराने में सहायता करना; और
- (x) सामुदायिक सेवा सहित सह- पाठ्यचर्या और पाठ्येत्तर कार्यकलापों के विस्तार में भागीदारी करना।

II. शिक्षक और छात्र**शिक्षक को :**

- (i) छात्रों को विचार व्यक्त करने के उनके अधिकारों और प्रतिष्ठा का आदर करना चाहिए ;
- (ii) छात्रों के धर्म, जाति, लिंग, राजनीति, आर्थिक, सामाजिक और शारीरिक गुणों को ध्यान में नहीं रखते हुए उनसे निष्पक्ष और बिना भेदभाव व्यवहार करना चाहिए;
- (iii) छात्रों के व्यवहार और क्षमताओं में अंतर को पहचानना और उनकी व्यक्तिगत आवश्यकताओं को पूरा करने का प्रयास करना चाहिए;
- (iv) छात्रों को उनकी उपलब्धियों में और सुधार करने के लिए प्रोत्साहित करना चाहिए, उनके व्यक्तित्व का विकास करना चाहिए और सामुदायिक कल्याण में योगदान देने के लिए उन्हें प्रोत्साहित करना चाहिए;
- (v) छात्रों में वैज्ञानिक मनोवृत्ति, जिज्ञासा का भाव और लोकतंत्र, देश भक्ति, सामाजिक न्याय, पर्यावरण संरक्षण, और शांति के आदर्श का संचरण करना चाहिए;
- (vi) छात्रों के साथ सम्मान से व्यवहार करना और किसी भी कारण के लिए किसी के साथ प्रतिशोधात्मक तरीके से व्यवहार नहीं करना चाहिए;
- (vii) गुणों का मूल्यांकन करने में छात्र की केवल उपलब्धियों पर ध्यान देना चाहिए;
- (viii) कक्षा के समय के बाद भी छात्रों के लिए स्वयं को उपलब्ध कराना और बिना किसी लाभ और पुरस्कार के छात्रों की सहायता और उनका मार्गदर्शन करना चाहिए;
- (ix) छात्रों में हमारी राष्ट्रीय विरासत और राष्ट्रीय उद्देश्यों की समझ विकसित करने में सहायता करना चाहिए;
- (x) अन्य छात्रों, सहपाठियों अथवा प्रशासन के विरुद्ध छात्रों को उत्तेजित नहीं करना चाहिए।

III. शिक्षक और सहयोगी शिक्षक**शिक्षक को :**

- (i) पेशे से जुड़े अन्य सदस्यों के साथ वैसा ही व्यवहार करना चाहिए जैसा वह स्वयं के साथ पसंद करेंगे;
- (ii) अन्य शिक्षकों के बारे में आदरपूर्वक बात करना और पेशेवर बेहतरी के लिए सहायता देनी चाहिए;
- (iii) उच्च प्राधिकारियों को सहयोगियों के विरुद्ध बेबुनियादी आरोप लगाने से बचना चाहिए;
- (iv) अपने पेशेवर प्रयासों में जाति, रंग, धर्म, प्रजाति अथवा लिंग संबंधी विचारों को नहीं आने देना चाहिए।

IV. शिक्षक और प्राधिकारी**शिक्षक को :**

- (i) लागू नियमों के अनुसार अपने व्यवसायिक दायित्वों का निर्वहन करना चाहिए और अपने स्वयं के संस्थागत निकाय और/ अथवा व्यवसायिक संगठनों के माध्यम से पेशे के लिए घातक ऐसे नियम में परिवर्तन के लिए कदम उठाने के लिए पेशे के अनुकूल प्रक्रियाओं और पद्धतियों का पालन करना चाहिए जो पेशेवर हित में हों।
- (ii) निजी ट्यूशन और अनुशिक्षण कक्षाओं सहित अन्य कोई रोजगार और प्रतिबद्धता से दूर रहना चाहिए, जिससे उनके पेशेवर उत्तरदायित्वों में हस्तक्षेप होने की संभावना हो;
- (iii) विभिन्न पदों का कार्यभार स्वीकार करके और उक्त पदों के उत्तरदायित्वों का निर्वहन करके संस्था की नीति निर्माण में सहयोग करना;
- (iv) अन्य संस्थाओं की नीतियों के निर्माण में अपने संगठनों के माध्यम से सहयोग करके पदों को स्वीकार करेंगे;
- (v) पेशे की मर्यादा के अनुरूप और हितों के मद्देनजर संस्थाओं की बेहतरी हेतु प्राधिकरणों का सहयोग करना चाहिए;
- (vi) परिशिष्ट की शर्तों का अनुपालन करेंगे;
- (vii) किसी स्थिति में नियोजन में परिवर्तन से पहले उचित नोटिस देंगे और ऐसे नोटिस की अपेक्षा करेंगे;
- (viii) अपरिहार्य कारणों के अतिरिक्त छुट्टियां लेने से बचेंगे और और जहां तक संभव हो सके शैक्षणिक सत्र को पूरा करने हेतु अपने विशेष उत्तरदायित्वों के मद्देनजर छुट्टी लेने से पूर्व सूचना प्रदान करेंगे।

शिक्षक और शिक्षणेत्तर कर्मचारी**शिक्षकों को चाहिए कि :**

- (i) प्रत्येक शैक्षणिक संस्था में सहयोग से किए जाने वाले कार्यों में शिक्षणेत्तर स्टाफ को अपना सहकर्म और समान सहयोगी समझे;
- (ii) शिक्षकों और शिक्षणेत्तर स्टाफ से संबंधित संयुक्त स्टाफ परिषदों के कार्य में सहायता करें।

VI. शिक्षक और अभिभावक**शिक्षकों को चाहिए कि :**

- (i) शिक्षक, निकायों और संगठनों के माध्यम से इस बात पर ध्यान देने का प्रयास करें कि संस्थाएं, अभिभावकों, अपने विद्यार्थियों के साथ संपर्क बनाएं और जब कभी आवश्यक हो, अभिभावकों को उनकी निष्पादन रिपोर्ट भेजें और परस्पर विचारों के आदान-प्रदान और संस्था के लाभ हेतु इस प्रयोजनार्थ आयोजित बैठकों में अभिभावकों से भेंट करें।

VII. शिक्षक और समाज**शिक्षकों को चाहिए कि :**

- (i) इस बात को स्वीकार करें कि शिक्षा एक जन सेवा है और चलाए जा रहे कार्यक्रमों के बारे में लोगों को जानकारी प्रदान करने के लिए प्रयास करें;
- (ii) समाज में शिक्षा में सुधार करने और समाज के नैतिक और बौद्धिक जीवन को सुदृढ़ करने के लिए कार्य करें;
- (iii) सामाजिक समस्याओं से अवगत हों और ऐसी क्रियाकलापों में भाग लें जो समाज की प्रगति और कुल मिलाकर देश की प्रगति में सहायक हों;
- (iv) नागरिक के कर्तव्यों का निर्वहन करें, सामाजिक क्रियाकलापों में भाग लें और सरकारी सेवा के उत्तरदायित्वों में सहायता करें;
- (v) ऐसी क्रियाकलापों में भाग लेने से और सदस्य बनने या किसी भी प्रकार से सहायता करने से बचें जो विभिन्न समुदायों, धर्मों या भाषाई समूहों में नफरत और दुश्मनी को बढ़ावा देती हो, परंतु राष्ट्रीय एकता के लिए सक्रिय होकर कार्य करें।

कुलपति / सम-कुलपति / कुलदेशिक**कुलपति / सम-कुलपति / कुलदेशिक को चाहिए कि :**

- (क) नीति निर्माण, प्रचालन प्रबंधन, मानव संसाधनों के इष्टतम उपयोग और पर्यावरण और धारणीयता के माध्यम से विश्वविद्यालय को प्रेरणादायक और प्रेरक मूल्य आधारित अकादमिक और कार्यकारी नेतृत्व प्रदान करें;
- (ख) पारदर्शिता, निष्पक्षता, ईमानदारी, सर्वोच्च नैतिकता के साथ आचरण करें और निर्णय लें, जोकि विश्वविद्यालय के सर्वोत्तम हित में हों;
- (ग) कार्य और शिक्षा के लिए एक अनुकूल वातावरण प्रदान करने के लिए उत्तरदायित्वपूर्ण, इष्टतम तथा, प्रभावी तरीके और कुशलता के साथ संसाधनों के प्रबंधन में विश्वविद्यालय की संपत्ति के प्रबंधक के रूप में कार्य करें;
- (घ) विश्वविद्यालय में सहयोग, साझा करने और परामर्श से कार्य करने की संस्कृति को बढ़ावा दें, जिससे अभिनव सोच और विचारों के लिए मार्ग प्रशस्त हो सके;
- (ङ) ऐसी कार्य संस्कृति और नैतिकता को बढ़ावा देने का प्रयास करें जो राष्ट्र और समाज के लिए गुणवत्ता, व्यावसायिकता, संतुष्टि और सेवा प्रदान करें;
- (च) अपने पेशेवर प्रयासों के माध्यम से जाति, पंथ, धर्म, नस्ल, लिंग पर विचार करने से बचें।

महाविद्यालय के प्राचार्य को चाहिए कि;

- (क) नीति निर्माण, प्रचालन प्रबंधन, मानव संसाधनों के इष्टतम उपयोग और पर्यावरण और धारणीयता के माध्यम से विश्वविद्यालय को प्रेरणादायक और प्रेरक मूल्य आधारित अकादमिक और कार्यकारी नेतृत्व प्रदान करें;
- (ख) पारदर्शिता, निष्पक्षता, ईमानदारी, सर्वोच्च नैतिकता के साथ आचरण करें और निर्णय लें, जोकि विश्वविद्यालय के सर्वोत्तम हित में हों;
- (ग) कार्य और शिक्षा के लिए एक अनुकूल वातावरण प्रदान करने के लिए उत्तरदायित्वपूर्ण, इष्टतम तथा, प्रभावी तरीके और कुशलता के साथ संसाधनों के प्रबंधन में विश्वविद्यालय की संपत्ति के प्रबंधक के रूप में कार्य करें;
- (घ) विश्वविद्यालय में सहयोग, साझा करने और परामर्श से कार्य करने की संस्कृति को बढ़ावा दें, जिससे अभिनव सोच और विचारों के लिए मार्ग प्रशस्त हो सके;
- (ङ) ऐसी कार्य संस्कृति और नैतिकता को बढ़ावा देने का प्रयास करें जो राष्ट्र और समाज के लिए गुणवत्ता, व्यावसायिकता, संतुष्टि और सेवा प्रदान करें;

- (च) आचरण और व्यवहार में उत्तरदायित्वपूर्ण प्रतिमानों का अनुपालन करें जिसकी समाज उनसे अपेक्षा करता है;
- (छ) पेशे की गरिमा के अनुरूप अपने निजी मामलों का प्रबंधन करें;
- (ज) शिक्षण और शोध में साहित्य चोरी और अन्य अनैतिक व्यवहार में संलिप्त न हों और इसे हतोत्साहित करें;
- (झ) समाज सेवा सहित विस्तार, पाठ्यचर्या से जुड़े हुए और पाठ्येत्तर क्रियाकलापों में भाग लें;
- (ञ) अपने पेशेवर प्रयासों के माध्यम से जाति, पंथ, धर्म, नस्ल, लिंग पर विचार करने से बचें।

शारीरिक शिक्षा और खेलकूद निदेशक (विश्वविद्यालय/ महाविद्यालय) / पुस्तकाध्यक्ष (विश्वविद्यालय/ महाविद्यालय) को चाहिए कि वह:

- (क) आचरण और व्यवहार में उत्तरदायित्वपूर्ण प्रतिमानों का अनुपालन करें जिसकी समाज उनसे अपेक्षा करता है;
- (ख) पेशे की गरिमा के अनुरूप अपने निजी मामलों का प्रबंधन करें;
- (ग) शिक्षण और अनुसंधान में साहित्य चोरी और अन्य अनैतिक व्यवहार में संलिप्त न हों और इसे हतोत्साहित करें;
- (घ) समाज सेवा सहित विस्तार, पाठ्यचर्या से जुड़े हुए और पाठ्येत्तर क्रियाकलापों में भाग लें;
- (ङ) अपने पेशेवर प्रयासों के माध्यम से जाति, पंथ, धर्म, नस्ल, लिंग पर विचार करने से बचें।

18.0 उच्चतर शिक्षा संस्थाओं में मानकों को बनाए रखना :

उच्चतर शिक्षा में शिक्षा मानकों को बनाए रखने के लिए संबंधित विश्वविद्यालय/ महाविद्यालय/ संस्थानों द्वारा निम्नलिखित सिफारिशें अपनाई जाएंगी:

- i. इस संबंध में संबंधित विश्वविद्यालय अनुदान आयोग के विनियमों और उनमें समय-समय पर किए गए संशोधनों के अनुसार सभी विश्वविद्यालयों में पीएचडी उपाधि की मूल्यांकन प्रक्रिया समान होगी। विश्वविद्यालय उक्त विनियमों को इनकी अधिसूचना के पश्चात् छह माह के भीतर अंगीकार कर लेंगे।
- ii. महाविद्यालयों और विश्वविद्यालयों के संकाय सदस्यों को पीएचडी उपाधि प्राप्त करने के लिए प्रोत्साहित करने हेतु सेवारत शिक्षकों के लिए पीएचडी सीटों की अधिकता के संबंध में विशेष उपबंध किया जाएगा लेकिन, यदि विभाग में पात्र पर्यवेक्षकों के पास कोई रिक्त सीट उपलब्ध नहीं हो तो यह विभाग में उपलब्ध कुल सीटों के 10 प्रतिशत से अधिक नहीं होगा।
- iii. शोध को बढ़ावा देने के लिए और देश की शोध उत्पादकता में वृद्धि करने के लिए विश्वविद्यालय, महाविद्यालय के शिक्षकों को पीएचडी/ एमफिल विद्वानों के पर्यवेक्षण की अनुमति प्रदान करेगा और आवश्यकता आधारित सुविधाएं प्रदान करेगा, तदनुसार विश्वविद्यालय अपनी उपविधियों तथा अध्यादेशों में संशोधन करेंगे।
- iv. इन विनियमों में निर्धारित उपबंधों के अनुसार सभी नव-नियुक्त संकाय सदस्यों को मूल शोध/ कंप्यूटेशनल सुविधा स्थापित करने के लिए एक बार प्रारम्भिक धन/ स्टार्ट-अप अनुदान/ शोध अनुदान प्रदान किया जाएगा।
- v. इन विनियमों में निर्धारित उपबंधों के अनुसार भर्ती और प्रोन्नति के लिए पीएचडी उपाधि को अनिवार्य अपेक्षा बनाया जाएगा।
- vi. संसाधनों का इष्टतम उपयोग सुनिश्चित करने के लिए और उच्चतर शिक्षा संस्थानों में समन्वय स्थापित करने के लिए शोध सुविधाओं, मानव संसाधन, कौशल, और अवसरचना को साझा करने के लिए राज्य में विश्वविद्यालयों/ महाविद्यालयों/ अनुसंधान संस्थाओं के बीच अनुसंधान शोध क्लस्टर सृजित किए जाएंगे।
- vii. विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में सभी नव-नियुक्त सहायक आचार्यों के लिए आदर्श रूप से उनके शैक्षिक कार्य शुरू करने से पहले एक माह का अनुगम कार्यक्रम शुरू किया जाएगा लेकिन यह नव-नियुक्त संकाय सदस्य की भर्ती के निश्चित रूप से एक वर्ष के भीतर हो जाना चाहिए। विश्वविद्यालय अनुदान आयोग के मानव संसाधन विकास केन्द्रों के अतिरिक्त, विश्वविद्यालय/ संस्थाएं, अध्यापक और शिक्षण से संबंधित पंडित मदन मोहन मालवीय राष्ट्रीय मिशन (पीएमएमएमएनएमटीटी) योजना के माध्यम से अपने अधिदेश के अनुरूप उक्त अनुगम कार्यक्रम आयोजित करेंगे।
- viii. उक्त अनुगम कार्यक्रमों को सीएसएस आवश्यकताओं के प्रयोजन हेतु विश्वविद्यालय अनुदान आयोग के मानव संसाधन विकास केन्द्रों द्वारा पहले से चलाए जा रहे अभिविन्यास कार्यक्रमों के समतुल्य माना जाएगा। विश्वविद्यालय/ महाविद्यालय/ संस्थाएं अपने संकाय सदस्यों को चरणबद्ध तरीके से उक्त कार्यक्रमों में भेजेंगे जिससे शिक्षण कार्य में बाधा उत्पन्न न हो।
- ix. पीएमएमएमएमटीटी योजना के अंतर्गत स्कूल ऑफ एजुकेशन (एसओई), टीचिंग लर्निंग सेंटर्स (टीएलसी), फेकल्टी डेवलपमेंट सेंटर्स (एफडीसी), सेंटर्स फॉर एक्सीलेंस इन साइंस एंड मेथेमेटिक्स (सीईएसएमई), सेंटर्स फॉर अकैडमिक लीडरशिप एंड एजुकेशन मैनेजमेंट (सीएएलईएम) जैसे केन्द्रों द्वारा शिक्षकों/संकाय सदस्यों हेतु आयोजित एक सप्ताह से लेकर एक माह तक के सभी अल्पकालीन और दीर्घकालीन क्षमता-निर्माण कार्यक्रमों के साथ-साथ अध्यापन-संबंधी और विषय-विशिष्ट

क्षेत्रों के लिए आयोजित किए जा रहे संगोष्ठियों, कार्यशालाओं पर इन विनियमों के तहत कैरियर उन्नति योजना में निर्धारित आवश्यकताओं को पूरा करने में विचार किया जाएगा।

19.0 अन्य निबंधन और शर्तें

19.1 पीएचडी/ एमफिल और अन्य उच्चतर शिक्षा हेतु प्रोत्साहन

i. जिन अभ्यर्थियों को विश्वविद्यालय अनुदान आयोग द्वारा निर्धारित दाखिला, पंजीकरण, कोर्स- वर्क और बाह्य मूल्यांकन प्रक्रिया का अनुपालन करके संबंधित विषय में पीएचडी की उपाधि प्रदान की गई है, वे सहायक आचार्य के रूप में भर्ती के प्रवेश स्तर पर प्रदान की जाने वाली वेतन वृद्धि में पाँच गैर- मिश्रित अग्रिम वेतन वृद्धि के पात्र होंगे।

ii. सहायक आचार्य के पद पर भर्ती के समय एमफिल उपाधि धारक दो गैर- मिश्रित अग्रिम वेतन वृद्धि के पात्र होंगे।

iii. जिन शिक्षकों के पास एलएलएम/ एम.टेक/ एम.आर्क/ एम.ई/ एम.वी.एससी/ एम.डी., आदि जैसे व्यावसायिक पाठ्यक्रमों की उपाधि है जिन्हें संबंधित सांविधिक निकाय/ परिषद् द्वारा मान्यता प्राप्त है वे भी प्रवेश स्तर पर दो गैर- मिश्रित अग्रिम वेतन वृद्धि के पात्र होंगे।

iv.

(क) जो शिक्षक सेवा के दौरान पीएचडी की उपाधि प्राप्त करते हैं वे तभी प्रवेश स्तर पर तीन गैर -मिश्रित वेतन वृद्धि के पात्र होंगे यदि पीएचडी, रोजगार से सम्बंधित विषय में की गई है और जो विश्वविद्यालय द्वारा नामांकन, कोर्स- वर्क, मूल्यांकन आदि हेतु विश्वविद्यालय अनुदान आयोग द्वारा निर्धारित प्रक्रिया का पालन करके प्रदान की गई हो।

(ख) तथापि, उन सेवारत शिक्षकों को जिन्हें इन विनियमों के लागू होने के समय से पहले ही पीएचडी की उपाधि प्रदान कर दी गई है या पीएचडी में नामांकन हो गया हो, जो कोर्स- वर्क और मूल्यांकन पूरा कर चुके हों, यदि कोई हो तो, और पीएचडी की उपाधि प्रदान करने के संबंध में केवल अधिसूचना जारी की गई हो, तो वे भी प्रवेश स्तर पर तीन गैर- मिश्रित वेतन वृद्धि के पात्र होंगे, चाहे, पीएचडी की उपाधि प्रदान करने वाले विश्वविद्यालय को आयोग द्वारा विनिर्दिष्ट प्रक्रिया का अनुपालन करने के लिए विश्वविद्यालय अनुदान आयोग द्वारा अभी अधिसूचित नहीं किया गया है।

v. अन्य प्रत्येक मामले के संबंध में, वे शिक्षक जो पीएचडी में पहले से ही नामांकित हैं वे उस स्थिति में भी प्रवेश स्तर पर तीन गैर- मिश्रित वेतन वृद्धि के पात्र होंगे जब पीएचडी प्रदान करने वाले विश्वविद्यालय को विश्वविद्यालय अनुदान आयोग द्वारा कोर्स- वर्क या मूल्यांकन या दोनों, जैसा भी मामला हो, के सम्बन्ध में पीएचडी की उपाधि प्रदान करने हेतु आयोग द्वारा विनिर्दिष्ट प्रक्रिया का अनुपालन करने के लिए अधिसूचित किया गया हो।

vi. ऐसे सेवारत शिक्षक जिनका अभी पीएचडी में नामांकन नहीं हुआ है, को प्रवेश स्तर पर तीन गैर- मिश्रित वेतन वृद्धि का लाभ तभी प्राप्त होगा जब वे सेवा में रहते हुए पीएचडी की उपाधि प्राप्त करें और उक्त नामांकन ऐसे विश्वविद्यालय में होना चाहिए जो विश्वविद्यालय अनुदान आयोग द्वारा विनिर्दिष्ट नामांकन सहित सम्पूर्ण प्रक्रिया का अनुपालन करता हो।

vii. ऐसे शिक्षक, जो सेवा के दौरान व्यावसायिक पाठ्यक्रम में एमफिल उपाधि या स्नातकोत्तर उपाधि प्राप्त करते हैं जिन्हें संबंधित सांविधिक निकाय/ परिषद् द्वारा मान्यता प्राप्त हो, भी केवल प्रवेश स्तर पर एक अग्रिम वेतन वृद्धि के पात्र होंगे।

viii. ऐसे सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष जिनके पास प्रवेश स्तर पर पुस्तकालय विज्ञान में पुस्तकालय विज्ञान की विधा में ऐसे विश्वविद्यालय से पीएचडी की उपाधि प्राप्त की हो, जो विश्वविद्यालय अनुदान आयोग द्वारा पुस्तकालय विज्ञान में पी.एच.डी. प्रदान करने के लिए नामांकन, कोर्स- वर्क, और मूल्यांकन के सम्बन्ध में विहित प्रक्रिया का पालन करता हो, वे पाँच गैर- मिश्रित अग्रिम वेतन वृद्धि के पात्र होंगे।

ix. (क) सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष जो सेवकाल के दौरान कभी भी पुस्तकालय विज्ञान में ऐसे विश्वविद्यालय से जो नामांकन, कोर्स- वर्क, और मूल्यांकन के संबंध में विश्वविद्यालय अनुदान आयोग द्वारा विनिर्दिष्ट प्रक्रिया का अनुपालन करता हो, से पीएचडी की उपाधि प्राप्त करते हैं वे केवल प्रवेश स्तर पर लागू वृद्धि में तीन गैर- मिश्रित वेतन वृद्धि के पात्र होंगे।

(ख) तथापि, ऐसे शिक्षक, जो सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष या उच्च पदों पर आसीन हैं, जिन्होंने इन विनियमों के लागू होने से पूर्व पुस्तकालय विज्ञान में पीएचडी की उपाधि प्राप्त कर ली है या पहले ही कोर्स वर्क और मूल्यांकन, यदि कोई हो तो, पूरा कर लिया हो और इस सम्बन्ध में केवल अधिसूचना की प्रतीक्षा हो, वे लोग भी केवल प्रवेश स्तर पर लागू वृद्धि में तीन गैर- मिश्रित वेतन वृद्धि के पात्र होंगे।

ix. सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष या उच्च पदों पर आसीन अन्य प्रत्येक मामले के संबंध में, जो पीएचडी में पहले से ही नामांकित हैं, वे प्रवेश स्तर पर तीन गैर- मिश्रित वेतन वृद्धि के पात्र होंगे जब पीएचडी प्रदान करने वाले विश्वविद्यालय को विश्वविद्यालय अनुदान आयोग द्वारा कोर्स-वर्क या मूल्यांकन या दोनों, जैसा भी मामला हो, के सम्बन्ध में पीएचडी की उपाधि प्रदान करने हेतु विश्वविद्यालय अनुदान आयोग द्वारा विनिर्दिष्ट प्रक्रिया का अनुपालन करने के लिए अधिसूचित किया गया हो।

x. अन्य प्रत्येक मामले के संबंध में, सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष और उच्च पुस्तकालय पदों पर आसीन सेवारत व्यक्ति, जो पीएचडी में पहले से ही नामांकित है, केवल उस स्थिति में प्रवेश स्तर पर तीन गैर- मिश्रित वेतन वृद्धि के पात्र होंगे जब पीएचडी प्रदान करने वाले विश्वविद्यालय को विश्वविद्यालय अनुदान आयोग द्वारा कोर्स- वर्क या मूल्यांकन या दोनों, जैसी भी स्थिति हो, के सम्बन्ध में पीएचडी की उपाधि प्रदान करने हेतु आयोग द्वारा विनिर्दिष्ट प्रक्रिया का अनुपालन करने के लिए अधिसूचित किया गया हो।

xi. ऐसे सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष जिनके पास पुस्तकालय विज्ञान में एमफिल की उपाधि है, के लिए प्रवेश स्तर पर दो गैर- मिश्रित अग्रिम वेतन वृद्धि स्वीकार्य होगी। सहायक पुस्तकाध्यक्ष/ महाविद्यालय पुस्तकाध्यक्ष और जो उच्च पदों पर आसीन हैं, जो सेवा के दौरान किसी भी समय पुस्तकालय विज्ञान में एमफिल की उपाधि प्राप्त करते हैं के लिए प्रवेश स्तर पर एक गैर- मिश्रित अग्रिम वेतन वृद्धि स्वीकार्य होगी।

xii. शारीरिक शिक्षा और खेलकूद सहायक निदेशक/ महाविद्यालय शारीरिक शिक्षा और खेलकूद निदेशक, जिनके पास प्रवेश स्तर पर शारीरिक शिक्षा/ शारीरिक शिक्षा और खेलकूद/ खेलकूद विज्ञान में ऐसे विश्वविद्यालय से पीएचडी की उपाधि प्राप्त है, जो शारीरिक शिक्षा/ शारीरिक शिक्षा और खेलकूद/ खेलकूद विज्ञान में पीएचडी की उपाधि के लिए नामांकन, कोर्स वर्क, और मूल्यांकन प्रक्रिया के संबंध विश्वविद्यालय अनुदान आयोग द्वारा विनिर्दिष्ट प्रक्रिया का अनुपालन करता हो, के लिए पांच गैर- मिश्रित अग्रिम वेतन वृद्धि स्वीकार्य होगी।

xiii. पूर्वगामी खंडों में किसी शर्त के बावजूद भी, जो पहले से ही इस विनियम या पूर्व योजनाओं/ विनियमों के अंतर्गत प्रवेश स्तर पर या सेवा के दौरान पीएचडी/ एमफिल की उपाधि के आधार पर अग्रिम वेतन वृद्धि का लाभ प्राप्त कर चुके हैं, वे इस विनियम के अंतर्गत अग्रिम वेतन वृद्धि के लाभ के पात्र नहीं होंगे।

xiv. शिक्षक, पुस्तकालय और शारीरिक शिक्षा और खेलकूद संवर्ग जिन्होंने सेवा के दौरान पहले ही पीएचडी/ एमफिल की उपाधि प्राप्त करने हेतु मौजूदा नीति के अनुसार वेतन वृद्धि का लाभ प्राप्त किया है, उन्हें इन विनियमों के अंतर्गत अग्रिम वेतन वृद्धि का लाभ प्राप्त नहीं होगा।

xv. उन पदों के लिए जहाँ पूर्व योजनाओं/ विनियमों के अंतर्गत प्रवेश स्तर पर पीएचडी/ एमफिल की उपाधि के आधार पर कोई वेतन वृद्धि स्वीकार्य नहीं थी, वहाँ पीएचडी/ एमफिल की उपाधि प्राप्त करने पर अग्रिम वेतन वृद्धि का लाभ केवल उन नियुक्तियों के लिए होगा, जो इन विनियमों के लागू होने पर या इसके पश्चात् की गई हैं।

19.2 पदोन्नति

जब किसी व्यक्ति की पदोन्नति होगी, तो पदोन्नति पर उनका वेतन नीचे दिए गए पे- मेट्रिक्स अनुसार निर्धारित किया जायेगा।

पदोन्नति पर, शिक्षक या समकक्ष पद को उस स्तर पर अगले उच्चतर प्रकोष्ठ में प्रविष्ट करके उसके मौजूदा वेतन के अकादमिक वेतन स्तर में कल्पित वेतनवृद्धि की जाएगी और इस प्रकोष्ठ में दर्शाया गया वेतन अब उस पद के अनुरूप नए शैक्षणिक स्तर पर निर्धारित होगा, जहाँ उसे प्रोन्नत किया गया है। यदि उस वेतन के समान एक प्रकोष्ठ नए स्तर पर उपलब्ध है, तो वह प्रकोष्ठ नया वेतन होगा, अन्यथा उस स्तर पर अगला प्रकोष्ठ शिक्षक या समकक्ष पद का नया वेतन होगा। यदि नए स्तर पर इस पद्धति से परिकलित वेतन नए स्तर के पहले प्रकोष्ठ से कम है, तो वेतन नए स्तर के पहले प्रकोष्ठ पर निर्धारित किया जाएगा।

19.3 भत्ते और लाभ

- I. शिक्षकों और पुस्तकालय और शारीरिक शिक्षा और खेलकूद संवर्ग हेतु अन्य भत्ते और लाभ, जैसे कि गृहनगर यात्रा रियायत, छुट्टी यात्रा रियायत, विशेष क्षतिपूर्ति भत्ता, संतान शिक्षा भत्ता, परिवहन भत्ता, मकान किराया भत्ता, गृह निर्माण भत्ता, प्रतिनियुक्ति भत्ता, यात्रा भत्ता, महंगाई भत्ता, क्षेत्र-आधारित विशेष क्षतिपूर्ति भत्ता आदि, केंद्र सरकार के कर्मचारियों के समान होंगे और समय-समय पर भारत सरकार द्वारा अधिसूचित संगत नियमों द्वारा शासित होंगे।
- II. केन्द्रीय/ राज्य सरकार के कर्मचारियों के लिए लागू पेंशन, उपदान, अनुग्रह राशि इत्यादि भी केन्द्रीय/ राज्य विश्वविद्यालयों के शिक्षकों और पुस्तकालय और शारीरिक शिक्षा और खेलकूद संवर्ग संबद्ध और घटक महाविद्यालयों सहित महाविद्यालयों, जैसा भी मामला हो, में लागू होंगे।
- III. चिकित्सा संबंधी लाभ: शिक्षकों और पुस्तकालय और शारीरिक शिक्षा संवर्ग के लिए सभी चिकित्सा लाभ केंद्र सरकार के कर्मचारियों के लिए लागू होने वाले लाभ के समान होंगे। इसके अलावा, शिक्षकों और पुस्तकालय और शारीरिक शिक्षा संवर्ग को केंद्र सरकार स्वास्थ्य योजना के तहत रखा जा सकता है या केंद्र/ राज्य विश्वविद्यालयों/ महाविद्यालयों हेतु केंद्र सरकार/ संबंधित राज्य सरकार की स्वास्थ्य योजना, के अंतर्गत, जैसा भी मामला हो, के तहत रखा जा सकता है।

परिशिष्ट

परिशिष्ट- 1	मौजूदा पदधारी, जो तालिकाओं में दर्शाई गई विभिन्न श्रेणियों के पदों पर दिनांक 01-01-2016 को आसीन थे, के लिए वेतन निर्धारण हेतु फिटमेंट तालिका, (मानव संसाधन और विकास मंत्रालय की अधिसूचना के संबंध में मानव संसाधन और विकास मंत्रालय दिनांक 08-11-2017 का पत्र संख्या शुद्धिपत्र संख्या 1-7/2015 -U-II(1))
परिशिष्ट- 2	आकलन मानदंड और पद्धति
	तालिका 1 से 3 - विश्वविद्यालयों और महाविद्यालयों के शिक्षकों हेतु
	तालिका 4 - सहायक पुस्तकाध्यक्ष, उप-पुस्तकाध्यक्ष, पुस्तकाध्यक्ष आदि
	तालिका 5 - सहायक निदेशक/ उप निदेशक/ निदेशक शारीरिक शिक्षा और खेलकूद आदि।

संजीव कुमार नारायण, अवर सचिव

[विज्ञापन-III/4/असा./147/18]

परिशिष्ट 1

मौजूदा पदधारी, जो तालिकाओं में दर्शाई गई विभिन्न श्रेणियों के पदों पर दिनांक 01-01-2016 को आसीन थे, के लिए वेतन निर्धारण हेतु फिटमेंट तालिका

फ. सं. 1-7/2015- U.II(1)

भारत सरकार

मानव संसाधन विकास मंत्रालय

उच्चतर शिक्षा विभाग

विश्वविद्यालय-2 अनुभाग

शास्त्री भवन, नई दिल्ली

दिनांक: 8 नवम्बर, 2017

शुद्धिपत्र

विषय : सातवें केन्द्रीय वेतन आयोग (सीपीसी) की सिफारिशों के संबंध में केन्द्रीय सरकारी कर्मचारियों के वेतनमान में संशोधन के अनुक्रम में विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और समकक्ष संवर्गों के वेतन में संशोधन की योजना।

भारत सरकार के मानव संसाधन विकास मंत्रालय (उच्चतर शिक्षा विभाग) के दिनांक 02-11-2017 की आदेश संख्या 1-7/2015-

U.II(1) में उक्त आदेश में जोड़े गए अनुलग्नक (पृष्ठ 9) में दिए गए आंकड़े

(क) प्रकोष्ठ अकादमिक स्तर 12, पंक्ति 3 को "84,100" की बजाय "84,700" पढ़ा जाए

(ख) प्रकोष्ठ अकादमिक स्तर 13क, पंक्ति 16 को "2,04,100" की बजाय "2,04,700" पढ़ा जाए

(ख) प्रकोष्ठ अकादमिक स्तर 14, पंक्ति 9 को "1,82,100" की बजाय "1,82,700" पढ़ा जाए

2. उक्त आदेश की शेष विषयवस्तु समान रहेगी।

ह0/-

(डॉ. के.के. त्रिपाठी)

निदेशक

प्रति प्रेषित :

1 सचिव, विश्वविद्यालय अनुदान आयोग, बहादुर शाह जफर मार्ग, नई दिल्ली- 110002

- 2 केंद्र सरकार द्वारा पूर्ण रूप से वित्तपोषित सभी केंद्रीय विश्वविद्यालयों/ सम विश्वविद्यालय संस्थाओं के कुलपति
- 3 प्रधानमंत्री के प्रधान सचिव, सॉउथ ब्लॉक, केन्द्रीय सचिवालय, नई दिल्ली
- 4 सचिव (समन्वय), मंत्रिमंडल सचिवालय, राष्ट्रपति भवन, नई दिल्ली
- 5 सचिव, व्यय विभाग, नार्थ ब्लॉक, नई दिल्ली
- 6 सचिव, कार्मिक एवं प्रशिक्षण विभाग, नार्थ ब्लॉक, नई दिल्ली
- 7 सचिव, कृषि अनुसंधान और शिक्षा विभाग, कृषि भवन, नई दिल्ली
- 8 सचिव, स्वास्थ्य और परिवार कल्याण (चिकित्सा शिक्षा) मंत्रालय, निर्माण भवन, नई दिल्ली
- 9 सदस्य सचिव, अखिल भारतीय तकनीकी शिक्षा परिषद, नई दिल्ली
- 10 सभी राज्य सरकारों के मुख्य सचिव
- 11 वेबमास्टर, मानव संसाधन विकास मंत्रालय को इस आदेश को राष्ट्रीय सूचना विज्ञान केंद्र (एनआईसी) द्वारा तैयार मंत्रालय की वेबसाइट पर प्रकाशन हेतु

पे बैंड (रुपए)	15,600 से 39,100			37,400 से 67,000		67,000 से 79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

परिशिष्ट- III

तालिका 1

विश्वविद्यालय/ महाविद्यालय के शिक्षकों हेतु आकलन मानदंड और पद्धति

क्रम संख्या	क्रियाकलाप	ग्रेडिंग मानदंड
1	शिक्षण : (पढ़ाई गई कक्षाओं की संख्या/सौंपी गई कुल कक्षाएं) X 100 प्रतिशत (पढ़ाई गई कक्षाओं में अनुशिक्षण, प्रयोगशाला और शिक्षण संबंधी अन्य क्रियाकलाप शामिल हैं)	80 प्रतिशत और अधिक – अच्छा 80 प्रतिशत से कम लेकिन 70 प्रतिशत से अधिक – संतोषजनक 70 प्रतिशत से कम – संतोषजनक नहीं
2	विश्वविद्यालयों/ महाविद्यालयों के छात्र संबंधी क्रियाकलापों/ शोध क्रियाकलापों में भागीदारी – (क) प्रशासनिक दायित्व जैसे कि मुखिया, अध्यक्ष / संकाय अध्यक्ष / निदेशक/ समन्वयक/ वार्डन आदि। (ख) महाविद्यालय/ विश्वविद्यालय द्वारा सौंपी गई परीक्षा और मूल्यांकन ड्यूटी अथवा परीक्षा पत्र मूल्यांकन हेतु उपस्थित होना। (ग) छात्रों से संबंधित पाठ्यक्रम से जुड़ी, विस्तार और क्षेत्र आधारित क्रियाकलापों जैसे कि विद्यार्थी क्लब, कैरियर परामर्श, अध्ययन दौरा, छात्र संगोष्ठी और अन्य क्रियाकलाप, सांस्कृतिक, खेलकूद, एनसीसी, एनएसएस और समाज सेवा। (घ)संगोष्ठियों/ सम्मेलन/ कार्यशालाएं अन्य महाविद्यालय/ विश्वविद्यालय संबंधी क्रियाकलापों का आयोजन (ङ) पीएचडी छात्रों को मार्गदर्शन प्रदान करने में सक्रिय भागीदारी के साक्ष्य। (च) राष्ट्रीय और अंतरराष्ट्रीय एजेंसियों द्वारा प्रायोजित लघु और बृहद अनुसंधान परियोजनाओं का आयोजन। (छ) समकक्ष व्यक्ति समीक्षित अथवा विश्वविद्यालय द्वारा निर्धारित सूची के जर्नल में कम से कम एक एकल या संयुक्त प्रकाशन।	अच्छा – कम से कम 3 क्रियाकलापों में भागीदारी संतोषजनक – 1 से 2 क्रियाकलाप असंतोषजनक – किसी भी क्रियाकलाप में भाग नहीं लेना/ कोई भी क्रियाकलाप नहीं करना। नोट : क्रियाकलापों की संख्या क्रियाकलापों की वृहद श्रेणी के अंतर्गत या सभी श्रेणियों को मिलाकर हो सकती है।

समग्र ग्रेडिंग :

बेहतर – शिक्षण में अच्छा है और क्रम संख्या 2 पर उल्लिखित क्रियाकलापों में संतोषजनक या अच्छा है।

अथवा

संतोषजनक – शिक्षण में संतोषजनक और क्रम संख्या 2 पर उल्लिखित क्रियाकलापों में अच्छा या संतोषजनक।**संतोषजनक नहीं है**– यदि समग्र ग्रेडिंग में न तो अच्छा हो और न ही संतोषजनक हो।

नोट: क्रम संख्या 1 और 2 में दिये गए क्रियाकलापों की ग्रेडिंग के आकलन के प्रयोजन हेतु, ऐसी सभी अवधियाँ जो शिक्षकों द्वारा मातृत्व अवकाश, बाल परिचर्या अवकाश, अध्ययन छुट्टी, चिकित्सा छुट्टी जैसी विभिन्न प्रकार की वैतनिक छुट्टियों पर व्यतीत की गई हैं और ग्रेडिंग आकलन में से प्रतिनियुक्ति को शामिल नहीं किया जाएगा। शिक्षक का शेष अवधि के लिए आकलन किया जाएगा और शिक्षक की ग्रेडिंग करने के लिए आकलन की सम्पूर्ण अवधि में से इन अवधियों को हटा दिया जाएगा। उपरोक्त वर्णित ऐसी छुट्टियों/ प्रतिनियुक्ति के कारण शिक्षक को सीएस के अंतर्गत प्रोन्नति में शिक्षण दायित्वों से उनकी अनुपस्थिति के कारण कोई नुकसान नहीं होगा बशर्ते ऐसी छुट्टियाँ/ प्रतिनियुक्ति इन विनियमों में निर्धारित सभी प्रक्रियाओं का अनुपालन करके सक्षम प्राधिकारियों के पूर्व-अनुमोदन से और मूल संस्थान के अधिनियमों, संविधियों और अध्यादेशों के अनुसार ली गई हों।

तालिका- 2**शैक्षणिक / शोध अंक की गणना हेतु विश्वविद्यालय और महाविद्यालय के शिक्षकों के लिए कार्यप्रणाली**

(आकलन शिक्षकों द्वारा प्रस्तुत साक्ष्यों पर आधारित होना चाहिए, जैसे: प्रकाशनों की प्रति, परियोजना स्वीकृति पत्र, विश्वविद्यालय द्वारा जारी उपयोग तथा पूर्णता प्रमाण पत्र, पेटेंट दर्ज कराने संबंधी अभिस्वीकृति और स्वीकृति पत्र, विद्यार्थियों को पीएचडी उपाधि प्रदान किए जाने संबंधी पत्र इत्यादि।)

क्रम सं.	शैक्षणिक / शोध क्रियाकलाप	विज्ञान / अभियांत्रिकी / कृषि / चिकित्सा / पशु-चिकित्सा विज्ञान संकाय	भाषा / सामाजिक विज्ञान / पुस्तकालय / शिक्षा / शारीरिक शिक्षा / वाणिज्य / प्रबंधन तथा अन्य संबंधित विधाएं
1	समकक्ष व्यक्ति समीक्षित अथवा विश्वविद्यालय अनुदान आयोग द्वारा सूचीबद्ध पत्रों में शोध पत्र	08 प्रति पत्र	10 प्रति पत्र
2	प्रकाशन (शोध पत्रों के अतिरिक्त)		
	(क) लिखी गई पुस्तकें, जिन्हें निम्नवत के द्वारा प्रकाशित किया गया :		
	अंतर्राष्ट्रीय प्रकाशक	12	12
	राष्ट्रीय प्रकाशक	10	10
	संपादित पुस्तक में अध्याय	05	05
	अंतर्राष्ट्रीय प्रकाशक द्वारा पुस्तक का संपादक	10	10
	राष्ट्रीय प्रकाशक द्वारा पुस्तक का संपादक	08	08
	(ख) योग्य संकाय द्वारा भारतीय और विदेशी भाषाओं में अनुवाद कार्य		
	अध्याय अथवा शोध पत्र	03	03
	पुस्तक	08	08
3	आईसीटी के माध्यम से शिक्षण ज्ञान- अर्जन, शिक्षण शास्त्र और विषयवस्तु का सृजन तथा नए और नवोन्मेषी पाठ्यक्रमों और पाठ्यचर्या का विकास		
	(क) नवोन्मेषी अध्यापन का विकास	05	05
	(ख) नई पाठ्यचर्या और पाठ्यक्रमों को तैयार करना	02 प्रति पाठ्यचर्या / पाठ्यक्रम	02 प्रति पाठ्यचर्या / पाठ्यक्रम
	(ग) एमओओसी		
	चार चतुर्थांश में पूर्ण एमओओसी का विकास (4 क्रेडिट पाठ्यक्रम) (कम क्रेडिट के एमओओसी के मामले में 05 अंक / क्रेडिट)	20	20
	प्रति मॉड्यूल/व्याख्यान एमओओसी (चार चतुर्थांश में विकसित)	05	05
	विषयवस्तु लेखक/ एमओओसी के प्रत्येक मॉड्यूल हेतु विषयवस्तु विशेषज्ञ (कम से कम एक चतुर्थांश)	02	02
	एमओओसी हेतु पाठ्यक्रम समन्वयक (4 क्रेडिट पाठ्यक्रम) (कम क्रेडिट के एमओओसी के मामले में 02 अंक / क्रेडिट)	08	08
	(घ) ई- विषयवस्तु		
	पूर्ण पाठ्यक्रम / ई- पुस्तक हेतु चार चतुर्थांशों में ई- विषयवस्तु का विकास	12	12
	प्रति मॉड्यूल ई- विषयवस्तु (चार चतुर्थांश में विकसित)	05	05
	समग्र पाठ्यक्रम/ पत्र/ ई-पुस्तक में ई- विषयवस्तु मॉड्यूल के विकास में योगदान (कम से कम एक चतुर्थांश)	02	02

	संपूर्ण पाठ्यक्रम/ पत्र/ ई-पुस्तक हेतु ई- विषयवस्तु का संपादक	10	10
4	(क) शोध मार्गदर्शन		
	पीएचडी	10 प्रति प्रदान की गई उपाधि 05 प्रति जमा किए गए शोध प्रबंध	10 प्रति प्रदान की गई उपाधि 05 प्रति जमा किए गए शोध प्रबंध
	एम.फिल./ स्नातकोत्तर शोध प्रबंध	02 प्रति प्रदान की गई उपाधि	02 प्रति प्रदान की गई उपाधि
	(ख) पूरी की गई शोध परियोजनाएं		
	10 लाख से अधिक	10	10
	10 लाख से कम	05	05
	(ग) जारी शोध परियोजनाएं :		
	10 लाख से अधिक	05	05
	10 लाख से कम	02	02
	(घ) परामर्शत्री सेवाएं	03	03
5	(क) पेटेंट		
	अंतर्राष्ट्रीय	10	10
	राष्ट्रीय	07	07
	(ख) *नीतिगत दस्तावेज (सं.रा.सं./ यूनेस्को/ विश्व बैंक/ अंतर्राष्ट्रीय मुद्रा कोष इत्यादि अथवा केंद्र सरकार या राज्य सरकार जैसे किसी अंतर्राष्ट्रीय निकाय/ संगठन को सौंपे गए)		
	अंतर्राष्ट्रीय	10	10
	राष्ट्रीय	07	07
	राज्य	04	04
	(क) पुरस्कार / अध्येतावृत्ति		
	अंतर्राष्ट्रीय	07	07
	राष्ट्रीय	05	05
6	*अतिथि व्याख्यान/ संसाधक/ संगोष्ठियों/ सम्मलेनों में पत्र प्रस्तुतीकरण/ सम्मलेन कार्यवाहियों में पूर्ण पत्र प्रस्तुत करना (संगोष्ठियों/ सम्मलेनों में प्रस्तुत किए गए पत्र और सम्मलेन कार्यवाहियों में पूर्ण पत्र के रूप में प्रकाशित पत्रों की गणना सिर्फ एक बार की जाएगी)		
	अंतर्राष्ट्रीय (विदेश)	07	07
	अंतर्राष्ट्रीय (देश के भीतर)	05	05
	राष्ट्रीय	03	03
	राज्य/ विश्वविद्यालय	02	02

सहकर्मी द्वारा समीक्षित अथवा विश्वविद्यालय अनुदान आयोग द्वारा सूचीबद्ध जर्नल (थॉमसन रॉयटर्स की सूची के अनुसार निर्धारित किए जाने वाले प्रभाव कारक) :

- प्रभाव कारक रहित संदर्भित जर्नल में प्रकाशित पत्र – 5 अंक
- 1 से कम प्रभाव कारक वाले पत्र – 10 अंक
- 1 और 2 के बीच प्रभाव कारक वाले पत्र – 15 अंक
- 2 और 5 के बीच प्रभाव कारक वाले पत्र – 20 अंक
- 5 और 10 के बीच प्रभाव कारक वाले पत्र – 25 अंक
- 10 से अधिक प्रभाव कारक वाले पत्र – 30 अंक

(क) दो लेखक : प्रत्येक लेखक हेतु प्रकाशन के कुल मान का 70 प्रतिशत

(ख) दो से अधिक लेखक : प्रथम /मूल/संवादी लेखक हेतु प्रकाशन के कुल मान का 70 प्रतिशत और प्रत्येक संयुक्त लेखकों हेतु प्रकाशन के कुल मान का 30 प्रतिशत

संयुक्त परियोजनाएं : मूल शोधकर्ता और सह- शोधकर्ता में से प्रत्येक को 50 प्रतिशत प्राप्त होगा

नोट :

- यदि संपादित पुस्तक अथवा कार्यवाहियों का भाग के रूप में पत्र प्रस्तुत किया जाता है तो इस पर एक बार ही दावा किया जा सकता है।
- शोध विद्यार्थियों के संयुक्त पर्यवेक्षण के लिए पर्यवेक्षक और सह पर्यवेक्षक हेतु सूत्र, कुल प्राप्तांक का 70 प्रतिशत होगा। पर्यवेक्षक और सह- पर्यवेक्षक दोनों में से प्रत्येक को 7 अंक मिलेंगे।
- * शिक्षक के शोध अंकों की गणना करने के प्रयोजनार्थ 5(ख), नीतिगत दस्तावेज और 6 की श्रेणियों से संयुक्त शोध अंक, आमंत्रित व्याख्याता /संसाधक /पत्र प्रस्तुतीकरण संबंधित शिक्षक के कुल शोध अंकों के लिए अधिकतम 30 प्रतिशत की ऊपरी सीमा होगी।
- शोध प्राप्तांक 6 श्रेणियों में से कम से कम तीन श्रेणियों से होंगे।

तालिका 3 क

विश्वविद्यालयों में सहायक आचार्यों के पद हेतु साक्षात्कार के लिए अभ्यर्थियों के चयन संबंधी मानदंड

क्रम संख्या	शैक्षणिक रिकॉर्ड	प्राप्तांक			
1	स्नातक	80 प्रतिशत और उससे अधिक=15	60 प्रतिशत से लेकर 80 प्रतिशत से कम= 13	55 प्रतिशत से लेकर 60 प्रतिशत से कम = 10	45 प्रतिशत से लेकर 55 प्रतिशत से कम =05
2	स्नातकोत्तर	80 प्रतिशत और उससे अधिक =25	60 प्रतिशत से लेकर 80 प्रतिशत से कम तक= 23	55 प्रतिशत लेकर (अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग के मामले में 50 प्रतिशत (असंपन्न वर्ग) / शारीरिक रूप से निशक्त) से 60 प्रतिशत से कम = 20	
3	एमफिल	60 प्रतिशत और उससे अधिक = 07	55 प्रतिशत से लेकर	60 प्रतिशत से कम = 05	
4	पीएचडी	30			
5	नेट सहित जेआरएफ	07			
	नेट	05			
	एसएलईटी / एसईटी	03			
6	शोध प्रकाशन (सहकर्मी द्वारा समीक्षित अथवा विश्वविद्यालय अनुदान आयोग द्वारा सूचीबद्ध जर्नल में प्रकाशित प्रत्येक शोध प्रकाशन हेतु 2 अंक)	10			
7	शिक्षण/ पोस्ट डॉक्टरल अनुभव (प्रत्येक एक वर्ष के लिए 2 अंक) #	10			
8	पुरस्कार				
	अंतर्राष्ट्रीय/ राष्ट्रीय स्तर (अंतरराष्ट्रीय संगठनों/ भारत सरकार/ भारत सरकार द्वारा मान्यता प्राप्त राष्ट्रीय स्तर के निकायों द्वारा दिए गए पुरस्कार)	03			
	राज्य स्तरीय (राज्य सरकार द्वारा दिए गए पुरस्कार)	02			

तथापि, यदि शिक्षण/ पोस्ट डॉक्टरल अनुभव की अवधि एक वर्ष से कम है तो अंकों को अनुपातिक रूप से घटा दिया जाएगा।

नोट :

(क)

- i. एमफिल + पीएचडी अधिकतम – 30 अंक

ii. जेआरएफ/ नेट/ सेट अधिकतम – 07 अंक

iii. अवार्ड की श्रेणी में अधिकतम – 03 अंक

(ख) साक्षात्कार के लिए बुलाए जाने वाले अभ्यर्थियों की संख्या संबंधित विश्वविद्यालयों द्वारा निर्धारित की जाएगी।

(ग)

शैक्षणिक प्राप्तांक – 80

शोध प्रकाशन – 10

शिक्षण अनुभव – 10

कुल : 100

(घ) यह अंक संबंधित राज्यों के एसएलईटी/ सेट विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में नियुक्ति के लिए वैध होंगे।

तालिका 3 (ख)

महाविद्यालयों में सहायक आचार्य के पद हेतु साक्षात्कार के लिए अभ्यर्थियों के चयन संबंधी मानदंड

क्रम संख्या	शैक्षणिक रिकॉर्ड	प्राप्तांक			
1	स्नातक	80 प्रतिशत और उससे अधिक = 21	60 प्रतिशत से अधिक और 80 प्रतिशत से कम = 19	55 प्रतिशत से अधिक और 60 प्रतिशत से कम = 16	45 प्रतिशत से अधिक और 55 प्रतिशत से कम = 10
2	स्नातकोत्तर	80 प्रतिशत और उससे अधिक = 25	60 प्रतिशत से अधिक और 80 प्रतिशत से कम =23	55 प्रतिशत (अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग (असंपन्न वर्ग)/ शारीरिक रूप से निशक्त अभ्यर्थियों के मामले में 50 प्रतिशत) से अधिक और 60 प्रतिशत से कम = 20	
3	एमफिल	60 प्रतिशत और उससे अधिक= 07	55 प्रतिशत से अधिक और 60 प्रतिशत से कम = 05		
4	पीएचडी	25			
5	जेआरएफ सहित नेट	10			
	नेट	08			
	एसएलईटी/ सेट	05			
6	शोध प्रकाशन (सहकर्मी द्वारा समीक्षित अथवा विश्वविद्यालय अनुदान आयोग द्वारा सूचीबद्ध जर्नल में प्रकाशित प्रत्येक शोध प्रकाशन हेतु 2 अंक)	06			
7	शिक्षण/ पोस्ट डॉक्टरल अनुभव (प्रत्येक एक वर्ष के लिए 2 अंक) #	10			
8	पुरस्कार				
	अंतर्राष्ट्रीय/ राष्ट्रीय स्तर (अंतरराष्ट्रीय संगठनों/ भारत सरकार/ भारत सरकार द्वारा मान्यता प्राप्त राष्ट्रीय स्तर के निकायों द्वारा दिए गए पुरस्कार)	03			
	राज्य स्तरीय (राज्य सरकार द्वारा दिए गए पुरस्कार)	02			

तथापि यदि शिक्षण/ पोस्ट डॉक्टरल अनुभव की अवधि एक वर्ष से कम है तो अंकों को अनुपातिक रूप से घटा दिया जाएगा।

नोट :

(क)

- i. एमफिल + पीएचडी अधिकतम — 25 अंक
 ii. जेआरएफ/ नेट/ सेट अधिकतम — 10 अंक
 iii. अवार्ड की श्रेणी में अधिकतम — 03 अंक

(ख) साक्षात्कार के लिए बुलाए जाने वाले अभ्यर्थियों की संख्या संबंधित विश्वविद्यालयों द्वारा निर्धारित की जाएगी।

(ग)

शैक्षणिक प्राप्तांक — 84

शोध प्रकाशन — 06

शिक्षण अनुभव — 10

कुल : 100

(घ) एसएलईटी/ सेट प्राप्तांक केवल संबंधित राज्यों के विश्वविद्यालयों/ महाविद्यालयों/ संस्थाओं में नियुक्ति के लिए वैध होंगे।

तालिका 4

पुस्तकाध्यक्ष हेतु आकलन मानदंड और पद्धति

क्रम संख्या	क्रियाकलाप	ग्रेडिंग मानदंड
1	पुस्तकालय में उपस्थित होने की नियमितता (उपस्थित होने के लिए अपेक्षित दिनों की कुल संख्या की तुलना में उपस्थित दिनों के प्रतिशत के संदर्भ में गणना) पुस्तकालय में उपस्थित होने के समय व्यक्ति से अन्य बातों के साथ-साथ निम्नलिखित कार्य करने की आशा की जाती है : - पुस्तकालय संसाधनों और संगठन तथा पुस्तकों, जर्नलों और रिपोर्टों का रखरखाव - पुस्तकालय पाठक सेवा जैसे शोधकर्ताओं से साहित्य प्राप्ति सेवाओं और रिपोर्ट के विश्लेषण का प्रावधान - संस्थागत वेबसाइट को अद्यतन करने में सहायता	90 प्रतिशत और उससे अधिक — अच्छा 90 प्रतिशत से कम लेकिन 80 प्रतिशत और उससे अधिक — संतोषजनक 80 प्रतिशत से कम — असंतोषजनक
2	पुस्तकालय कार्यकलाप से संबंधित अथवा विशिष्ट पुस्तक अथवा पुस्तकों की शैली के संबंध में संगोष्ठियों/ कार्यशालाओं का आयोजन	अच्छा — 1 राष्ट्रीय स्तर की संगोष्ठी/ कार्यशाला + 1 राज्य/ संस्था स्तर की कार्यशाला/ संगोष्ठी संतोषजनक — 1 राष्ट्रीय स्तर की संगोष्ठी/ कार्यशाला अथवा 1 राज्य स्तर की संगोष्ठी/ कार्यशाला + 1 संस्था स्तरीय संगोष्ठी/ कार्यशाला अथवा 4 संस्था स्तरीय संगोष्ठी/ कार्यशाला असंतोषजनक — उपर्युक्त दोनों श्रेणियों के अंतर्गत नहीं आने वाले
3	यदि पुस्तकालय में कंप्यूटरीकृत डॉटाबेस है तो <i>अथवा</i> यदि पुस्तकालय में कंप्यूटरीकृत डॉटाबेस नहीं है	अच्छा — कंप्यूटरीकृत डॉटाबेस में शतप्रतिशत वास्तविक पुस्तकें और जर्नल संतोषजनक — कंप्यूटरीकृत डॉटाबेस में कम से कम 99 प्रतिशत वास्तविक पुस्तकें और जर्नल असंतोषजनक — अच्छा अथवा संतोषजनक श्रेणी के अंतर्गत नहीं आने वाले अथवा अच्छा — अद्यतन किया गया 100 प्रतिशत कैटलॉग डॉटाबेस

		संतोषजनक – अद्यतन किया गया 90 प्रतिशत कैटलॉग डॉटाबेस असंतोषजनक – कैटलॉग डॉटाबेस का अद्यतन नहीं होना (सीएएस संवर्धन समिति द्वारा औचक रूप से सत्यापित किया जाए)
4	वस्तुसूची और खोई हुई पुस्तकों की जांच करना	अच्छा – जांची गई वस्तुसूची और खोई हुई पुस्तकें 0.5 प्रतिशत से कम। संतोषजनक – जांची गई वस्तुसूची और खोई हुई पुस्तकें एक प्रतिशत से कम। असंतोषजनक – वस्तुसूची की जांच नहीं की गई हो अथवा जांची गई वस्तुसूची और खोई हुई पुस्तकें एक प्रतिशत अथवा उससे अधिक।
5	i. बिना कंप्यूटरीकृत डॉटाबेस वाली संस्था में पुस्तकों के डॉटाबेस का डिजिटलीकरण ii. पुस्तकालय नेटवर्क का संवर्धन iii. पुस्तकों और अन्य संसाधनों से संबंधित सूचनाओं का प्रसार करने के लिए प्रणाली की स्थापना। iv. दाखिले, परीक्षाओं और पाठ्येतर कार्यक्रमों के दौरान किए गए कार्यों सहित महाविद्यालय प्रशासन और अभिशासन संबंधी कार्यों में सहायता प्रदान करना। v. उपयोगकर्ताओं हेतु अल्पकालिक पाठ्यक्रम तैयार करना और उनका संचालन करना। vi. विश्वविद्यालय अनुदान आयोग द्वारा अनुमोदित जर्नल में कम से कम एक शोध पत्र का प्रकाशन करना।	अच्छा – किन्हीं दो कार्यक्रमों में शामिल होना। संतोषजनक – कम से कम एक कार्यक्रम में शामिल होना। असंतोषजनक – किसी भी कार्यक्रम में शामिल ना होना / नहीं किया जाना।
समग्र ग्रेडिंग	अच्छा : मद 1 में अच्छा और मद 4 सहित किन्ही दो अन्य मदों में संतोषजनक/अच्छा संतोषजनक : मद 1 में संतोषजनक और मद 4 सहित किन्ही अन्य दो मदों में संतोषजनक/अच्छा असंतोषजनक : यदि समग्र ग्रेडिंग में न तो अच्छा है और न ही संतोषजनक।	
नोट : 1 – पुस्तकालय कर्मचारियों की उपस्थिति की निगरानी करने और आकलन के मानदंड की गणना करने के लिए आईसीटी प्रौद्योगिकी का उपयोग करने की सिफारिश की जाती है। 2 – पुस्तकाध्यक्ष को प्रकाशित पत्र, पुनश्चर्या अथवा प्रविधि पाठ्यक्रम में शामिल होने, संबंधित विभाग के विभागाध्यक्ष से सफलतापूर्वक शोध मार्गदर्शन करने, परियोजना पूर्ण करने संबंधी साक्ष्य को संबंधित विभाग को सौंपना होगा। 3 – उपयोगकर्ताओं की शिकायतों की निगरानी करने की प्रणाली और जिस सीमा तक शिकायतों के समाधान किया गया उस संबंध में ब्योरा भी सीएएस प्रोन्नति समिति को उपलब्ध कराया जाए।		

तालिका 5**शारीरिक शिक्षा और खेलकूद निदेशकों हेतु आकलन मानदंड और पद्धति**

क्रम संख्या	क्रियाकलाप	ग्रेडिंग मानदंड
1	उपस्थिति को जितने दिनों तक महाविद्यालय में उपस्थित हुए हैं की तुलना में जितने दिन उनसे उपस्थित रहने की आशा की जाती है के संदर्भ में प्रतिशत में परिकलन किया जाता है।	90 और उससे अधिक – अच्छा 80 से अधिक लेकिन 90 से कम – संतोषजनक 80 से कम – असंतोषजनक

2	अंतर्महाविद्यालयी प्रतिस्पर्धाओं का आयोजन	अच्छा – 5 से अधिक विधाओं में अंतर्महाविद्यालयी प्रतिस्पर्धाएं। संतोषजनक – 3 से 5 विधाओं में अंतर्महाविद्यालयी प्रतिस्पर्धाएं। असंतोषजनक – न ही अच्छा और न ही संतोषजनक
3	बाह्य प्रतिस्पर्धाओं में संस्थान की भागीदारी	अच्छा – कम से कम एक विधा में राष्ट्रीय स्तर की प्रतिस्पर्धा और कम से कम तीन विधाओं में राज्य / जिला स्तर की प्रतिस्पर्धा संतोषजनक – कम से कम एक विधा में राज्य स्तर की प्रतिस्पर्धा और कम से कम तीन विधाओं में जिला स्तरीय प्रतिस्पर्धा अथवा कम से कम 5 विधाओं में जिला स्तरीय प्रतिस्पर्धा असंतोषजनक – न तो अच्छा और न ही संतोषजनक
4	वैज्ञानिक और प्रौद्योगिकीय आगतों के साथ खेलकूद और शारीरिक प्रशिक्षण अवसंरचना का उन्नयन। खेलकूद के मैदानों और खेलकूद तथा शारीरिक शिक्षा सुविधाओं का विकास और रखरखाव।	अच्छा/ संतोषजनक/ असंतोषजनक का आकलन प्रोन्नति समिति द्वारा किया जाएगा।
5	i. संस्थान के कम से कम एक विद्यार्थी राष्ट्रीय /राज्य /विश्वविद्यालय की टीमों (केवल महाविद्यालय स्तरों के लिए) में भागीदारी करता है। राज्य /राष्ट्रीय /अंतर्विश्वविद्यालय/ अंतर्महाविद्यालय स्तर की प्रतिस्पर्धाओं का आयोजन। ii. राज्य/ राष्ट्रीय स्तर पर अनुशिक्षण हेतु आमंत्रित किया जाना। iii. वर्ष में कम से कम तीन कार्यशालाओं का आयोजन iv. विश्वविद्यालय अनुदान आयोग द्वारा अनुमोदित जर्नल में कम से कम एक शोध पत्र का प्रकाशन। दाखिले, परीक्षाओं और पाठ्येतर कार्यक्रमों के दौरान किए गए कार्य सहित महाविद्यालय प्रशासन और अभिशासन संबंधी कार्य में सहायता।	अच्छा : किन्हीं दो कार्यक्रमों में शामिल होना। संतोषजनक : एक कार्यक्रम असंतोषजनक : किसी भी कार्यक्रम में शामिल ना होना / आरंभ नहीं किया जाना।
समग्र ग्रेडिंग :	अच्छा : मद 1 में अच्छा और किन्हीं अन्य दो मदों में संतोषजनक/ अच्छा संतोषजनक : मद 1 में संतोषजनक और किन्हीं अन्य दो मदों में संतोषजनक/ अच्छा असंतोषजनक : यदि समग्र ग्रेडिंग में न तो अच्छा है और न ही संतोषजनक।	
नोट :		
1– खेलकूद और शारीरिक शिक्षा के शिक्षकों की उपस्थिति की निगरानी करने और मूल्यांकन के मानदंड की गणना करने के लिए आईसीटी प्रौद्योगिकी का उपयोग करने की सिफारिश की जाती है। 2– संस्थान को छात्रों से प्रतिक्रिया प्राप्त करनी चाहिए। इस प्रतिक्रिया को संबंधित शारीरिक शिक्षा और खेलकूद निदेशक तथा सीएएस प्रोन्नति समिति के साथ भी साझा करना चाहिए। 3– उपयोगकर्ताओं की शिकायतों की निगरानी करने की प्रणाली और किस सीमा तक शिकायतों का निवारण किया गया, इस संबंध में ब्योरा भी सीएएस प्रोन्नति समिति को उपलब्ध कराया जाए।		

UNIVERSITY GRANTS COMMISSION**NOTIFICATION**

New Delhi, the 18th July, 2018

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010” (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018**Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.****1.0 Coverage**

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, inter alia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
 - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
 - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

- 1.2** Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

- 2.1** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- 2.2 The date of implementation of the revision of pay shall be 1st January, 2016.**

3.0 Recruitment and Qualifications

- 3.1** The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

- 3.2** The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

3.3

- I.** The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

3.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

3.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

3.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

3.12 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

4.0 Direct Recruitment

4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B) :

A.

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)**A. Eligibility:**

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.**I. Assistant Professor:****Eligibility (A or B):****A.**

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions:

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- i) studied under a noted/reputed traditional Master(s)/Artist(s)
- ii) Has been 'A' grade artist of AIR/Doordarshan;
- iii) Has the ability to explain, with logical reasoning the subject concerned; and
- iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor :

Eligibility (A or B):

A.

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

- B.** A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

- i) been 'A'-grade artist of AIR/Doordarshan;
- ii) eight years' experience of outstanding performing achievement in the

- field of specialisation;
- iii) experience in designing of new courses and /or curricula;
- iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and
- v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :

Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
- iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

- i) Having Masters degree, in the relevant subject
- ii) Has been 'A'-grade artist of AIR/Doordarshan
- iii) Has Ten years of outstanding performing achievements in the field of specialisation
- iv) Has made significant contributions in the field of specialisations and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:

I. Assistant Professor

Eligibility (A or B)

A.

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:
- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
 - ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
 - iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:

Eligibility (A or B) :

A.

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

- B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:
- i) Been recognised artist of Stage/ Radio/TV;
 - ii) Eight years of outstanding performance in the field of specialisation;
 - iii) Experience of designing new courses and/or curricula;
 - iv) Participated in Seminars/Conferences in reputed institutions; and
 - v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor**Eligibility (A or B) :**

- A.** An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

- B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:
- i) Master's degree, in the relevant subject::
 - ii) Ten years of outstanding performing achievements in the field of specialisation;
 - iii) Made significant contribution in the field of specialisation
 - iv) Guided research;
 - v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
 - vi) Ability to explain with logical reasoning the subject concerned;
 - vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

4.4 Yoga Discipline**I. Assistant Professor :****Eligibility (A or B) :**

- A.** Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR

- B.** A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

II. ASSOCIATE PROFESSOR

- i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. PROFESSOR**Eligibility (A or B) :****A.**

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

- B.** An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**I. ASSISTANT PROFESSOR:**

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

- i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

- i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**I. ASSISTANT PROFESSOR:**

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

- i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.

- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C. and published work of high standard in peer-reviewed or UGC - listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C. and
(ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
ii) A consistently good academic record, with knowledge of computerization of a library.
iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
b) The Ph.D. thesis has been evaluated by at least two external examiners;
c) Open Ph.D. viva voce of the candidate has been conducted;
d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. UNIVERSITY LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports****Eligibility (A or B) :****A.**

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B) :

A.

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these Regulations.

OR

- B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. University Director of Physical Education and Sports

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

5.1 Selection Committee Composition

I. Assistant Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
 - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the Faculty concerned, wherever applicable.
 - v) Head/Chairperson of the Department/School concerned.
 - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
 - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the University

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i) Vice-Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- i) Vice Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
 - vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:
- i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
 - ii) The Principal of the College.
 - iii) Head of the Department/Teacher-in-charge of the subject concerned in the College.
 - iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) Five members, including two outside subject experts, shall constitute the quorum.

VI. Associate Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:
 - i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
 - iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 - v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:
 - i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
 - iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority

educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VIII. College Principal and Professor

A. Selection Committee

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
- i) Chairperson of the Governing Body to be the Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
 - iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
 - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

- i) Nominee of the Vice-Chancellor of the affiliating University.
- ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

E. For University Assistant Director, Physical Education and Sports:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;

- ii) The Dean of the Faculty concerned;
- iii) The University Director, Physical Education and Sports; and
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The University Director, Physical Education and Sports; and
- iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/university nominee.

5.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

5.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6.0 SELECTION PROCEDURE:

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

- VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

- A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

6.1 Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

6.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/- to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B**(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D**(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E

(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- Attended one Orientation course of 21 days' duration on teaching methodology; and
- Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)****Eligibility:**

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**Eligibility:**

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten

days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians**Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):**Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**Eligibility:**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee .

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

6.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LL.M degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

7.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

7.3. VICE CHANCELLOR:

- i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be

persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.

- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

8.1 DUTY LEAVE:

- i. Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

8.2 STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

8.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges

The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (iv) Leave not debited to leave account
- (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. 'Leave Not Due'

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

9. Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

9.1 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

- 11.1** The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2** The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 11.3** Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 11.4** The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 11.5** All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

- 12.1** Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 12.2** All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The

fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days

- 14.1** The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
Categorisation	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- 14.2** In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

15.0 Workload

- 15.1** The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

- 15.2** Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

- 16.1** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

- 16.2.** The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
 - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

- b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
- (b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

19.3 Allowances and Benefits

- I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017)
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

SANJEEV KUMAR NARAYAN, Under Secy.

[ADVT.-III/4/Ext./147/18]

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University-2 Section

Shastri Bhavan, New Delhi
Dated 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 9 may be read as "24,700" instead of "24,100"
- (b) Cell Academic level 13A, row 18 may be read as "2,04,100" instead of "2,04,100"
- (c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy
(Dr. K.K. Tripathy) 21/11/17
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi -110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to Be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,300
2	59,400	71,000	83,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,36,400	1,50,000	1,89,200
4	63,000	75,200	86,200	1,37,500	1,51,500	1,90,700
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,800	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,600	1,99,500	
13	82,200	98,300	1,13,700	1,87,000	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,600	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,400	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,400		
17	92,500	1,10,500	1,27,900	2,10,800		

K. K. Tripathi
21/10

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,800			
27	1,24,200	1,48,400	1,71,800			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,300	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,800	1,99,500				
38	1,71,800	2,05,500				
39	1,77,100					
40	1,82,400					

K. K. Tripathi
21/11

Appendix II**Table 1****Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

Table 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table: 3 B**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% =10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note :

(A)

(i)	M.Phil. + Ph.D.	Maximum	-	25 Marks
(ii)	JRF/NET/SET	Maximum	-	10 Marks
(iii)	In awards category	Maximum	-	03 Marks

- (B) Number of candidates to be called for interview shall be decided by the college.
- (C)
- | | | |
|----------------------------|---|------------|
| Academic Score | - | 84 |
| Research Publications | - | 06 |
| <u>Teaching Experience</u> | - | <u>10</u> |
| <u>TOTAL</u> | - | <u>100</u> |
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: - Library Resource and Organization and maintenance of books, journals and reports. - Provision of Library reader services such as literature retrieval services to researchers and analysis of report. - Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.

3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii)Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
Note: i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		

Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

GOVERNMENT OF MAHARASHTRA

Higher & Technical Education Department

Government Resolution No. Misc-2018/C.R.56/18/UNI-1

Mantralaya Annex, Mumbai – 400 032

Date: 08 March, 2019

Read:-

1. Government Resolution, Higher and Technical Education Department No. NGC-2009/(243/09)-Uni.1, dated 12th August, 2009.
2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2nd November, 2017.
3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8th November, 2017.
4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28th January, 2019.
5. UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018.
6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18th July, 2018.
7. The Maharashtra Public University Act, 2016

Preamble:-

University Grants Commission vide its letter dated 31st January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2nd November 2017 regarding revision of 7th Pay of teachers and equivalent orders in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges.

The revision of Pay Scales of teachers and equivalent academic staff shall be subject to provisions of the scheme of revision of Pay scales as contained in letter dated 2nd November, 2017 and regulation issued by UGC dated 18th July, 2018 and amendments thereof from time to time in this behalf.

Resolution:

The question of implementing scheme of revisions of pay scales of universities and college teachers as per letter No. 1-7/2015-U.II (1), Government of India, Ministry of Human Resource Development, Department of Higher Education, dated 2.11.2017, and other relevant guidelines and notifications issued by University Grants Commission (UGC regulations on Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the maintenance of standards in Higher Education, 2018), dated 18.7.2018 (in short “UGC Regulations, 2018”) was under considerations of State Government. After considering all the aspects, the state government has decided to implement and revise pay scales and terms and conditions of services as detailed below:

1.0. Coverage

The revised pay scales and other measures to the improvement of standards in Higher Education are applicable to all categories of full-time teachers/librarians/Director of Physical Education employed by the non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided/unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc., Drama and Yoga, etc., in the State, Government Institutes and Colleges.

However, unaided colleges/unaided institutes/unaided deemed to be Universities/Private Universities/Open Universities will not be entitled for any financial assistance from the State Government and similarly in case of aided institutes the Government assistance will only be limited to the posts approved by the Government from time to time.

The revised scales are not applicable to teachers who retired on or before 31st December 2015 and who worked on re-employment on that date, including those whose period of re-employment was extended after that date.

The revised scales are not applicable to the Accompanists, Coaches, Tutors and Demonstrators.

2.0. Date of Implementation

The date of implementation of the revised pay shall be 1st January, 2016, and the date of implementation of terms and conditions shall be the date of issue of these Rules.

3.0. Designation

There shall be only three designations in respect of teachers in colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel.

There shall be only four designations in respect of teachers in Universities, namely, Assistant

Professors, Associate Professors, Professors and Senior Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel up to Deputy Librarian/ Assistant Librarian (Selection Grade) and Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade) respectively. However, University Librarian is re-designated as Director, Knowledge Resource Center and University Director of Physical Education & Sports is re-designated as Director of Sports & Physical Education.

4.0. Recruitment and Qualifications

- 4.1.** The direct recruitment to the posts of Assistant Professor in Colleges and Assistant Professor, Associate Professor, Professor and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Rules. These provisions shall be incorporated in the statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Rules.
- 4.2.** The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Director, Knowledge Resource Center, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.
- 4.3. I.** The National Eligibility Test (NET) or State Eligibility Test (SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations, 2018.
- Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET /SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.
- Provided* further that the award of degree to candidates registered for the M. Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D.

candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars/sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.

- II.** The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions in such disciplines wherever provided in UGC Regulations, 2018.

- 4.4.** A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

- I.** A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- 4.5.** A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

- 4.6.** A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

- 4.7. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 4.8. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 4.9. The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 4.10. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 4.11. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

4.12. Qualifications

No person shall be appointed to the post of University and College teacher, Librarian, Director, Knowledge Resource Center, Director of Physical Education and Sports or Director of Sports & Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations, 2018.

5.0. Direct Recruitment

5.1. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor in Colleges and Universities

Eligibility (A or B):

A.

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :

Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

- (i) Quacquarelli Symonds (QS) ;
- (ii) the Times Higher Education (THE) or
- (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai

Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor in Universities

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor in Universities

Eligibility (A or B)

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

B.

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.

V. College Principal

A. Eligibility:

- i. Ph.D. degree;
- ii. Professor/ Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education;
- iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals; and
- iv. A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure:

A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Rules.

5.2. For the Disciplines of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/AICTE/ICSSR or any similar agency.

Note:

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- i. Studied under a noted/reputed traditional Master(s)/Artist(s);
- ii. Has been 'A' grade artist of AIR/Doordarshan;
- iii. Has the ability to explain, with logical reasoning the subject concerned; and
- iv. Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor in Universities

Eligibility (A or B):

A.

- i. Good academic record, with a doctoral degree;
- ii. Performing ability of a high professional standard;
- iii. Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and
- iv. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

B.

A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

- i. been 'A'-grade artist of AIR/Doordarshan;
- ii. eight years' experience of outstanding performing achievement in the field of specialization;
- iii. experience in designing of new courses and /or curricula;
- iv. participated in National level Seminars/Conferences/Concerts in reputed institutions; and
- v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor in Universities

Eligibility (A or B):

A.

- 1) An eminent scholar having a doctoral degree;
- 2) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions;
- 3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals; and
- 4) Has a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

1. Having Master's degree, in the relevant subject;
2. Has been 'A'-grade artist of AIR/Doordarshan;
3. Has Ten years of outstanding performing achievements in the field of specialization;
4. Has made significant contributions in the field of specializations and ability to guide research;
5. Has participated in National/International Seminars/Conferences/Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
6. Has the ability to explain with logical reasoning the subject concerned; and
7. Has adequate knowledge to teach theory with illustrations in the said discipline.

5.3. Drama Discipline

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree

in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.

Note:

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

- i. been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
- ii. five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and

- iii. the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor in Universities

Eligibility (A or B):

A.

- i. A good academic record, having a Ph.D. degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose;
- ii. Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College; and
- iii. A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

B.

A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- i. Been recognized artist of Stage/ Radio/TV;
- ii. Eight years of outstanding performance in the field of specialization;
- iii. Experience of designing new courses and /or curricula;
- iv. Participated in Seminars/Conferences in reputed institutions; and
- v. The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor in Universities

Eligibility (A or B):

A.

An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- i. Master's degree, in the relevant subject;:
- ii. Ten years of outstanding performing achievements in the field of specialization;
- iii. Made significant contribution in the field of specialization;
- iv. Guided research;
- v. Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
- vi. Ability to explain with logical reasoning the subject concerned; and
- vii. Adequate knowledge to teach theory, with illustrations in the said discipline.

5.4. Yoga Discipline

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

- 1) Good academic record with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

OR

B.

A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

***Note:** Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Rules.

II. Associate Professor in Universities

- i. A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline;
- ii. A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- iii. A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. Professor in Universities

Eligibility (A or B):

A.

- i. An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii. A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

B.

An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

5.5. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN (DIRECTOR, KNOWLEDGE RESOURCE CENTER)

I. University Assistant Librarian/ College Librarian

- 1) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- 2) A consistently good academic record, with knowledge of computerization of a library.
- 3) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided that, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.

Note:

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.

II. University Deputy Librarian

- i. A Master's Degree in Library Science/Information Science/Documentation

Science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;

- ii. Eight years experience as an Assistant University Librarian/College Librarian;
- iii. Evidence of innovative library services including integration of ICT in library; and
- iv. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. University Librarian (Director, Knowledge Resource Center)

- i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian;
- iii. Evidence of innovative library services, including the integration of ICT in a library; and
- iv. A Ph.D. Degree in Library Science/Information Science/Documentation Science /Archives and manuscript-keeping.

5.6. MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. University Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports

Eligibility (A or B):

A.

- 1) A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- 2) Record having represented the University/ College at the inter-university/inter collegiate competitions or the State and /or National championships.
- 3) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in

accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided that, the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.

Note: *The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

- 1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.
- 2) Passed the physical fitness test conducted in accordance with these Rules.

OR

B.

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. University Deputy Director of Physical Education and Sports
Eligibility (A or B):

A.

- i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least

55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;

- ii. Eight years experience as University Assistant DPES/College DPES;
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and
- v. Passed the physical fitness test in accordance with these Rules.

OR

B.

An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. University Director of Sports and Physical Education

- i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;
- ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;
- iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration; and
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

- a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms For	Run/ Walk Test	Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
Men	12 Minutes Run/ Walk Test	1800 metres	1500 metres	1200 metres	800 metres
Women	8 Minutes Run/ Walk Test	1000 metres	800 metres	600 metres	400 metres

6. Constitution of Selection Committees and Guidelines on Selection Procedure

6.1. Selection Committee Composition

I. Assistant Professor in the University:

- a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
- ii. One person, not below the rank of professor, nominated by the Chancellor;
- iii. The Dean of the Faculty concerned as a member secretary;
- iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
- v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
- vii. One principal who is a member of management council to be nominated by the Management Council;
- viii. Director, Higher Education or his nominee not below the rank of Joint Director.

Provided that, a head referred to in clause (iv) above, who is an Associate Professor shall be a member of the Selection Committee for the selection to the post of Assistant Professor.

- b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

- a) The Selection Committee for the post of Associate Professor in the University shall consist of the following persons :

- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
 - ii. One person, not below the rank of professor, nominated by the Chancellor;
 - iii. The Dean of the Faculty concerned as a member secretary;
 - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
 - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
 - vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
 - vii. One principal who is a member of management council to be nominated by the Management Council;
 - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

III. Professor in the University

- a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
 - ii. One person, not below the rank of professor, nominated by the Chancellor;
 - iii. The Dean of the Faculty concerned as a member secretary;
 - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
 - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
 - vii. One principal who is a member of management council to be nominated by the Management Council;
 - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor in the University

- a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons :
- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
 - ii. One person, not below the rank of professor, nominated by the Chancellor;
 - iii. The Dean of the Faculty concerned as a member secretary;
 - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
 - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
 - vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
 - vii. One principal who is a member of management council to be nominated by the Management Council;
 - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the

College/Institution. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

VI. College Principal

There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of college Principal. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

- a) The term of appointment of the Principal, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal, the Management shall initiate the process of external peer review at least six months before.
- b) The external peer review committee prescribed in clause (c) above, shall consist of the following members, namely:-

- i. Nominee of the Vice-Chancellor, Chairperson;
- ii. Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/ NAAC A or A+ accredited Colleges/Director or Head of the University Department.

- c) The report of the external peer review committee shall be the main basis for re-appointment of the Principal.
- d) If the external peer review committee recommends for re-appointment of the existing Principal, the Management shall re-appoint such existing Principal for one more term.

VII. Selection Committees for the posts of Directors of Sports and Physical Education, Deputy Directors, Assistant Directors of Physical Education and Sports, Director, Knowledge Resource Center, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

VIII. The “Screening-cum-Evaluation Committee” for CAS promotions of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- i. The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Head of the Department /Chairperson of the School;
- iv. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

B. For College teachers:

- i. The Principal of the college shall be the Chairperson of the committee;
- ii. Head /Teacher-In charge of the department concerned from the college;
- iii. Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts; and
- iv. Joint Director Higher Education or his /her nominee not below the rank of Associate Professor.

C. For University Assistant Librarian:

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Librarian, University Library;
- iv. One expert who is a working Librarians nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

D. For College Librarian:

- i. The Principal shall be the Chairperson of the Committee;
- ii. The Librarian, University Library;
- iii. Two expert who are working Librarians nominated by the Vice-Chancellor from the University panel of experts; and
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

E. For University Assistant Director, Physical Education and Sports:

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The University Director, Physical Education and Sports;
- iv. One expert in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

F. For College Director, Physical Education and Sports:

- i. The Principal shall be the Chairperson of the Committee;
- ii. The University Director, Physical Education and Sports;
- iii. Two experts in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

Note: The quorum for these committees in all categories shall be three which will include the Government nominee, one subject expert/university nominee.

6.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Rules and as per the minimum requirement specified:

- a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

6.3. The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

- 6.4.** For all Selection Committees specified in these Rules, Head of Department / Teacher-In-charge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

7.0. Selection Procedure:

- I.** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.
- In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed.
- II.** The universities shall adopt these Rules for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges /Conducted colleges/ affiliated colleges (Government/Government- aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5.
- III.** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academican belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academican, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- IV.** The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology

guidelines set out in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 5.1 (III.B), 5.2 (I.B, II.B, III.B), 5.3 (I.B, II.B, III.B) and 5.4 (III.B) of these Rules, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.
- VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Rules which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Rules. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
 - A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
 - i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the college/

university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 7.4 of these Rules.

7.1. Assessment Criteria and Methodology:

- a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/Professors/Senior Professor in Universities and Colleges;

- b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
 - c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.
- 7.2.** The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Rules. The constitution of the Selection Committee for Associate Professors and Professors in Colleges under Career Advancement Scheme shall be as specified in University Grants Commission Regulations dated 18.7.2018.
- 7.3.** The criteria for promotions under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules. This option can be exercised only within three years from the date of notification of these Rules.
- I.** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Rules, as on and till the date on which these Rules are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
 - II.** The Selection Committee specifications as contained in Clauses 6.1 to 6.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
 - III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid

down in Table1 of Appendix II.

- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
- i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii. If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
- a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC these Rules
- OR**
- b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations

on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules.

- c) The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules, for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned in Appendix III, Table-A to Table-F.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

- VIII.** The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st December, 2018.

7.4. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

- A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 7.3 of this resolution.

B. Career Advancement Scheme (CAS) for College teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility:

- 1) Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil/ PG Degree in Professional Courses, such as L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.

2)

- i. Attended one Orientation Course of 21 days' duration on teaching methodology; and
- ii. **Any one of the following:**

Completed one Refresher / Research Methodology Course

OR

Any two of the following:

Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale:

Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject concerned /allied/relevant discipline.

- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as prescribed in Appendix II, Table 1, and;
- ii. The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Rules.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

- 1) Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject concerned/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Rules.

iii) The date of Promotion shall be the date of selection as Professor by CAS.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility:

- 1) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:
- 2) Attended one Orientation course of 21 days duration on teaching methodology;
- 3) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- 4) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Eligibility:

- 1) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-

gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

- 4) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS promotion Criteria:

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

II Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor

I. (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs

course/ contribution towards conduct of a MOOCs course during the period of assessment.

- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three

eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Rules.

Eligibility:

- 1) Ten years' experience as a Professor.
- 2) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians

Note:

- i. **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**
- ii. **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11)

Eligibility:

- 1) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. Degree, or six years of service for those without a M. Phil or a Ph.D. degree.
- 2) He/she has attended at least one Orientation course of 21 days' duration; and
- 3) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii. The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in Academic Level 11/Senior Scale.
- 2) He / she has done any two of the following in the last five years:
 - i. Training/Seminar/Workshop/Course on automation and digitalization,
 - ii. Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - iii. Taken/developed one MOOCs course in the relevant subject (with e-certification), or
 - iv. Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

Eligibility:

- 1) He/she has completed three years of service in Selection Grade/Academic Level 12
- 2) He/she has done any one of the following in the last three years:

- i. Training/Seminar/Workshop/Course on automation and digitalization,
- ii. Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,
- iii. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
- iv. Taken/developed one MOOCs course in the relevant subject (with e-certification), and
- v. Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

IV. From University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14)

Eligibility:

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

CAS Promotion Criteria:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

- ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- i) **The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- 1) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. degree.
- 2) He/she has attended one Orientation course of 21 days' duration; and
- 3) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of

the assessment period as the case may be, as specified in Appendix II, Table 5;
and

- ii. The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

Eligibility:

- 1) He/she has completed five years of service in Senior Scale/ Academic Level 11.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four out of the last five years’ of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A).

Eligibility:

- 1) He/she has completed three years of service in Selection Grade/ Academic Level 12.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher

Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

IV. From University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14)

Eligibility:

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

8.0. SELECTION OF PRO-VICE-CHANCELLOR / VICE -CHANCELLOR OF UNIVERSITIES:

The Selection of Pro-Vice Chancellor/ Vice Chancellor shall be as per the procedure prescribed in The Maharashtra Public University Act, 2016.

9.0. Revised Pay for teachers and equivalent positions:

(i) Pay Fixation Method

The revised pay structure for different categories of teachers and equivalent positions is based on the following:

- a) The formula followed by the 7th CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The First academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.
- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalization (IOR) is 2.67 for present AGP less than Rs.10, 000 and 2.72 for the AGP of Rs.10, 000 and above.
- e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	--	67,000

- f) The Pay matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at Appendix -I

g) For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay, otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

(ii) Revised Pay for Teachers in Universities and Colleges

Existing pay	Revised pay
Assistant Professor (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10,000 AGP in PB Rs. 37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

(iii) Revised Pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian/College Librarian (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian/College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	Director, Knowledge Resource Center (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

(iv) Revised pay for Directors of Physical Education & Sports in Universities and Colleges

Existing pay	Revised pay
Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)

Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	University Director of Sports & Physical Education (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

10.0. Revised pay of Pro-Vice Chancellor and Vice- Chancellor of universities**I. Pro-Vice Chancellor:**

The Pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs. 10,000 in PB Rs. 37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.9,000/- per month.

II. Vice-Chancellor:

The pay of the Vice Chancellor shall be fixed at Rs. 2, 10,000/-(fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand) with the existing special allowance of Rs.11, 250/- per month.

11.0. Revised Pay of Principals in Colleges

The Pay of Principals in Under Graduate and Post Graduate Colleges shall be:

(i) Under Graduate Colleges:

The Pay of Principals shall be equivalent to the pay of Associate Professor i.e. at Academic Level 13A with rationalized entry pay of Rs. 1, 31,400/- with the existing special allowance of Rs. 4,500/- per month.

(ii) Post Graduate Colleges:

The Pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1, 44,200/- with the existing special allowance of Rs. 6,750/- per month.

Note:

- The existing academic pay scale of a person shall be protected on appointment as principal provided that the person was drawing salary on Government aided post.
- Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as Principals. After completion of their tenure as Principal, they would go back to their academic post and draw

salary due in such respective academic posts and would not continue to have the Principal's pay.

- iii. If a person appointed as Principal joins his earlier position in the parent organization without completing his five year term, he shall draw salary of his respective academic post and would not continue to have Principal's pay.

12.0. Incentives for Ph.D./M.Phil. and other Higher Qualification

The incentive structure is built-in in the pay structure itself, wherein those having Ph.D/M.Phil/ PG Degree in Professional Courses will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining these degrees.

13.0. Increment

- i. The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- ii. There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

14.0. Promotion

When an individual gets a promotion his new pay on promotion would be fixed in the pay Matrix as follows:

On promotion, he would be given a notional increment in his existing Academic Level of Pay by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay otherwise the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level then the pay shall be fixed at the first cell of that level.

15.0. Allowances and Benefits

The rate of allowances to the teachers shall be at par with the state government employees.

16.0 Leaves

Study leave, maternity leave, casual leave, medical leave shall be admissible to the teachers at par with the state government employees.

17.0 Superannuation and Reemployment

The existing provisions on superannuation and reemployment of teachers shall continue

18.0 Consultancy Assignments

The consultancy Rules, terms conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the State Government Rules.

19.0 Period of Probation and Confirmation

- a. The minimum period of probation of a teacher shall be one year, extendable by maximum period of one more year in case of unsatisfactory performance.
- b. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- c. Subject to this Clause, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- d. The probation and confirmation Rules shall be applicable only at the initial stage of recruitment, issued from time to time by the State Government.
- e. All other State Government Rules on probation and confirmation shall be applicable *mutatis mutandis*.

20.0 Creation and Filling-up of Teaching Posts

Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post Professor, of there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

21.0 Service Agreement and Fixing of Seniority

- a) At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- b) The self-appraisal methodology, as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

c) Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The Rules and regulations of the State Government shall apply, for all other matters of seniority.

22.0. Code of Professional Ethics

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the

conduct of university and college examinations, including supervision, invigilation and evaluation; and

- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing Rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such Rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should :

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

VIII. The Vice-Chancellor/Pro-Vice-chancellor/Rector

The Vice-Chancellor/Pro-Vice-chancellor/Rector should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

IX. College Principal

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

X. Director Physical Education and Sports (University/ College)/ Librarian (University/College)

Director Physical Education and Sports (University/ College)/ Librarian (University/College) should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;

- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

23.0. Maintenance of Standards in Higher Education Institutions

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Rules within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. Scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these Rules.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Rules.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMNMTT) scheme shall also organize such induction programmes as per their mandate.

- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of these Regulations.

24.0. Option for the Revised Scales of Pay

- 1. Within a period of one month from the date of issue of this Government Resolution, the teachers /Librarians /Physical Education Staff and other personnel will have to opt in the prescribed form for the revised pay scales.
- 2. The teachers opting for the new pay scales will have to enter into an agreement as mentioned with the University/College Managements about their acceptance of terms and conditions mentioned in this Government Resolution. The option once exercised shall be final. Those who do not exercise the option within a period of one month from the date of issue of this Government Resolution shall be deemed to have opted for revised pay scales.
- 3. The teachers /Librarians /Directors of Physical Education/ other personnel who were in service on 1st January 2016 and those who were not in service after 1st January 2016 on account of termination, death, discharge on the expiry of the sanction posts, resignation, dismissal or discharge on disciplinary ground and could not exercise the option within the time limit will be deemed to have opted for revised scale of pay with effect from 1st January 2016 and should be held entitle to the benefit of these Rules.
- 4. An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary, in the same manner as provided in Ministry of Finance (Department of Expenditure) OM No. 1-5/2016-IC, dated 29th July, 2016. (Appendix IV)

25.0. Procedure to be adopted by the universities and Director of Higher Education

- i. As per the provisions of the Maharashtra University Act 2016, Universities are primarily responsible for ensuring equitable and quality education in their jurisdiction by adopting all possible measures especially proper selection and appointment of lecturers etc. In view of above, **Universities shall fix the revised pay of all the teachers and equivalent cadres under their jurisdiction as per this scheme and further certify that.**
“ All the teachers have been lawfully appointed,
“ The pay of each teacher has been properly fixed as per this scheme and
“In case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the Universities and Colleges”.
- ii. The university shall submit these certificates along with the fixation forms etc., to the concerned Regional Joint Director, Higher Education who shall thereafter release the necessary grants after broadly satisfying themselves.
- iii. The Director of Higher Education, Maharashtra State, Pune should send a quarterly statement to the Accountant General, Maharashtra-1, Mumbai, and the Accountant General, Maharashtra II, Nagpur, and claim the grant from the Government of India before the close of every financial year. The Accountant General, Maharashtra –1, Mumbai should be requested to credit the Government of India’s share under receipt head “1601-Grant-in-aid from Central Government –Education.
- iv. The additional expenditure on pay proper, on account of revision of scales of pay of teachers in University, Government and Non Government colleges as on 1st January, 2016 shall be shared for the period from 1st January, 2016 to 31st March, 2019 between the Government of India and the State Government in the ratio of 50:50. Thereafter, the entire liability on account of this additional expenditure will be borne by the State Government. Posts which were not lying vacant from more than six months as on 1st January 2016 will be treated as post existing as on 1st January 2016 shall be borne entirely by the State Government. The Universities and Non-Government colleges should be informed that any additional expenditure on new posts of teachers created hereafter shall be disallowed. If proper sanction of the Director of Education (Higher Education), Maharashtra State, Pune, has not been obtained by them.

Budget Heads:

The expenditure on this account should be debited to the following sub-heads and detailed heads of accounts under the budget head Demand No.W02-2202, General Education as under:

1) 02 Secondary Education

105 Teacher's Training (01) Teacher's Training

A) (01) (01) Government Colleges of Education (Committed) 01 Salary (2202 0291)

B) (02) Assistance to Non-Government Colleges of Education (02) (01) Ordinary Maintenance Grants (committed) 36, Grant in aid (Salary) (2202 0306)

2) 03 University & Higher Education

102 Assistance to Universities

A) (00) (01) Grants to Universities for General Education (Committed) 36 Grant in aid (Salary) (2202 0683)

B) (00) (02) Grants for Improvement of Salary Scales (Committed) 36 Grant in aid (Salary) (2202 0692)

C) (00) (05) Assistance to Tilak Maharashtra Vidyapeeth, Pune (Committed) 36, Grant in aid (Salary) (2202 0727)

D) (00) (12) Development of Amravati University (Committed), 36, Grant in aid (Salary) (2202 3477)

E) (00) (13) Development of North Maharashtra University, Talgaon (Committed), 36, Grant in aid (Salary) (2202 3486)

F) (00) (17) Development of New University at Solapur (Committed), 36, Grant in aid (Salary) (2202 3521)

G) Development of Dr. Babashaeb Ambedkar Marathwada University, Aurangabad (Committed), 36, Grant in aid (Salary) (2202 3539)

H) (00) (21) Development of Law University (Scheme), 36, Grant in aid (Salary) (2202 G959)

I) (00) (22) Establishment of Gondwana University, (Committed), 36, Grant in aid (Salary) (2202 H581)

J) (00) (26) Development of Shivaji University, Kolhapur (Committed), 36, Grant in aid (Salary) (2202 H812)

103 Government Colleges & Institutes

A) (01) Government Arts Colleges (01) (01) Government Arts Colleges (Committed), 01 Salaries (2202 0772)

B) (02) Government Science Colleges (02) (01) Government Science Colleges (Committed), 01 Salaries (2202 0792)

C) (02) Government Science Colleges (02) (03) Open of New Colleges of Forensic Science / Institute of Forensic Science in the State (Committed), 01 Salaries (2202 H082)

D) (03) Government Law Colleges (03) (01) Government Law Colleges (Committed), 01 Salaries (2202 0816)

E)) (03) Government Commerce Colleges (04) (01) Government Commerce Colleges (Committed), 01 Salaries (2202 0834)

104 Assistance to Non Government Colleges and Institute,

1) (01) Assistance To Non Government Colleges

A) (01) (01) Grants to Non Government Arts, Science, commerce & Law Colleges (Committed) 36 Grant in aid (Salary) (2202 0872)

B) (01) (02) Grants for Introduction of U G C Scales (Committed) 36 Grant in aid (Salary) 2202 0881)

C) (01) (03) Grants for Expansion of Deccan College, Pune (Committed) 36 Grant in aid (Salary) (2202 0899)

C) (01) (05) Assistance to Non Government Colleges of Physical Education (Committed) 36 Grant in aid (Salary) (2202 1011)

2) (02) Assistance To Non Government Colleges and Institutes

A) (02) (06) Development of Non Government Aided Colleges for Increasing Gross Enrolment Ratio in District having less Gross Enrolment Ratio (Scheme) 36 Grant in aid (Salary) (2202 H055)

B) (02) (07) Opening of New Science Colleges attached to Sainik Schools in the State (Committed) 36 Grant in aid (Salary) (2202 H055)

3) 80 General

1. 001 Direction & Administration

(00) (03) Constitution of Committee for Fixation of fees chargeable by unaided and permanent unaided education colleges (Scheme) 01 Salary (2202 I022)

2. 003 Training (02) Training

A)(02) (01) State Institute of Administrative Careers (Committed) 01 Salaries (2202 1133)

B) (02) (03) Opening of Pre-Indian Administrative Services Training Centers in Government Colleges (Committed) 01 Salaries (2202 H108)

26.0. Government orders in respect of the measures required for enhancing and improving the quality of education shall be issued separately.

27.0. This Government Resolution is subject to the decision taken by the state Government on the scheme forwarded by Government of India by its letter dated 31.1.2018. Therefore, anomalies, if

any may be brought to the notice of the Department of Higher and Technical Education, Government of Maharashtra through proper channel.

These order issue with the concurrence of the Finance Department vide their unofficial reference No. 67/19/Seva – 9, dated 01 March, 2019.

This Government resolution of Maharashtra Government is available at the website www.maharashtra.gov.in. Reference no. for this is 201903081456273308. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

(Vijay E. Sable)

Under Secretary to Government.

To,

The Secretary to the Government Raj Bhavan, Malabar Hill, Mumbai.(By letter

The Principal Secretary to the Chief Minister.

The Secretary to the Government of India, MHRD(Department of Education ,New Delhi.

The Secretary, University Grant Commission, New Delhi.

The Private Secretary to the Minister, Higher & Technical Education.

The Director of Higher Education , Maharashtra State, Pune. .

The Regional Joint Directors of Higher Education Mumbai, Pune, Kolhapur, Nagpur, Aurangabad, Amravati, Nanded, Jalgaun.

The Registrar of all non-Agriculture Universities.

The Account General (accounts), Maharashtra- I and II Mumbai and Nagpur.

The Account General (aaudit), Maharashtra- I and II Mumbai and Nagpur

The Pay and Account Officer, Mumbai

All District Treasury Officer.

The Planning Department.

The Finance Department.

The Personal Assistant to Chief Secretary.

All Desk to Higher & Technical Education Department.

The Director General of Information & Publicity, Mumbai . (with request to issue a suitable press note and send 25 copies to the Department.

Select File UNI-1.

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

Appendix I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.)						
1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			

21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at S.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,.)

S. N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
 - a) Two authors: 70% of total value of publication for each author.
 - b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SET	03			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- A) (i) M.Phil + Ph.D : Maximum - 30 Marks
(ii) JRF/NET/SET : Maximum - 07 Marks
(iii) In awards category: Maximum - 03 Marks

B) Number of candidates to be called for interview shall be decided by the concerned universities.

C) Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
TOTAL	-	100

Table: 3 B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SET	05			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

A)	(i) M.Phil + Ph.D	:	Maximum - 25 Marks
	(ii) JRF/NET/SET	:	Maximum - 10 Marks
	(iii) In awards category:		Maximum - 03 Marks
B)	Number of candidates to be called for interview shall be decided by the college.		
C)	Academic Score	-	84
	Research Publications	-	06
	Teaching Experience	-	10
	TOTAL	-	100

Table 4

Assessment Criteria and Methodology for Librarians

Sr. No.	Activity	Grading Criteria
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website.	90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories

3.	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not up to mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. iii) Systems in place for dissemination of information relating to books and other resources. iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. v) Design and offer short-term courses for users. vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.

Overall Grading:

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Not satisfactory: If neither good nor satisfactory in overall grading.

Note:

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

Sr. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 Disciplines Unsatisfactory – neither good nor satisfactory

4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. ii) Being invited for coaching at state/national level. iii) Organizing at least three workshops in a year. iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. . Satisfactory: 1 activity Not Satisfactory: Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
Note: 1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. 2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. 3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

Appendix III

TABLE – A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – B

(Minimum API requirement for the promotion of teachers under CAS in colleges UG & PG))

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – C**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)	Deputy Librarian (Stage4/ AGP Rs. 9000) to Deputy Librarian (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – D**(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

TABLE – E

(Minimum API requirement for the promotion of University Director/Deputy Director, Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)	Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

Appendix IV

Form of Option

1. I, _____ substantive / officiating
holder of the post _____ in the scale of Rs. _____,
AGP _____, in the College / Institution _____ hereby:

*(i) elect the revised scale of the post with effect from 1st January, 2016.

*(ii) elect to continue on the existing scale of pay of my substantive / officiating post mentioned
below until:

* the date of my next increment

*the date of my subsequent increment

*raising my pay to Rs. _____

*I vacate or cease to draw pay in that scale.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date :

Signature :

Place :

Signed before me

Signature

(Principal of College)

(Received the above declaration)

Date :

Signature

(Head of the Institution)

*To be scored out, if not applicable.

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

UNDERTAKING

[As per Ministry of Finance (Department of Expenditure) order O.M. No. 1-5/2016-IC dated 29th July, 2016]

I hereby undertake that any excess payment that may be found to have been made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made to me shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :-

Signature:

Station:-

Name:

Designation:

College/Institution:

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

AGREEMENT

THIS AGREEMENT made this _____ day of _____ two thousand nineteen between Shri/Smt/Kum _____ Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director , Physical Education and Sports/ Principal of _____ College/University. Established by _____ hereinafter referred to as “the Employee” (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and _____ College/University hereinafter referred to as “the said College/University” of the other part.

WHEREAS the Employee has been working as a Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/ Principal of the said college/University from the _____ day of _____.

AND WHEREAS the Government of Maharashtra has by Government Resolution, Higher and Technical Education Department, being No. _____ (hereinafter referred to as “the said Resolution: a copy whereof is annexed hereto) sanctioned a scheme for revision of the pay-

scales of the University and College teachers and other measures for improving standards in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revised the pay scale of the Employee on the

Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Maharashtra by the said resolution which the Employee has agree to do.

Now this Agreement witness and it is hereby agreed and decided by and between Parties hereto as follows:-

1. Agree, accept and duly comply with the terms and conditions specified in the said Government Resolution;
2. Agree to have these conditions, inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter;
3. Agree that in the event of his failure to abide by these conditions he shall ceased to derive benefits of revised pay scales.

In witness whereof Shri/Smt/Kum_____the employee above named has hereto set his/her hand and seal of University has been unto affixed.

Members of the Managing Committee/Governing Body of_____have set their respective hands the day and year first hereinabove written.

Signed and Delivered by

Shri/Smt/Kum_____ the Employee above named in the presence of

1._____ 2._____

OR

Signed and delivered by

1._____ 2._____

5. Elc. the present Members_____of the Managing Committee/Governing body of _____

In the presence of-----

1._____ 2._____

**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

PROFORMA FOR FIXATION OF PAY

Name of the College/Institution: _____

Name of the teacher: Shri/Smt. _____

Sr. No.	Description	Relevant Information
1.	Designation of the post in which pay is to be fixed as on January 1, 2016 or on _____ (latter date)	
2.	Status (Substantive/officiating)	
3.	Pre-revised Pay Band and Academic Grade Pay or Scale	
4.	Existing Emoluments as on 01.01.2016 (as per pre-revised scale)	
	a. Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay)	
	b. Dearness Allowance	
	c. Existing emoluments (a + b)	
5.	Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay) in the pre-revised structure as on January 1, 2016	
6.	Applicable Level in Pay Matrix corresponding to Pay Band and Grade Pay or Scale shown at Sr. No. 3	
7.	Amount arrived at by multiplying basic pay as at Sr. No. 5 by 2.57	
8.	Applicable Cell in the Level either equal to or just above the Amount at Sr. No. 7	
9.	Revised Basic Pay (as per Sr. No. 8)	
10.	Stepped up pay with reference to the revised pay of Junior, if applicable. Name and pay of the junior also to be indicated distinctly.	
11.	Revised pay with reference to the Substantive Pay in case where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	
12.	Personal Pay, if any	
13.	Date of next increment and pay after grant of increment	

Date of Increment

Pay after increment in applicable Level of Pay Matrix

14. Any other relevant information:

Date:

Signature & Designation of Head of Institution

Place:

Accompaniment to Government Resolution,

Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 / UNI-1, dated 08 March, 2019.

Appendix VI

Fixation of Pay in the Revised Pay Structure: Illustrations

Illustration -1

An Assistant Professor drawing a Basic Pay of Rs. 22,250/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 02.10.2014. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 22, 250
2.	2.57 × Basic Pay	=	Rs. 57,182.50
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 57,200
4.	Level corresponding to AGP Rs. 6,000	:	Level 10
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.57,200)	=	Rs. 57,700

He shall be fixed at Basic Pay of Rs. 57,700/- The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 59, 400/-

Illustration -2

An Assistant Professor drawing a Basic Pay of Rs. 23,610/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 05.02.2012. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 23,610
2.	2.57 × Basic Pay	=	Rs. 60,677.70
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 60,700
4.	Level corresponding to AGP Rs. 6,000	:	Level 10
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.60,700)	=	Rs. 61,200

He shall be fixed at Basic Pay of Rs. 61,200/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	63,000
1.7.2017	64,900

He is eligible for promotion under CAS (AGP Rs. 6,000 to AGP Rs. 7,000/ Level 10 to Level 11) on 05.02.2018. On promotion, he shall be given a notional increment in Level 10 and his basic pay would be Rs. 66,800/-. Locating this figure Rs. 66,800 in Academic level 11, a cell identical to Rs. 66,800 or next higher cell in level 11 is cell no.1 with entry Rs. 68,900/-.

His revised basic pay as on 05.02.2018 shall be Rs. 68,900/- and date of increment shall be 1st January, 2019, and pay after increment is Rs. 71,000/-

Illustration -3

An Assistant Professor drawing a Basic Pay of Rs. 28,480/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,10, AGP Rs. 7,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 28,480
2.	2.57 × Basic Pay	=	Rs. 73,193.60
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 73,200
4.	Level corresponding to AGP Rs. 7,000	:	Level 11
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.73,200)	=	Rs. 75,300

He shall be fixed at Basic Pay of Rs. 75,300/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	77,600
1.7.2017	79,900

He is eligible for promotion under CAS (AGP Rs. 7,000 to AGP Rs. 8,000/ Level 11 to Level 12) on 12.08.2017. On promotion, he shall be given a notional increment in Level 11 and his basic pay would be Rs. 82,300/-. Locating this figure Rs. 82,300 in Academic level 12, a cell identical to Rs. 82,300 or next higher cell in level 12 is cell no.3 with entry Rs. 84,700/-.

His revised basic pay as on 12.08.2017 shall be Rs. 84,700/- and date of increment shall be 1st July, 2018, and pay after increment is Rs. 87, 200/-

Illustration -4

An Assistant Professor drawing a Basic Pay of Rs. 31,250 as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 8,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 31,250
2.	$2.57 \times$ Basic Pay	=	Rs. 80,312.50
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 80,300
4.	Level corresponding to AGP Rs. 8,000	:	Level 12
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.80,300)	=	Rs. 82,200

He shall be fixed at Basic Pay of Rs. 82,200/- The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 84,700/-

He is eligible for promotion under CAS (AGP Rs. 8,000/- to AGP Rs. 9,000/- Level 12 to Level 13A) on 12.03.2018. On promotion, he shall be re-designated as Associate Professor, he shall be given a notional increment in Level 12 and his basic pay would be Rs. 92,500/-. Locating this figure Rs. 92,500 in Academic level 13A, a cell identical to Rs. 92,500 or next higher cell in level 13A is cell no.1 with entry Rs. 1,31,400/-.

His revised basic pay as on 12.03.2018 shall be Rs. 1, 31,400/- and date of increment shall be 1st January, 2019, and pay after increment is Rs. 1, 35,300/-

Illustration -5

An Associate Professor drawing a Basic Pay of Rs. 53,820/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 53,820/-
2.	$2.57 \times$ Basic Pay	=	Rs. 1,38,317.40
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,38,400
4.	Level corresponding to AGP Rs. 9,000	:	Level 13A
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,38,400)	=	Rs. 1,39,400

He shall be fixed at Basic Pay of Rs. 1, 39,400/-. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 43,600/-

He is eligible for promotion under CAS (AGP Rs. 9,000 to AGP Rs. 10,000/ Level 13A to Level 14) on 10.12.2018. On promotion, he shall be re-designated as Professor, he shall be given a notional increment in Level 13A and his basic pay would be Rs. 1,56,900/-. Locating this figure Rs. 1,56,900 in Academic level 14, a cell identical to Rs. 1,56,900 or next higher cell in level 14 is cell no.4 with entry Rs. 1,57,600/-.

His revised basic pay as on 10.12.2018 shall be Rs. 1, 57,600/- and the date of increment shall be 1st July, 2019, and pay after increment is Rs. 1, 62,300/-

Illustration -6

College Principal drawing a Basic Pay of Rs. 61,890/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 10,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 61,890/-
2.	2.57 × Basic Pay	=	Rs. 1,59,057.30
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,59,000
4.	Level corresponding to AGP Rs. 10,000	:	Level 14
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,59,000)	=	Rs. 1,62,300

He shall be fixed at Basic Pay of Rs. 1, 62,300. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 67,200/-.

Illustration -7

A Senior Professor drawing a Basic Pay of Rs. 75,420/- as on 01.07.2015 in the HAG Scale of Rs.67, 000-79,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay	=	Rs. 75,420
2.	2.57 × Basic Pay	=	Rs. 1,93,829.40
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,93,900
4.	Level corresponding to AGP Rs. 10,000	:	Level 15
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,93,900)	=	Rs. 1,99,100

He shall be fixed at Basic Pay of Rs. 1, 99,100. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 2, 05,100/-.

Illustration -8

An Associate Professor drawing a Basic Pay of Rs. 58,660/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 58,660
2.	2.57 × Basic Pay	=	Rs. 1, 50,756.20
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,50,800
4.	Level corresponding to AGP Rs. 9,000	:	Level 13A
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,50,800)	=	Rs. 1,52,300

He shall be fixed at Basic Pay of Rs. 1, 52, 300/-. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 56, 900/-

He is appointed as under graduate college Principal as on 15.7.2019 when he was drawing a basic pay of Rs. 1, 71,400/- in Academic Level 13A. On appointment, he shall remain in Level 13A with a basic pay of Rs. 1, 71,400/-.

UNIFORM STATUTES

**[FRAMED UNDER SECTION 72 (10)
OF THE MAHARASHTRA PUBLIC
UNIVERSITIES ACT, 2016]**

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CHAPTER I

PRELIMINARY

Statute 1: Commencement and Applicability

- (1) These Uniform Statutes shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.
- (2) These Uniform Statutes shall be applicable to the Universities governed by the Maharashtra Public Universities Act, 2016, conducted, constituent and affiliated colleges and recognized institutions.

Statute 2: Definitions

In these Statutes, unless the context otherwise requires,-

- (1) 'Act' means the Maharashtra Public Universities Act, 2016;
- (2) The words and expressions used but not defined in these Statutes shall have the same meanings respectively assigned to them in the Act.

CHAPTER II

PENALTIES TO BE IMPOSED UPON ERRING AFFILIATED COLLEGES/RECOGNISED INSTITUTIONS

(Under Section 31 (zj) of the Act)

Statute 3: Competent Authority

The Management Council shall be the competent authority to take disciplinary action against the erring affiliated college or recognised institution, as the case may be.

Statute 4: Violation of Conditions

An affiliated college/recognised institution or the management thereof, as the case may be, shall be liable for disciplinary action, if it commits any of the following acts, namely:-

- (1) violates any of the conditions of affiliation/recognition as prescribed in Section 108 (1) of the Act;
- (2) acts in a manner prejudicial to the interest of the University and/or acts detrimental to the educational standards;
- (3) submits eligibility forms, examination forms or any other forms beyond the date prescribed;
- (4) neglects to take due care to maintain peaceful and proper atmosphere during the conduct of examinations;
- (5) neglects to exercise due care in the smooth, proper and strict conduct of the examinations, leading to the instances of the mal-practices or adoption of unfair-means at the examination centres of the affiliated college/recognized institution;
- (6) permits and/or encourages directly or indirectly mal-practices in the conduct of examinations;
- (7) collects unauthorized or higher fees from the students;
- (8) neglects to take appropriate disciplinary action as directed by the University against the Principal/Director/teachers or other employees as per the relevant provisions in the Standard Code;
- (9) neglects to implement or comply with the decisions of the Grievances Committees of the University constituted under the relevant provisions of the Act, appropriately and promptly;
- (10) commits any other act which, in the opinion of the Management Council, is an act violating the conditions of affiliation/recognition, as the case may be, and/or other rules or directives or orders of the University.

Statute 5: Penalties

The Management Council may impose any one or more of the following penalties upon the affiliated college/recognised institution or the management thereof, as the case may be, found guilty of an act of violation of conditions specified in Statute 4 above, commensurating with the gravity of an act of violation of conditions, namely:-

- (1) warning/reprimand;
- (2) a fine not less than Rs. ten thousand and not exceeding Rs. ten lakh;
- (3) prohibition to continue unauthorized division or course beyond the respective academic year;
- (4) prohibiting the students to complete the unauthorized course and/or to appear for examination.
- (5) denial to accept the eligibility forms, examinations forms and/or any other forms submitted beyond the prescribed date;
- (6) discontinuation of the centre for conducting the examinations for a specified period;
- (7) a fine of the amount equivalent to five times the total fees charged to the students admitted in excess along with the reduction in the strength in the courses/divisions/students for the subsequent year/s not more than number of courses/divisions/students admitted in excess of the permitted strength for that academic year;
- (8) suspension of affiliation or recognition, as the case may be, and prohibiting new admissions of the students to the courses;
- (9) any other punitive action, as it may deem fit.

Statute 6: Procedure to Impose Penalties

- (1) Upon receipt of a complaint, or *suomotu*, if the Board of Deans is prima-facie satisfied that the affiliated college/recognised institution or the management thereof, as the case may be, has committed violation of any of the conditions provided in Clause (2), it shall issue a notice to the management of the erring affiliated college/recognized institution about alleged act/s of violating conditions and shall require the management to submit written explanation to the Pro-Vice-Chancellor, within a period of fifteen days. A copy of such notice shall also be sent to the Principal of the affiliated college or Head of the recognised institution, as the case may be.
- (2) In case the management fails to submit the written explanation within the stipulated period or admits the acts of violation of conditions indicated in the notice, the Board of Deans shall submit its report to the Management Council for deciding the quantum of penalties to be imposed upon the erring affiliated college/recognised institution or the management thereof, as the case may be;
- (3) If the management does not admit the acts of violation of conditions indicated in the notice, the Management Council shall appoint a committee to cause an inquiry into the matter.

- (4) The inquiry committee shall offer reasonable opportunity to be heard to the University and to the management of the erring affiliated college/recognised institution to present their respective claims, with or without oral and/or documentary evidence. The inquiry committee shall record its findings on each act of violation of conditions indicated in the notice and shall also record the reasons for such findings. The inquiry committee shall complete the inquiry and submit the report to the Management Council, within thirty days from date of its constitution.
- (5) The Management Council on the basis of the findings of the inquiry committee shall decide to impose any or all of the penalties and fines prescribed in Statute as it may deem fit.
- (6) Upon the Management Council deciding the quantum of penalties, the Board of Deans shall issue the management of the erring affiliated college/recognised institution, a final notice to show cause as to why penalty as decided by the Management Council should not be imposed on it and shall require the management to submit the written explanation within a period of fifteen days. On receipt of the written explanation and or in absence thereof, the Board of Deans shall place the notice and the written explanation before the Management Council in its ensuing meeting, which shall, after taking consideration of the cause shown by the management of the erring affiliated college/recognised institution, decide the quantum of penalty to be imposed.
- (7) The Board of Deans shall inform the management of the erring affiliated college/recognised institution, of the penalty so imposed, within fifteen days from the date of decision of the Management Council.
- (8) If the management fails to comply with the order of the University imposing penalty, without any reasonable cause, within the period specified in the order, or within such further period as may be allowed by the University, the management, shall be liable to pay—
 - (a) the fine which may extend to five thousand rupees per day, for the first default;
 - (b) the fine which may extend to ten thousand rupees per day, for the second and subsequent defaults.

Statute 7: Effect of Imposition of Penalty

Imposition of the penalty under this Statute does not imply in any event that the irregularity committed by the erring affiliated college/recognized institution or the management thereof, as the case may be, is regularised or waived.

CHAPTER III

CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

(Under Section 71 (1) of the Act)

Statute 8: Honorary degrees and Academic Distinctions

- (1) The University may confer not more than two honorary degrees or academic distinctions per year, in the fields of science, technology, social science, law, physical sciences, art, literature, etc.
- (2) The honorary degrees or academic distinctions shall be conferred at the convocation of the University.

Statute 9: Eligibility Criteria for Conferment of Honorary degrees or Academic Distinctions

The following persons shall be considered eligible for conferment of honorary degrees or academic distinctions, namely:-

- (1) Persons of distinguished merit who have made outstanding contributions in the sphere of their activities as evidenced by their individual standing and stature, eminence of their personality and impact of their contributions on the society.
- (2) Distinguished scholars of national and international recognition/reputation who have put in highest quality research work as demonstrated by very high citation index.
- (3) Persons holding fellowship of International bodies such as fellow of the Royal Society, American Academic Sciences, Indian National Sciences, etc.
- (4) Noble Laureates.
- (5) Persons who have significantly contributed either through research or through high quality social work to the cause of development and empowerment of women and disadvantaged section of the society.

Statute 10: Procedure for Conferment of Honorary degrees or Academic Distinctions

- (1) The University shall publish a notification in respect of conferment of honorary degree or academic distinction in the fields of science, technology, social science, law, physical sciences, art, literature, etc., mentioning therein the eligibility conditions.
- (2) On receipt of Bio-data from the candidates, the Vice-Chancellor shall appoint a committee consisting of members of the Academic Council, to scrutinize the applications and to submit the report recommending the suitable names for conferment of honorary degree or academic distinction.

- (3) On receipt of the report of the committee, the Vice-Chancellor, may recommend one of the persons recommended by the committee for conferment of honorary degree or academic distinction and shall submit a proposal in this behalf to the Chancellor for approval along with the detailed bio-data of the person so recommended and relevant documents showing his contribution in the fields of science, technology, social science, law, physical sciences, art, literature, etc. at State, National and International level. While recommending the name of the person for conferment of honorary degree or academic distinction, individual's merit shall only be considered.
- (4) After receiving the approval of the Chancellor, the Management Council may consider and recommend to the Senate the conferment of an honorary degree or academic distinction on such person, without requiring him to undergo any test or examination or evaluation, on the ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or academic distinction.
- (5) The Management Council and the Senate shall not entertain or consider any proposal regarding conferment of an honorary degree or academic distinction without the Vice-Chancellor having obtained the previous approval of the Chancellor.
- (6) The recommendation of the Management Council for conferment of an honorary degree or academic distinction shall be deemed to have been duly passed by the Senate, if supported by a majority of not less than two-third of the members present at the meeting of the Senate, being not less than one-half of its total membership.
- (7) An honorary degree or academic distinction shall not be considered as an academic qualification.

CHAPTER IV

ESTABLISHMENT AND MAINTENANCE OF SUB-CAMPUSES OF THE UNIVERSITY

(Under Section 71(2) of the Act)

Statute 11: Purpose of the Sub-Campus

The sub-campus shall be a comprehensive inherent independent unit of the University for a predetermined geographical jurisdiction. The purpose of the sub-campus shall be to decentralize academic, administrative, research and extension activities of the parent University in order to improve efficiency and effectiveness.

Statute 12: Eligibility

The University which has more than 100 affiliated colleges and 50 recognized institutions may apply to the State Government for establishment of a sub-campus:

Provided that there shall be at least 40 affiliated colleges and/or recognized institutions in the predetermined geographical area.

Statute 13: Establishment of Sub-campus

- (1) The University desirous of establishing a sub-campus, shall submit an application along with detailed proposal to the Department of Higher Education, through the Director of Higher Education.
- (2) The proposal shall contain the following particulars along with the relevant documents in support thereof, namely:-
 - (a) justification regarding the necessity of establishing a sub-campus;
 - (b) details of the land proposed for establishment of sub-campus;
 - (c) detailed requisition for financial aid from the State Government for land procurement and infrastructural development for the proposed sub-campus, with detailed item-wise description along with the estimated recurring and non-recurring expenditure;
 - (d) details of whether the sub-campus is proposed to be a domain specific or multi-domain and in case of multi-domain sub-campus, details of the specific domains proposed such as science, engineering, law, management, etc.;
 - (e) the nature and the type of programmes of study, training and research proposed to be undertaken by means of conventional / distance / open / vocational and any other mode, by the sub-campus and phasing of such programmes with programme-wise enrolment targets.
 - (f) availability of academic research and training facilities including teaching and non-teaching staff at the disposal of the University;
 - (g) requirement of teaching and non-teaching staff to be sanctioned by the State

Government, for the proposed sub-campus;

- (h) details of plans for campus development such as construction of buildings, details of structural amenities and infrastructure facilities including academic buildings, laboratories, auditorium, library, equipment, etc. already available and also plans for further expansion;
 - (i) details of play grounds and other facilities proposed to be created for games and sports and extra-curricular activities like National Cadet Corps, National Service Scheme, etc;
 - (j) funds available and plans and schemes for the generation of funds internally through the fees from students, revenues anticipated from consultancy services, industry collaborated projects and other activities relating to the objects of the University, and other anticipated incomes;
 - (k) such other details as the University may like to give;
 - (l) such other details as may be prescribed by the State Government.
- (3) The scrutiny committee constituted by the Department of Higher Education shall scrutinize the proposal submitted by the University and shall inform the University, of the discrepancies, if any, in the proposal or documents submitted, within fifteen days from the date of receipt of the proposal by the State Government and shall ask the University to comply with the requirements, within fifteen days from the date of receipt of such communication by the University.
 - (4) The scrutiny committee shall scrutinize the proposal submitted by the University after complying with the discrepancies within fifteen days from the date of receipt of the proposal and submit a report thereon with specific recommendation as to its eligibility, to the Department of Higher Education.
 - (5) The Department of Higher Education shall constitute an inspection committee consisting of senior Government officials and renowned academicians for physical verification of all the documents and to examine the suitability of location and viability of the sub-campus.
 - (6) The inspection committee, while considering the proposal, may call for such other information from the University as it thinks proper for the purpose.
 - (7) The inspection committee on and upon consideration of the proposal, physical verification of documents and examining the suitability of location and viability of the sub-campus, shall submit its report with specific recommendation as to the establishment of the sub-campus, or the deficiencies, if any, observed by it, to the Department of Higher Education within a period of two months from the date of its first meeting.
 - (8) While computing the period of two months, the period commencing from the date on which requisition for any information is issued and ending on the date on which requisite information is submitted to the committee, shall be excluded.
 - (9) The Department of Higher Education shall communicate to the University, the deficiencies, if any, observed by the inquiry committee, for removal thereof.

- (10) The University shall submit the report regarding removal of deficiencies to the Department of Higher Education, within a reasonable time. The inspection committee, after considering the said report submitted by the University, shall submit its report to the Department of Higher Education with specific recommendations as to the establishment of the sub-campus.
- (11) After the receipt of the report of the committee, if the State Government considers it right and proper, it may grant permission to establish the sub-campus. The said decision of the State Government shall be communicated to the University Grants Commission and Ministry of Human Resource Development for information.
- (12) The sustainability of the sub-campus will be subject to the existence of the parent University.
- (13) If a University desires to establish sub-campus in any foreign country, on its own or in collaboration with any other Indian or foreign university or institution, it shall have to obtain the prior sanction of the Central Government as well.
- (14) The University shall utilize the grants received from the State Government only for the purposes for which they are granted.
- (15) It shall be the duty of the Director of Higher Education to ensure that grants received from the State Government are utilized by the University in a proper manner.
- (16) Purchases of items, procurement of services and construction of buildings/development of infrastructure for the sub-campus shall be carried out by the University strictly in accordance with the policies/directives of the State Governments.
- (17) The State Government shall carry out test audit or full audit of the accounts of the sub-campus, at such intervals as it may deem fit.
- (18) The University shall submit utilization certificate to appropriate authorities, from time to time.

Statute 14: Award of Degree

The sub-campus shall not be authorized to award degrees to the students. The degrees shall be awarded by the parent University mentioning the name of the sub-campus.

Statute 15: Powers and duties of the Sub-Campus

The sub-campus shall have the following powers and duties, namely:-

- (1) to provide for the under-graduate and post-graduate educational activities in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;
- (2) to carry out the examination and evaluation related activities in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;

- (3) to provide for academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;
- (4) to organize workshops and training programmes for the benefit of the teaching and support staff in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;
- (5) to implement of various academic, administrative and governance mechanisms of the parent university;
- (6) to monitor the administration of the academic programmes of the affiliated colleges and recognized institutions under its jurisdiction;
- (7) to issue transcripts, statements of marks, transference certificate, migration certificate, rank certificates, passing certificates, degree certificates and other certificates and documents as may be directed by the parent University, from time to time, to the students in the department on the sub-campus and in affiliated colleges and recognised institution under its jurisdiction.
- (8) to perform such other functions as may be assigned to it by the parent University.

CHAPTER V

PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS OF AUTHORITIES OF THE UNIVERSITY

(Under Section 71(5) of the Act)

SENATE

Statute 16: Notices

- (1) The Registrar shall send to the members of the Senate the notice of meeting at least forty clear days before the date of the meeting.
- (2) All questions addressed to the Vice-Chancellor shall be submitted, in writing, to the Registrar at least thirty clear days before the date fixed for the meeting of the Senate.
- (3) Twenty-five clear days before the date fixed for a meeting, the Registrar shall forward to each member of the Senate an agenda of the meeting.
- (4) Notice in writing of the proposed amendment in the proposal shall be forwarded so as to reach the Registrar fifteen clear days before the date of the meeting:
Provided however that the Chairperson may permit the amendment to the proposal to meet legal defect when such proposal is being discussed in the meeting of the Senate.
- (5) The Registrar shall, five clear days before the date of the meeting, forward to each member of the Senate an agenda including all proposals and amendments. No proposal or amendment, of which such notice has not been given, shall be put to the meeting other than a motion for dissolution, adjournment or suspension of the meeting for passing to the next business on the statement, for referring the matter under consideration to the Management Council, Academic Council or Faculty for report, or an amendment accepted by the Chairperson.

(“Clear days” means days excluding the day of issue of notice of the meeting and the day of the meeting.)

Statute 17: Meetings

- (1) The Senate shall meet at least twice a year on the dates to be fixed by the Chancellor. The meeting to be held in the month of March every year shall be the annual meeting of the Senate. The second meeting of the Senate shall generally be convened within a period of eight months from the date of the annual meeting. The annual meeting shall be held before 15th March every year.
- (2) The Chancellor, or in his absence the Vice-Chancellor, or in the absence of both, the Pro-Vice Chancellor or in absence of all of the above, the member elected by the members present at the meeting, shall preside at the meetings of the Senate.

- (3) Such proposals and amendments only as lie within the powers of the University under the Act shall be entertained and debated in the Senate including recommendations concerning the University education.

Statute 18: Quorum

The quorum for the meeting of the Senate shall be one-third of the number of the sitting members. If there is no quorum at the commencement of a meeting, the Chairperson shall adjourn the meeting for half an hour. Such adjournment shall be recorded by the Registrar under the signature of the Chairperson. No quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 19: Order of Business

- (1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (2) The order of business of a meeting of Senate shall be as follows, unless the Chairperson of the meeting decides otherwise:
- (a) the election of the Chairperson, if it is a part of the business to be entertained at the meeting;
 - (b) the confirmation and signing of the minutes of the previous meeting or the adjourned meeting;
 - (c) the matters arising out of the minutes;
 - (d) action taken report;
 - (e) the election of any member of any authority or body or of any official of the University, if it is a part of the business to be entertained at the meeting;
 - (f) conferment of honorary degrees and other academic distinctions at the Convocation, if it is a part of the business to be entertained at the meeting;
 - (g) interpellations;
 - (h) consideration of the Annual Financial Estimates and/or proposals for Supplementary Grants, if any;
 - (i) consideration of Annual Accounts of the University and the Audit Report and resolutions thereon, if any;
 - (j) consideration of the Annual Report and resolutions thereon, if any;
 - (k) consideration of proposals or making, amending and repealing Statutes;
 - (l) appointment of auditors when it is a part of the business to be entertained at the meeting;
 - (m) any business and motions of which due notice has been given.

Statute 20: Rules of Debate

- (1) Every proposal shall be moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member.
- (2) Every motion at a meeting must be seconded; otherwise it shall drop. The member who has seconded the motion, may reserve his speech.
- (3) When a motion has been seconded, it shall be so stated from the chair.
- (4) When the proposal has been thus stated, it may be discussed as a motion to be resolved simply in the affirmative or negative or as proposed to be varied by way of amendment. When before or after debate, no member rises to speak on the motion, the Chairperson shall proceed to put the motion to the vote in the manner hereinafter provided.
- (5) A substantive proposal once brought forward shall not be proposed a second time at the same meeting or at the adjourned meeting. A proposal substantially identical in part with the one already disposed of, may be brought forward at the same meeting or at any adjourned meeting with the omission of such part.
- (6) Not more than one proposal and one amendment thereto shall be placed before the meeting at the same time. Each amendment shall be disposed of before the next is moved. All amendments which are not withdrawn shall be considered and voted upon.
- (7) The proposer of the motion shall not speak for more than ten minutes and the seconder shall not speak for more than five minutes. Other members debating on the motion shall not speak for more than five minutes.

Provided that the said time-limit shall only be operative when the Chairperson, either *suomotu* or at the instance of a member of the Senate, draws the attention of the Senate to the fact that the time-limit has been exceeded. On the attention of the Senate being thus drawn, the Chairperson shall take the vote of the Senate whether the speaker be given a further period of five minutes or not. If the vote of the Senate is in the negative, the speaker shall conclude his speech. If the vote of the Senate is in favour of the speaker, he may address the Senate for a further period of five minutes, when the same procedure may be repeated whether or not the Chairperson's attention is drawn to the time-limit.
- (8) All questions shall be addressed to the Vice-Chancellor and shall be submitted, in writing, to the Registrar.
- (9) No member shall ask more than three questions at the meeting of the Senate.
- (10) All questions to be asked shall be in the form of requests for factual information.
- (11) The admissibility of questions shall be determined by the Vice-Chancellor. No question shall be admitted by the Vice-Chancellor which, in his opinion,
 - (a) is not based on factual information; or
 - (b) is vague or ambiguous; or
 - (c) is in public domain; or

- (d) involves an argument, an inference, an ironical expression or a defamatory statement; or
 - (e) is of hypothetical character or asks for an expression of opinion or for solution of an abstract legal question or of a hypothetical proposition; or
 - (f) is personal information or is an information which refers to the character, conduct or competence of any person except in his or their official capacity as connected with the University; or
 - (g) refers to a matter which is of a confidential nature; or
 - (h) relates to any matter which is under consideration of the University authorities or officers of the University for decision; or
 - (i) the answering of which is detrimental to the interest of the University; or
 - (j) involves compilation of elaborate statements or statistics or expenditure of an unduly excessive amount of time and labour; or
 - (k) involves an information disclosure of which is exempted under the Right to Information Act, 2005; or
 - (l) relates to any matter which is under adjudication by a Court of Law; or
 - (m) does not relate to the affair or administration of the University.
- (12) A member of the Senate asking questions which are judged inadmissible by the Vice-Chancellor shall be informed by the Registrar regarding the Vice-Chancellor's decision and the grounds therefor soon after that decision. The Vice-Chancellor's decisions on the admissibility of the question shall be final and no discussion thereon shall be permitted in the meeting of the Senate.
- (13) Questions judged admissible by the Vice-Chancellor for being answered shall be considered at a meeting of the Management Council which shall also prepare the answers to be given to them in the meeting of the Senate.
- (14) All questions judged admissible by the Vice-Chancellor, together with such answers as are ready, shall be sent to the members of the Senate seven clear days before the date of the meeting.
- (15) The time allotted for asking and answering of questions shall be one hour every day of the meeting of the Senate.
- (16) In the meeting of the Senate, during the time allotted for asking and answering of questions, the Chairperson shall, call out the name of the members asking a question and then it shall be within the rights of such a member or any other member of the Senate to ask supplementary questions, asking for further factual information on the subject and within the scope of the original question, and the same shall be answered either by the Vice-Chancellor or the Registrar or a person designated in that behalf by the Management Council:
- Provided however that the Chairperson shall have discretion to disallow a supplementary question and his decision shall be final.

Statute 21: Amendments

- (1) An amendment which reduces the proposal to a negative form shall not be moved.
- (2) An amendment which raises a question already disposed of in the meeting or is inconsistent with any resolution already passed by it shall not be moved.
- (3) The order in which amendments to a proposal are to be brought forward shall be determined by the Chairperson, with reference to their extent and mutual relation.
- (4) An amendment, the substance of which has been disposed of in part may be modified by its proposer so as to retain only the parts not so disposed of.
- (5) When an amendment has been moved and seconded, it shall be so stated from the Chair, and then the debate may proceed on the original proposal and the amendment together, but in so far as the question raised by the amendment is one on which a member has not yet spoken, he may speak on that question though he has spoken on the original question or on a previous amendment.
- (6) Every amendment shall be in such form that it modifies the original proposal on the agenda by any or all of the following methods, namely:-
 - (a) by addition of words;
 - (b) by deletion of words;
 - (c) by substitution of words.
- (7) The mover of the amendment shall state the proposal or the part thereof affected as it would stand when so amended.
- (8) An amendment shall be relevant to and within the scope of the proposal to which it is proposed.
- (9) An amendment which has the effect of an alternative proposal shall not be moved.
- (10) If any amendment be carried, it shall become part of the motion before the Senate and the motion shall be modified accordingly.
- (11) When all the amendments of which due notice has been given, have been considered, the original motion or the original motion as amended in the course of the debate, shall be placed before the Senate and put to the vote without further discussion.

Statute 22: Withdrawal of a Motion

No motion shall be withdrawn from the decision of the Senate without its consent. If the mover of the motion expresses his willingness to withdraw a motion or amendment and if no objection is raised thereto within the time allowed by the Chairperson for that purpose, the Chairperson shall declare that the motion is withdrawn with the consent of the Senate.

Statute 23: Resolving of the Senate into a Committee

- (1) The Senate may, when it thinks fit, resolve itself into a Committee to consider any proposal which may be on the agenda of business.

- (2) A proposal for resolving of a meeting of the Senate into a meeting of Committee may be made by any member at any time with the permission of the Chair.
- (3) No such proposal of resolving the Senate into Committee shall be considered unless at least twenty-five members support it by show of hands.
- (4) The proposal, then having been duly seconded, shall be put to vote and shall only be carried if two-third of the members present vote in its favour.
- (5) When the Senate decides to resolve itself into a Committee, the Chairperson may be the same as that of the meeting of the Senate and the quorum shall be the same as that of the meeting of the Senate.
- (6) The manner in which the discussion of the matter under consideration shall be conducted shall be in the discretion of the Chairperson. When in the opinion of the Chairperson, the matter has been sufficiently discussed, the Committee shall incorporate its conclusion in a report to be signed by the Chairperson.
- (7) The sitting of the Senate shall be considered as suspended for the period during which it is sitting in a Committee, and immediately after the termination of the sitting of the Committee, the Senate shall be again called to order by the Chairperson, and the report of the Committee's deliberation shall be presented to the Senate by the Registrar.
- (8) If any of the resolutions of the Committee involve recommendations not covered by the motion and the amendments to that motion on the agenda of the meeting of the Senate, they shall not be considered by the Senate until notice of twenty five clear days of the same has been given.
- (9) A proposal made as a result of the deliberations of such Committee may be presented to the Senate without previous consideration by the Management Council.

Statute 24: Dissolution, Adjournment, Suspension and Passing to the Next Business on the Statement

- (1) A proposal of dissolution of the meeting may be moved at any time as a distinct proposal, but not as an amendment, nor so as to interrupt a speech. If the proposal is carried, the business before the meeting shall drop.
- (2) A proposal for adjournment of the meeting to some specified time may be moved at any time as a distinct proposal, but not as an amendment nor except on the motion of the Chairperson, so as to interrupt a speech. If such proposal is resolved in negative, the debate shall be resumed. The same rule will apply to a meeting of the Senate in a Committee. No amendment shall be moved to such a proposal, except the one for substituting a different time to which it is proposed to adjourn the meeting.
- (3) No meeting of the Senate shall be adjourned for more than fifteen days. The adjourned meeting shall be deemed to be in continuation of the preceding meeting.
- (4) A proposal of suspension of the sitting for a specified time may be moved at any time as a distinct proposal, but not as an amendment, nor so as to interrupt a speech.

If the proposal is carried, the business before the meeting shall be suspended for the specified time. The Chairperson may, in the case of grave disorder arising in the Senate, suspend any sitting for a specified time. However, no meeting of the Senate shall be suspended for more than half an hour.

- (5) The proposal of passing to the next business on the statement may be made at any time as a distinct proposal but not as an amendment, nor so as to interrupt a speech. If such a proposal be carried, the motion under consideration and the amendment thereto shall not be further dealt with at the meeting.
- (6) A proposal for dissolution or for the adjournment of the meeting or for suspension of the sitting or for passing to the next business shall be disposed of before the motion under debate is decided.
- (7) When the motion for dissolution or adjournment or suspension or passing to the next business on the statement has been brought forward and resolved in negative, no other proposal of an identical nature shall be again brought forward in the same meeting.
- (8) The proposal for the adjournment of the meeting or suspension of the sitting, may be moved be only for the purpose of discussing a definite and urgent matter of recent occurrence relating to the affairs or administration of the University. Such proposal may be moved subject to the following restrictions, namely:-
 - (a) no matter which is already on the agenda shall be discussed;
 - (b) not more than one such motion shall be made at the same sitting;
 - (c) not more than one matter shall be discussed on the same motion;
 - (d) the motion shall not revive discussion on a matter which has been discussed in the same session;
 - (e) the motion shall not deal with any matter which is under adjudication by a Court of Law having jurisdiction in any part of India;
 - (f) the motion must not deal with a matter on which a resolution could not be moved.

Statute 25: Right of Speech and Reply

- (1) On each motion or motion and amendment in debate, a member may speak once on the motion and once on the amendment.
- (2) After the mover of a motion or amendment has spoken, the other members may, save as otherwise provided, speak on the motion or amendment, in such order as the Chairperson may call upon them.
- (3) Save in the exercise of a right of reply, or as otherwise provided, no member shall speak more than once, except with the permission of the Chairperson, for the purpose of making a personal explanation. But, in such a case no debatable matter shall be brought forward.
- (4) The mover of a motion may speak second time, on the conclusion of a debate, by way of reply.

- (5) The mover of an amendment or when there is no amendment, the mover of the original motion, may reply upon the debate before vote on each is taken. The mover of a motion for dissolution or adjournment or for a suspension of sitting or for passing to the next business on the statement will also have a right of reply.
- (6) No member shall speak on the motion after the mover has entered on his reply.
- (7) The Chairperson has the same right of moving or seconding a motion or amendment and of taking part in the debate.

Statute 26: Points of Order

- (1) Any member may call the Chairperson's attention to a point of order even while another member is addressing the meeting. But beyond stating the precise point of order raised, he shall not make a speech. Such a call, pronounced by the Chairperson to be vexatious, and any interruption or obstruction to the progress of the business before the Senate, pronounced by the Chairperson to be unseemly or unreasonable, shall be deemed a breach of order.
- (2) A member shall not raise a point of order to ask for information or to explain his position or which may be hypothetical.
- (3) The Chairperson shall be the sole judge on any point of order, and may call any member to order. If the member so called to order, in speaking, disregards such call, the Chairperson may direct him to sit down, and thereupon another member may speak.
- (4) In the event of any contumacious disregard of a ruling or call to order by the Chairperson, he may request the member so offending to leave the meeting and on such request, the member named by the Chairperson shall be suspended from his function as a member during the meeting, and shall be bound to withdraw immediately himself.

Statute 27: Voting

- (1) On putting any motion to the vote, the Chairperson shall call for an indication of the opinion of the Senate by a show of hands in the affirmative and negative, or by sitting and rising, and shall declare the result thereof which shall be recorded in the minutes of the meeting. If the votes are actually counted, the number of votes on either side shall also be recorded in the minutes along with the result.
- (2) Any member may then demand a Division. Voting in all Divisions shall be by ballot. No Division can be asked for on a motion for adjournment or on a vote of the Senate taken under Clause (1) of this Statute.
- (3) The Chairperson shall thereupon appoint four Tellers and shall give such directions for effecting the Division as he shall consider expedient.
- (4) In every Division, only such members as were present at the time of putting of the motion, shall be entitled to vote. Voting shall be on papers supplied at the meeting by the Registrar, and every voting paper shall be returned with or without the vote.

- (5) Upon the Chairperson announcing the Division to be closed, the Tellers shall state in writing the number on each side, sign the statement, and hand it over to the Chairperson, together with the voting papers in two separate bundles, whereupon the Chairperson shall declare the result of the Division to the meeting, and the result shall be recorded in the minutes of the meeting.
- (6) If after a Division has been taken, five members present demand a recount, the Chairperson shall appoint two or more members to act with the Tellers, who shall report the facts found by them in writing to the Chairperson, who shall thereupon declare the result to the meeting, and such declaration shall be recorded in the minutes of the meeting and shall be conclusive.
- (7) Pending the recount, the Chairperson may, in his discretion, either suspend the sitting or call for such business as may, in his opinion, be most conveniently proceeded with. Business thus entered on shall be proceeded with, but on its disposal the regular order of subjects, if it has been departed from, shall be resumed.

Statute 28: Lapsing of Business

All proposals, together with their amendments, if any, on the agenda of a meeting of the Senate which have not been moved or voted upon, for want of time or for any other reason at the meeting to which the agenda relates, shall, at the close of the meeting, stand lapsed. Such proposals shall not be placed on the agenda of the next or subsequent meetings save on receipt of a fresh notice. A motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

Statute 29: Minutes

After every meeting or adjourned meeting of the Senate, the Registrar shall, as early as possible within thirty days send a copy of the minutes of such meeting to each member of the Senate.

Exception to the correctness of the minutes, if any, shall be sent by the members to the Registrar within two weeks from the date of dispatch of the minutes. Exception, if any, shall be brought to the notice of the Chairperson, who shall take necessary action on it.

MANAGEMENT COUNCIL

Statute 30: Meetings

The Management Council shall meet at least four times a year and at other times, when convened by the Vice-Chancellor.

Statute 31: Notice of the Meeting

The Registrar shall issue a notice of meeting of the Management Council at least fourteen clear days before the date of the meeting. He shall issue an agenda of the meeting to all the members of the Management Council at least seven clear days prior

to the date of the meeting:

Provided that the Chairperson shall waive the period of notice in case of an emergency meeting:

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, with the consent of the Chairperson.

Statute 32: Quorum

The quorum for the meeting of the Management Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 33: Conduct of Business

- (1) The Vice-Chancellor or in his absence the Pro-Vice Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The Secretary of the Management Council shall have the right to participate in the deliberations but shall not have the right to vote. The permanent invitees shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.
- (3) The Management Council may refer any of the subjects within its purview to the relevant authority/public body of the University. The report of such authority/body shall be considered by the Management Council.
- (4) The decision of the Management Council shall be recorded in the form of resolution. Senate shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.
- (5) The members of the Management Council shall be under obligation to safeguard the interest of the University and honour the resolutions.

Statute 34: Minutes of the Meeting

- (1) The Registrar shall submit the minutes of the meeting of the Management Council within three days from the date of the meeting to the Chairperson for his approval.
- (2) The minutes of the meeting shall be circulated to the members of the Management Council along with the agenda of the subsequent meeting.
- (3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the

Management Council. The action taken on the resolutions shall be reported to the Management Council in its succeeding meeting. The Registrar shall ensure that the action taken on every resolution of the Management Council is duly reported to the Management Council as soon as the action thereon is completed.

- (4) The agenda of the meeting of the Management Council along with its enclosures and the minutes of the meeting shall be treated as confidential, till the actions on the resolutions are completed.

THE ACADEMIC COUNCIL

Statute 35: Meetings

The Academic Council shall meet at least four times a year and at other times, when convened by the Vice-Chancellor.

Statute 36: Notice of the Meeting

The Registrar shall issue a notice of the meeting of the Academic Council at least twenty-one clear days prior to the day of meeting. He shall send the agenda for the meeting to all the members of the Academic Council seven clear days before the meeting.

Statute 37: Quorum

The quorum for the meeting of the Academic Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 38: Conduct of Business

- (1) The Vice-Chancellor or in his absence, Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (4) The decision of the Academic Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

Statute 39: Minutes of the Meeting

- (1) The Registrar shall submit the minutes of the meeting of the Academic Council within seven days from the date of the meeting to the Chairperson for his approval.
- (2) The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the subsequent meeting.
- (3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Academic Council. The Registrar shall ensure that the action taken on every resolution of the Academic Council is duly reported to the Academic Council as soon as the action thereon is completed.

FACULTY**Statute 40: Meetings**

The Faculty shall meet at least twice a year or on requisition of one-third of its sitting members.

Statute 41: Notice of the Meeting

The Dean of the Faculty concerned shall issue a notice of at least eight clear days along with the agenda for the meeting to all members of the Faculty.

Statute 42: Quorum

The quorum for the meeting of the Faculty shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 43: Conduct of Business

- (1) The Dean shall be the Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) The business at the meeting of the Faculty shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 44: Minutes of the Meeting

- (1) The minutes of the meeting of the Faculty shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Faculty.
- (3) The action taken on the resolutions shall be reported to the Faculty in its succeeding meeting.

BOARD OF DEANS**Statute 45: Meetings**

The Board of Deans shall meet at least twice a year or on requisition of one-third of its sitting members.

Statute 46: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 47: Quorum

The quorum for the meeting of the Board of Deans shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 48: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) The business at the meeting of the Board of Deans shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed in the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (4) The decision of the Board of Deans shall be recorded in the form of resolution.

Statute 49: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Deans shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed

with the implementation of the resolutions of the Board of Deans.

- (3) The action taken on the resolutions shall be reported to the Board of Deans in the succeeding meeting.

BOARD OF SUB-CAMPUSES OF THE UNIVERSITY

Statute 50: Meetings

The Board of Sub-Campuses shall meet at least three times a year and at other times, when convened by the Chairperson.

Statute 51: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 52: Quorum

The quorum for the meeting of the Board of Sub-Campuses shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 53: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.
- (2) The business at the meeting of the Board of Sub-Campuses shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 54: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Sub-Campuses shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Sub-Campuses.
- (3) The action taken on the resolutions shall be reported to the Board of Sub-Campuses in its succeeding meeting.

BOARDS OF STUDIES

Statute 55: Meetings

The Board of Studies shall meet at least three times a year and or on requisition of one-third of its sitting members.

Statute 56: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 57: Quorum

The quorum for the meeting of the Board of Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 58: Election of the Chairperson

The Chairperson of the Board of Studies shall be elected by the members of the Board from amongst themselves at its first meeting, before co-option of members in the Board of Studies.

Statute 59: Co-option

Co-option of one head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post-graduate teaching in that subject, when there is no University department in that subject, one professor from other University and four experts under the relevant provisions of the Act, shall take place in the first meeting of the Board of Studies in the manner decided by the Board of Studies in the first meeting.

Statute 60: Conduct of Business

- (1) The Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) Any two or more Boards may, and at the request of the Academic Council or the Management Council, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect one of the Chairpersons of the Boards of Studies as the Chairperson.

- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 61: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Studies.

**BOARD OF UNIVERSITY DEPARTMENTS AND
INTER-DISCIPLINARY STUDIES**

Statute 62: Meetings

The Board of University Departments and Inter-Disciplinary Studies shall meet at least three times a year and at other times, when convened by the Chairperson.

Statute 63: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 64: Quorum

The quorum for the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 65: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 66: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be prepared immediately after the meeting is concluded

and shall be submitted to the Chairperson for his approval.

- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of University Departments and Inter-Disciplinary Studies.

BOARD OF POST-GRADUATE EDUCATION IN COLLEGES

Statute 67: Meetings

The Board of Post-Graduate Education in Colleges shall meet at least four times a year, two of which shall necessarily be in the month of September or October and December or January of the year.

Statute 68: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 69: Quorum

The quorum for the meeting of the Board of Post-Graduate Education in Colleges shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 70: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 71: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Post-Graduate Education in Colleges shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Post-Graduate Education in Colleges.

BOARD OF LIFELONG LEARNING AND EXTENSION

Statute 72: Meetings

The Board of Lifelong Learning and Extension shall meet at least twice a year.

Statute 73: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 74: Quorum

The quorum for the meeting of the Board of Lifelong Learning and Extension shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 75: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 76: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Lifelong Learning and Extension shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Lifelong Learning and Extension.

BOARD OF EXAMINATIONS AND EVALUATION

Statute 77: Meetings

The Board of Examinations and Evaluation shall meet at least twice in an academic year.

Statute 78: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 79: Quorum

The quorum for the meeting of the Board of Examinations and Evaluation shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 80: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (3) The decision of the Management Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

Statute 81: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Examinations and Evaluation shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Examinations and Evaluation.
- (3) The action taken on the resolutions shall be reported to the Board of Examinations and Evaluation in its succeeding meeting.

THE BOARD OF INFORMATION TECHNOLOGY**Statute 82: Meetings**

The Board of Information Technology shall meet at least three times a year.

Statute 83: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 84: Quorum

The quorum for the meeting of the Board of Information Technology shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 85: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 86: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Information Technology shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Information Technology.
- (3) The action taken on the resolutions shall be reported to the Board of Information Technology in its succeeding meeting.

BOARD OF NATIONAL AND INTERNATIONAL LINKAGES**Statute 87: Meetings**

The Board of National and International Linkages shall meet at least three times a year.

Statute 88: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 89: Quorum

The quorum for the meeting of the Board of National and International Linkages shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 90: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 91: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of National and International Linkages shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of National and International Linkages.
- (3) The action taken on the resolutions shall be reported to the Board of National and International Linkages in its succeeding meeting.

BOARD FOR INNOVATION, INCUBATION AND ENTERPRISE**Statute 92: Meetings**

The Board of Innovation, Incubation and Enterprise shall meet at least twice a year.

Statute 93: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 94: Quorum

The quorum for the meeting of the Board of Innovation, Incubation and Enterprise shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 95: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members

present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 96: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Innovation, Incubation and Enterprise shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Innovation, Incubation and Enterprise.
- (3) The action taken on the resolutions shall be reported to the Board of Innovation, Incubation and Enterprise in its succeeding meeting.

BOARD OF STUDENTS' DEVELOPMENT

Statute 97: Meetings

The Board of Students' Development shall meet at least twice a year or at such other times as may be convened by the Chairperson.

Statute 98: Notice of the Meeting

The Director of Students' Development shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

Statute 99: Quorum

The quorum for the meeting of the Board of Students' Development shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 100: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 101: Minutes of the Meeting

- (1) The Director of Students' Development shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Students' Development.
- (3) The action taken on the resolutions shall be reported to the Board of Students' Development in its succeeding meeting.

BOARD OF SPORTS AND PHYSICAL EDUCATION**Statute 102: Meetings**

The Board of Sports and Physical Education shall meet at least twice a year or at such other times as may be convened by the Chairperson.

Statute 103: Notice of the Meeting

The Director of Sports and Physical Education shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

Statute 104: Quorum

The quorum for the meeting of the Board of Sports and Physical Education shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 105: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 106: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Sports and Physical Education shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Sports and Physical Education.

BOARD OF RESEARCH

Statute 107: Meetings

The Board of Research shall meet at least three times a year or at such other times as may be convened by the Chairperson.

Statute 108: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 109: Quorum

The quorum for the meeting of the Board of Research shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 110: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 111: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Research shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Research.
- (3) The action taken on the resolutions shall be reported to the Board of Research in its succeeding meeting.

CHAPTER VI

PROCEDURE FOR PERMISSION TO TRANSFER OF MANAGEMENT

(Under Section 71(16) of the Act)

Statute 112: Procedure to be followed while granting permission for transfer of Management

- (1) There shall be no change or transfer of the management of any affiliated college or recognized institution, without prior permission of the University.
- (2) The management desirous of transferring the undertaking of any affiliated college or recognized institution, as the case may be, ('the previous management') to the other management('the new management'), shall seek the prior permission of the State Government.
- (3) On receipt of the permission from the State Government, the previous management shall submit a proposal to the University in the prescribed format accompanied by the fees of Rs.25,000/-, which will increase by 10% every year and other documents as may be prescribed by the University.
- (4) The proposals so received shall be scrutinized by the Dean of the Faculty concerned and shall be placed before the management Council for consideration and approval.
- (5) The Management Council of the University shall consider and approve proposals for transfer of management of affiliated colleges and recognized institutions. Only those proposals complying with the requirements shall be considered and approved by the Management Council.
- (6) The decision of the Management Council shall be communicated to the previous management and the new management within eight days from the date of decision.
- (7) On receipt of the permission from the University, the previous management and the new management shall take appropriate steps to obtain the permission of the competent authority for transfer of management under the appropriate law.
- (8) On receipt of the permission of the competent authority for transfer of management under the appropriate law, the new management shall submit a copy of such permission along with the undertaking as prescribed under Section 108 of the Act and relevant documents to the University, within eight days from the date of receipt of such permission.

CHAPTER VII

NORMS OF GRANT AND WITHDRAWAL OF AFFILIATION TO COLLEGES AND INSTITUTIONS

(Under Section 71 (18) of the Act)

Statute 113: Norms and Procedure for Grant of Affiliation

- (1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the managements for opening of new colleges or institutions of higher learning or for starting new courses of study, subjects, faculties, additional divisions or satellite centres which are in conformity with the perspective plan, before 31st August of the year preceding the year from which the permission is to be granted.
- (2) The management seeking permission to open a new college or institution of higher learning shall apply online in a prescribed format, along with the affiliation fees prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the letter of intent from the State Government is sought.
- (3) The applicant Society/Trust/Company shall have been registered under the Societies Registration Act, 1860 or the Maharashtra Public Trusts Act, 1950 or under Section 8 of the Companies Act, 2013, as the case may be, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.
- (4) The following documents shall be uploaded by the management while making online applications for opening new colleges or institutions of higher learning, namely:-
 - (a) Registration Certificate of the Society/ Trust/Company along with details of constitution and Memorandum of Association;
 - (b) Audited Statement of Accounts of the previous Financial Year;
 - (c) details of the latest fund positions along with Bank agreements and receipt of Fixed Deposit of the amount prescribed by the State Government or the University, from to the time;
 - (d) detailed financial estimate (budget) of the current financial year.
 - (e) documents showing that the financial transactions of the Society/Trust/ Company are made through Nationalized / Scheduled Banks;
 - (f) letter given by the Society/Trust jointly with the Nationalized / Scheduled Bank concerned undertaking that deposits in the bank shall not be withdrawn without prior permission of the University;
 - (g) in case of colleges to be started on 'no grant in aid basis', an Affidavit on the stamp paper of Rs. 100/- to the effect that the expenses incurred on the salary and other expenses of the colleges as per rules, shall be borne by the

Society/Trust/Company;

(h) documents relating to own land:

- (i) Document showing that the land admeasuring minimum $\frac{1}{2}$ Acre within the Municipal Corporation A, B and C class area, is in the name of the applicant; or
- (ii) Document showing that the land admeasuring minimum 1 Acre within the Municipal Corporation and Municipal Council D class area, is in the name of the applicant; or
- (iii) Document showing that a land admeasuring minimum 3 Acres, within the areas other than those mentioned in item (i) and (ii) above is in the name of the applicant.

(i) documents relating to rented land :

- (i) Registered Lease Agreement executed by the applicant for a land admeasuring minimum $\frac{1}{2}$ Acre within the Municipal Corporation A, B & C class area; or
- (ii) Registered Lease Agreement executed by the applicant for a land admeasuring minimum 1 Acre within Municipal Corporation and Municipal Council D class area; or
- (iii) Registered Lease Agreement executed by the applicant for a land admeasuring minimum 3 Acres within the areas other than those mentioned in item (i) and (ii) above.

(j) documents showing that the proposed college has administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the University Grants Commission/ Statutory/Regulatory body concerned, ensuring that all buildings constructed in the college are disabled friendly;

(k) documents showing that the proposed college has academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of the area as prescribed by the University/ Statutory/Regulatory body concerned, from time to time;

(l) documents showing that the proposed college has appointed number of teaching and non-teaching staff as per the University norms;

(m) documents showing that the proposed college has adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State Public Works Department;

(n) documents showing that the proposed college has taken adequate measures for safety, security, pollution control, etc.

(o) documents showing that the proposed college has a library with books relating to the proposed programmes including both text books, reference books,

journals, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribe and such other sections, as may be specified by the University Grants Commission/ Statutory/Regulatory body concerned, from time to time;

- (p) documents showing that the proposed college has necessary laboratory equipment as prescribed by the University/Statutory/Regulatory body concerned, from time to time, for each of the higher education programmes;
- (q) documents showing that the proposed college has a multi-purpose complex/an auditorium and facilities for sports, canteen, parking, health care, separate common rooms and separate hostels for boys and girls, as per the local requirements as decided by the University;
- (r) documents showing that the proposed college has appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostels for boys and girls, and for other facilities;
- (s) registered Lease Agreement, if the playground is to be used on rental basis;
- (t) letter from the Competent Authority designated by the State Government for classification of land and its location as Metropolitan or other areas;
- (u) land Use Certificate from the Competent Authority designated by the State Government.
- (v) building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the State Government;
- (w) registered documents by the registered Society/ Trust/Company earmarking land and buildings for the proposed college;
- (x) detailed Project Report, giving-
 - (i) background of the Society/ Trust/Company with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - (ii) development plan for the college with timeline, spelling out its growth plan over the first ten year period in terms of phasing of academic programmes/ increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;
 - (iii) architectural master plan indicating the land use pattern including those for the future;
 - (iv) policy with regard to faculty recruitment, retention and development;
 - (v) structure of academic and administrative governance;
 - (vi) sources of financing of capital and operating expenditure, besides funds to

- be generated through students' fees; and
- (vii) resource projections and their utilization schedule.
- (y) other documents, if any, prescribed by the State Government and the University, from time to time.
- (5) The management shall submit a hard copy of the online application along with the attested copies of the required documents mentioned in Clause (4) above to the Academic Section of the University before the last day of the September of the year preceding the year from which the letter of intent from the State Government is sought.
- (6) Procedure as mentioned in Section 109 of the Act for grant of permission from the State Government for opening new college or new course, subject, faculty, division or satellite centre and procedure as mentioned in Section 110 of the Act for grant of affiliation and provisions of Section 114(1) of the Act for continuation of affiliation, as may be applicable, shall be complied with.

Statute 114: Norms and Procedure for Grant of Permanent Affiliation

- (1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the affiliated colleges or institutions for permanent affiliation, before 31st August of the year preceding the year from which permanent affiliation is to be granted.
- (2) The affiliated college with at least five years standing as an affiliated college or institution shall be eligible to apply for permanent affiliation.
- (3) The affiliated college or institution seeking permanent affiliation shall apply online in a prescribed format, along with the affiliation fees and required documents prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the permanent affiliation is sought.
- (4) The affiliated college or institution seeking permanent affiliation shall submit a hard copy of the online application along with the attested copies of the required documents and requisite fees to the Academic Section of the University before the last day of the September of the year preceding the year from which the permanent affiliation is sought.
- (5) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the University.
- (6) The Board of Deans shall consider and scrutinize the applications.
- (7) The Board of Deans shall inter-alia, apply the following criteria while scrutinizing the applications, namely:-
- (a) whether affiliated college or recognised institution has fulfilled all the conditions of affiliation/recognition satisfactorily;
 - (b) whether has attained high academic and administrative standards as prescribed by the University and the regulatory bodies concerned, from time to time;

- (c) whether necessary measures have been taken for fulfilling the objectives of the college and the University.
- (8) The Board of Deans in its report shall make specific recommendations to the Academic Council duly supported by the relevant reasons as are deemed appropriate, on or before the last day of February of the next calendar year.
- (9) If the Academic Council is satisfied that the affiliated college or institution has fulfilled all the conditions of affiliation prescribed under Section 108 of the Act satisfactorily and has attained high academic and administrative standards as prescribed by the University and regulatory bodies concerned, from time to time, it shall grant permanent affiliation to the college or institution.
- (10) If the Academic Council of the University decides not to grant permanent affiliation to the college or institution, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.
- (11) The Pro-Vice-Chancellor shall communicate the decision of the Academic College to the management with a copy to the Director of Higher Education, on or before 15th June of the year from which permanent affiliation is to be granted.

Statute 115: Withdrawal of Affiliation

- (1) Privileges conferred on the college or institution by affiliation are liable to be withdrawn, if an affiliated college or institution,-
 - (a) fails to comply with the conditions of affiliation or recognition as provided in Section 108 of the Act; or
 - (b) fails to allow the College Development Committee as provided in Section 97 of the Act to function properly; or
 - (c) fails to take action as per directions issued under the Act; or
 - (d) is conducting the college in a manner prejudicial to the interest of the University or the standards laid down by it.
- (2) The Board of Deans shall, on receiving a complaint or may, in any other matter, *suomotu*, issue a notice to the management, to show cause as to why the privileges conferred on the college or by affiliation should not be withdrawn in part or in whole or modified.
- (3) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college. It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.
- (4) On receipt of such written statement or on expiry of the period specified in the notice issued under Clause (3) above, the Board of Deans shall place before the Academic Council, the show cause notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.

- (5) The Academic Council shall, having regard to the interest of students studying in the colleges, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.
- (6) If the Academic Council recommends the affiliation should be withdrawn, it shall be withdrawn in phases.
- (7) The Vice-Chancellor, before taking final action, shall offer a reasonable opportunity to be heard to the college and the management thereof, to defend their case. The statements of the college and the management thereof, shall be recorded during the course of hearing.
- (8) It shall be the responsibility of the Vice-Chancellor to complete the process of withdrawal of affiliation well in advance and in any case before the last day of March of the year from which the affiliation is to be withdrawn.
- (9) The University shall inform the State Government the decision of withdrawal of affiliation of a college.
- (10) The management of the college, affiliation of which has been withdrawn by the University, shall have to seek the permission of the State Government as per Section 109 of the Act before re-affiliation of the college.

CHAPTER VIII

TRANSFER OF THE MANAGEMENT OF A COLLEGE OR INSTITUTION IN THE PUBLIC INTEREST

(Under Section 71(19) of the Act)

Statute 116: Conditions and Procedure for Transfer of the Management in the Public Interest

- (1) On receipt of a complaint by the University about the irregularities or commissions or omissions of criminal nature by the management of an affiliated college or recognised institution or about the mismanagement of such college or institution or about such college or institution being managed in a manner detrimental to the public interest or to the interest of the State Government or the University, the Management Council of the University may cause an inquiry into the circumstances of the case by a committee consisting of the following persons, namely:-
 - (a) The Pro-Vice Chancellor of the University, Chairperson;
 - (b) Chancellor's nominee on the Management Council;
 - (c) The Director of Higher Education or his nominee not below the rank of Joint Director of Higher Education;
 - (d) The Director of Technical Education or his nominee not below the rank of Joint Director of Technical Education;
 - (e) One Dean of the Faculty nominated by the Management Council;
 - (f) Registrar of the University;
 - (g) Finance and Accounts Officer of the University.

Deputy Registrar of the Academic Section of the University shall act as the Secretary of the Committee.
- (2) The University shall give notice of not less than fifteen days to the management of such affiliated college or recognised institution to cause an inquiry to be so made.
- (3) When an inquiry has been caused to be made, the representative of the management shall be given an opportunity of being heard in relation to the matters pertaining to such inquiry. No legal practitioner shall be allowed at such hearing.
- (4) The inquiry committee after making an inquiry, shall submit its report to the University.
- (5) The report of the inquiry committee shall be placed before the Management Council of the University for consideration. After considering the report, if the Management Council of the University is of the opinion that it is expedient to transfer the undertaking of the affiliated college or recognised institution in the

public interest, it may issue directions to the management of such affiliated college or recognised institution, as may be appropriate in the circumstances, for the purpose of improving the standard of education imparted or for maintaining the discipline or for improving the administration or management of such affiliated college or recognised institution in the manner specified in such direction.

- (6) The Management Council of the University may issue directions mentioned in Clause (5) above, which may include the following matters, namely:-
- (a) requiring the management to pay salary of all employees of the affiliated college or recognised institution, as the case may be, as per the norms;
 - (b) requiring the management of the affiliated college or recognised institution to appoint the teaching staff possessing prescribed qualifications as are necessary for the purpose of ensuring the maintenance of the academic standards and for maintaining efficient administration and management thereof;
 - (c) requiring the management of the affiliated college or recognised institution, to avoid any dispute or dissensions amongst the persons managing the affairs of the affiliated college or recognised institution, as the case may be, in the interest of ensuring the smooth and orderly administration;
 - (d) requiring the management to provide adequate and appropriate accommodation, furniture, stationary, equipment, infrastructure and other facilities which are necessary for efficient administration and management of the affiliated college and recognised institution.
 - (e) requiring the management not to demand, either directly or indirectly any contribution, donation or payment of any kind either in cash or in kind, from and on behalf of any candidate as a condition for granting him admission to the affiliated college or recognised institution or promotion or any other benefit;
 - (f) requiring the management to comply with, directives, orders and instructions issued, from time to time, by the State Government or any officer duly authorised by it in this behalf or by the University;
 - (g) requiring the management to take all such steps and actions as specified in the direction in relation to any matter involving misappropriation or misapplication of the funds of the affiliated college or recognised institution.
- (7) Every direction issued under Clauses (5) and (6), shall specify the period within which the direction may be complied with. The Management Council of the University may extend this period from time to time, on a written request to that effect by the management, if the circumstances of the case warrant such extension.
- (8) If the Management Council of the University is of the opinion that the management to which the directions have been issued in pursuance of Clauses (5) and (6), has failed to comply with such directions within stipulated period, it may decide that the entire undertaking of the affiliated college or the recognised

institution, as the case may be, shall be transferred to any other management, with a view to maintain continuity of education imparted in the said affiliated college or recognised institution.

- (9) The University shall give wide publicity in print as well as electronic media and on the University website soliciting proposals from the managements interested to take over the undertaking of the affiliated college or recognized institution, as the case may be.
- (10) The managements interested to take over the undertaking of the affiliated college or recognized institution shall have the following credentials, namely:-
 - (a) the colleges and institutions run by the management shall have attained high academic and administrative standards, with at least B plus and CGPA of not less than 2.51; and
 - (b) the management shall be financial sound as evident from the four years balance sheets.
- (11) The proposals received by the University shall be scrutinized by the committee appointed by the Management Council of the University. The scrutiny committee in its report shall make specific recommendation as to the suitability of the management to take over the undertaking of the affiliated college or recognized institution. The report of the scrutiny committee shall be placed before the Management Council for approval.
- (12) The University shall send the report of the inquiry committee, the explanation submitted by the management, the directions issued by the Management Council of the University under Clauses (5) and (6), the entire record of the inquiry committee and the details of management desires to take over such affiliated college or recognised institution, to the State Government for approval to transfer the undertaking of the affiliated college or recognised institution to the other management, in the public interest.
- (13) The State Government, may take the decision to transfer the undertaking of the affiliated college or recognized institution under such management (hereinafter refer to as 'the previous management') to the other management (hereinafter refer to as 'the new management') in the public interest and the decision of the State Government in this regard shall be final. The new management shall not be connected with the previous management in any manner, whatsoever.
- (14) The new management shall have to submit an undertaking to the University to the effect that it shall abide by the conditions of affiliation and recognition as prescribed under Section 108 of the Act.
- (15) The decision of the State Government with regard to the transfer of undertaking of affiliated college or recognised institution under the previous management, to the new management, in the public interest shall be informed by the University, by an order, to the previous management, to the new management and to the affiliated college or recognised institution concerned. The University shall cause the substance of such order to be published on the official web site of the University and in the local newspapers.

- (16) From the date of the order issued by the University regarding transfer of undertaking of affiliated college or recognised institution under the previous management (hereinafter referred to as “the appointed date”), the entire undertaking of the affiliated college or recognized institution shall stand transferred to the new management.
- (17) The new management shall take all such steps as may be necessary to take into its custody and control all the property, effects and actionable claims forming a part of the undertaking of the affiliated college or recognised institution under the previous management and all such property and effect shall be deemed to be in the custody of the new management from the appointed date.
- (18) All debts and liabilities of the undertaking of affiliated college or recognised institution under the previous management which stand transferred and attached to the new management shall, after the appointed date, be discharged and satisfied by the new management.
- (19) Any will, deed or other document which contains any bequest, gift or trust in favour of the undertaking of the affiliated college or recognised institution under the previous management shall, as from the appointed date, be construed as if the new management was named therein instead of the previous management.
- (20) All contracts and working arrangements which are subsisting immediately before the appointed date and affecting the affiliated college or recognized institution shall cease to have effect or be enforceable against the previous management or any person who was surety or had guaranteed the performance thereof, and shall be enforceable as fully and effectually as if instead of the previous management, the new management had been named therein, or had been a party thereto.
- (21) Any proceeding or cause of action pending or existing immediately before the appointed date by or against the previous management in respect of the affiliated college or recognised institution concerned, may, as from such appointed date; be continued and enforced by or against the new management as it might have been enforced by or against the previous management and shall cease to be enforceable by or against the previous management, its surety or guarantor.
- (22) Every employee in the employment of the affiliated college or recognized institution immediately before the appointed date shall become as from such date, the employee of the new management, and shall hold his office upon the same terms and conditions of service and the new management shall be his appointing and disciplinary authority;

Provided that the service conditions of such employees shall not be varied to their disadvantage:

Provided further that, nothing contained in this clause shall apply to any such employee who has, by notice in writing given to the new management within thirty days next following the appointed date, or such further period as the new management may specify in this behalf, intimated his intention of not becoming the employee of the new management.

- (23) The previous management shall, within such period as the University may allow in this behalf, furnish to the new management,-
- (a) a complete inventory of all the properties and assets (including particulars of book debts, if any, investments and belongings) of the affiliated college or recognized institution, as the case may be, immediately before the appointed date;
 - (b) all liabilities and obligations in relation to the affiliated college or recognized institution subsisting at the appointed date; and
 - (c) all agreements entered into by or on behalf of the previous management with respect to the affiliated college or recognised institution, and in force on such appointed date, including agreements, whether express or implied, relating to terms and conditions of service of any employee of the affiliated college or recognised institution under the previous management under which, the new management has, or will have, or may have liabilities.
- (24) The University may give to the new management such directions as it may deem fit and necessary and the new management shall carry out these directions.
- (25) If the previous management to which a direction has been issued under Clause (15) does not comply with the direction, the State Government may take appropriate steps in accordance with the law to recover all papers and property of the affiliated college or recognised institution in its possession or under its control.
- (26) The provisions of this Statute shall not apply to any educational institutions established or to be established and administered or to be administered by any minority, whether based on religion or language.

CHAPTER IX

PURCHASE COMMITTEE

(Under Section 98 (6) and (7) of the Act)

Statute 117: Procedure for Meeting of the Purchase Committee

- (1) The Committee shall meet as and when convened by the Chairperson.
- (2) The Finance and Accounts Officer of the University in consultation with the Vice-Chancellor shall prepare the agenda for the meeting.
- (3) The Finance and Accounts Officer shall send a notice of the meeting along with the agenda to each member, at least five clear days before the date of the meeting.
- (4) The quorum for a meeting of the Purchase Committee shall be one-third of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.
- (5) The Vice-Chancellor or in his absence the Pro-Vice Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (6) The Finance and Accounts Officer shall prepare the minutes of the meeting within seven days from the date of the meeting and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

Statute 118: Powers and Duties of the Purchase Committee

The Purchase Committee shall have the following powers and duties, namely:-

- (1) to approve the purchases of items where individual cost of each item exceeds Rs. 10,00,000/- at a time;
- (2) to inspect the items to be purchased and approve the same;
- (3) to negotiate with the lowest tenderer in case of purchases of items, if necessary and for the reasons to be recorded in writing;
- (4) to constitute a sub-committee for the purpose of the sales of items like old vehicles; used answer books, old machinery/equipment, etc.:

Provided that the decision of the sub-committee shall be placed before the Purchase Committee for its approval;

- (5) to deal with the matters relating to purchases of the University as per the procedure and general principles as mentioned in the Regulations, prescribed by the Government of Maharashtra.

Statute 119: Removal of Difficulty

If any difficulty arises in application of this Statute, the Vice-Chancellor of the University shall be competent to take decision and his decision shall be final and binding.

PROCEDURE FOR PURCHASES**(Under Section 71(21) of the Act)****Statute 120: Definition of Goods**

The term 'goods' includes all articles, material, commodity, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, medicines, assemblies, subassemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of University but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Statute 121: Fundamental principles of public buying (for all procurements including procurement of works):

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yardsticks:-

- (1) The description of the subject matter of procurement to the extent practicable should –
 - (i) Be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - (ii) Not indicate a requirement for a particular trade mark, trade name or brand.
- (2) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (3) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their

absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist. Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.

- (4) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- (5) Offers should be invited following a fair, transparent and reasonable procedure.
- (6) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- (7) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- (8) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- (9) A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.
- (10) All Academic as well as administrative Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.
- (11) In no case purchases should be split up so as to avoid the sanction from higher authorities or any of the provisions of this statute.
- (12) Any donation/gift in the form of dead stock articles, books, equipment or any other item of capital nature shall be tagged and added to the property records. The department receiving gifts shall ensure that all the requirements of acceptance are fulfilled and the gift is properly acknowledged and recorded, as per the guidelines issued by Institute of Chartered Accountants of India, New Delhi.
- (13) Items fabricated/manufactured by the departments shall also be recorded as equipment. Acquisition cost shall be determined based on the cost of materials used, indirect cost such as apportioned salaries and wages and other costs involved.

Statute 122: Authorities competent to give administrative and financial approval

Universities shall make the appropriate regulations in respect of the delegation of powers as per the provisions of section 75(1)(e) of the Maharashtra Public Universities Act, 2016.

Statute 123: Rate Contract

In case of articles or services frequently required throughout the year viz. stationery, chemicals, glass wares, plastic wares, annual maintenance contract for computers/printers, photo copying machines etc, it is desirable to enter into annual rate contract for such a period as may be considered necessary to avoid calling of tenders every now and then.

Statute 124: Government E-Market

Universities may opt for the procurement through GEM as per the guidelines issued by Central Government in that behalf.

Statute 125: Buy-Back Offer

When it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

Statute 126: Registration of Suppliers

- (1) With a view to establishing reliable sources for procurement of goods commonly required for University use, the Central Purchase Section will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as “Registered Suppliers”. All academic as well as administrative departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.
- (2) Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc. of the supplier(s) should be carefully verified before registration.
- (3) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the

registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions.

- (4) Performance and conduct of every registered supplier is to be watched by the concerned Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to University or any Government agency or for any ground which, in the opinion of the University, is not in public interest.
- (5) The list of registered suppliers for the subject matter of procurement be exhibited on the University Portal.

Statute 127: Debarment from bidding

- (1) A bidder shall be debarred if he has been convicted of an offence—
 - (i) under the Prevention of Corruption Act, 1988; or
 - (ii) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (2) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Central Purchase Section will maintain such list which will also be displayed on the website of University.
- (3) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Central Purchase Section will maintain such list which will also be displayed on the University website.
- (4) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

Statute 128: Purchase procedure for Goods and services

The University shall follow the procedure as prescribed in the 'Manual of Procedure for Official Purchases' issued by the Industries, Energy and Labour Department of the State Government, vide Government Resolution No. भांखस- २०१४/प्र.क .८२/भाग- III/उद्योग- ४दिनांक१डिसेंबर, २०१६, and as may be revised from time to time, by the State Government, for all types of purchases of items and services.

Statute 129: Payments to Suppliers

- (1) The material/equipment shall be entered in accession and stock/dead stock Register and the prescribed certificate to that effect is to be recorded on Invoice/bill by the concerned Director/Head of the Department or In-charge of the Section of the concerned department.
- (2) The completed bill shall be sent to respective finance section after the approval of competent authority as per the delegation of power.

Statute 130: Advance Payment to Suppliers

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases:-

- (1) Advance payment demanded by firms holding maintenance contracts for servicing of Air- conditioners, computers, other costly equipment, etc.
- (2) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.

Such advance payments should not exceed the following limits:

- (1) Thirty per cent of the contract value to private firms;
- (2) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (3) In case of annual maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The Vice Chancellor may relax, in consultation with the Finance and Accounts Officer concerned, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Statute 131: Part payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

Statute 132: Inventory Management**(1) General Principles:**

- (i) Each department / section has the primary responsibility for the custody, care, maintenance, records and control of all property assigned to it. It shall maintain up-to date departmental/sectional records and initiate the appropriate actions of all transactions involving said property.

(ii) Warranty information and supporting documentation is to be maintained by the owning department / section. Inventoried equipment may have minimal backup information maintained in the Dead Stock records. The information maintained in the Dead Stock records is not the primary source of warranty information.

(iii) Responsibilities of the Head of the Department /Director /Co-ordinator/Chief Rector/ Head of the Section:

The Head of the Department /Director/Coordinator/Chief Rector/Head of the Section of each department/ administrative unit will designate a property coordinator, for their department/section. Maintenance of record and annual physical verification of the assets is the primary responsibility of these officers.

(iv) Responsibilities of the Property Co-ordinator:

Ensure the proper use and maintenance of all property and equipment assigned to the department /section. He shall promptly report, receipt of equipment that is to be tagged and any loss, damage, misuse or transfer of property or equipment, to the concerned head of the department. Maintain current, complete, and accurate property records and track the assignment of equipment within the department/section. Each department/section is charged with the responsibility for University equipment assigned to or purchased by that department /section.

(2) Receipt of goods and materials from private suppliers:

(i) While receiving goods and materials from a supplier, the officer-in-charge of stores should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.

(ii) All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.

(iii) Details of the material so received should thereafter be entered in the appropriate stock register, preferably in an IT-based system. The officer-in charge of stores should certify that he has actually received the material and recorded it in the appropriate stock registers.

(3) Receipt/issue of goods and materials from internal divisions of the University:

(i) The indenting officer requiring goods and materials from internal division(s) of the same organisation should project an indent in the prescribed form for this purpose. While receiving the supply against

the indent, the indenting officer shall examine, count, measure or weigh the materials as the case may be, to ensure that the quantities are correct, the quality is in line with the required specifications and there is no damage or deficiency in the materials. An appropriate receipt shall also be given to this effect by the indenting officer to the division sending the materials.

- (ii) In the case of issue of materials from stock for departmental use, manufacture, sale, etc., the Officer-in charge of the stores shall see that an appropriate indent, in the prescribed form has been projected by the indenting officer. A written/online acknowledgement of receipt of material issued shall be obtained from the indenting officer or his authorised representative at the time of issue of materials.
- (iii) In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.
- (iv) If the Officer-in-charge of the stores is unable to comply with the indent in full, he should make the supply to the extent available and make suitable entry to this effect in the indenter's copy of the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document.
- (v) Issue of stores of non-consumable type on loan for a short period shall not be struck off from the register. All such issues will be recorded properly to trace the location.
- (vi) Issue of consumable stores to the extent actually required shall be struck off from the register on the authority of issue slips and entry in the register.
- (vii) Issue slips shall be serially numbered, dated and posted in the stock ledger in the chronological order.

(4) Certification:

On the receipt of supplier's bill, a certificate of goods having been received, inspected and taken on charge, shall be endorsed on the bill as under:

- i) Goods received on.....
- ii) Certified that the goods mentioned in the bills have been inspected and found to be in accordance with the supply order and are correct.
- iii) Entry taken in stock/dead stock register page No. Sr No.

In-charge of the Department.

All entries in the stock register shall be initialled by the officer-in-charge of store/concerned section.

(5) Custody of goods and materials:

The officer-in-charge of stores having custody of goods and materials, especially valuable and/or combustible articles, shall take appropriate steps for arranging their safe custody, proper storage accommodation, including arrangements for maintaining required temperature, dust free environment etc.

(6) Loss Prevention:

Following care should be taken in addition to the insurance to protect University property against the risk of loss, damage or theft.

- i) Equipment shall be properly tagged.
- ii) Preferably bar-coded labels shall be affixed on the equipment.
- iii) A check-out/check-in system shall be introduced for movement of equipment.
- iv) A security room or closet shall be used to store the items.
- v) Department/sections may assign a responsible person to perform verification of interim inventories and to ensure adequate control.

(7) Internal Transfers, Relocation and loan of equipment

It is the responsibility of the department / section to notify Property Co-ordinator of all relocations of equipment items as follows:

(i) Relocation of Entire Department

After department relocates, the department shall conduct complete physical verification of inventory, and tally with the Dead Stock Register/Stock Register.

- (ii) Inter-Departmental Transfers** Equipment shall be transferred between department/section, with approval of Head of the Department/Director/Coordinator/Rector/Deputy Registrar /Assistant Registrar of the department/ section. The transfer slip must then be forwarded to the department who has accepted the equipment. This department must record the new location(s) of the equipment. The Head of the Department/Director/Coordinator/ Deputy Registrar /Assistant Registrar of the department / section of the receiving department must also sign the slip for acknowledging the receipt. The completed slip must be kept in the records for future reference.

(iii) Loans of Equipment:

Loans of University Equipment from One Department to other: If equipment is transferred to other department on loan basis, a memorandum of the transaction shall be filed in the lending department.

(iv) Surplus Property

Departments or operating units having excess / surplus equipment and property shall declare the excess & surplus stock and permit central

purchase section to relocate the same with the approval of the competent authority.

(8) Lists and Accounts:

The Officer-in-charge of stores shall maintain suitable item-wise lists and accounts and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances. Separate accounts shall be kept for

- (i) Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the Proforma A.
- (ii) Consumables such as office stationery, chemicals, maintenance spare parts etc. in the Proforma B.
- (iii) Library books in the Form Proforma C.
- (iv) Assets of historical/artistic value held by University departments in the Proforma D

(9) Hiring out of Fixed Assets:

When a fixed asset is hired to local bodies, contractors or others, proper record should be kept of the assets and the hire and other charges as determined under rules prescribed by the competent authority, should be recovered regularly. Calculation of the charges to be recovered from the local bodies, contractors and others as above should be based on the historical cost.

(10) Identification of University Equipment:

All equipment must be marked or tagged with a unique identification number and recorded in the Asset Register. The identification number is applied to the actual unit unless its size or nature makes it impractical. A tag bearing the identification number shall be affixed in such a way that it is in plain sight and easy to read, e.g. on the top left corner or any other position. If the identification number is accidentally or mistakenly obliterated, defaced or removed, the equipment shall be retagged with the same identification number. Assigned identification numbers are recorded on all applicable receiving, shipping and disposal documents and other records that are related to the property control system. Once the identification number is assigned, no change is made during the life of the asset.

(11) Physical verification of Fixed Assets:

The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

(12) Verification of Consumables:

A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

(13) Procedure for verification:

- (i) In-charge of the department shall physically verify the stock shown in the dead stock register as on 30th June and shall submit a certificate to the Finance and Accounts Officer in the following format before 15th July every year:-
“Certified that we have inspected the Register of articles of dead stock/equipment/consumable stores and have found that it has been properly kept up-to-date and that the articles mentioned therein are actually held in stock and that no articles have been written off except under proper sanction, which has been duly recorded on the return under the signature of the inspecting authority”
- (ii) Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.
- (iii) A certificate of verification along with the findings shall be recorded in the stock register.
- (iv) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with regulations framed in this respect.

(14) Buffer Stock:

Depending on the frequency of requirement and quantity thereof as well as the pattern of supply of a consumable material, optimum buffer stock should be determined by the competent authority. Note: As the inventory carrying cost is an expenditure that does not add value to the material being stocked, a material remaining in stock for over a year shall generally be considered surplus, unless adequate reasons to treat it otherwise exist. The items so declared surplus may be dealt as per the regulations in this respect.

(15) Physical verification of Library books:

- (i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

(16) Transfer of charge of goods, materials, etc.:

In case of transfer of Officer-in-charge of the goods, materials etc., the transferred officer shall see that the goods or material are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

(17) Disposal of Goods:

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the University. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Proforma E.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a University Employee, responsibility for the same should be fixed.
- (v) Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

(18) Modes of Disposal:

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:
 - (a) obtaining bids through advertised tender or
 - (b) public auction.
- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of, Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired

medicines etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

(19) Disposal through Advertised Tender.

- (i) The broad steps to be adopted for this purpose are as follows :
 - (a) Preparation of bidding documents.
 - (b) Invitation of tender for the surplus goods to be sold.
 - (c) Opening of bids.
 - (d) Analysis and evaluation of bids received.
 - (e) Selection of highest responsive bidder.
 - (f) Collection of sale value from the selected bidder.
 - (g) Issue of sale release order to the selected bidder.
 - (h) Release of the sold surplus goods to the selected bidder.
 - (i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under:-
 - (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - (c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
 - (d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the

reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).

- (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
- (f) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
- (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.
- (h) Late bids i.e. bids received after the specified date and time of receipt should not be considered.
- (i) University may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (j) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.
- (k) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.
- (l) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent. of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.
- (iii) The composition of the auction team will be decided by the competent authority. The team should however include an officer of Finance and Accounts Department

(20) Disposal at scrap value or by other modes

If the University is unable to sell any surplus or obsolete or unserviceable item

in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance and Accounts Department. In case the University is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

A sale account should be prepared for goods disposed of duly signed and approved by the officer who supervised the sale or auction.

(21) Write off

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses

(22) Losses due to depreciation:

Losses due to depreciation shall be analysed, and recorded under following heads, as applicable:

- (i) normal fluctuation of market prices;
- (ii) normal wear and tear;
- (iii) act of foresight in regulating purchases; and
- (iv) negligence after purchase.

(23) Losses not due to depreciation :

Losses not due to depreciation shall be grouped under the following heads :-

- (i) losses due to theft or fraud;
- (ii) losses due to neglect
- (iii) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (iv) losses due to damage, and losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.;

Statute 133: Contract Management

- (1) All contracts shall be made by an authority empowered to do so by or under the Maharashtra Public Universities Act, 2016.
- (2) All the contracts and assurances of property made in the exercise of the executive power of the Union shall be executed on behalf of the President. The words "for and on behalf of the President of India" should follow the designation appended below the signature of the officer authorized in this behalf.
- (3) General principles for contract:

The following general principles should be observed while entering into contracts:—

- (i) The terms of contract must be precise, definite and without any ambiguities. The terms should not involve an uncertain or indefinite liability, except in

the case of a cost plus contract or where there is a price variation clause in the contract.

- (ii) Standard forms of contracts should be adopted wherever possible, with such modifications as are considered necessary in respect of individual contracts. The modifications should be carried out only after obtaining financial and legal advice.
- (iii) In cases where standard forms of contracts are not used, legal and financial advice should be taken in drafting the clauses in the contract.
- (iv) University may, at its discretion, make purchases of value up to Rupees three lakhs by issuing purchase orders containing basic terms and respect conditions:
- (v) In case of Works Contracts, or Contracts for purchases valued between Rupees three lakhs to Rupees ten lakhs, where tender documents include the General Conditions of Contract (GCC), Special Conditions of Contract (SCC) and scope of work, the letter of acceptance will result in a binding contract.
- (vi) In respect of contracts for works with estimated value of Rupees ten lakhs or above or for purchase above Rupees ten lakhs, a Contract document should be executed, with all necessary clauses to make it a self-contained contract. If however, these are preceded by Invitation to Tender, accompanied by GCC and SCC, with full details of scope and specifications, a simple one page contract can be entered into by attaching copies of the GCC and SCC, and details of scope and specifications, Offer of the Tender and Letter of Acceptance.
- (vii) Contract document should be invariably executed in cases of turnkey works or agreements for maintenance of equipment, provision of services etc.
- (viii) No work of any kind should be commenced without proper execution of an agreement as given in the foregoing provisions.
- (ix) Contract document, where necessary, should be executed within 21 days of the issue of letter of acceptance. Nonfulfillment of this condition of executing a contract by the Contractor or Supplier would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.
- (x) Cost plus contracts should ordinarily be avoided. Where such contracts become unavoidable, full justification should be recorded before entering into the contract. Where supplies or special work covered by such cost plus contracts have to continue over a long duration, efforts should be made to convert future contracts on a firm price basis after allowing a reasonable period to the suppliers/contractors to stabilize their production/ execution methods and processes. Explanation : A cost plus contract means a contract in which the price payable for supplies or services under the contract is determined on the basis of actual cost of production of the supplies or

services concerned plus profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

(xi) Price Variation:

- (a) Price Variation Clause can be provided only in long-term contracts, where the delivery period extends beyond 18 months. In short-term contracts firm and fixed prices should be provided for. Where a price variation clause is provided, the price agreed upon should specify the base level viz, the month and year to which the price is linked, to enable variations being calculated with reference to the price levels prevailing in that month and year.
- (b) A formula for calculation of the price variations that have taken place between the Base level and the Scheduled Delivery Date should be included in this clause. The variations are calculated by using indices published by Governments or Chambers of Commerce periodically.
- (c) The Price variation clause should also specify cut off dates for material and labour, as these inputs taper off well before the scheduled Delivery Dates.
- (d) The price variation clause should provide for a ceiling on price variations, particularly where escalations are involved. It could be a percentage per annum or an overall ceiling or both. The buyer should ensure a provision in the contract for benefit of any reduction in the price in terms of the price variation clause being passed on to him.
- (e) The clause should also stipulate a minimum percentage of variation of the contract price above which price variations will be admissible (e.g. where resultant increase is lower than two per cent. no price adjustment will be made in favour of the supplier).
- (f) Where advance or stage payments are made there should be a further stipulation that no price variations will be admissible on such portions of the price, after the dates of such payment.
- (g) Where deliveries are accepted beyond the scheduled Delivery Date subject to levy of liquidated damages as provided in the Contract, the liquidated damages (if a percentage of the price) will be applicable on the price as varied by the operation of the Price variation clause.
- (h) No price variation will be admissible beyond the original Scheduled Delivery Date for defaults on the part of the supplier.
- (i) Price variation may be allowed beyond the original Scheduled Delivery Date, by specific alteration of that date through an amendment to the contract in cases of Force Majeure or defaults by Government.
- (j) Where contracts are for supply of equipment, goods etc, imported (subject to customs duty and foreign exchange fluctuations) and/or locally manufactured (subject to excise duty and other duties and

taxes), the percentage and element of duties and taxes included in the price should be specifically stated, along with the selling rate of foreign exchange element taken into account in the calculation of the price of the imported item. The mode of calculation of variations in duties and taxes and Foreign exchange rates and the documents to be produced in support of claims for such variations should also be stipulated in the Contract.

- (k) The clause should also contain the mode and terms of payment of the price variation admissible.
- (xii) Contracts should include provision for payment of all applicable taxes by the contractor or supplier.
- (xiii) ‘Lump sum’ contracts should not be entered into except in cases of absolute necessity. Where lump sum contracts become unavoidable, full justification should be recorded. The contracting authority should ensure that conditions in the lump sum contract adequately safeguard and protect the interest of the Government.
- (xiv) Departmental issue of materials should be avoided as far as possible. Where it is decided to supply materials departmentally, a schedule of quantities with the issue rates of such material as are required to execute the contract work should form an essential part of the contract.
- (xv) In contracts where University property is entrusted to a contractor either for use on payment of hire charges or for doing further work on such property, specific provision for safeguarding University property (including insurance cover) and for recovery of hire charges regularly, should be included in the contracts.
- (xvi) Provision should be made in the contract for periodical physical verification of the number and the physical condition of the items at the contractor’s premises. Results of such verification should be recorded and appropriate penal action taken where necessary.
- (xvii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by Estate departments of the University for which a special audit procedure exists, should be sent to the Internal Audit Officer and /or the Assistant Finance officer as the case may be.
- (xviii) Varian in Material:
 - (a) The terms of a contract, including the scope and specification once entered into, should not be materially varied.
 - (b) Wherever material variation in any of the terms or conditions in a contract becomes unavoidable, the financial and other effects involved should be examined and recorded and specific approval of the authority competent to approve the revised financial and other commitments obtained, before varying the conditions.

- (c) All such changes should be in the form of an amendment to the contract duly signed by all parties to the contract.
- (xix) Normally no extensions of the scheduled delivery or completion dates should be granted except where events constituting force majeure, as provided in the contract, have occurred or the terms and conditions include such a provision for other reasons. Extensions as provided in the contract may be allowed through formal amendments to the contract duly signed by parties to the contract.
- (xx) All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor. Only in exceptional circumstances to be justified by procuring entity in writing, an exemption from such provision can be made.
- (xxi) A warranty clause should be incorporated in every contract, requiring the supplier to, without charge, repair or rectify defective goods or to replace such goods with similar goods free from defect. Any goods repaired or replaced by the supplier shall be delivered at the buyers premises without costs to the buyer.
- (xxii) All contracts for supply of goods should reserve the right of University to reject goods which do not conform to the specifications.
- (xxiii) No claim for the payment from contractor shall be entertained after the lapse of three years of arising of the claim.

Statute 134: Management of Contracts

- (1) Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs.
- (2) Proper procedure for safe custody and monitoring of Bank Guarantees or other Instruments should be laid down. Monitoring should include a monthly review of all Bank Guarantees or other instruments expiring after three months, along with a review of the progress of supply or work. Extensions of Bank Guarantees or other instruments, where warranted, should be sought immediately.

Statute 135: Legal Advice

Wherever disputes arise during implementation of a contract, legal advice should be sought before initiating action to refer the dispute to conciliation and/or arbitration as provided in the contract or to file a suit where the contract does not include an arbitration clause. The draft of the plaint for arbitration should be got vetted by obtaining legal and financial advice. Documents to be filed in the matter of resolution of dispute, if any, should be carefully scrutinized before filing to safeguard the interest of the University.

Proforma A

REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets

Date 1	Particulars of Assets 2	Particulars of Supplier		Cost of the Assets 5	Location of the Assets 6	Remarks 7	University Identification Number
		Name and Address 3	Bill No. and Date 4				

- Notes:
1. Cost of assets shall be determined as per the guideline given in the Accounting Standard 10 for “Accounting of Fixed Assets” issued by the Institute of Chartered Accountants of India, New Delhi
 2. Assets acquired through Donation/gift/transfer also shall be recorded in the Register of Fixed assets. Cost shall be determined as per the guidelines issued from time to time by the Institute of Chartered Accountants of India, New Delhi.

Proforma B

**STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY,
CHEMICALS, SPARE PARTS ETC.**

Date 1	Particulars 2	Suppliers Invoice No. an Date 3	Receipt 4	Issue Voucher No. 5	Issue 6	Balance 7	Unit Price 8

Proforma C

ACCESSION REGISTER

Date	Accession Number	Author	Title	Vol.	Place and Publisher	Year of Publication	Pages	Sources	Class No.	Book No	Cost	Bill No. and Date	Withdrawn Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Proforma D

REGISTER OF ASSETS OF HISTORICAL / ARTISTIC VALUE

Name of Asset

Date of Acquisition	Source of Acquisition	Cost price, if any	Particulars which make it an asset of historic /artistic value	Particulars of the custodian of the asset	Location Remarks of the asset	Remarks
1	2	3	4	5	6	7

Proforma E

**REPORT OF SURPLUS, OBSOLETE AND
UNSERVICEABLE STORES FOR DISPOSAL**

Item No.	Particulars of Stores	Quantity/ Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

CHAPTER X

BUILDINGS AND WORKS COMMITTEE

(Under section 100(5)(n) and (8) of the Act)

Statute 136: Powers and Duties of the Buildings and Works Committee

The Buildings and Works Committee, in addition to the powers and duties prescribed under Clauses (a) to (m) of the Section 100 (5) of the Act, shall have the following powers and duties, namely:-

- (1) to appoint sub-committees to open tenders and for technical evaluation of the tenders;
- (2) to extend the contract period, if necessary, on the recommendation of the Executive Engineer of the University;
- (3) to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works.

Statute 137: Procedure for Execution of Works in the University

(1) Classification of Works:

Works will be classified as follows:

(a) Maintenance Works:

These will include annual works involving routine annual and other maintenance and repairs regardless of the total cost incurred.

(b) Minor Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost up to and including Rs. 50 Lakh.

(c) Major Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost exceeding Rs. 50 Lakh.

(2) Preparation of Estimates:

- (a) To facilitate the preparation of estimates, a schedule of rates for each item of work commonly executed shall be prepared by the Executive Engineer of the University, every year in the month of March, on the basis of the prevailing rates and the same shall be sanctioned by the Vice-Chancellor. Where it is not practicable to prepare a schedule of rates, the rates adopted by Public Works Department of the State Government may be adopted.
- (b) Detailed plans and estimates for the works shall be prepared only after the administrative sanction to the work is accorded. The details of approval, such as resolution No., date, etc., shall always be quoted in the estimate.

- (c) The estimate shall be prepared generally in the forms used in the Public Works Department of the State Government.
- (d) For maintenance and minor works, the Executive Engineer shall get the plans and estimates prepared under the guidance and supervision of the Buildings and Works Committee.
- (e) For major works, the Executive Engineer shall get the plans and estimates prepared with the help of the Architect chosen from the panel of architects, under the guidance and supervision of the Buildings and Works Committee. The plans and estimates for major works costing more than 500 lakh, shall be got prepared through an architect from a panel of consulting architects, approved by the Chancellor:

Provided however that, having regard to the magnitude, complexity and importance of the project, the University may appoint an eminent architect not borne on the approved panel of consulting architects, with the prior approval of the Chancellor to appointment of such an architect.

- (f) The Executive Engineer may, however, make additions or alterations in the heading on the face sheet according to requirements. In preparing the estimates, the instructions given in the Public Works Department Hand Book shall, as far as possible, be followed. A copy of detailed estimate with rate analysis shall be furnished to the Finance and Accounts Section of the University.
- (g) The estimate shall provide for the complete work and not piece-meal work. The cost of the work shall generally be calculated at the rates given in the schedule of rates and if for any reason those rates are not considered adequate and higher rates are necessary, a detailed statement showing the manner in which rates entered in the estimates are arrived at, shall be appended to the estimate.
- (h) All incidental expenditure which can be foreseen shall be provided for in the estimates. Provision for contingent expenditure on the works may be made to the extent of 5% of the total charges. The provision for contingencies shall not be diverted to any new item not provided for in the estimates, without the sanction of the authority, which sanctioned the original estimate.
- (i) The annual repairs estimates for buildings shall be for fixed amount based on a percentage of the cost of the building, the nature of the work and the use to which the building is put. These rates shall be fixed by the Executive Engineer, from time to time.
- (j) When the original estimate is likely to be exceeded for any reason by more than 10% or when a change of design or plan is necessary, a revised estimate shall be prepared as soon as the necessity arises and before the completion of the work.
- (k) If a work is abandoned after partial execution and is proposed to be taken up again, a fresh estimate shall be prepared before the work is restarted.

- (l) Minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate may be carried out with the sanction of the Vice-Chancellor. Such deviations shall, however, be shown in a statement to be kept on record along with the sanctioned estimate.
- (m) The sanction to an estimate for a work shall be strictly limited to the precise object for which the estimate was intended to provide. Any anticipated or actual saving on an approved estimate shall not be used to carry out additional work other than incidental work arising out of the main work, not contemplated in the original plan and estimate for the work. The incidental work may be carried out within the total sanctioned estimate with the approval of the Vice-Chancellor.
- (n) When a work is spread over more than one financial year, the budget provision shall be made only for the amount that is likely to be utilized in that financial year.

(3) General Procedure:

- (a) The Executive Engineer shall maintain a register of projects, in which all proposals for new works shall be entered. Buildings and Works Committee shall ascertain from the Executive Engineer, the approximate cost of the entire project and shall consider its utility, urgency and the means available to finance the project. Any project beyond the means of the University to finance shall not be undertaken. These proposals shall be placed before the competent authority for according administrative approval and expenditure sanction.
- (b) In financing any work, it shall be considered whether it is possible to provide the full requisite amount during the year. If the full requisite amount cannot be provided in one year, the Management Council shall, in consultation with the Buildings and Works Committee, fix a programme as to the items to be carried out every year. In fixing the programme, care shall be taken to see that the items to be executed are not damaged and the amount spent on them is not wasted.
- (c) Repairs shall ordinarily be given precedence over the original works. Adequate provision shall be made for the works in hand at the close of the previous year. Past expenditure shall not be allowed to go waste by negligence to maintain the existing works or to complete the unfinished works.
- (d) The sanction accorded to current repairs estimates shall lapse at the end of the year, but the sanction accorded to special repairs or original works shall hold good till the repairs or works are completed.
- (e) The sanction accorded for the allotment of funds in the Financial Estimates (Budget) shall continue in force till the end of the year to which it pertains. In the case of original works and special repairs, however, the competent authority may, after calling for a statement of incomplete works at the end of

the year and the probable amount required for completion, sanction a re-allotment of that amount so that the works may be proceeded in the next year. Such sanctioned re-allotments shall be included in the Supplementary/Revised Financial Estimates (Budget).

- (f) No work shall be commenced without obtaining necessary approvals/sanctions of the competent authority. An order to prepare an estimate is no authority for execution of work and no work shall be commenced or expenditure in connection with it incurred, until funds are provided.
- (g) A register of commitments/payment shall be maintained by the Estate Section of the University for keeping a watch over the financial liabilities in respect of the works which have been approved for execution.
- (h) Works shall be executed either departmentally by employing daily labour/piece workers or through contract.

(4) Procedure for Execution of Works:

- (a) The Executive Engineer and other officers of the rank of Class 'A' working in the Estate Section of the University are permitted to undertake all urgent minor works and maintenance works up to Rs. 20,000/- without calling quotations for maximum three times in a single calendar week.
- (b) Quotations shall be called by issuing a notice on the University website by the Executive Engineer for the minor works and maintenance works costing Rs. 20,000/- to Rs. 5,00,000/-. Selection of the contractor for such works costing Rs. 20,000/- to Rs. 5,00,000/- shall be made by the Executive Engineer. The Executive Engineer may negotiate with the lowest contractor.
- (c) Tenders shall be called by issuing a brief advertisement in newspapers and a detailed tender notice shall be displayed on the University notice board and on the website of the University, by the Executive Engineer, for all the works costing more than Rs. 5,00,000/- by e-tendering procedure.
- (d) The final selection of the contractor for works costing Rs. 5 lakh to Rs. 500 lakh, shall be made by the Buildings and Works Committee. The Buildings and Works Committee may negotiate with the lowest contractor, if required.
- (e) If an individual maintenance or major work is estimated to cost more than Rs. 500 Lakh, it shall be entrusted to the State Public Works on payment of agency charges as may be fixed between the Government and the University.
- (f) The Executive Engineer shall be responsible for execution of all types of works under the guidance and supervision of the Buildings and Works Committee.

Statute 138: Competent Authority to Accord Administrative Approval and Expenditure Sanction

The authority competent to accord administrative approval and expenditure sanction for the maintenance, minor and major works shall be as follows:

(a) Buildings and Works Committee	All maintenance works, irrespective of cost
(b) Management Council	All minor and major works, irrespective of cost

Statute 139: Tender/Quotation Opening Committee

- (1) The Buildings and Works Committee shall constitute a sub-committee to open the tenders.
- (2) The Sub-committee, in presence of all contractors, shall open the sealed tenders. Each member of the sub-committee shall sign the tender papers.
- (3) The Executive Engineer shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions, if any, quoted by the contractor. The comparative chart so prepared and signed by the members, shall, then be placed before the competent authority for acceptance of tender and award of the work.

Statute 140: Measurement Book

- (1) The Executive Engineer of the University shall be responsible for maintenance of the measurement books.
- (2) Payments for all work done otherwise than by daily labour and for all supplies required for specific work shall be made on the basis of measurements recorded in measurement books. These books shall be numbered serially and their account shall be maintained by the Executive Engineer showing the serial number of each book, the date of issue and date of its return.
- (3) Full particulars and the name of the work measured shall be given in the measurement book, along with a certificate of the measurements being checked.
- (4) A stock register of measurement books shall be maintained by the Executive Engineer showing the printed number on each book, the name of the person to whom issued, the date of issue and the date of return.
- (5) Before recording the measurements, it shall be ensured that the work done or supplies made are fully in accordance with the prescribed specifications. If any item of a work is measured before it is completed according to the specifications, the fact shall be clearly recorded in the measurement indicating the deficiencies in the part of the work and the reduced rate at which payment for the item is recommended.

- (6) The pages of the books shall be machine numbered. Entries shall be recorded continuously and no blank pages shall be left torn or torn out. If any pages are left blank inadvertently, they shall be cancelled by diagonal line and attested and dated by the Executive Engineer. The entries shall be made in ink. No entry may be erased or overwritten. If a mistake is made, it shall be corrected by crossing out the incorrect words and figures and inserting the corrections which shall be initialled and dated by the Executive Engineer.
- (7) Payments for unmeasured works shall not be made. In the case of petty miscellaneous works with regard to which measurements are not feasible, the Executive Engineer shall certify on the bill that the work done is worth the amount claimed for it.

Statute 141: Contracts

- (1) In the case of works to be given out on regular contract, the Executive Engineer shall prepare the contract documents which shall include,-
- (a) a complete set drawing showing the required details;
 - (b) specifications of the various items of work and the material to be used;
 - (c) a schedule of quantities of the various items of work;
 - (d) a set of conditions of contract to be complied with by the person, whose tender is accepted; and
 - (e) Any other relevant particulars.
- (2) The following particulars shall invariably be furnished in the tender notice, namely:-
- (i) name of work;
 - (ii) amount of estimate;
 - (iii) time that would be allowed for the completion of work;
 - (iv) place where and the date and time up to which the tender forms will be issued;
 - (v) when and where the tender forms shall be submitted;
 - (vi) when, where and by whom the tenders will be opened;
 - (vii) the amount of earnest money to be deposited along with the tender;
 - (viii) any other relevant particulars
- (3) The authority to reject any or all the tenders so received, shall always be reserved with the University.
- (4) Normally, the lowest tender shall be accepted after ascertaining the capacity of the contractor.
- (5) The amount of earnest money to be deposited with the tender shall be fixed at one per cent of the estimated cost of the work. The amount shall be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security or to enter into agreement within the appointed time, after acceptance of the tender, as the case may be.

- (6) The demand drafts for earnest money received with the tenders shall be refunded, to the party whose tender is not accepted, within fifteen days from the date of decision of acceptance of tenders, without interest. If the tender is accepted, the earnest money of accepted tenderer shall be taken to form a part of the initial security deposit and transferred to the deposit register.
- (7) For every work given out on contract, an agreement on a stamped paper shall be executed. As soon as an agreement is entered into with the contractor, it shall be entered in a register and given a number and date. Payments made to the contractors from time to time shall be noted in a Register of Works.
- (8) Security shall in all cases be taken as 5 per cent of tendered cost for the due fulfilment of a contract.
- (9) Security deposit may be refunded, without interest, after a period of six months after the completion of the work.
- (10) Work shall be executed strictly in accordance with specifications given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate the agreement.
- (11) A contractor shall not be allowed higher rates than those agreed upon in consideration of any peculiar or unforeseen circumstances. If in any case higher rates are considered necessary, specific orders of the Vice-Chancellor shall be obtained therefor.
- (12) If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item shall be prepared and got approved by the competent authority. The estimate shall be accompanied by a statement giving complete analysis showing how the rate has been worked out.

Statute 142: Register of Works

- (1) A register of works shall be maintained for watching progress of expenditure on each work undertaken by the University. The register of works will show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive expenditure on the work. In the case of repairs, the works in accounts shall be closed with the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.
- (2) The register shall be provided with an index, which shall be subdivided under the several heads and shall be kept for ready reference. At the commencement of the year, the incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be

noted and each entry shall be initialled by the Executive Engineer in token of correctness. Any changes in the allotments subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.

- (3) As soon as the work bills are passed for payment, the amount of each bill shall be posted in the register in the account of the work concerned and progressive total shall be taken in the column provided for the same.
- (4) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remark column together with the amount of the certificate. Incomplete works at the close of the year shall be carried forward to the register of the succeeding year with the total expenditure up to the end of the year.
- (5) In addition to the register of works, a detailed work ledger shall be maintained for all building projects. The quantity and cost under each head or sub-head of work as shown in the estimate, shall be entered in the top columns. As soon as bills are passed for payments the items and amounts billed for, shall be entered in appropriate columns and the total expenditure shall be shown at the end.
- (6) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year with the authority therefor. If supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.
- (7) It shall be the duty of the Executive Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the sanctioned estimate. If the expenditure is likely to exceed the estimate or the budget provision, the Executive Engineer shall bring this to the notice of the competent authority and propose revised estimates and additional provision for the work.
- (8) At the end of every financial year, all documents connected with each work shall be filed in the following chronological order, namely:-
 - (i) true copies of the original estimate and revised estimate, if any;
 - (ii) deviation statements, if any;
 - (iii) contract;
 - (iv) duplicate copies of vouchers (Works bills or Musters or Hand Receipts);
 - (v) remarks of the Executive Engineer, if any;
 - (vi) completion certificate, if any.

Statute 143: Completion of Works

When the work is completed, the Executive Engineer shall take prompt action to settle the accounts of it. If there is any excess over the estimated amount, he shall get it regularised by the competent authority after following the due procedure. On completion of every work, a completion certificate shall be obtained and recorded in the work file concerned.

Statute 144: Payment of Bills

- (1) The Chairperson of the Buildings and Works Committee shall have the power to sanction the payment of the monthly Running Accounts Bills in respect of maintenance and minor works, after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.
- (2) The Buildings and Works Committee shall have the power to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works, and after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him.
- (3) Bills shall be prepared in duplicate in the prescribed forms. Every bill shall bear reference to the number and page of the measurement book in which the measurements of the work are recorded. The name of the contractor or supplier, name of work or purpose of supply, serial number of the bill, reference to the agreement and sanction, shall invariably be recorded by the Executive Engineer before certifying the bill for payment. The original bill shall form a payment voucher and shall be filed in the voucher file in the Finance and Accounts Section. The duplicate copy shall be returned by the Finance and Accounts Section to the Executive Engineer, after making an endorsement specifying the voucher number and date and the amount for which it is passed.
- (4) When the authorized rate has not been fully earned, a suitable reduction shall be made therein and the reasons thereof shall be recorded briefly by the Executive Engineer.
- (5) An advance payment for work actually executed may be recommended by the Executive Engineer, who will certify to the effect that the quantity of work actually done is not less than the quantity for which payment is recommended.
- (6) In the case of contract for finished work, the Executive Engineer may recommend payment of secured advance not exceeding 75 per cent of the assessed value of material brought to site, provided such material, is imperishable and is actually required to be used on the work, and the agreement drawn up with the contractor provides that the University secures a lien on such material and that it is safeguarded against losses due to postponement of the work, or shortage or misuse and against expenses for their proper watch and safe custody. The Executive Engineer shall be responsible for any over payment and for watching the recovery or adjustment of the advances as and when the material is used for the work.
- (7) All works bills, including those in respect of works entrusted to Architects, shall be thoroughly checked by the Estate Section of the University which will ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly

measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the sanctions of the competent authorities is obtained for the excesses or extra items. These bills shall also be further scrutinized by the Finance and Accounts Section.

- (8) The Finance and Accounts Section after sanction of the competent authority, shall make payments directly to the contractor or supplier by cheque /pay order/NEFT/RTGS and shall intimate to the Executive Engineer about the payment along with the duplicate copy of the bill. As soon as the payments are made, the vouchers shall be filed chronologically and posted in the ledger.
- (9) When the payment of the bill is likely to be delayed, advance payment up to 75 per cent of the net amount certified for payment in the bill may be made by the Finance and Accounts Section, under the specific orders of the Vice-Chancellor which shall be obtained after recording the reasons for the delay. A note of such payment shall be taken on the bill in the contractor's ledger account and other relevant books of account. The contractor shall also be immediately informed that the payment so made is an advance payment and is liable to be recovered from the final bill.

Statute 145: Procedure for Conduct of Business at the Meetings of Buildings and Works Committee

- (1) The Committee shall meet as often as necessary as and when convened by the Chairperson of the Committee.
- (2) The quorum for a meeting of the Committee shall be one half of the total number of members, one of whom at least shall be out of Clauses (a) and (c) of Section 100(2) of the Act (i.e. the Vice-Chancellor or the Chancellor's nominee on the Management Council), and two of whom at least shall be out of Clauses (d) to (f) of Section 100(2) of the Act (i.e. Chief Engineer of the Public Works Department in-charge of the region in which the University is situated or his nominee not below the rank of Executive Engineer from that region, or an eminent engineer nominated by the Vice-Chancellor from the private sector, or an eminent architect nominated by the Vice-Chancellor from the private sector).
- (3) If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.
- (4) The Chairperson, when present shall preside over the meeting of the Committee and in his absence, the Pro-Vice-Chancellor shall preside over the meeting.
- (5) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.
- (6) The Executive Engineer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

- (7) The Executive Engineer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.
- (8) A copy of the minutes of every meeting of the Committee shall be placed before the Management Council in its meeting held immediately after the meeting of the Committee.

Statute 146: Removal of Difficulties:

If any difficulty arises in application of the Statutes under this Chapter, the Vice-Chancellor shall be competent to take the decision and his decision shall be final and binding.

CHAPTER XI

NORMS FOR GRANT OF AUTONOMY TO UNIVERSITY DEPARTMENTS OR INSTITUTIONS, AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

(Under Section 71(7) of the Act)

Statute 147: Objectives of Autonomy

An autonomous college/ recognized institution/ university department/ university institution will have the freedom to -

- (1) determine and prescribe its own courses of study and syllabi, and restructure and redesign the course to suit local needs, make it skill oriented and in consonance with the job requirements;
- (2) prescribe the rules for admission in consonance with the reservation policy of the Government of Maharashtra/ national policy;
- (3) promote research in relevant fields;
- (4) evolve methods of assessment of student's performance, the conduct of examination and notification of results;
- (5) use modern tools of educational technology to achieve higher standards and greater creativity and
- (6) promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

The autonomy shall be a means to achieve higher standards and greater creativity in the future. An autonomous college/recognized institution/ university department/university institution shall be fully accountable for the content and quality of education that it imparts and shall be responsible for evaluation of the students for awards of degrees, diplomas and certificates to be awarded by the University.

(Note: A college shall include affiliated, conducted and/or constituent college)

Statute 148: Relationship with the University, the Government of Maharashtra and other Autonomous colleges/Educational Institutions

There will be a symbiotic relationship between the parent university, State Government and the Autonomous College. The relationship between the parent University and the Autonomous College would be in the manner that is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

- (1) The University shall have the right to review all new courses of an autonomous college/recognized institution/ university department/university institution. Where there is an evidence of decline in standards of quality, the University shall, after careful scrutiny and in consultation with the University Grants Commission, either

modify such courses, wherever possible, or cancel such courses.

- (2) Autonomous college/recognized institution/ university department/university institution will be free to make use of the expertise of other University departments and institutions to frame their curricula, devise, method of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures and norms prescribed by the competent authority, from time to time.
- (3) The University will accept the methodologies of teaching, examination, evaluation and certify the course curriculum of its autonomous college/recognized institution/ university department/university institution. It will also help the autonomous colleges/recognized institutions/university departments/university institutions to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies/committees of the autonomous colleges/recognized institutions/university departments/ university institutions.
- (4) The role of the University will be -
 - (a) to encourage the colleges of good standing under their ambit to apply for autonomous status under the scheme;
 - (b) to accept the guidelines on the scheme of autonomous colleges issued by the University Grants Commission during the plan periods and from time to time, as binding and a matter of policy;
 - (c) to promote academic freedom in autonomous college/recognised institution/university department/university institution by encouraging introduction of innovative academic programmes;
 - (d) to facilitate introduction of new courses of study, subject to the required minimum number of hours of instruction, content and standards provided the UGC Regulations on the Specification of Degrees are followed by the College;
 - (e) to permit them to issue their provisional, migration and other certificates;
 - (f) to encourage to form a consortium for mutual co-operation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter collegiate/intra collegiate sharing of expertise and human resources for teaching programmes;
 - (g) to encourage to adopt the semester pattern of study, continuous internal assessments, credit system and credit transfer among autonomous colleges/ recognized institutions/ university departments/ university institutions;
 - (h) to do everything possible to foster the spirit of autonomy and to create a separate wing to facilitate the smooth working of autonomous colleges / recognized institutions / university departments / university institutions;
 - (i) to consider and accept both internal and external assessment of students in autonomous colleges/ recognized institutions /university departments/

- university institutions for admitting them to higher level courses conducted by other colleges/ recognized institutions /university departments/ university institutions;
- (j) to consider and accept the decisions of the statutory bodies of the autonomous colleges / recognized institutions/ university departments /university institutions;
 - (k) to accept the students of autonomous colleges/ recognized institutions/ university departments/ university institutions declared qualified by autonomous colleges / recognized institutions / university departments/university institutions for award of such degrees / diplomas / certificates;
 - (l) to award degrees/diploma/certificates to the students declared qualified by autonomous colleges / recognized institutions / university departments/university institutions for award of such degrees / diplomas / certificates;
 - (m)to ensure that degree / diplomas /certificates issued indicate the name of the autonomous college/ recognized institution /university department/ university institution, along with the name of the University;
 - (n) to nominate eminent academicians of the university to serve in various committees of the autonomous colleges/ recognized institutions /university departments/ university institutions for giving inputs for the improvement of the functioning of the college;
 - (o) to forward the application of the college for grant of autonomy to the University Grants Commission within the specified timeframe; and
 - (p) to exercise such other powers and perform such other duties as may be conferred by or under the Act, Statutes, Ordinances, Rules and Regulations.
- (5) The State Government will assist the autonomous college/ recognized institution/ university department/university institution by,-
- (a) avoiding, as far as possible, transfer of teachers, especially in college and recognized institution, where academic innovation and reforms are in progress, except for need-based transfer;
 - (b) conveying its concurrence for the grant of autonomy or extension of autonomy of any college/ recognised institution/ university department/ university institution to the University Grants Commission within a period of thirty days after receipt of the recommendation of the Management Council of the University, failing which it will be presumed that the Government of Maharashtra has no objection to grant of autonomy or extension thereof, to the college/recognized institution /university department/ university institution;
 - (c) maintaining the grant-in-aid pattern even after grant of autonomous status to the college/recognized institution/university department/university institution; and

- (d) nominating an academician of repute as its nominee in time on the Governing Body/ Board and other Bodies of the Government colleges Granted autonomous status.
 - (e) The State Government will nominate an academician of repute as its nominee in the UGC Expert Committee at the time of fresh induction and extension of autonomous status to a college/recognized institution/university department/university institution;
 - (f) The State Government will provide the nominee within 30 days of the request;
 - (g) If the state Government does not provide a nominee within 30 days UGC may proceed with the visit to evaluate the college;
 - (h) All three stake holders, i.e. the University, the State Government of Maharashtra and University Grants Commission, have to play a very harmonious and proactive role as facilitators in letter and spirit.
- (6) Autonomous Status:
- (a) Autonomy granted to the colleges/ recognized institutions /university departments/ university institutions is institutional and covers all the courses at diploma (under-graduate and post-graduate), under graduate, post graduate degree and M.Phil. Level and also certificate courses (under-graduate and post-graduate), which are being run by the institution at the time of conferment of autonomous status.
 - (b) All courses introduced by the institution after the conferment of autonomous status shall also automatically come under the purview of autonomy.
 - (c) Following the approval of the conferment of the autonomous status to the college, the parent university will issue a notification within 30 days of receipt of the letter of approval from University Grants Commission.
 - (d) The University will confer the degrees to the students of the autonomous colleges. However, the certificates of the students will have the name of the college as autonomous college inscribed on the certificate;
 - (e) Partial autonomy cannot be granted to any college/ recognized institution /university department/ university institution. Autonomous status is not conferred on permanent basis. It has to be continuously earned by the college/recognized institution/university department/university institution as per the provisions of the Statutes prescribed in that regard.

Statute 149: Eligibility

- (1) An autonomous status may be conferred by the University on the college/recognized institution/ university Department / university institution which has a standing of more than ten years and which is permanently affiliated or recognized by the University and satisfies other norms and conditions of autonomy prescribed by the University Grants Commission, the State Government

and the University, from time to time. An autonomous status may be conferred by the University with the concurrence of the State Government and the University Grants Commission.

- (2) All colleges (of any discipline) under Section 2(f) of the University Grants Commission Act, 1956, aided, unaided, partially aided and self-financing are eligible to apply for autonomous status.
- (3) Colleges/ recognized institutions/ university departments/university institutions desirous of having autonomy shall make proper preparation with regard to teaching staff, students, local community etc., as prescribed in the guidelines of the University Grants Commission. Such multi-pronged preparation shall be completed well before the autonomy is sought.
- (4) Other criteria for identification of colleges and recognized institutions for grant of autonomy:
 - (a) The college must have valid NAAC accreditation with a minimum a 'A' Grade for being considered for fresh induction / extension of autonomous status;
 - (b) In respect of Engineering/Technology/Management Colleges, current NBA accreditation for at least three courses is mandatory;
 - (c) For existing autonomous colleges before they seek extension of autonomous status they must get accredited by NAAC/NBA;
 - (d) For colleges which were accredited earlier and seek extension of the autonomous status must give a proof of having applied for accreditation by NAAC/NBA to be considered;
 - (e) In case of constituent colleges the same may undergo for separate accreditation by NAAC to be considered; and
 - (f) The colleges which have only NBA accreditation must undergo NAAC accreditation within 2 years of conferment of the autonomous status.
- (5) Criteria for Granting Autonomous Status;
 - (a) Academic reputation and previous performance in University examinations and its academic /co-curricular /extension activities in the past.
 - (b) Academic /extension achievements of the teaching staff.
 - (c) Quality and merit in the selection of student and teacher, subject to statutory requirement in this regard.
 - (d) Adequacy of infrastructure for example, library, equipment, accommodation for academic activities, including facilities for physically and visually challenged students, teachers and staff, etc.
 - (e) Quality of institutional management.
 - (f) Financial resources provided by the management / State Government for the development of the institution.
 - (g) Responsiveness of administrative structure.

- (h) Motivation and involvement of teaching and research staff in the promotion of innovative reforms.
- (i) Hostel facilities

Statute 150: Procedure to apply for Fresh Autonomous Status:

- (1) The procedure to apply for fresh autonomous status shall be as follows:
 - (i) The eligible colleges, as mentioned above, may apply in the prescribed format throughout the year.
 - (ii) The colleges shall submit the proposal to the affiliating university which may forward the same to UGC within 30 days of the receipt of the proposal. In case the proposal is rejected by the university, the decision shall be communicated to the college and UGC through a “Speaking Order”.
 - (iii) If the University fails to take any decision on the proposal within 30 days from the receipt of the proposal, it shall be presumed that the University has no objection to the processing of the proposal by the UGC for conferment of Autonomous Status.
 - (iv) The College will forward an advance copy of the proposal to the University Grants Commission indicating the date of receipt of the proposal by the parent university for the record of the UGC.
 - (v) The University and the state Government will provide the names of eminent academicians within 30 days to be part of the UGC Expert Committee for on-site visit of the college if required as per the guidelines.
 - (vi) If the University and State Government fail to provide the nominees for the UGC Expert Committee the UGC may proceed with the on-spot visit and take decision on the proposal of the college.
- (2) The College in its application would also comply with the following:-
 - (i) An academic plan showing the courses proposed and their schedule of offering.
 - (ii) A faculty recruitment policy and plan to meet the academic requirements.
 - (iii) A student admission policy and plan.
 - (iv) A research plan indicating the research laboratories and other facilities proposed to be established (for Science and Technology subjects). In case of humanities, social science and other interdisciplinary faculties, the research plan should indicate the broad areas and nature of field work and research sought to be done.
 - (v) A networking plan outlining the reaching and research collaborations and partnerships that are proposed to be put in place.
 - (vi) An infrastructure development plan that would meet the proposed academic and admissions plans as well as all student and other facilities.
 - (vii) A financial plan, with details of sources.

- (viii) A governance plan that indicates the proposed institutional structure and how it overlaps with ownership, decision-making processes and social engagement. This governance plan should be committed to the highest standards of transparency, accountability, and efficiency.
- (3) Procedure for Approval by the University Grants Commission:
- (i) If the college is found eligible as per the guidelines an Expert Committee shall be constituted by the Chairman, UGC consisting of the following members:
 - (a) Three eminent academicians out of which one shall be the Chairman
 - (b) One academician nominee of the parent university.....Member
 - (c) One academician nominee of the State Government.....Member
 - (d) One UGC Official.....Convenor
 - (ii) The Chairman, UGC may constitute a Standing Committee of 3-4 members to look into the reports of the Expert Committee for conferment of fresh autonomous status/ extension of autonomous status to colleges before the recommendations are placed the University Grants Commission. The Standing Committee will have the mandate of the examining the reports and submit its recommendations including inconsistencies, if any, in the report to the Commission.
 - (iii) The college which is accredited with 3.25 and above in a 4-point scale of NAAC in two consecutive cycles and also gets a similar grade in the third cycle shall be conferred with the autonomous status without onsite visit by the UGC Expert Committee provided it also adheres to University Grants Commission's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Education Institutions Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012; etc. in letter and spirit. The applications of such colleges will be considered as reports of the Expert Committee to be presented before the Standing Committee for consideration.
 - (iv) Colleges which apply for reaccreditation within the stipulated six months before the end of the cycle of accreditation as per the guidelines of NAAC, the gap period between the two consecutive accreditations will be condoned.
 - (v) In case of another institutions which have not applied as per the guidelines mentioned above, the maximum period for condonation would be one year between the two accreditation cycles.
- (4) On receipt of the concurrence of the University Grants Commission regarding the conferment and grant of autonomous status to the college/recognized institution/ university department/ university institution, the Management Council on the recommendation of the Academic Council, shall confer autonomous status and the Pro-Vice-Chancellor shall notify and communicate the said decision to the college/recognized institution/ university department/ university institution concerned. The autonomous status shall be conferred from the date of the University notification before the commencement of the academic year.

Statute 151: Period of Autonomy and Procedure for Monitoring/Grant for Extension of Autonomous Status:

- (1) The autonomous status shall be conferred on the college/recognized institution/university department/university institution initially for a period of ten years.
- (2) Each college once granted autonomous status shall undertake all activities as indicated above.
- (3) The college shall constitute the Internal Quality Assurance Cell (IQAC) in the College under intimation to the University Grants Commission. The Cell will have an external Peer Team comprising of academicians of repute and will send report to the University Grants Commission regarding the performance of the College. The report will also be put on public domain on the website of the College. The external peer review shall be conducted atleast once in a year.
- (4) On receipt of adverse report by the external peer team of IQAC or in case of complaint, UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the college after giving due opportunity to the management by way of notification and by passing a Speaking Order.
- (5) During the initial six years if the college under consideration has obtained the score of 3.51 and above from NAAC on a 4-point scale (i.e. A+ and A++) the college will be granted extension of autonomous status without the visit of the Expert Committee of the University Grants Commission after placing the report of the NAAC team and the reports of the external peer team of the IQAC of the college before the Standing Committee constituted by the University Grants Commission.
- (6) If the college does not have the score as mentioned in point 5 above, the University Grants Commission may constitute an Expert Committee for on-spot analysis of the college based on the information provided by the College in the format prescribed by the University Grants Commission. The recommendation of the Expert Committee of the University Grants Commission will be placed before the Standing Committee constituted by the University Grants Commission.
- (7) The extension of autonomy will be for a further period of six years.
- (8) In case of any delay by the University Grants Commission in reviewing the proposal for grant of extension of autonomous status, the college will continue to enjoy the benefits accrued because of autonomous status.

Statute 152: Mandatory Disclosure by the Autonomous College:

- (1) The autonomous status will, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID/Aadhaar, the admission procedure, the details relevant infrastructure, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor. All directives of the University Grants Commission should be strictly followed.

- (2) The college will also put on its website the creation of various committees/cells as mandated in the various Regulations of the University Grants Commission notified from time to time.
- (3) The College will put an undertaking on its website that it will abide by all the Regulations of the University Grants Commission notified from time to time.

Statute 153: Powers and Duties of Autonomous College/Recognized Institution/ University Department/ University Institution

- (1) The autonomous college/recognized institution/ university department/ university institution shall evolve appropriate mechanism to evaluate the academic performance, improvement in standards and to assess the extent and degree of success in the utilization of autonomy.
- (2) The autonomous college/recognized institution/ university department/ university institution shall evolve appropriate mechanism for evaluation by the external Peer Team of IQAC every year. The detailed procedure such as the constitution of the committee, terms of reference to the committee, etc., shall be decided by IQAC. The report of committee shall be placed before the Academic Council of the autonomous college/recognized institution/ university department/ university institution and then before the Governing Body of the autonomous college/recognized institution/ university department/ university institution.
- (3) The autonomous college/recognized institution/ university department/ university institution shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence, subject to the Act and Statutes, Ordinance, Rules and Regulations made thereunder, and guidelines of the University Grants Commission on the scheme of autonomous colleges issued from time to time, and shall have freedom to -
 - (a) determine and prescribe its own courses of study and syllabi and fix the course-wise intake in accordance with the policy of affiliating University and State Government, restructure and redesign the course to suit local needs;
 - (b) prescribe rules for admission in consonance with the reservation policy of the Government of Maharashtra;
 - (c) evolve methods of assessment of students' performance such as credit/grading system, continuous internal assessment, the conduct of examinations and notification of results;
 - (d) use modern tools of educational technology to achieve higher standards and greater creativity;
 - (e) conduct tests and examinations, using innovative methods such as continuous internal assessment for award of the degrees, diplomas and certificates by the University;

- (f) collaborate with institutions/agencies/industries etc. in the teaching, research, extension programs, production of teaching material and institution awards, medals, scholarship, freeship, etc;
- (g) start a new under-graduate or post-graduate degree/diploma/certificate course with the approval of its Academic Council, for award of degree/diploma/certificate to be conferred by the University. Such courses shall fulfil the minimum standards and norms prescribed by the University/ University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of such courses. The University shall have the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such courses do not fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc. The University shall communicate the decision of denial of institution of such degree/diploma/certificate (under-graduate and post-graduate) before the commencement of the academic year.
- (h) rename an existing course after restructuring/ redesigning it with the approval of its Academic Council and as per the norms of the University Grants Commission. The new nomenclature shall be as specified by the University Grants Commission under Section 22 of the University Grants Commission Act, 1956. The University shall be duly informed of such proceedings so that it shall award new degrees in place of the old. The University shall have the right to deny institution of such restructured/redesigned degree/diploma/ certificate (under-graduate and post-graduate) course, if it is found that such courses do not fulfil the minimum standards and norms prescribed by the University/University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc.;
- (i) create posts of teachers, non-vacational academic staff and non-teaching employees and appoint suitable persons as per the provisions of the Statutes and/or Standard Code prescribed by the State Government. In case of autonomous colleges/ recognized institutions/ university departments/ university institutions, receiving financial grants in aid from the State Government, the prior permission of the State Government, shall be obtained prior to creation and/or appointment of any such staff;
- (j) grant eligibility to the existing duly approved teachers of relevant subject for teaching the new inter-disciplinary under-graduate or post-graduate degree/diploma/certificate course on the basis of their academic expertise and experience with appropriate ratification by the University;
- (k) appoint the panel of paper setters, examiners, moderators and invigilators on the recommendation of the Examination Committee;

- (1) declare the dates of examinations and their results, as per the recommendations of the Examination Committee.
- (4) The autonomous college/recognized institution/ university department/ university institution shall have powers to make, amend or repeal the rules and regulations on the matters of academics, admissions, examinations, administration, financial procedures, etc., subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations framed thereunder, and guidelines issued by University Grants Commission, from time to time.
- (5) The autonomous college/recognized institution shall make, amend or repeal rules and regulations subject to the prior approval of its Governing Body and autonomous university department/university institution shall make amend or repeal rules and regulations subject to the prior approval of the Management Council of the University. Such rules and regulations shall come into force from the date of its approval. The University may recommend certain matters to the autonomous college/ recognized institution/ university department/ university institution for making necessary rules or regulations.
- (6) The autonomous college/ recognized institution/ university department/ university institution shall notify the rules and regulations so framed and the amendments made therein, and communicate the same to all concerned, from time to time.
- (7) The autonomous college/ recognized institution/ university department/ university institution shall not create any direct or indirect financial liability on the part of the State Government and shall not create any teaching or non-teaching positions without the prior permission of the State Government, in respect of grantable courses/programmes/subjects. However, the total number of sanctioned teaching and non-teaching posts on grant-in-aid basis at the time of conferment of autonomous status shall be protected by the State Government during the period of autonomy and the college/recognized institution/ university department/ university institution may reallocate such posts to the grant-in-aid courses/subjects as per the requirement.
- (8) The autonomous college/ recognized institution/ university department/ university institution, shall not exercise such powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subjects or courses.
- (9) The autonomous college/ recognized institution/ university department/ university institution, shall be competent to incur expenditure from the funds received from fees for academic programmes started on self-supporting basis for the purpose of creation of posts in various categories for a specific period and granting pay, allowances and other benefits to such posts, provided those posts are not held by such persons who are holding the posts for which contribution of the State Government is received.
- (10) Autonomous colleges having permanent affiliation of the University need not apply for affiliation for new courses or subjects. Any new course or subject to be

started by an autonomous college shall be covered under the autonomous status.

- (11) All autonomous colleges/ recognized institutions/ university departments/ university institutions, shall upload information on their website regarding courses offered, faculty, availability of infrastructure, admission details, etc.
- (12) The autonomous college/recognized institution/ university department/ university institution perform such other duties and responsibilities that may be necessary to fulfil the obligation of autonomous status such as common programmes of student feed-back, self-appraisal by teacher, etc.

Statute 154: Privileges of Autonomous College/recognized institution/ university department/ university institution:

- (1) The autonomous college/recognized institution/ university department/ university institution once granted autonomous status will have the privilege to-
 - (i) constitute their own Governing Body, Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degrees, 2014 and amended from time to time;
 - (ii) constitute their own Finance Committee.
- (2) The above bodies will also have the powers to review all existing courses making curricula more community relevant, skill oriented and keeping in view the employability requirements of the graduates.
- (3) The autonomous college/recognized institution/ university department/ university institution can fix fees of the courses at their own level.
- (4) The autonomous college/recognized institution/ university department/ university institution will have complete administrative autonomy and have the privilege of appointing their own administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Administrative Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.
- (5) The college/recognized institution/ university department/ university institution will continue to receive funds as being done before the grant of autonomous status, if any.
- (6) However, the degree will be awarded by the parent University.

Statute 155: Expectations from Autonomous Colleges:

- (1) Start new courses which are skill oriented and make students employable.
- (2) Re-structure and design the course curricula to suit local needs.
- (3) Inculcate research culture amongst the students and teachers.
- (4) Strive for quality in the research undertaken.
- (5) Use ICT enabled modern technology in teaching and learning.

- (6) Promote healthy practices such as community service, extension services, projects, etc for the benefit of the society.
- (7) Use autonomy for the benefit of the society in general and students and teachers in particular.
- (8) Advancement of knowledge.

Statute 156: Governing Body:

- (1) The Governing Body of the Autonomous College managed and maintained by Municipal Corporation, Municipal Council, Zilla Parishad, or any other Government undertaking shall consist of the following members, namely:-
 - (a) three members, of whom one shall be an educationist, one shall be an industrialist and one shall be a professional, nominated by the Municipal Corporation or Municipal Council or Zilla Parishad or the government undertaking, as the case may be, of whom one of them to be the Chairperson. Persons so nominated shall have proven contribution in the academic field with at least PG level qualification;
 - (b) two teachers of the college, nominated by Principal based on seniority;
 - (c) one nominee of the University Grants Commission;
 - (d) one nominee of the State Government, not below the rank of Joint Director;
 - (e) one nominee of the University, nominated by the Management Council of the University;
 - (f) Principal of the college, Ex-officio Member Secretary.
- (2) The Governing Body of the Autonomous College/Recognized Institution conducted by the Government shall consist of the following members, namely:-
 - (a) three members, of whom one shall be an educationist, one shall be an industrialist and one shall be a professional, nominated by the State Government, of whom one of them to be the Chairperson. Persons so nominated shall have proven contribution in the academic field with at least PG level qualification;
 - (b) two teachers of the college, nominated by Principal/Head based on seniority;
 - (c) one nominee of the University Grants Commission;
 - (d) one nominee of the State Government, not below the rank of Joint Director;
 - (e) one nominee of the University, nominated by the Management Council of the University;
 - (f) Principal/Head of the college/institution, Ex-officio Member Secretary.
- (3) Governing Body of the autonomous University Department/ University Institution/Constituent College shall consist of the following members, namely:-
 - (a) three members, of whom one shall be an educationist, one shall be an industrialist and one shall be a professional, nominated by the Management Council of the University, of whom one of them to be the Chairperson.

Persons so nominated shall have proven contribution in the academic field with at least Ph.D. level qualification;

- (b) two teachers of the rank of Professor/Associate Professor of the University Department/ University institution/Constituent College, nominated by the Head of the Department/institution/college, on the basis of seniority.
 - (c) one nominee of the University Grants Commission;
 - (d) one nominee of the State Government, not below the rank of Joint Director;
 - (e) one nominee of the University, nominated by the Management Council of the University;
 - (f) Director/Head of the University Department/Institution or Principal of the College, as the case may be, Ex-officio Member Secretary.
- (4) Governing Body of the Autonomous College/Recognized Institution managed and maintained by the Private Management/Trust shall consist of the following members, namely:-
- (a) five members of the trust or management as per the constitution or bye-laws, with the Chairman or President/ Director, as the Chairperson;
 - (b) two teachers of the college/institution, nominated by Principal/Head, as the case may be;
 - (c) one member, who shall either be an educationist or industrialist, nominated by the management;
 - (d) one nominee of the University Grants Commission;
 - (e) one academician not below the rank of Professor or State Government Official of Directorate of Higher Education/ Maharashtra State Commission for Higher Education and Development, to be nominated by the State Government;
 - (f) one nominee of the University, nominated by the Management Council of the University;
 - (g) Principal/Head of the college/institution, Ex-officio Member Secretary.
- (5) The members of the Governing Body shall be under legal obligations to safeguard the interest of the autonomous college/ recognized institution/ university department/ university institution, as the case may be, and honour the resolutions and shall not take a different stand either in the court of law or otherwise, contrary to the decision of the Governing Body.
- (6) Tenure of the Members:
The term of office of the Governing Body shall be for a period of two years.
- (7) Meetings:
- (a) The meeting of the Governing Body shall be held on the dates determined by the Chairperson.
 - (b) The Principal/ Director/Head shall issue a notice of meeting at least fifteen days before the date of meeting.

- (c) The Principal/Director/ Head shall issue an agenda of the meeting to the members at least seven clear days prior to the date of the meeting:
 Provided however that in case of emergency meeting, the period of notice of agenda shall be waived by the Chairperson of the Governing Body.
 Provided further that in case of any emergency, the item may be taken up for consideration with the approval of the Chairperson, even if the item is not included in the agenda.
 - (d) There shall not be less than two meetings of the Governing Body in an academic year.
 - (e) The Chairperson, or in his absence, a member nominated by the Chairperson for the purpose, shall preside over the meeting.
 - (f) One-third of the number of members shall constitute the quorum for a meeting. In case the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.
 - (g) The Governing Body may refer any of the subjects within its purview to the relevant committee/ body of the autonomous college/ recognized institution/ university department/ university institution. The report of such committee/ body shall be considered by the Governing Body.
 - (h) The agenda of the Governing Body along with its enclosures and the minutes of the meeting of the Governing Body shall be treated as a confidential document and shall not be open for persons other than members of the Governing Body till the action on the resolutions passed by the Governing Body is completed.
 - (i) The decision of the Governing Body shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussions and whether the decision is unanimous or otherwise, except the mention of any dissent specifically requested for by the members for being so recorded.
 - (j) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the Chairperson of the Governing Body for its approval. The minutes of the meeting shall be circulated to the members of the Governing Body along with the agenda of the succeeding meeting.
 - (k) The Principal/Director/Head shall ensure that the action taken on every resolution of the Governing Body is duly reported to the Governing Body in the next meeting. In order to ensure the proper reporting, the Principal/Director/Head may adopt suitable administrative measure such as maintaining the register of the items, the resolutions thereon and the nature of action taken.
- (8) Subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations made thereunder and the guidelines of the University Grants Commission, the Governing Body of the autonomous college/ recognized institution/ university department/ university institution, shall perform the

following powers and duties, namely:-

- (a) to prescribe the fee structure (including tuition fees) and other charges payable by the students, on the recommendations of its Finance Committee and Academic Council, only for the self-supporting courses/programmes/subjects. A total fee should not exceed the cost of education per student which includes expenses on salary, non-salary, maintenance, rent and development expenses. The autonomous college/ recognized institution/ university department/ university institution shall inform the fee structure so prescribed, to the University at least sixty days before the commencement of the terms of courses concerned;
- (b) to institute scholarships, fellowships, studentship, medals, prizes and certificates on the recommendations of its Finance Committee and Academic Council;
- (c) to approve institution of new courses leading to degrees, diplomas or certificates, to rename an existing course after restructuring/redesigning it as per the norms of the University Grants Commission and to fix course wise intake of students and to increase the intake, wherever necessary as per the relevant norms of the University and State Government. The University shall be duly informed of such courses at least sixty days before the commencement of terms of such courses. The University shall have the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such new courses or restructured/redesigned courses do not fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc.;
- (d) to accept on behalf of the autonomous college/ recognized institution/ university department/ university institution, the endowments, donations, etc;
- (e) to consider, approve and adopt the financial estimates and balance sheet, audited statements, etc.;
- (f) to make, amend and repeal rules and regulations pertaining to the internal functioning of the Governing Body;
- (g) to receive on the recommendations of the Academic Council, the report of the working of the autonomous college/ recognized institution/ university department/ university institution;
- (h) to consider the reports of the internal and external review committee of the autonomous college / recognized institution/ university department/ university institution, on the recommendations of its Academic Council;
- (i) to consider the academic calendar of the autonomous college/ recognized institution/ university department/ university institution prepared by the Academic Council ;
- (j) to assess the feasibility and approve the proposals from its Academic Council for academic programs;

- (k) to perform such other functions and constitute such other committees, as may be necessary for the proper development of the autonomous college / recognized institution/ university department/ university institution and to fulfil the objectives and obligations of authority;
- (l) to perform such other duties, as may be conferred or as prescribed by or under the Act and Statutes, Ordinances, Rules and Regulations made thereunder and those of autonomous college/ recognized institution/ university department/ university institution;
- (m) to perform such other duties, as may be necessary for proper functioning of the autonomous college/ recognized institution/ university department/ university institution.
- (n) to send names of students to the University for the award of degree, diploma etc.

Statute 157: Academic Council

- (1) The autonomous college/ recognized institution shall constitute the Academic Council which shall consist of the following members, namely:-
 - (a) Principal of the autonomous college/ Director of the recognized institution, as the case may be, Chairperson;
 - (b) all the heads of department in the autonomous college/ recognized institution;
 - (c) four teachers of the autonomous college/ recognized institution, as the case may be, out of which two shall be from general category, one shall be a person belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes/ Nomadic tribes or Other Backward Classes, by rotation, and one shall be a woman, on the basis of seniority of service in the college/recognized institution, nominated by the Principal of the autonomous college/Director of the recognized institution, as the case may be;
 - (d) a nominee of the State Government not below the rank of the Joint Director nominated by the Director of Higher Education/Technical Education, as the case may be;
 - (e) not less than four experts from outside the autonomous college/ recognized institution, as the case may be, representing areas such as industry, commerce, law, education, medicine, engineering etc., to be nominated by the Governing Body;
 - (f) three nominees nominated by the Vice-Chancellor of the University, not below the rank of associate professor;
 - (g) a teacher from the autonomous college/ recognized institution nominated by the Principal of the autonomous college/Director of therecognized institution, as the case may be, Member Secretary.
- (2) The autonomous university department/ university institution shall constitute the Academic Council which shall consist of the following members, namely:-

- (a) Director/Head of the autonomous university department/ university institution, as the case may be, Chairperson;
 - (b) four professors (or associate professors, if there are no professors, or assistant professors, if there are no professors and associate professors), of the autonomous university department/ university institution, as the case may be, out of which two shall be from general category, one shall be a person belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes/ Nomadic tribes or Other Backward Classes, by rotation, and one shall be a woman, on the basis of seniority of service in the university department/university institution, nominated by the Director/Head of the autonomous university department/ university institution, as the case may be;
 - (c) a nominee of the State Government not below the rank of the Joint Director nominated by the Director of Higher Education/Technical Education, as the case may be;
 - (d) four experts from outside the autonomous university department/ university institution, as the case may be, representing areas such as industry, commerce, law, education, medicine, engineering etc., to be nominated by the Governing Body;
 - (e) three persons nominated by the Vice-Chancellor of the University of whom at least one should be the Dean of Faculty concerned and others should not be below the rank of Associate Professor;
 - (f) a teacher from the autonomous university department/ university institution nominated by the Director/Head of the autonomous university department/ university institution, as the case may be, Member Secretary.
- (3) Tenure of Members:
- The tenure of the nominated members shall be two years. Nominated members shall be eligible for reappointment.
- (4) Meetings:
- (a) The Principal/Director/Head of the autonomous college/ recognized institution/ university department/ university institution, as the case may be, shall convene a meeting of the Academic Council at least once a year.
 - (b) One-third members of the Academic Council shall constitute the quorum. In case meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.
 - (c) The decision of the Academic Council shall be recorded in the form of resolution.
 - (d) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the chairperson of the Academic Council for its approval. The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the succeeding meeting.

(5) The Academic Council shall have the following powers and perform the following duties, namely:-

(a) to scrutinize and approve the proposals with or without modifications made by the Board of Studies with regard to courses of studies, academic regulations, curricula, syllabi and modifications thereof, any instructional and valuation methods, procedures relevant thereto, etc. Such courses shall fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of terms of such courses;

(b) to fix and modify course-wise intake:

Provided that, the intake shall not be more than the intake prescribed by the University for such courses;

(c) to rename an existing course after restructuring/ redesigning it. Such restructured/ redesigned courses shall fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of terms of such courses;

(d) to refer the matter for reconsideration to the Board of Studies or to reject the same after giving reasons therefore. After the matter is re-submitted by the Board of Studies, the Academic Council may decide the matter on merit and the decision of the Academic Council shall be final;

(e) to make regulations regarding the admission of students to different programmes of study in the autonomous college/ recognized institution/ university department/ university institution in consonance with the reservation policy of the State Government;

(f) to initiate measures for improving the quality of teaching, frame rules for conduct of examinations, rules of students' evaluation and develop student advisory programs;

(g) to make rules for sports, extra-curricular activities, for proper functioning and maintenance of the building, libraries, laboratories, playgrounds and hostels;

(h) to recommend to the Governing Body proposals to institute new courses/ programs of studies;

(i) to recommend to the Governing Body, institution of scholarship, studentships, fellowships prizes and medals and frame rules for the award of the same;

(j) to advise the Governing Body on matters pertaining to the academic affairs of the autonomous college/recognised institution/ university department/ university institution, as the case may be;

(k) to prescribe norms for recognition and to grant recognition to any member of

the staff of the autonomous college/ recognized institution/ university department/ university institution, as teacher of the autonomous college/ recognized institution/ university department/ university institution, as the case may be;

- (l) to perform such other functions and duties as may be assigned by the Governing Body and the University pertaining to the academic programmes and development.

Statute 158: Board of Studies

- (1) There shall be Board of Studies for each subject for the autonomous college/recognized institution which shall consist of the following members, namely:-

- (a) Head of the Department concerned, Chairperson;
- (b) all teachers of the subject concerned;
- (c) two experts in the subject from outside the autonomous college/ recognized institution concerned, to be nominated by the Academic Council of the autonomous college/ recognized institution;
- (d) one representative from industry/corporate sector/ allied area relating to placement, to be nominated by the Chairperson;
- (e) one postgraduate meritorious alumnus, to be nominated by the Chairperson;
- (f) The Chairperson, Board of Studies may invite experts from outside the autonomous college/ recognized institution, as the case may be, whenever special courses of studies are to be formulated.

- (2) There shall be Board of Studies for each subject for the autonomous university department/ university institution which shall consist of the following members, namely:-

- (a) Head of the department concerned, Chairperson;
- (b) all professors of the subject concerned;
- (c) one associate professor, (or assistant professor if there is no associate professor) from each specialization by seniority having five years teaching experience nominated by the Head of the Department concerned, by rotation.
- (d) two experts in the subject from outside the university departments/university institution concerned, to be nominated by the Academic Council of the University;
- (e) one representative from industry/corporate sector/ allied area relating to placement, to be nominated by the Vice-Chancellor of the University;
- (f) one post-graduate meritorious alumnus, to be nominated by the Vice-Chancellor of the University;

The Chairperson, Board of Studies may, with the approval of the Vice-Chancellor of the University, invite expert from outside the university

department/university institution whenever special courses of studies are to be formulated.

(3) Tenure of the Members:

The tenure of the members shall be two years.

(4) Meetings:

(a) One third members shall constitute the quorum. In case, meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

(b) The board shall meet at least once in an academic year or as and when required.

(5) The Board of Studies shall have the following powers and duties, namely:-

(a) to prepare syllabi for various courses/programmes of study, keeping in view the objectives of the autonomy and the requirements of the region and the State and submit to the Academic Council for its approval;

(b) to suggest methodology for innovative teaching and evaluation techniques;

(c) to suggest panels of Examiners to the Examination Committee for appointment of examiners and paper-setters;

(d) to coordinate research, extension and other academic activities;

(e) to deliberate and advise the Academic Council on the matter referred to it;

(f) to undertake such other measures as may be necessary to provide academic program of the autonomous college/ recognized institution/ university department/ university institution of the meaningful direction.

Statute 159: Examination Committee

(1) The autonomous college/ recognized institution shall constitute the Examination Committee, which shall consist of the following members, namely:-

(a) Principal/Director of the autonomous college/ recognized institution, as the case may be, Chairperson;

(b) three teachers with minimum ten years teaching experience nominated by the Chairperson by rotation, according to seniority;

(c) one evaluation expert nominated by the Chairperson;

(d) Office Superintendent/ Registrar / Member of teaching staff nominated by the Chairperson, as Member Secretary.

(2) There shall be an Examination Committee for the autonomous university department/ university institution/ conducted college which shall consist of:

(a) Head of the Department/Director of University Institutions/Principal of the conducted College, as the case may be, Chairperson;

(b) one Professor by rotation, to be nominated by the Chairperson;

(c) one Associate Professor by rotation, to be nominated by the Chairperson;

(d) one Assistant Professor by rotation, to be nominated by the Chairperson -

Member Secretary;

- (e) Controller of Examinations of the University or his nominee, not below the rank of the Deputy Registrar;
- (f) one evaluation Expert to be nominated by the Head/Director/Principal, as the case may be.

(3) Powers and duties of the Examination committee:

- (a) The Examination committee shall have the following powers and duties, namely:-
 - (i) to ensure proper organization of examinations, tutorials and tests including evaluation, moderation, tabulation and declaration of the results;
 - (ii) to appoint examiners, moderators, and paper-setters from amongst the persons included in the panels prepared by the respective Board of Studies and approved by the Academic Council;
 - (iii) to undertake, exercise and experiment in examination reforms;
 - (iv) to obtain three sets of question papers in sealed covers in the respective subject. The Chairperson shall draw at random one of such sealed covers with seal intact, which shall then be sent to the press or be sent online;
 - (v) to carry out examination reforms by use of modern technology and update the same from time to time;
 - (vi) to prepare the time schedule of examination and dates of declaration of their result at the beginning of the term and notify the same.
 - (vii) to carry out any other function as may be assigned by the Governing Body.
- (b) The assessment of answer-books for all examinations shall be done centrally through Central Assessment Process. All answer-books of an examination shall be bar coded and the result sheet shall be prepared by the Examination Committee.
- (c) In order to investigate and take disciplinary action for malpractice and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other person connected with the conduct of examinations, the Committee shall constitute a sub-Committee consisting of three members, of whom one shall be Chairperson.
- (d) The recommendations of the Sub-Committee shall be placed before the Examination Committee, which shall take the disciplinary action in the matter, as it deems fit.
- (e) The Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
- (f) The Committee shall perform such other duties and responsibilities which are assigned to it, from time to time, by the Governing Body and the University.

- (4) Tenure of the Examination Committee shall be of two years.
- (5) One third members shall constitute a quorum. If the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.
- (6) The Committee shall meet at least twice during the academic year and such other times, as may be required.
- (7) In case of any emergency which require immediate action to be taken, the Chairperson of the Committee or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Committee, of action taken by him.

Statute 160: Finance Committee

- (1) The autonomous college/ recognized institution/ university department/ university institution shall constitute a Finance Committee which shall consist of the following members, namely:-
 - (a) The Principal /Director/Head of the autonomous college/ recognized institution/ university department/ university institution, as the case may be, Chairperson;
 - (b) one person to be nominated by the Governing Body of the autonomous college/ recognized institution/ university department/ university institution, as the case may be;
 - (c) one senior-most teacher of the autonomous college/ recognized institution/ university department/ university institution by rotation, to be nominated by the Chairperson;
 - (d) in case of autonomous university department / autonomous university institution, Finance and Accounts Officer of the University or his nominee not below the rank of the Deputy Finance and Accounts Officer from the same department.
- (2) Finance Committee shall be an advisory body to the Governing Body in respect of financial matters of the autonomous college/ recognized institution/ university department/ university institution, and shall meet at least twice a year.
- (3) The Finance Committee shall have following powers and functions, namely:-
 - (a) to consider the financial estimates (budget) relating to the grants received/ receivable from University Grants Commission, other funding agencies and income from fees, etc. collected for the activities to undertake the scheme of autonomy;
 - (b) to consider audited accounts;
 - (c) to recommend to the Governing Body fees including tuition fees and other charges payable by students.
 - (d) to prepare various proposals for getting funding from the University Grants Commission and from other funding agencies, under the guidance of the Academic Council of the autonomous college/ recognized institution/

university department/ university institution, as the case may be.

- (e) to carry out any other function as may be assigned by the Governing Body
- (4) Tenure of the Finance Committee shall be of three years.
- (5) One third members shall constitute the quorum. If the meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

Statute 161: Evaluation Committee

- (1) The autonomous college/ recognized institution/ university department/ university institution shall, with the approval of the Academic Council, constitute as many Evaluation Committees as necessary as an appropriate mechanism to evaluate its academic developments to improve standards and to assess how best it has used the autonomous status. There shall be such self-evaluation, each year, conducted by the autonomous college/ recognized institution/ university department/ university institution.
- (2) The autonomous college/recognized institution/university department/university institution shall submit a progress report for each academic year to the University and the University Grants Commission within a period of 30 days after the end of that academic year, in the prescribed format.
- (3) The autonomous college/recognized institution/university department/university institution shall submit a utilization certificate towards utilization of grants received by the University Grants Commission, to the University Grants Commission, with a copy of the same to the University, in the prescribed format.
- (4) The autonomous college/recognized institution/university department/university institution shall constitute an External Peer Review Committee for reviewing annual progress of the institution.

Statute 162: Other Committees

- (1) The Governing Body and other Statutory Bodies of the autonomous college/ recognized institution/ university department/ university institution may, in addition have other committees such as the Purchase Committee, Planning and Evaluation Committee, Grievance Redressal Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-curricular Activities Committee and Academic Audit Committee, IQAC, etc. with suitable terms and reference for any specific task and such committee shall consist of members of the Governing Body or the same statutory body, as the case may be, constituting such committee and also of such other persons as the Governing Body or that statutory body may nominate. Tenure of these Committees shall be two years. Duties and responsibilities and the procedure at their meetings shall be such as may be prescribed by the Governing Body of autonomous college/recognized institution/ university department/university institution.

Statute 163: Casual Vacancy

When any vacancy occurs in the office of a member of any body or committee, other than an ex-officio member of the Governing Body before the expiry of his normal term, the vacancy shall be filled in, as soon as may be, by nomination of a person by the respective authority. The person so nominated shall hold office only so long as the member in whose place he has been nominated would have held it, if the vacancy had not occurred.

Statute 164: Question regarding Interpretation and Disputes regarding Constitution of Bodies/Committees

If any question arises regarding interpretation of provision of any rule or regulations or whether a person who has been duly appointed/ nominated/ co-opted is entitled to be a member of the authority or body or committee of the autonomous college/ recognized institution/ university department/ university institution, the matter may be referred to the Vice-Chancellor of the University who shall, after taking such advice as he thinks necessary, decide the question and his decision shall be final.

Statute 165: Examinations and Declaration of Results

- (1) The autonomous college/ recognized institution/ university department/ university institution shall conduct the examinations at specified periods as it may determine and notify. The examinations and evaluation system shall be as may be determined by the Examination Committee of the autonomous college/ recognized institution/ university department/ university institution, as the case may be. The examination and evaluation shall be carried out in such a manner as to enhance the trust and the credibility in the minds of the students and the society by being fair and rational.
- (2) The students passing the examinations conducted according to the standard set by the autonomous college/ recognized institution/ university department/ university institution shall be awarded degree/ diploma/ certificate by the University as the case may be, as per the provisions of the Act and the Statutes made under this Chapter.
- (3) The autonomous college/ recognized institution/ university department/ university institution shall strive to declare results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall, in any case declare the results latest within forty-five days thereof:

Provided that if for any reasons whatsoever, the autonomous college/ recognized institution/ university department/ university institution is unable to finally declare the results of any examination within the aforesaid period of 45 days, it shall submit a report incorporating the detailed reasons for such delay to the Vice-Chancellor of the University.

Statute 166: Raising and Utilization of Funds

- (1) The autonomous college/ recognized institution/ university department/ university institution shall be competent to raise its own resources by-
 - (a) introducing the new courses and increase in the intake in respect of the courses started on self-financing basis as per norms of the University, respective bodies, AICTE, etc.;
 - (b) accepting endowment and/or donations in concurrence with the relevant Act/Rules, which are not linked with the admissions;
 - (c) instituting new degrees / diplomas /certificates;
 - (d) revising fees of the unaided courses instituted by them with the permission of its Academic Council and Governing Body;
 - (e) grant-in-aid;
 - (f) other assistance from funding agencies in different fields of Science Technology, Education, Management etc.;
 - (g) other assistance from funding agencies;
 - (h) such other sources which are legally permissible in consonance with the objectives of the University/ college/recognized institution/university department/university institution and of grant-in aid;
- (2) The resources raised by the autonomous college/ recognized institution/ university department/ university institution shall be utilized solely for the purpose of conduct and development of the autonomous college/ recognized institution/ university department/ university institution and as provided for, by the annual financial estimates (Budget) approved by the Governing Body.

Statute 167: Inspection Committee

- (1) The University on receiving the complaint or the report of the expert committee constituted for external evaluation under Statute 178 (3) to the effect that any autonomous college/ recognized institution/ university department/ university institution has violated any of the provisions of the Act, Statutes, Ordinances and Regulations there under and the standing orders, directions and guidelines of the University or guidelines of the University Grants commission or of the State Government or has acted in such a manner which has adversely affected or jeopardized the objectives of autonomy, may appoint an inspection committee and obtain a report thereof.
- (2) The inspection committee shall consist of the following members, namely:-
 - (a) Pro-Vice-Chancellor of the University, Chairperson;
 - (b) one expert not below the rank of professor/principal, nominated by the Management Council of the University;
 - (c) one person nominated by the Vice-Chancellor of the University, who shall include distinguished educationist, industrialist, professional, etc.;

- (d) one Nominee of the Government of Maharashtra, not below the rank of the Joint Director nominated by the Director, Higher Education/Technical Education, as the case may be;
 - (e) Dean of the Faculty concerned (Member Secretary).
- (3) The inspection committee shall -
- (a) inspect the functioning of the autonomous college/ recognized institution/ university department/ university institution;
 - (b) ensure that the minimum standards and norms prescribed by the University/ University Grants Commission/ Government of Maharashtra are fulfilled;
 - (c) evaluate the academic standards and standards of academic administration of the autonomous college/ recognized institution/ university department/ university institution;
 - (d) perform such other duties and responsibilities as may be assigned to it by the Academic Council and the Management Council of the University, from time to time.
- (4) The report of the inspection committee shall be submitted to the Vice-Chancellor of University within thirty days from the date of its constitution. The Pro-Vice-Chancellor of the University shall call for the compliance of the report of the inspection committee, from the autonomous college/ recognized institution/ university department/ university institution concerned, within a period of sixty days.

Statute 168: Action on the Inquiry Report

- (1) The Academic Council of the University, on the basis of the report of the External Peer Review committee constituted by the Academic Council of the autonomous college/ recognized institution/ university department/ university institution and the compliance thereof submitted by the autonomous college/ recognized institution/ university department/ university institution, may recommend to the Management Council to take appropriate action or revoke the autonomous status conferred on the autonomous college/ recognized institution/ university department/ university institution.
- (2) The Management Council of the University shall cause to issue a notice through the Pro-Vice-Chancellor to the autonomous college/recognised institution/ university department/university institution to show cause as to why the autonomous status conferred on the college/ recognized institution/ university department/ university institution should not be withdrawn. The Management Council shall mention the grounds on which it proposes to take same action and shall also specify in the notice, the period which shall not be more than thirty days within which the autonomous college/recognised institution/university department/ university institutions shall file its written statement in reply to the notice.

- (3) On receipt of the written statement or on expiry of the period specified in the show cause notice and after hearing the autonomous college/recognised institution/university department/ university institutions concerned, the Management Council shall decide whether the autonomous status shall be revoked or not, recording the reasons therefor.
- (4) The Pro-Vice-Chancellor shall send the proposal for revocation of the autonomous status along with the show cause notice, written statement, if any, submitted by autonomous college/recognised institution/university department/ university institution concerned, the decision of the Management Council and other relevant documents to the State Government and the University Grants Commission for concurrence.
- (5) On receipt of the concurrence of the State Government and the University Grants Commission, the Pro-Vice-Chancellor shall communicate to the autonomous college/recognised institution/university department/ university institution concerned, the decision of revocation of autonomous status conferred on it.
- (6) The revocation of the autonomy conferred on the autonomous college/ recognized institution/ university department/ university institution shall be in phases. The students admitted prior to the revocation of autonomous status shall continue to be treated as students of the autonomous college/ recognized institution/ university department/ university institution and shall be allowed to complete their respective courses to which they are admitted, within the prescribed period.

Statute 169: Surrender of the Autonomous Status

- (1) In case the autonomous college/ recognized institution/ university department/ university institution desires to surrender the autonomous status, it shall apply to the Pro-Vice-Chancellor in writing with the reasons therefor. The Management Council, on the recommendation of the Academic Council may grant of permission to surrender such autonomous status and send the recommendation to the University Grants Commission and the same shall take place in phases.
- (2) The autonomous college/ recognized institution/ university department/ university institution of which autonomous status is revoked or surrendered, shall resume the status which it had prior to grant of autonomous status, subject to the conditions as may be prescribed by the Management Council.

Statute 170: Recruitment of the Teaching and Non-Teaching Staff

The autonomous college and recognized institution will have the privilege of appointing their own administrative staff and teaching faculty including Principal/Director. The recruitment of teaching staff and their qualifications, and service conditions shall be as per the Regulations prescribed by the University Grants Commission and adopted by the State Government, from time to time, and as per the reservation policy prescribed by the State Government, from time to time. The autonomous college and recognized institution shall also seek approval from the

University. The recruitment of non-teaching staff and their qualifications, and service conditions shall be as per the Standard Code prescribed by the State Government and as per the reservation policy prescribed by the State Government, from time to time.

Statute 171: Grant of Autonomous Status without Inspection by the Expert Committee

- (1) A college or recognized institution which-
 - (i) is accredited with 3.25 and above in a 4-point scale of NAAC in two consecutive cycles and also gets a similar grade in the third cycle;
 - (ii) also adheres to University Grants Commission's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Education Institutions Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012; etc. in letter and spirit. The applications of such colleges will be considered as reports of the Expert Committee to be presented before the Standing Committee for consideration; and
 - (iii) obtains a 'no objection certificate' from the affiliating University,

- shall be entitled for grant of autonomous status, without on-the-spot inspection by the Expert Committee of the University Grants Commission.
- (2) Such college or recognized institution shall apply to the Pro-Vice-Chancellor of the University in the prescribed format accompanied by the fees of Rs.25,000/-, which will increase by 50% after every six years. The college /recognized institution shall apply before the last day of the September of the year preceding the year from which the autonomy is sought.
- (3) The Board of Deans of the University shall scrutinize all such applications and submit a report on the applications with specific recommendations as to their eligibility, to the Vice-Chancellor.
- (4) The Vice Chancellor of the University, after considering such report, shall issue a 'no objection certificate' to the applicant college/recognized institution.
- (5) The University shall forward the proposal of the college/recognized institution for grant of autonomous status without on-the-spot inspection by the expert committee along with other relevant documents submitted by the applicant and the 'no objection certificate' issued by the University, to the University Grants Commission..

CHAPTER XII

CONVOCATION

(Under Section 130 of the Act)

Statute 172: Definitions

In this Statute, unless the context otherwise requires:

- (1) “Convocation” means a ceremonial assembly of a University, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to its eligible candidates;
- (2) “Graduation Ceremony” means ceremonial assembly of an affiliated college/recognised institution held for distributing degrees, diplomas, certificates and other awards to its eligible students.

Statute 173: Procedure to be Followed

- (1) In the academic calendar published by the University, in addition to the schedules for academic activities, the tentative dates for convocation shall be included.
- (2) The convocation shall be held within 120 days from the date of declaration of results of examinations.
- (3) Convocation shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor.
- (4) In the meeting preceding to the convocation, the Academic Council shall recommend to the Management Council, the names of persons who are eligible for award of degrees, diplomas, certificates and academic distinctions. Upon recommendation of the Academic Council, the Management Council shall accord approval to confer such degrees, diplomas, certificates and academic distinctions upon such eligible persons.
- (5) No degree, diploma, certificate and academic distinction shall be conferred unless the same has been specified by the University Grants Commission and instituted by the University in accordance with the provisions of the Act. Such degrees, diplomas, certificates and academic distinctions shall be prescribed by the Ordinance.
- (6) The University shall notify a programme for convocation at least thirty days before the date so fixed.
- (7) Convocation shall include the ceremonial aspects, as per the provisions made for them in the Ordinances.
- (8) The University shall have the power to assign affiliated colleges/recognised institutions to hold graduation ceremony for their students on its behalf, on the date so fixed, for the purpose of distribution of degrees:

Provided that such graduation ceremony shall be held by the affiliated college/recognised institution within one month after the convocation is held by the University.

- (9) Such affiliated colleges/recognised institutions shall be required to abide by the directions of the University and hold the graduation ceremonies as per the schedule fixed.
- (10) The University shall furnish an annual report to the University Grants Commission on the observance of the above provisions, within forty five days after the convocation is held.

CHAPTER XIII

PROCEDURE FOR RECOVERY OF DAMAGE OR LOSS FROM AN AUTHORITY OR BODY OR MEMBERS THEREOF OR FROM AN OFFICER

(Under Section 138 of the Act)

Statute 174: Competent Authority

The Vice-Chancellor shall be the competent authority to take an action of recovery of damage or loss from any authority or body or members thereof or from any officer for causing damage or loss to the University. If the damage or loss to the University is caused by any action of the Vice-Chancellor, the Chancellor shall be the competent authority.

Statute 175: Grounds for Recovery of Damage or Loss

Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-

- (1) by any action, wilful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith; or
- (2) due to failure to act in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, by wilful neglect or default on its or his part, as the case may be.

Statute 176: Procedure for Recovery of Damage or Loss

- (1) On a complaint being received against the authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.
- (2) In case it is found that a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of recovery and the period, being a period which shall not be less than thirty days within which the person/s concerned

should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.

- (3) On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause (2), the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.
- (4) After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months.

Provided that-

- (a) the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;
 - (b) recovery shall be compensatory and not penal in nature;
 - (c) recovery shall not be made for any remote or indirect loss or damage sustained by the University.
- (5) The decision of the competent authority shall be communicated to the alleged person/s.
 - (6) The procedure prescribed in Clauses (3) and (4) need not be followed when the person alleged admits the alleged act in writing.
 - (7) The amount so recovered shall be deposited in the appropriate fund of the University.

CHAPTER XIV

FUNCTIONS AND DUTIES OF STUDENTS' COUNCIL IN UNIVERSITY, COLLEGES AND RECOGNIZED INSTITUTIONS

(Under Section 71(12) of the Act)

Statute 177: Functions and duties of the Students' Council:

The Students' Council shall have the following functions and duties, namely:-

- 1) to look after the welfare of the students;
- 2) to promote and coordinate the extracurricular activities of different students associations and committees which are constituted at the college and recognized institution /university department and university level, like Art circle, Gymkhana committee, Elocution and Debate committee, Literary committee, etc.;
- 3) to promote democratic outlook, civic sense and spirit of oneness amongst students;
- 4) to inculcate sense of moral values, humanities and nationalism among students;
- 5) to promote sense of belonging and commitment to betterment of society and State;
- 6) to promote and maintain discipline among the students on the campus;
- 7) to organize various activities for promoting cultural, social and personality development of the students;
- 8) to assist proactively in resolving the difficulties and grievances of the students within its jurisdiction;
- 9) to suggest innovative ideas and schemes for students' welfare to the respective competent authorities;
- 10) to contribute in developing goodwill and perception about the University/college/institution in the society;
- 11) to suggest the administration of the University/college/institution about appropriate steps to be taken regarding the discipline, security and safety issues of students;
- 12) to suggest appropriate measures for elevating quality and excellence in education;
- 13) to promote more participation of students in different events of sports, culture and other outreach programmes;
- 14) to strive for provisions of the basic amenities and facilities to the students;
- 15) to assist in the process of framing and implementation of different types of feedback mechanisms;
- 16) to organize various programmes for the welfare of the students;

- 17) to prepare the annual report of the activities of the Students' Council and submit the same to the Principal/Director/Pro-Vice-Chancellor, as the case may be, with a copy to the Board of Students' Development of the University;
- 18) to perform such other functions and duties as may be assigned to it by Principal/Director/Pro-Vice-Chancellor, as the case may be.

**PROCEDURE FOR CONDUCT OF BUSINESS OF MEETINGS OF
STUDENTS' COUNCIL IN UNIVERSITY, COLLEGES AND RECOGNIZED
INSTITUTIONS**

(Under Section 99(10) of the Act)

Statute 178: Procedure for Conduct of Business of Meetings of the Students' Council:

- 1) The Secretary of the College Students' Council shall call a meeting of the College Students' Council with the prior permission of the Principal/Director of the college/institution and the President of the College Students' Council. A notice of the meeting shall be sent to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting. In case of emergency, the notice period shall be of minimum three clear days.
- 2) The Secretary of the College Students' Council shall prepare an agenda for a meeting in consultation with the Principal/Director of the college/institution.
- 3) The Principal/ Director of the college/institution shall preside over the first meeting of the College Students' Council. The Secretary of the College Students' Council shall offer secretarial services to the meeting.
- 4) The Secretary of the University Department Students' Council shall call a meeting of the University Department Students' Council with the prior permission of the Director of Students' Development and the President of the University Department Students' Council.
- 5) The Secretary of the University Department Students' Council shall prepare an agenda for a meeting in consultation with the Director of Students' Development.
- 6) The Director of Students' Development shall preside over the first meeting of the University Department Students' Council. The Secretary of the University Department Students' Council shall offer secretarial services to the meeting.
- 7) The Secretary of the University Students' Council shall call a meeting of the University Students' Council with the prior permission of the Pro-Vice-Chancellor and the President of the University Students' Council.
- 8) The Secretary of the University Students' Council shall prepare an agenda for a meeting in consultation with the Pro-Vice-Chancellor.
- 9) The Vice-Chancellor shall preside over the first meeting of the University Students' Council. The Secretary of the University Students' Council shall

offer secretarial services to the meeting.

- 10) The Students' Councils shall meet at least once in every three months.
- 11) The quorum for the meeting of the Students' Council shall be one-third of the total number of members. If there is no quorum, the meeting shall stand adjourned for half an hour and no quorum shall be necessary for such adjourned meeting.
- 12) The President or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- 13) All proposals on the agenda shall be decided by a simple majority of votes of the members present. The President shall have a vote. In case of equality of votes, the President shall have the casting vote.
- 14) Before the preparation of annual financial budget of the college/institution/University, the Principal/Director at college/institution level, the Director of Students' Development at University department level and the Vice-Chancellor at the University level, shall call a meeting of College Students' Council / University Department Students' Council / University Students' Council for inviting their proposals and suggestions. the Students' Council shall prepare its activity-wise budget proposal on the basis of different types of fees collected for the student welfare activities, such as student welfare fee, gymkhana fee, gathering fee, poor students' aid fund, etc.
- 15) The Secretary of the respective Students' Council shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the President for his approval.
- 16) Approved minutes of the meeting of the Students' Council shall be sent to the Principal/Director/Director of Students' Development/ Pro-Vice-Chancellor for the needful.
- 17) In the last meeting of the year, the report of the activities of the Students' Council shall be prepared and submitted to the Principal/Director/ Director of Students' Development/Pro-Vice-Chancellor.

CHAPTER XV

EMOLUMENTS, TENURE AND TERMS AND CONDITIONS OF SERVICE OF THE DIRECTOR OF STUDENTS' DEVELOPMENT

(Under Section 23 (2) (a) of the Act)

Statute 179: Emoluments, Tenure and Terms and Conditions of Service of the Director of Students' Development

(1) Procedure for Nomination:

The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of Students' Development from amongst them.

(2) Emoluments:

The person nominated as the Director of Students' Development shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of Students' Development.

(3) Tenure:

Nomination of the of the Director of Students' Development shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for continuation for one more term.

(4) Age:

Age of the Director of Students' Development shall not be more than 45 years at the time of nomination.

(5) Terms and Conditions of Service:

- (1) Terms and conditions of service of the Director of Students' Development shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of Students' Development.
- (2) *On nomination as the Director of Students' Development, the pay last drawn by him on his original substantive post, shall be protected.*
- (3) The person nominated as the Director of Students' Development shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.
- (4) The Director of Students' Development shall work directly under the supervision and control of the Vice-Chancellor.
- (5) The Director of Students' Development may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation

by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

- (6) The Director of Students' Development may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

In exercise of the powers conferred by sub-section (10) of section 72 read with clause (2) of sub-section (b) of section 23 of the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017), the Government of Maharashtra hereby prescribes the Uniform Statute relating to the emoluments, tenure and terms and conditions of service of the Director of National Service Scheme, namely:-

CHAPTER XVI

EMOLUMENTS, TENURE AND TERMS AND CONDITIONS OF SERVICE OF THE DIRECTOR OF NATIONAL SERVICE SCHEME

(Under Section 23 (2) (b) of the Act)

Statute 180: Emoluments, Tenure and Terms and Conditions of Service of the Director of National Service Scheme

(1) Procedure for Nomination:

The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of National Service Scheme from amongst them.

(2) Emoluments:

The person nominated as the Director of National Service Scheme shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of National Service Scheme.

(3) Tenure:

Nomination of the of the Director of National Service Scheme shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for continuation for one more term.

(4) Age:

Age of the Director of National Service Scheme shall not be more than 45 years at the time of nomination.

(5) Terms and Conditions of Service:

- (7) Terms and conditions of service of the Director of National Service Scheme shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of National Service Scheme.
- (8) *On nomination as the Director of National Service Scheme, the pay last drawn by him on his original substantive post, shall be protected.*
- (9) The person nominated as the Director of National Service Scheme shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.
- (10) The Director of National Service Scheme shall work directly under the supervision and control of the Vice-Chancellor.
- (11) The Director of National Service Scheme may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation

by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

- (12) The Director of National Service Scheme may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

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UNIFORM STATUTES

**GOVERNING TERMS AND CONDITIONS OF
SERVICE OF TEACHERS WORKING IN
UNIVERSITY SCHOOLS, UNIVERSITY
DEPARTMENTS, CONDUCTED COLLEGES
AND UNIVERSITY INSTITUTIONS**

**[FRAMED UNDER SECTION 72 (10)
READ WITH SECTION 71 (20)
OF THE MAHARASHTRA PUBLIC
UNIVERSITIES ACT, 2016]**

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In exercise of the powers conferred by sub-section (10) of section 72 read with sub-section (20) of section 71 of the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017), the Government of Maharashtra hereby prescribes Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions, namely:-

S.1. Short Title and Commencement

- a) These Statutes may be called "Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions."
- b) These Statutes shall come into force with effect from / / 2017.

S.2. Definitions

In these Statutes, unless the context otherwise requires:

1. 'Act' means the Maharashtra Public Universities Act, 2016;
2. 'Agreement' means the agreement of the service to be executed by the teacher appointed by the University in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorised;
3. 'Annexure' means a section or table of subsidiary matter at the end of these Statutes;
4. 'Appointing Authority' means the authority competent to make the appointments;
5. 'Cadre' means strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time;
6. 'Coaching Classes' means the teaching activities undertaken privately by individual or by a group of teachers other than his/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;
7. 'Competent Authority' means the authority constituted under provisions of this Act competent to exercise different powers under the Act and/or in these Statutes;
8. 'Continuous Service' means service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned break(s) by competent authority;
9. 'Compensatory Allowance' means allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;

10. 'Departmental Committee' means committee constituted for the University Schools, University Departments, Conducted Colleges and University Institutions under these statutes;
11. 'Director' means a head of an institution including a centre or a school of the university as designated by the Management Council or a head of a recognised institutions.
12. 'Disciplinary Authority' means the Authority or the Officer authorised to take disciplinary action against the teacher, except otherwise provided in the Act;
13. 'Duty' means the compliance of the responsibilities the teacher is expected to comply by virtue of his taking a job as a teacher or assuming an office as provided in these Statutes;
14. 'Emolument' means salary, subsistence allowance or compensatory allowance, if any, payable to the teacher and includes any remuneration of the nature of salary received in respect of foreign service;
15. 'Employee' means, an individual who works for employer; university / an institution /a college during employment with recognized rights and duties assigned.
16. 'Employer' means, a university / an institution /a college that hires employees offering salary in exchange for the assigned work of teaching and or work assigned thereof"
17. 'Expert' means and includes any person having attained certain level of recognised excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/organisations recognised by statutory bodies in the country or abroad.
18. 'Family' means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;
19. 'First Appointment' means the appointment of the teacher who is not holding any appointment, for the time being, under the University, Institution, even though he may have previously held any such appointment either temporary or on tenure basis;
20. 'Foreign Service' means service in which the teacher receives his salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;
21. 'Government' means the Government of Maharashtra unless otherwise
22. 'Grievances Committee' means the Grievances Committee constituted under the Act;
23. 'Head of the Department' means the Head of the University Department appointed by the Vice-Chancellor under these statutes;

24. 'Holiday' means a Sunday or any other day declared as holiday by Government or by the University;
25. 'Honorarium' means recurring payment granted to the teacher by the University, for special work of occasional or of intermittent character;
26. 'Joining Time' means the time limit prescribed for and the period availed of by the teacher to join a new post and includes period of travel to or from a station to which he is posted or transferred;
27. 'Leave' means permission granted by the Competent Authority to the teacher to remain absent from duty;
28. 'Leave Salary' means the monthly emoluments paid by the University to the teacher on leave;
29. 'Lien' means title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
30. 'Medical Authority' means the Medical Board constituted by the Competent Authority or the Medical Officer of the University;
31. 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
32. 'NGO' means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for wellbeing of the society.
33. 'Non-vacational Academic Staff' means such staff as classified by Government to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions;
34. 'Officiating' means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;
35. 'Pay' means the amount drawn on monthly basis sanctioned for a post, in scale of pay held substantively or in officiating capacity and includes Personal pay, Special Pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;
36. 'Permanent Post' means the post approved by Government or the University, carrying a definite scale of pay, sanctioned without time limit;
37. 'Pension' means the monthly emoluments payable to the teacher after his retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation and family pension;
38. 'Pensionable Pay' means average pay earned by the teacher for the period as may be decided by the Government, from time to time;

39. 'Pensionable Service' means service, which qualifies the teacher to receive a pension from the Government or the University;
40. 'Personal Pay' means additional pay granted to the teacher to save him/her from a loss of substantive pay in respect of permanent post other than the tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
41. 'Presumptive Pay' means the pay of a post to which the teacher would be entitled, had he held the said post and had he been performing his duties;
42. 'University Department' means a department established and maintained by the University;
43. "University Teacher" means a fulltime teacher appointed by the University.
44. 'Qualifying Service' means the service rendered by the teacher for which pension is payable, under these Statutes or otherwise as prescribed by the Government from time to time.
45. 'Salary' means total monthly emoluments drawn by the teacher and includes pay and allowances admissible, from time to time;
46. 'Salary Grant' means running scale of the grant received from the Government against the salary of approved employees and teachers working in the University, appointed against Government sanctioned teaching posts;
47. 'Scale of pay' means running scale of pay which, subject to any conditions prescribed in these Statutes, rises by periodical increments from a minimum to a maximum, recommended by UGC/AICTE/other apex bodies and accepted by Government from time to time;
48. a) 'Selection Grade' means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
b) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
49. 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of -
 - a) the specially arduous nature of duties;
 - b) a specific addition to the work or responsibility.
50. 'Subsistence Allowance' means monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his suspension;
51. 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
52. 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Statutes to which the teacher is entitled, on account of a

post to which he has been appointed substantively or by reasons of his substantive position in the Cadre; but does not include special pay;

53. 'Temporary appointment' means an appointment made on purely temporary basis as per the provisions made in the Act;
54. 'Tenure post' means a permanent post which the teacher may not hold, for more than a limited period without reappointment.
55. 'Union' means Teachers' union/association registered under Trade Unions Act, 1926/Societies Registration Act 1860 and duly recognized under the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971 and relevant act;
56. 'University Fund' means the funds of the University as provided by the Act;
57. 'Vacation' means summer or winter vacation for University Teachers approved by University authorities;
58. 'Working hours' means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the University Departments/conducted colleges/University institutions, from time to time;
59. 'University Institute' means a centre, a school or an institute established and maintained by the University;
60. Words and expressions used but not defined in this Statute shall have the same meanings respectively assigned to them in the Maharashtra Public Universities Act, 2016.

S.3. Classification of Teachers

The teachers of the University shall be classified into following categories:

A) University Schools / Departments/conducted colleges/University institutions

1. Professor/Director.
2. Associate Professor/Reader.
3. Lecturer in Selection Grade.
4. Lecturer in Senior Scale.
5. Assistant Professor/Lecturer.

B) University Library/ Knowledge Resource Centre

1. Librarian/Director, Knowledge Resource Centre.
2. Deputy Librarian.
3. Assistant Librarian

C) University Sports Department

1. Director, Sports and Physical Education

2. University Coaches/Instructor of physical education.
- D) University Scientific Instrumentation Centre (USIC)**
 1. Principal Scientific Officer.
 2. Senior Scientific Officer and Scientific Officer working in USIC.
- E) Adult and Continuing Education and Extension/Centre of Lifelong learning and Extension Services**
 1. Director
 2. Assistant Director.
 3. Project Officer working in Adult and Continuing Education Department.

S.4. Qualifications for the various cadres of the teachers

The qualifications for the various categories of the teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time.

Provided that, the qualifications for the teachers working in the where professional courses are taught shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.

S.5. Workload of the Teachers and Remission

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in University Schools/Departments/conducted colleges/University institutions for which necessary space and infrastructure should be provided by the employer. Direct teaching-learning process hours per week should be as follows:

Assistant Professor : 16 hours

Associate Professor and Professor : 14 hours

A relaxation of two hours in the workload may, however, be given to Director of the School/Head of Department and to those who are working as supervisors to M. Phil./ Ph. D. students of the University. In no case relaxation will be more than 4 hours.

Provided that the workload of the teachers working in University Schools / Departments/conducted colleges/University institutions shall be as recommended by the University Grants Commission/AICTE/other similar Apex bodies and accepted by the Government and the University, from time to time.

- (ii) For the Courses having practicals, the batch size shall be not less than ten and not more than twenty.
- (iii) The condition for minimum number of students per class shall not be applicable to the specialized subjects at post-graduate programmes.

S.6. Recruitment

Recruitment of teachers in University Schools, University Departments, Conducted Colleges and University Institutions as recommended by Board of University Departments and Interdisciplinary studies and created from University funds as per Act or as sanctioned by the Government or by any other funding agencies shall be as per the procedure laid down in this Statute.

S.7. Advertisement of Vacancies

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the competent authority. The advertisement shall contain the essential and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of backward classes, differently abled and women candidates and reasonable time, which shall not be less than twenty one days, within which the applicant may, in response to the advertisement, submit his application. The advertisement shall invariably mention that the suitable and qualified candidates with higher merit in the proportion of 1:15 shall only be called for interview for the post of Assistant Professor:

An applicant who is holding substantive /permanent post shall submit the application through the proper channel. While forwarding such application, the employer shall have to clarify whether the lien would be granted to such applicant, if selected.

S 8. Scrutiny Committee

There shall be a Scrutiny Committee to scrutinise the applications received for the post(s) of teacher(s) to be appointed in the University Schools, University Departments, Conducted Colleges and University Institutions.

1. The Scrutiny Committee for each subject shall consist of :

- a) Pro-Vice-Chancellor (Chairman).
- b) Dean of the Faculty concerned.
- c) Director of the School / Head of the Department concerned.
- d) Registrar (Member Secretary).

In addition, an academician from the reserved category may be included in the

above committee if the post to be filled in belongs to reserved category.

2. The Registrar shall prepare a summary of each candidate who has applied for the post advertised with his date of birth, qualification, experience, category, present emoluments, etc. and shall place the same before the Scrutiny Committee. The Scrutiny Committee shall verify all the required documents submitted by the candidates and after getting satisfied with the documents, shall recommend the names of the eligible candidates to be called for the interview.
3. The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least fifteen clear days of such meeting; being given to each candidate; and the particulars of each candidate shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

S.9. Selection Committee

There shall be a Selection Committee for the teachers working in various cadres in the University Schools, University Departments, Conducted Colleges and University Institutions as per Act and amendments therein from time to time.

S.10. Selection Procedure

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidates in different relevant dimensions and his performance on a scoring system proforma based on the API as provided in the relevant Regulations of the University Grants Commission. To ensure the selection procedure of a teacher to be highly objective, and persons with merit are given adequate recognition and to minimize subjective discrimination, the procedure and norms to be followed shall be as under:

- (1) The University Office, on the information available from the documents submitted by the candidates, shall prepare a consolidated sheet showing academic record and other details of the candidates called for the interview.
- (2) The selection committee shall interview the candidates and adjudge the merit of each candidate as under:
 - (a) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular, extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate shall undertake mock teaching/presentation.

- (b) For the post of Associate Professor/Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, research project, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate shall have to give presentation.
- (3) The interview process shall be audio-video recorded. Such recording shall be treated as valid evidence and shall be preserved in a sealed packet by the University for the period of ninety days.
- (4) Evaluation of the performance of the candidates shall be based on the average scores given by the selection committee members as prescribed in the respective Annexure as the case may be.
- (5) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.
- (6) Each member of the selection committee shall give score based on his own judgment of the interviewed candidates. It shall be mandatory on the part of members present for the meeting of the selection committee, to allot due scores to the candidates. After the interviews are over, the Chairperson shall prepare a consolidated statement by taking the average of the scores given by each of the members of the Selection Committee for each of the candidates.
- (7) The selection committee shall, then, take the total of the scores obtained for various applicable parameters as given in the respective Annexure and shall prepare the merit list of the interviewed candidates. Thereafter, the selection committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s) including those for reserved category, women candidates, etc.
- (8) All the selection procedures of the selection committee shall be completed on the day of the meeting of the selection committee, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting.

S.11. Temporary Appointment

In exceptional circumstances and in the interest of the students and teaching, the Vice-Chancellor shall make a temporary appointment against the permanent post for a period of one academic year.

Provided that, the mode of Selection and constitution of Selection Committee for such post shall be as per the Act.

S.12. Appointment of the Head of the University Department

The Vice-Chancellor shall appoint one of the teachers as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions in the following manner by rotation preferably following the seniority of teachers:

- i) If there are more than one Professors in the University Schools, University Departments, Conducted Colleges and University Institutions, Vice-Chancellor shall appoint one of them as the Head of the Department.

Provided that, if in the Department, there is only one Professor, Vice-Chancellor shall appoint him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

- ii) If there is no Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, but there are more than one Associate Professors, the Vice-Chancellor shall appoint one of them as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

Provided that, if there is only one Associate Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, the Vice-Chancellor shall appoint him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

- iii) If there is no Professor or Associate Professors in the Department, but there are more than one Assistant Professor, the Vice-Chancellor shall appoint the senior-most Assistant Professor as the In-charge of the University Schools, University Departments, Conducted Colleges and University Institutions.
- iv) The term of the Head of the Department shall be three years.
- v) The person nominated as the Head of the Department may be replaced during his tenure by Vice-Chancellor by giving appropriate opportunity to be heard by the aggrieved.
- vi) The decision of the Vice-Chancellor regarding appointment and removal of the Head of the Department shall be final and binding.

Provisions (i) to (vi) above shall be applicable for appointment of Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions.

S.13. Duties and Responsibilities of the Head of the University Department

The Head of the University Department shall be the Principal academic and executive Head of the Department. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

1. The Head shall be appointed by the Vice-Chancellor in the manner as prescribed in these Statutes and shall be working directly under superintendence, direction and the control of the Vice-Chancellor.
2. He shall be ex-officio Chairman of the Departmental Committee.
3. He shall supervise and control the working of the teachers and the employees working in the Department.
4. He shall review the Self Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice-Chancellor while the former Head of the Department shall submit his Self Assessment Report and or the Confidential Reports directly to the Vice-Chancellor.
5. He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
6. He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
7. He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
8. He shall be the ex-officio Chairman of admission committee for various programs of the Department as per the procedure laid down by the University, from time to time.
9. He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.
10. He shall monitor the purchase of equipments, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.
11. He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
12. He shall assist the University in the smooth conduct of the University Examinations.
13. He shall perform such other duties and responsibilities as may be assigned to him/her by the Vice-Chancellor, from time to time.

Points (1) to (13) above shall be applicable for Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions, wherever applicable.

S.14. Reservation policy

1. The appointments and advertisement of the various categories of teachers in the University Schools, University Departments, Conducted Colleges and University Institutions shall be subject to reservation policy determined by the Government from time to time.
2. The relaxation in the qualifications, age limit etc. to candidates belonging to reserved categories shall be as recommended by the University Grants Commission and similar Apex Bodies, accepted by the Government and the University from time to time.
3. The University shall maintain the Roster as per the Government rules laid down from time to time and the same shall be made available for inspection to the Special Cell of the University.
4. The University shall constitute Standing Committee as per provisions of the Act, and the recommendations of the University Grants Commission and similar Apex Bodies, for the welfare of the backward class teachers and employees including women candidates.
5. There shall be not less than three meetings of the Standing Committee in a year and the proceedings of these meetings shall be made available for inspection to the Special Cell.

S.15. Career Advancement Scheme (CAS)

Teachers working in the University Schools / Departments/conducted colleges/University institutions shall be eligible for placement/promotion under the Career Advancement Scheme as per the recommendation of the UGC and similar Apex Bodies, accepted by the Government and the University from time to time.

S.16. Academic Calendar

Academic calendar of the university for the subsequent academic year shall be prepared as per the guidelines from the University Grants Commission, similar Apex Bodies and the State Government, three months before the expiry of the current academic year as per Section 33(1)(z) of the Act.

S.17. Appointment Order

1. The Appointing Authority shall appoint the teacher(s) strictly as per the recommendations of the Selection Committee constituted under the Act.
2. The appointment order shall be issued by the Signature of the Registrar and in the proforma prescribed by the University.
3. The teacher appointed on a post shall produce a Relieving Order, Service Book and the Last Pay Certificate from his previous employer, if any, at the time of joining the service in the University.

4. The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of his date of birth within three months after joining the post.
5. The teacher appointed, if belongs to reserved category, shall submit the caste certificate at the time of joining the post and also submit validity certificate within six months. Otherwise, necessary action shall be initiated as per Government directives.

S.18. Joining the Duties

1. The teacher appointed in the service of the University shall sign a contract in the form prescribed by the University.
2. The service of the teacher shall commence from the date on which He joins the duties before 12 noon, otherwise from the next date.
3. The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he assumes charge before 12 noon, otherwise from the next date.
4. The service of the teacher shall cease from the date on which he relinquishes the post before 12 noon, otherwise from the next date.
5. If the teacher expires while in service, he shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he deceases.

S.19. Probation

1. The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend.
The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
3. a) The Head of the Department shall be the Assessing Authority under whom the teacher on probation is working. He shall submit teacher's Annual Self-Assessment for the performance based appraisal system. (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.
b) Deficiencies, adverse remarks, remarks of appreciations, if any,

mentioned in the PBAS shall be communicated in writing to the teacher for his guidance, improvement and receive his say, if any.

- c) The PBAS for the last six monthly period shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.
- 4. On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may -
 - a) confirm the teacher on probation in the service from a specific date;
OR
 - b) terminate his service after giving him/her one month's notice in writing.
If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his probation period.
- 5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his period of probation shall be deemed to have been extended to that extent.
- 6. The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

S.20. Duties of the Teacher

- a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The University Authority shall give the teacher every possible opportunity to do so.
- b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University examinations etc. and shall encourage pursuit of learning in the students.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.

- e) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head.
- f) A teacher shall help the University authorities to enforce and maintain discipline and good habits among the students.
- g) A teacher shall assist the University in smooth conduct of the University Examinations.

S.21. Assessing Authority

1. The Assessing Authority shall provide the Performance Based Appraisal System (PBAS) proforma developed by the respective University and approved by Statutory Authorities of the University following guidelines issued by UGC/AICTE/Other similar Apex Bodies for the academic year.
2. The Performance Based Appraisal System (PBAS) proforma developed by the respective University shall be reviewed by the statutory Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, adverse or outstandingly good in character and authenticate. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, it shall state the reasons thereof and superscribe its own assessment about work and conduct of the teacher.
3. The following shall be the Assessing and Reviewing Authorities :

<i>Category</i>	<i>Assessing Authority</i>	<i>Reviewing Authority</i>
a) Head/Ex-Head/Director of the Department/School	---	Vice-Chancellor
b) Teacher other than mentioned in a) above	Head/Director of the Department	Vice-Chancellor

4. The remarks in the Performance Based Appraisal System (PBAS), either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within one month. Adverse remarks not duly communicated in writing to the teacher within one month shall be disregarded for the purpose.
5. The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing

Authority, may expunge or retain such remarks and this decision shall be final and shall be recorded in writing.

6. The Performance Based Appraisal System (PBAS) of the teacher shall be the basis for determining the merit. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years.

S.22. Service Book

1. The Service Book, as prescribed by the Government, shall be maintained by the Appointing Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.
2. The Service Book shall contain the record of the service of each teacher covering all essential events in his official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.
3.
 - a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the University and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
 - b) In case a teacher wishes to alter his date of birth, the teacher may apply in writing to the Appointing Authority. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his first joining the service, and no correction shall be made thereafter under any circumstances.
4. Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due

authentication by the Competent Authority.

5. The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the teacher.
6. The teacher may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
7. A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office. The Appointing Authority may cause to verify periodically the Service Book of each teacher for correctness of entries.
8. A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.
9. The Service Book shall be retained in the office after the teacher ceases to be in service permanently.

S.23. Personal File

1. The Competent Authority shall retain the Performance Based Appraisal System (PBAS) and other reports of the teacher in a separate Confidential File and also in digital form. Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.
2. A Personal File shall be maintained for every teacher immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

S.24. Seniority of Teachers

Seniority of the teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be determined in the following manner:

1. The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
2. The seniority of the Professors, Associate Professors and Assistant Professors in the respective cadre shall be decided on the basis of their date of joining duties in the University Schools, University Departments, Conducted Colleges and University Institutions.

However, there shall not be any discrimination between directly recruited teachers and promoted teachers under Career Advancement Scheme (CAS) under any cadre and under any consequences.

S.25. Medical Incapacitation

1. The teacher shall be considered to be incapacitated to discharge his duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority.
 - a) due to accident, resulting in loss of limb or being seriously injured, etc. so that he is unable to perform his duties.
 - b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS etc. making him/her unable to perform his duties.
2. The teacher may be considered mentally incapacitated to render his services, if —
 - a) he has turned insane.
 - b) he is not capable of meeting with the requirements of the post to which he is appointed despite his mental equilibrium having been properly set.
3. Wherever teacher is to be declared to be incapacitated either physically or mentally, his case shall be referred to the Committee constituted as below :
 - a) Pro-Vice-Chancellor
or
A person nominated by Vice-Chancellor - Chairman.
 - b) Three Registered Medical Practitioners to be nominated by the Vice-Chancellor.
 - c) Medical officer of University if any.
 - d) Head of the Department / Director of the School

Provided that the three Medical Practitioners nominated by the Vice-Chancellor shall be with Post-graduate Degree and Specialists in different fields.

The Committee shall scrutinise the case of the teacher and shall submit its report to the Vice-Chancellor.
4. After receipt of the report, the Vice-Chancellor shall forward the above said committee's report to Medical Board Constituted by the Government for their opinion.
5. After receipt of the report from the Medical Board, the Vice-Chancellor shall take the final decision.

Provided that the Vice-Chancellor shall consider such case keeping in view the prime interest of the University and with sympathetic view towards the teacher.
6. The teacher declared incapacitated either physically or mentally shall be retired from the service of the University by the Vice-Chancellor with effect from the date of medical report. The teacher concerned shall be eligible for the post-retirement benefits, provided he fulfils the minimum requirements as laid down by the Government, from time to time.

7. If the teacher working in the University, expires during the active service or retires on medical grounds, one of the relatives of such teacher, shall be appointed, on compassionate ground in the services of the University, in the lowest post in the Class III or IV as per the Government Rules, from time to time, provided he fulfils the required qualifications.

Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment.

Provided further that, for the purpose of appointment on compassionate ground, the term 'relative of employee' means the relative as specified in the Government orders for this purpose from time to time.

S.26. Payment of Salary

- (1) The teachers in the University shall, unless otherwise directed, be entitled to receive the pay subject to enforcement of the taxes laid by the Government from time to time, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he is appointed, with effect from the commencement upto the cessation of service in the University.
- (2) (a) The scales of pay for the teachers of the various cadres working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be as recommended by the University Grants Commission/AICTE/other similar Apex bodies and accepted by the Government and the University, from time to time.
- (b) The scales of pay, for the teachers of the various cadres working in which professional courses are run shall be as recommended by their respective apex bodies and accepted by the Government and the University, from time to time.
- (c) Whenever the University Grants Commission/AICTE/other similar Apex bodies or the respective Councils revise the scale(s) of pay for the teachers in the University, the same shall be made applicable to the teachers after the approval of the Government.
- (3) The initial pay of the teacher selected by the University authorities shall be at least the minimum of the scale of pay.

Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of University or Government aided Colleges/Institutions or Government organisations as per the Government rules, issued from time to time.

- (4) In respect of the teacher who expires while in service, his pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.

- (5) The officiating pay, deputation allowance and the Pay drawn by the teacher while in foreign service shall be as per the provisions made in the pension scheme of Government.

S.27. Additional Charge

If the teacher is assigned to hold the additional charge, he shall receive additional pay, based on his presumptive pay, as may be prescribed by the Government and accepted by the University, from time to time;

Provided that, this additional pay shall be admissible.

S.28. Pay Fixation on Personal Promotion

- (1) On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
- (2) If the teacher has reached the maximum of the scale of pay on the lower post, his notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.
- (3) If the teacher placed in higher post/scale happens to draw lesser pay than his junior, placed in the said post/scale, the pay of the senior teacher shall be stepped upto a figure equal to the pay of his junior teacher, as prescribed by the Government, from time to time.

S.29. Pay Fixation on Reversion

- (1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he would have drawn, had he not been so placed in higher scale.
- (2) If the teacher is reverted by way of major punishment on account of misconduct, the Competent Authority may fix his pay at any lower stage in the lower scale of pay under these statutes;

Provided that, the subsistence allowance already paid to the teacher shall be fully recovered either from the pay and allowances as the case may be or from the leave salary payable to him/her, if it happens to be in excess of his revised total emoluments, to the extent of excess pay only.

- (3) When the teacher is reverted on account of misconduct to a post carrying lower scale of pay, and is subsequently reinstated, his previous service in the post which he was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part;

Provided that, the teacher, proceeding to join or returning from the foreign

service, shall be entitled to the pay payable to him/her on the substantive post held by him/her.

S.30. Pay Protection on New Post

During the joining time, the teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities.

S.31. Date of Increment

- (1) The teacher, having his pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the 1st date of July, every year or as per Government directives applicable from time to time.
- (2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
- (3) If a teacher is placed in higher grade / post, he shall draw the increment on the date he is otherwise entitled.
- (4) The Service rendered by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :
 - (a) The teacher on probation shall draw first increment on completion of twelve months or as per Government resolutions applicable from time to time.
 - (b) The date of increment shall be as prescribed by the Government from time to time.
- (5) Service rendered in the circumstances mentioned below shall count for increment :
 - (a) All duties whether continuous or otherwise in a post on a scale of pay
 - (b) Authorised leave other than extraordinary leave
 - (c) Extraordinary leave on medical grounds with the permission of the Competent Authority;
Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his normal date of increment.
 - (d) The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post

- (e) The period spent on deputation to foreign service
- (6) A teacher on authorised leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, alongwith the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
- (7) The Competent Authority may withhold, by an order in writing, the increment of a teacher if his conduct has not been found to be satisfactory, or his work has not been satisfactory only after a due inquiry held. The Competent Authority while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his future increment(s).

S.32 .Personal Pay

The Competent Authority may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

S.33.Allowances

- (1) A teacher working on a post in the scale of pay shall be entitled to allowances such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance, Transport Allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.
- (2) For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.
- (3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.
- (4) The House Rent Allowance shall be admissible to teacher at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time;

When the teacher is provided with residential quarter by the University either on rent free basis or on rent basis he shall not be entitled to House Rent Allowance. If the residential quarter is provided to the teacher then he shall pay the maintenance and other charges as per the Government Rules, applicable from time to time.

- (5) In case where both husband and wife are in service in the University, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.
- (6) The teachers shall not be entitled to receive any allowances from University fund other than the allowances prescribed by the Government, Provided, if the teacher is assigned responsibility in addition to his regular duty as teacher by the competent authority for a period not less than one month, he shall be entitled to receive allowances from the University fund as per the norms prescribed by the competent authority of the University.

S.34. Pay on Leave

- (a) The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.
- (b) The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.
- (c) The teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).
- (d) The teacher, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.
- (e) The teacher, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the remaining period.
- (f) The female teacher on maternity leave shall be entitled to leave salary, admissible as under :
 - (i) clause (a), in case the female teacher is permanent.
 - (ii) clause (a), in case of probationary / temporary female teacher, who has put in at least two years continuous service.
 - (iii) clause (b), in case of probationary / temporary female teacher who has put in more than one year continuous service but less than two years continuous service.
- (iv) the temporary female teacher with less than one year service shall not be entitled to any leave salary.

S. 35 Entitlement to Leave Salary

The teacher on study leave, on special leave or on sabbatical leave shall be entitled to leave salary as per Sub-Clause (a) of Clause (1).

S.36. Travelling Allowance/ Dearness Allowance for Tour

- (1) The teacher, required to undertake tour in the course of discharge of his duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.
- (2) The teacher, proceeding to his home town or otherwise and back under leave travel scheme, shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.
- (3) The teacher is entitled for the Leave Travel concession to visit any place within the Maharashtra State as prescribed by the Government, from time to time.

S.37. Medical Reimbursement

The teacher working in the University shall be eligible for Medical Reimbursement as per Government rules, issued from time to time.

S.38. Vacation Salary

The teacher shall be entitled to vacation salary as may be specified under these Statutes.

The person who ceases to be a teacher in the University Institution either at the end of the first term or at the end of the academic year shall be entitled, for vacation salary in the following manner :

- (1) If the teacher has served for a major part of the term, then he shall be entitled for the following winter vacation salary.
- (2) If the teacher has served for major part of the academic year, then he shall be entitled for the following summer vacation salary.
- (3) If the teacher has served for the whole of the second term or major part of the second term, then he shall be entitled for one month's salary in the summer vacation.
- (4) The teacher may remain absent, with the prior permission of the Vice Chancellor at the beginning or at the end of the first and/or second term, as the case may be.

S.39. Leaves

- (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

- (3) The teacher may be granted leave only on his request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- (4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- (5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.
- (6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding , graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.
- (7) If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after rest and treatment.
- (8) The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- (9) Ordinarily the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- (10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he shall be entitled to count his previous and subsequent services towards leave.

S.40. Competent Authority to Sanction Leave

The following shall be the Competent Authority to sanction leave under these Rules :

<i>No.</i>	<i>Category</i>	<i>Kind of Leave Authority</i>	<i>Competent</i>
1.	Head of the Department / Director of the School	All kinds of leaves	Vice-Chancellor
2.	All teachers	Casual leave	Head of the Department / Director of the School
3.	All teachers	All kinds of leaves except Casual leave	Vice-Chancellor

Provided that, the Vice-Chancellor may further delegate to the Pro-Vice-Chancellor, the power to sanction particular kind of leave.

S.41. Kinds of Leave

All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

The following kinds of leave would be admissible to permanent teachers-

- (i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (*Note:* These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.)
 - (ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;
 - (iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;
 - (iv) Leave not debited to leave account-
 - (v) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave
 - (vi) Leave on ground on health, viz. Maternity leave, Quarantine leave
- The Management Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

S.42. Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S.43. Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
 - (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To undertake the task assigned by competent/ statutory authority/apex bodies such as accreditation, academic audit, inspection of an autonomous institutions, approval to new colleges/ programs/ institutions not affiliated with the parent University a statutory board, organisations.
- (ii) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by sanctioning authority on each occasion.
- (iv) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S.44. Duty Leave

- (i) Duty leave not exceeding thirty days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for delivering invited talks in colleges/institutions/organisations and universities, for attending conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

S.45. On Duty

If a teacher performs any other duty assigned/approved by competent authority for the University, he shall be treated as on duty. In such case the period of his absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following;

- (a) To attend meetings in the UGC, DST, AICTE, such other similar Apex bodies, MPSC, UPSC and Government agencies.
- (b) To undertake task in another Indian or foreign university, any other agency, institution or organisation when so deputed by the university;
- (c) To participate a delegation or working on a committee appointed by the Government of India, State/Local Self Government, the University Grants Commission/other Apex bodies or any other academic body.
- (d) To attend refresher courses, orientation programs, short term courses, faculty development programs organised by recognised colleges/institutions/University.

- (e) To attend meetings/visits of various committees constituted by the parent University and other University within the State
- (f) To attend all examination related duties of the parent University.
- (g) To undertake field work related to academic development and research collaboration, consultancy work approved by University, sanctioned research project, survey work, study tours, industrial and educational excursions/visits..
- (h) To attend election duties, if any, related to statutory bodies of University.
- (i) To attend and participate in student related University/ regional/ state/zonal/national/international level sports/cultural /research/NSS/NCC activities/events approved by the competent authority.
- (j) To attend activities like viva voce as a referee or external examiner at parent and other Universities.

S.46. Earned Leave

- (i) Following earned leaves shall be admissible to teachers without encashment -
 - a) $\frac{1}{30}^{\text{th}}$ of actual service in a year including vacation not exceeding 10 days ; plus
 - b) $\frac{1}{3}^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.

Note : For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1 : When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2 : In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S.47. Leave on Half -Pay

- (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

- (2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

Note : A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

S.48. Commuted leave

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions :

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) In addition, commuted leave may be granted to the extent mentioned below;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S.49. Extra-ordinary leave

- (i) A permanent teacher may be granted extraordinary leave if approved by Competent Authority when;

- (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
- (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- In such cases all the privileges of the permanent employee shall be retained.

S.50. Leave not due

- (i) Leave not due, at the discretion of the Head of the Department, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Head of the Department is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

- (iii) A teacher to whom "leave not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

S.51. Study leave

- (i) Study leave may be granted after a minimum of five years of continuous service as a permanent teacher, to pursue a special line of study or research directly related to his work in the university/Institution/Research Organization or to make a special study of the various aspects of university organisation and methods of education.

The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the 10 percent of permanent teachers in any department.

Provided that the Management Council may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned. Provided,

- (a) the person is a full time permanent teacher on the date of the application; and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Competent Authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service

should not exceed three years.

- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Competent Authority. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as ordinary leave has been obtained.
- (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship or other financial assistance that his being granted study leave, has been awarded will not preclude his being granted study leave with pay and allowances. But the scholarship, fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship after deducting a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his return and re-joining the service of the University, and be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he shall serve the university for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study

leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the University.

- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.
- (xiv) The teacher shall submit to the Head of Department, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Head of Department within one month of the expiry of every six months of the study leave. If the report does not reach the Head of Department within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xv) The teacher, shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

S.52. Sabbatical leave/Academic leave

- (i) Permanent, full-time teachers, who have completed seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself study leave for three years, would not be entitled to the sabbatical leave. However, teacher who has availed himself / herself study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (ii) above.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that

leave, any regular appointment under any organisation in India or abroad. He may be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his leave.

Note - I The programme to be followed during sabbatical leave shall be submitted to the Head of Department for approval along with the application for grant of leave.

Note - II On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

S.53. Maternity, Paternity and Adoption Leave

- (A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.
- (B) Paternity Leave :
- Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.
- (C) Adoption Leave :
- Adoption leave may be provided as per the rules of the State Government.

S.54. Appointment against vacant post due to leave

The post falling vacant for more than six months due to leave of permanent teacher such as Sabbatical Leave, Extraordinary Leave, Study Leave, Maternity

Leave be filled on purely temporary/contractual basis for a period of sanctioned leave.

S.55. Special medical leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognised Clinic or under a Specialist recognised by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he has no other leave to his credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S.56. Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions.

S.57. Code of Conduct for Teachers

- (i) The teacher shall be at the disposal of the University full-time and shall serve in such capacity and at such place, as he may, from time to time, be so directed.
- (ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the University.
- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher and his profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote and protect the interest of the University.
- (v) The teacher shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work

to be done in connection with the business of the University.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realisation of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.

- (vii) (a) The teacher or his near relative shall neither bid directly or indirectly, at any auction of any University property nor submit any tender for any supply to the University Schools, University Departments, Conducted Colleges and University Institutions.
- (b) The teacher or his relative shall not use the University property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.

S.58. Misconduct

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in these Statutes.
- (ii) refusal to accept order or other communication served according to the Statutes.
- (iii) obtaining employment in the University by misrepresenting facts.
- (iv) misappropriation of any amount and/or movable and immovable property of the University.

- (v) wilful and persistent negligence of duty.
- (vi) incompetence in Teaching.
- (vii) indulging in or promoting unfair practices in the conduct of University examinations.
- (viii) theft, fraud or dishonesty.
- (ix) wilful or negligent damage of the University property.
- (x) any action involving moral turpitude and attracting conviction in court of law.
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours.
- (xii) misbehaviour with students, another teacher, staff, parents.
- (xiii) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
- (xiv) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation :

- (1) wilful negligence of duty shall amongst other things include the following:
 - (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.
 - (b) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Vice-Chancellor/Head of the Department, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.
 - (c) incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

S.59 Disciplinary Authority

The Disciplinary Authority in respect of the teacher working in a University Schools, University Departments, Conducted Colleges and University Institutions shall be the Vice Chancellor;

S.60. Penalties

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself.

- (a) Minor Penalties :
 - (i) censure,
 - (ii) fine,
 - (iii) withholding of increment of pay for specific period,
 - (iv) recovery from his pay, or such other amount as may be due from him/her.
- (b) Major penalties :
 - (i) stoppage of increment with or without effect on future increments,
 - (ii) reduction to a lower scale of pay, grade, post or service,
 - (iii) compulsory retirement,
 - (iv) removal from service,
 - (v) termination of service.
 - (vi) dismissal from service,

Explanation (1) : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the University by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognised Institution.

Explanation (6) : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognised Institution.

S.61.Procedure for imposing Minor Penalty

If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

- (1) issue a notice to the teacher in writing alongwith the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
- (2) give reasonable opportunity to the teacher to furnish explanation;
- (3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
- (4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);
- (5) the appeal against the minor penalty imposed by the Vice-Chancellor shall lie with the Grievances Committee.

S.62. Action not Amounting to Penalty

The following shall not amount to penalty within the meaning of Statute, namely:

- (1) non-placement of teacher either in senior scale or selection grade;
- (2) reversion of the teacher already appointed as the Head of the Department;
- (3) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;
- (4) Termination of Services :
 - (a) the teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his appointment;
 - (b) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- (5) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
- (6) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
- (7) termination of the service due to abolition of the post(s).

S.63. Suspension

- (1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances :
 - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (ii) wherein the opinion of the Competent Authority he has engaged himself in activities prejudicial to the interests of the University

and

- (iii) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
 - (b) where the case against him/her in respect of any criminal offense is under investigation, enquiry or trial in a court of law.
- (2) The teacher shall be deemed to have been placed under suspension.:
- (a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the teacher shall not be allowed to resign.
- (4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.
- (1) If the Disciplinary Authorities finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
- (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay & allowances admissible, pending regular enquiry.
- a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
 - b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause (a) above.

Explanation :

- 1) While under suspension, the resignation of a teacher shall not be accepted.

- 2) No leave shall be granted to a teacher while he is under suspension.
 - 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he is paid the subsistence allowance : “I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension”;
- Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.
- (4) (a) If the teacher, under suspension is undergoing a trial in a criminal court, or departmental enquiry under these statutes, he shall be provided with the subsistence allowance under Clause (2).
 - (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he undergoes punishment or till he is deemed to be in the service of the University, whichever is earlier.
 - (c) If the teacher under suspension is acquitted in appeal, he shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) If the teacher under suspension attains the age of superannuation, he shall deem to have been retired and shall not be entitled to any subsistence allowance. If he is covered by the Contributory Provident Fund (CPF) scheme, he shall be entitled to have his own share of contribution but shall not be entitled to the University share. If he is covered by the Pension scheme, he shall be entitled to provisional pension not exceeding the maximum pension admissible to him/her for qualifying service upto the date of suspension. The University share of CPF or the final pension and the gratuity shall or not be paid to him/her as per the final decision of proceedings against him/her.
- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.
- If the person is not fully exonerated he should be given pay equal to:
- (i) subsistence allowance or
 - (ii) certain percentage of pay depending upon the merit of the case.
- The period can be converted into leave due and admissible only at the

express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state :
 - (a) whether the said period be treated as duty leave or leave not due, and
 - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the University fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the University.

S.64. Preliminary Enquiry

- (1) If a teacher is alleged to be guilty of misconduct as per Statute 58, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee :
 - (i) The Dean of the concerned Faculty - Chairman
 - (ii) The Head of the Department
Provided, where there is no regular Head of the Department or when Head of the Department is himself / herself involved in the matter, Vice Chancellor shall appoint Head of any other University Department.
 - (iii) The member of the Management Council to be nominated by the Vice-Chancellor
 - (iv) A representative of the teacher whose inquiry is to be conducted.
- (2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher;
Provided that, while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his case before the Committee.
- (3) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Vice-Chancellor.
- (4) The Vice-Chancellor, after scrutinising the report of the Committee, may give permission to hold full-fledged enquiry of the teacher, as the case may be.

Provided further that, if the Vice-Chancellor, after scrutinising the report, feels that the report is incomplete or requires some more documents/evidences, then he shall call for such additional documents/evidences and if necessary may appoint another Committee.

S.65. Procedure of Enquiry

- (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the preliminary enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Officer, who is Retired Judge below the rank of District Judge to enquire into the facts of the case. The appointment order of the Enquiry Officer shall be issued in the Form as prescribed by the University.
- (2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up
 - (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
 - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain
 - (i) a statement of all relevant facts including any admission or confession by the teacher, and
 - (ii) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his defense and to state whether he desires to be heard in person.
- (4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.
- (5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
- (6) Where the Disciplinary Authority appoints the Enquiry Officer, it may by an order appoint another teacher or any other suitable person to present the

case in support of the article(s) of the charge(s) before the Enquiry Officer. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Officer permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.

- (7) The Disciplinary Authority shall forward to the Enquiry Officer :
 - (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
 - (b) a copy of the order appointing the Presenting Officer, if any,
 - (c) copies of the statements of witnesses,
 - (d) evidence proving the delivery of documents to the teacher, and
 - (e) a copy of the written statement of defense by the teacher, if any.
- (8) The teacher shall appear in person before the Disciplinary Authority or the Enquiry Officer on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Disciplinary Authority or the Enquiry Officer may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Officer may allow.
- (9) The Disciplinary Authority may, *suomotu* or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Officer constituted for the purpose.
- (10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before the Disciplinary Authority or Enquiry Officer, it shall ask him/her whether he is guilty or has any defense to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.
- (11) The Enquiry Officer shall return to the Disciplinary authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty.
However if he pleads not guilty, the Enquiry Officer shall proceed to enquire further.
- (12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Officer shall require the Presenting Officer to produce the evidence by which he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his defense.
 - (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Officer may allow, the documents specified in the list,
 - (b) submit a list of witness(es) to be examined on his behalf,

- (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Officer may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Officer shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.
- (14) (a) The teacher may, by notice to the Enquiry Officer, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Officer, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.
- (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Officer;
- Provided that, the Enquiry Officer may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Officer may withdraw the requisition or press for the same;
- Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Officer and the Enquiry Officer shall, on being so informed, withdraw the requisition and communicate the information to the teacher.
- (15) (a) The enquiry shall commence on the date fixed by the Enquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.
- (b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry officer. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.
- (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross-examined by the teacher or his

assistant. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Officer may also put questions to the witnesses.

- (d) Before the closure of the case by the Disciplinary Authority, the Enquiry Officer may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

- (e) When the part of the inquiry-proceeding of the Disciplinary Authority is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the Disciplinary Authority, re-examined by the teacher and examined by the Enquiry Officer.

The Enquiry Officer may also allow the teacher to produce

- (f) After the teacher closes his part of the inquiry proceeding and if the teacher has not examined himself, the Enquiry Officer may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.

- (g) The Enquiry Officer may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.

- (16) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Officer or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Officer may hold the enquiry *ex-parte*.

- (17) (a) Wherever the Enquiry Officer, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;

Provided that, if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, he may recall, examine, cross-examine and re-examine him/her;

Provided further that, if the witness is recalled, he may be cross-examined and/or re-examined by the teacher or the Presenting Officer.

- (b) Where in the opinion of the Enquiry Officer, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), he may record its findings on such article(s) of charge(s);

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

S.66. Enquiry Report

- (1) After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain
 - (a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
 - (b) the defense of the teacher in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge; and
 - (d) the findings on each article of charge and the reasons thereof.
- (2) The Enquiry Officer, shall forward to the Disciplinary Authority the record of enquiry which shall include
 - (a) the report prepared by him/her;
 - (b) the written statements of defense submitted by the teacher;
 - (c) the oral and documentary evidence produced in the enquiry;
 - (d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and
 - (e) the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
- (3) The Enquiry Officer may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;

Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

S.67. Action on Enquiry Reports

- (1) The Disciplinary Authority shall consider the report and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Officer, shall

consider the enquiry report and if it disagrees with the Enquiry Officer on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Officer for further enquiry and report. The Enquiry Officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.

- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.
- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
 - (i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/she agrees with the findings of the Enquiry Officer or otherwise, together with brief reasons for its disagreement, if any within a week; and thereafter
 - (ii) give to the teacher a show-cause notice in the form as prescribed by the University., stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.
- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Officer.
- (7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the format as prescribed by the University..

S.68. Appeal

- (1) Notwithstanding anything contained in these Statutes no appeal shall lie against
 - (a) any order of an interlocutory nature or of the nature of a step-in-aid or

the final disposal of a disciplinary proceeding, other than an order of suspension;

- (b) any order passed by an Enquiry Officer in the case of an enquiry under these Statutes.
- (2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :
- (a) an order of suspension or deemed suspension made under Statute 63.
 - (b) an order which
 - (i) denies or varies to his disadvantage his pay, allowances or any other conditions of service;
 - (ii) denies placement to which he is otherwise eligible according to the recruitment rules;
 - (iii) interprets to his disadvantage the provisions of any such Statutes;
 - (iv) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
 - (v) reduces or withholds the post-retirement benefits, if any;
 - (vi) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;
 - (vii) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;
 - (viii) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

S.69. Appellate Authority

The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the Grievances Committee or the tribunal, as the case may be, constituted under the Act. In case the decision of the Grievances Committee is not complied by the concerned authorities, the teacher may forward the appeal

to the tribunal as per provisions of the Act.

S.70. Service of Order, Notices, etc.

Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

S.71. Retirement

- (1) The teacher after confirmation shall continue in the service of the University till he attains the age of superannuation as prescribed by the Government from time to time.
- (2) The Competent Authority shall require the teacher to cease to be in his service of the University, if
 - (a) he has reached the age of superannuation.
 - (b) he has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 60.
 - (c) he is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.
 - (d) he is retired on Voluntary/Compulsory retirement pension.
 - (e) he is absent from duties for one year without permission of Competent Authority.

S.72. Age of superannuation

The age of superannuation of the teacher shall be as prescribed by Government on the directives given by UGC/other Apex Bodies from time to time; however, he shall retire from the service on the afternoon of the last day of the month in which he attains the age of superannuation.

S.73. Extension in Service after superannuation

The Competent Authority may, consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Head of the Department. He shall work as a teacher without any kind of statutory administrative responsibility in the University. Such proposal of granting extension to the teacher shall be forwarded by the concerned department to the competent authority.

Provided further that, if such proposal is accepted by the Management Council. The salary for the period for which the teacher is given extension shall not be admissible for the Salary Grant. In such case, the re-employed teacher shall be paid such salary which should not exceed the salary drawn by him/her in the last month of superannuation minus amount of pension.

S.74. Re-employment

- (1) Notwithstanding anything contained in these Statutes, the Competent Authority may grant re-employment to any teacher already retired from University/Institutions of National or International repute for one year at a time, extendable up to maximum five years or till he attains the age of sixty five, whichever is earlier.

The following procedure shall be adopted for Such re-employment

- (a) The Head of University Department shall submit proposal for re-employment of a retired teacher after obtaining approval for the same in the Departmental Committee meeting.
 - (b) Such proposals shall be placed before The Board of University Department and Interdisciplinary studies for consideration.
 - (c) The Board of University Department and Interdisciplinary studies in its meeting may approve and recommend to the Management Council with honorarium to be given to the teacher.
 - (d) The Vice Chancellor may appoint the teacher after obtaining approval of the Management Council.
 - (e) The honorarium of such re-employed teacher shall be paid by the University from the funds created for the said purpose.
- (2) The teacher who has retired before the age of superannuation voluntarily or for some reasons but not for avoiding any departmental proceedings, may be re-employed by the University, if the time-gap between his voluntary retirement and re-employment is not more than two years. Such re-employed teacher shall be in the service of the University upto his normal age of superannuation and shall be subject to the provisions of these Statutes.

Provided that, appointment of such teacher shall be made on substantive vacant post following the existing recruitment procedure the Salary of such re-employed teacher shall be fixed as per the Government rules applicable from time to time.

S.75. Submission of Pension Proposal

- (1) The service record of each teacher, shall be taken up for examination at least one year before the date of his retirement by the Registrar, who shall prepare a list, every six months on 1st January and 1st July each year, of all

the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively.

- (2) The Competent Authority shall intimate the teacher one year in advance the date of his superannuation alongwith the forms, related to his pension proposal duly filled in, for his observations for one month. The Competent Authority shall then scrutinise the same and complete other service record, documents and certificates required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Competent Government Authority, six months prior to the date of superannuation of the said teacher for his sanction.

S.76. Voluntary Retirement

- (1) The teacher who has put in at least twenty years of service, may at his sole discretion, opt for retirement from the services of the University, as the case may be, by giving three clear months' notice to the Appointing Authority;

Provided that, during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

- (2) The rules governing voluntary retirement prescribed by the Government from time to time shall be made applicable to such teachers.

S.77. Retirement on Medical Grounds

If the teacher who has at least ten years of service is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the teacher shall be retired from the service of the University with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits.

S.78. Removal or Compulsory Retirement

- (1) Subject to the Statute 68(7), the Competent Authority may remove any teacher from the service of the University or may require him/her to retire on grounds of misconduct or incapacitation.
- (2) In respect of the teacher retiring for such reasons, other than by way of superannuation, the Registrar shall promptly inform the Director, Higher Education, the Joint Director and the Competent Government Authority as soon as the cause thereof arises.
- (3) While forwarding such a case, the Registrar shall specifically mention whether any dues either to the Government or the University, are

outstanding in the name of the teacher who is due for retirement.

S.79. Claim for Compensation for Retirement

No claim as compensation by the teacher who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed and sanctioned by the Government, from time to time.

S.80. Post Retirement Benefits

- (1) The teacher working in the University against the post approved by the Government and who is covered under Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.
- (2) The teacher working in the University against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary Grant or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity etc., at the rates applicable to the teacher covered by pension or other scheme of Government, but all the payment for these benefits shall be made by the University from its own funds.
- (3) The teacher shall clear all dues payable to the University, outstanding to his account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.
- (4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he attended his duties regularly, provided the said period qualifies for such benefits.

S.81. Holding Public Office

- (1) (a) In the event of his being elected to public offices at the local, district,

state or national level, the permanent teacher may apply for leave due and admissible to him/her, and if there is no leave to his credit, the extraordinary leave for the period for which he is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Statutes;

Provided that, such a period spent on extraordinary leave availed by the teacher shall be counted for increments and post-retirement benefits.

- (b) If the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him/her or the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his duties during the remaining periods.
- (2) In the event, a permanent teacher becomes either Minister or an Office bearer in public offices such as Chairman, President, Vice-President etc. which requires full-time attendance or long time absence from normal duties, he shall apply for keeping his lien on the post which he had held and shall be granted the same by the Competent Authority.

S.82. Foreign/Home Service

- (1) The Appointing Authority may, by special resolution, upon requisition by an organization, foreign or home, (herein referred to as Foreign /another Employer, as the case may be,) and on express consent by the teacher, place the services of the teacher at the disposal of the foreign/another employer.
- (2) The position, terms and conditions of the teacher under the foreign/another employer shall be decided by the Competent Authority in consultation with the foreign/another employer.
- (3) The teacher shall be treated to be on deputation from the date he relinquishes his charge and till he resumes the charge on repatriation.
- (4) a) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years.
b) While applying for a lien the teacher shall give in writing to the Appointing Authority that he shall serve the University at least for three years after his foreign assignment is over.

The teacher shall retain lien on his permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits, if the public share of General/contributory Provident Fund of the teacher is paid to the Govt. by either the

foreign/another Employer or the teacher.

- (5) (a) The Competent Authority may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to relieve the teacher from that date.
- (b) The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher .
- (6) The foreign/another employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/ General Provident Fund, Gratuity, etc. if any, at the rates prescribed by the Government, from time to time.
- (7) The teacher in service of the foreign/another employer shall be entitled to the benefits of Leave, Joining Time, Transfer, Travelling Allowance/Dearness Allowance, etc.
- (8) (a) The teacher on deputation to any other organization shall have to take prior permission and rejoin his parent service before he proceeds on deputation to another organization.
- (b) The foreign employer may grant the teacher Study Leave for pursuing studies connected with his foreign service and such period shall be treated as foreign service. The foreign service employer shall report the details of such study leave to the Competent Authority.
- (c) The teacher seeking study leave, for studies not directly connected with his foreign service but connected with his parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall rejoin his parent service before proceeding on such study leave.

S.83. Break Condonation

The Competent Authority of University or the Director of Higher Education, as the case may be, shall condone the break(s) in service of the teacher for the purpose of pay last drawn, increments, placements and pensionary benefits, as per the Government rules amended, from time to time.

S.84. Discharge/Relieving Certificate

The Registrar shall issue a Discharge/Relieving Certificate to the teacher who leaves service after following due procedure as laid down under the Statutes, in the form as prescribed by the University.

S.85. Lien on the original post

- (1) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post.
- (2) The teacher, seeking appointment in another university or any other organization, shall apply for his lien through the Head. The Head may forward such application to the Competent Authority subject to such conditions as may be prescribed in these statutes.
- (3) In case a permanent teacher is selected/appointed, as the case may be, he may make specific request to the Appointing Authority that he may be permitted to accept the new assignment on lien. The employer may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the another authority. The lien of such teacher shall be retained on his post for a period not exceeding five years, at the end of which he may have to rejoin his post or resign;
Provided that, if the teacher is appointed or nominated as tenure statutory post prescribed in the University Act, he shall be entitled to lien for a period of five years. The lien period is restricted to two years for any other post.
- (4) In case the teacher is on probation at the time of such outside appointment, he shall resign his position before proceeding on to join the post.
- (5) The teacher shall be entitled to automatic grant of lien on previous post in case he is appointed on a higher post in the university.
- (6) The lien of the teacher on any post shall not be terminated under any circumstances. The lien shall cease to be operative when he ceases to be in the service, on account of absorption in foreign service, retirement, resignation, discharge or dismissal.
- (7) The Appointing Authority may give a provisional substantive appointment to the teacher against the post on which another teacher holds a suspended lien and shall cease to be on such appointment as soon as the teacher holding suspended lien joins the post.

S.86. Deserter

The teacher, who is absent from duty without permission for a period of more than one year, shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of this period.

Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate causes of his absence for reasons beyond his control, the Competent Authority may, by a special order condone his absence and continue his services;

Provided further that, before terminating the services of the deserter, the

Competent Authority shall first give thirty days notice to the deserter in local newspaper, send the copy of the said notice to the deserter on permanent address by registered post and paste the copy of the notice on the door of his residence, if the notice sent by registered post is not served to him. After expiry of the notice period, the Competent Authority shall terminate the services of the deserter.

S.87. Discontinuation or Termination

- (1) The teacher shall not leave or discontinue his service in the University without giving prior notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of such notice shall be
 - (a) three calendar months in the case of a permanent teacher.
 - (b) one calendar month in the case of a temporary/ ad hoc or probationary teacher.
 - (c) In case of breach of these provisions, the teacher shall pay to the University an amount equal to his basic pay for the notice period required to be given by him/her. In case, he fails to pay the amount, it shall be recovered from the dues payable to him/her.
- (2) If the Disciplinary Authority, after completing the procedure of enquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, it shall give three months' notice in case of a permanent teacher or pay the basic pay for the period in lieu thereof.
- (3) The Competent Authority shall not terminate the service of the teacher on probation without giving him/her one month's prior notice in writing or one month basic pay in lieu thereof.

S.88. Abolition of Post

- (1) The Post of the teacher shall not be abolished without prior permission of the Management Council or Government as the case may be. In case of substantive post under Government salary scheme, protection of services of the teacher(s) concerned shall be governed by Government Regulations applicable from time to time.
- (2) In case of the teacher who cannot be protected as surplus, as per the rules of the University, then the post held by such teacher shall be abolished in the following manner :
 - (a) The Head of the Department shall submit the proposal to the Vice-Chancellor for abolition of the post for either want of workload or closure of a subject.
 - (b) The Management Council, after scrutinising the proposal, may give permission to abolish the post(s).

- (c) The teacher(s), working against such post(s) which is/are to be abolished, shall be entitled for absorption on the suitable equivalent University funded post. In case, the teacher refuses to work on the equivalent post, he shall be given the compensation in the following manner:
 - (i) If the teacher has put in more than ten years of service, he shall be entitled to twelve months' total emoluments of the Salary.
 - (ii) If the teacher has put in more than five years service, he shall be entitled to six months' total emoluments of the Salary.
 - (iii) If the teacher is confirmed and has put in more than two years but less than five years service, he shall be entitled to three months' total emoluments of the Salary.
- (d) In case, the abolished post is again created due to any reason, then the Appointing Authority shall, by registered post (AD) on the address furnished by such teacher from time to time, ask his willingness to rejoin the post upon which the teacher will have the first claim.

S.89. Resignation

Any teacher working in the University shall resign his post by tendering a resignation letter in his own hand writing to the Competent Authority, which shall be signed as witnesses by two teachers working in University and shall be forwarded through Head of the Department.

The teacher shall not resign his service in the University without giving prior notice in writing to the Competent Authority of his intention to resign the service. The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher. In case of breach of these provisions, the teacher shall pay to the University an amount equal to his basic pay for the notice period required to be given by him/her. In case, he fails to pay the amount, it shall be recovered from the dues payable to him/her.

S.90. Handing over the charge

- (1) The teacher before leaving the service shall handover the charge of his post in the prescribed formats to the Head or the person duly authorised by the Vice-Chancellor on his behalf.
- (2) The teacher shall return to the University, all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
- (3) The teacher shall vacate the quarter, if any, allotted to him/her before handing over the charge.
- (4) The University shall pay under any circumstances all the dues which are

payable to the teacher before he is relieved.

- (5) The University shall handover the discharge certificate in the prescribed form and his Service Book, etc. to the teacher.

S.91. Contributory Provident Fund/DCPS

The teacher who is not covered under Salary Grant or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund Scheme/Defined Contributory Pension Scheme (DCPS) as prescribed by the Government from time to time.

Provided that, the rate of monthly subscription of the employee's and the University's share shall be as per the rules of Government of India or the state Government, as the case may be, amended from time to time.

Provided further that, the teacher who is not covered under salary payment scheme and pension scheme shall be entitled for gratuity as per the Government rules amended from time to time.

S.92. Departmental Committee

There shall be a separate Departmental Committee for each University Department :

1. Constitution of such Departmental Committee shall be:

- a) Head of the Department (Chairman)
- b) Three Professors
- c) Two Associate Professors
- d) Two Assistant Professors

Provided that, committee shall have one woman representative and one teacher from reserved category from any of the cadre above.

Head of the Department shall nominate one of the members of the Committee as its Member Secretary.

Provided that, in the Department, if there are eight or less than eight teachers, then all of them shall be the members of the Department Committee.

2. The Departmental Committee shall be responsible for -

- a) Smooth working of the Department.
- b) Preparation of academic calendar of the Department which shall include the terminal examination and other tests, if any, to be conducted during the academic year.
- c) Preparation of theory and/or practical time table.
- d) Students' Welfare, including cultural and sports activities.

3. The Departmental Committee may constitute Sub-Committees, such as,

Examination Committee, Library Committee, Laboratory/Building Maintenance Committee, Store/Purchase Committee, Cultural Committee Students' Co-curricular, Extra-curricular Activities, Guidance Committee, Seminar Committee, Excursion Committee, Garden Committee, Training and Placement Committee, Committee related to Alumni Activities, Parents-Teachers meet, Sports Committee or any other Committees required for smooth working of the Department.

Provided that, the Departmental Committee, while constituting sub-Committees, shall see that all the teachers working in the Department get due participation in such Committees.

4. The Departmental Committee shall prepare the Annual Financial Estimates and send the same to Finance Department of the University for making appropriate provisions in the Annual Budget of the University.
5. The Departmental Committee shall allocate the budgetary provisions of Laboratory, Library, etc. to the various sections as per their requirements.
6. There shall be not less than four Departmental Committee meetings in an academic year.

Provided that, the Chairman shall send the minutes of each meeting to the Vice-Chancellor for his information.

7. The Departmental Committee, in consultation with the teachers of the Department, shall assess the possibilities of starting new academic programmes, research activities, etc.
8. The Departmental Committee shall consider such other item as may be specified by the Vice-Chancellor, from time to time.

S.93. Teachers and their Rights

The Teachers shall enjoy full civil and political rights as provided by the constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

S.94. Code of Professional Ethics

- (1) Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

- (2) The Code of Professional Ethics :

- (a) The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to

conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
 - (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
 - (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
 - (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
 - (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
 - (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
 - (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
 - (viii) participate in extension, co-curricular and extracurricular activities including community service.
- (b) Teachers and the students :
- The teacher shall
- (i) respect the right and dignity of the student in expressing his/her opinion.
 - (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
 - (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
 - (iv) encourage students to improve their attainments, develop their

personalities and at the same time contribute to community welfare.

- (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.
- (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
- (ii) speak respectfully of other teachers and render assistance for professional betterment,
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- (v) be thoroughly social and humane, democratic and rational, towards other teachers,
- (vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.
- (vi) believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by

accepting various offices and discharge responsibilities which such offices may demand;

- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
 - (v) should adhere to the conditions of contract;
 - (vi) give and expect due notice before a change of position is made; and
 - (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (e) Teachers and nonteaching employees :
- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
 - (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.
- (f) Teachers and guardians:
- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- (g) Teachers and Society:
- The teachers shall
- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
 - (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
 - (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
 - (v) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
 - (vi) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

S.95. Repeal and Saving

1. All Statutes framed by the Universities relating to the service conditions of the teachers shall stand repealed from the date of commencement of these Statutes.
2. These Statutes shall not alter or change any terms and conditions of service to the disadvantage of the teachers who are already in service of the University.

For the post of Assistant Professor (Direct Recruitment)

- A:** Academic Record and Research Performance – Maximum Score (50)
- The Academic Record and Research Performance of the candidates shall be evaluated on the basis of following parameters, namely:-
- A-1 : Academic Record(40) :** In addition to consideration of the academic performance at UG and PG level, due independent weightage shall be given to,-
- special achievements like rank, Gold Medal, Distinction etc.
 - extra /additional qualifications like M.Phil., Ph.D., JRF, Certificate, Diploma, Advanced Diploma, Degree, Specialization etc.
 - prizes, Awards, Merit Scholarships, Recognitions etc.
 - teaching experience.
- A-2: Research Performance (10)**
- Publications
 - Research Projects undertaken (Other than the projects which are integral part of curriculum)
 - Paper presentation in Regional/State/National/International conferences
 - Participation in Seminar/Workshops/Symposia/Conferences etc.
 - Prizes in student research convention
- B: Domain Knowledge and Teaching Skills : Maximum Score (30)**
- During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-
- Domain Knowledge
 - Teaching techniques and skills
 - Presentation skills
- C : Interview Performance : Maximum Score(20)**
- Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-
- Communication skills
 - Voice Modulation
 - ICT Skills
 - Participation in co-curricular, extra-curricular activities, Extension work, etc.
 - General knowledge

For the post of Associate Professor/Professor (Direct Recruitment)

A: Academic background – (20)

- In-service academic achievements
- Dissemination of Subject Knowledge to the stakeholders
- Academic recognition during the previous stage
- Role in designing new courses/recognitions in the Department/College
- Participation in various committees and statutory bodies.

B: Research Performance based on cumulative API Score and Quality of Publications: (40)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
- In addition, weightages to the API scores shall be given as under:
 - up to 10% additional API score over the minimum required API score : 1 to 5
 - More than 10% but up to 25 % over minimum required API score : 6 to 10
 - More than 25% but up to 50 % over minimum required API score : 11 to 15
 - More than 50% over minimum required API score : 16 to 20

C: Domain Knowledge and Teaching Skills : Maximum Score (20)

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score 20

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills

- Participation in co-curricular, extra-curricular activities, Extension work, etc.
- General knowledge

Note : In case of candidate who is satisfying the minimum eligibility norms as prescribed by the University Grants Commission but who does not have teaching experience, the selection committee shall evaluate the credentials of such candidate on the basis of his contributions in research in terms of quality of publications, impact factor, citations, h-index, patents to his credit, research guidance to M.Phil./Ph.D. students, number of research projects ongoing/completed, research collaborations, innovations, consultancy, transfer of technology, association with academic/research/industrial bodies, etc.

For the promotion of Assistant Professor (stage-3) to Associate Professor/Equivalent Cadre (Stage-4) under Career Advancement Scheme

A: Research Contribution- Maximum score (30)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 15
- In addition, weightages to the API scores shall be given as under:
 - up to 25% additional API score over the minimum required API score : 1 to 5
 - More than 25% but up to 50 % over the minimum required API score : 6 to 10
 - More than 50% over the minimum required API score : 11 to 15 .

C: Assessment of Domain Knowledge and Teaching Practices: Maximum Score (50)

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score (20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge

The incumbent in order to get promotion shall undergo minimum of two-weeks of advanced training/field exposure in the subject or subject related research from the Universities/Institutes recognized by Maharashtra State Commission for Higher Education and Development. Alternatively, the incumbent for acquiring advanced knowledge in the subject shall spend two weeks on deputation at recognized institute of national repute.

**For the promotion of Associate Professor to Professor/Equivalent Cadre under
Career Advancement Scheme**

A: Research Contribution- Maximum score (50)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission: 25
- In addition, weightages to the API scores shall be given as under:
 - up to 25% additional API score over the minimum required API score : 1 to 5
 - More than 25% but up to 50 % over the minimum required API score : 6 to 10
 - More than 50% but up to 75 % over the minimum required API score : 15 to 20
 - More than 75% over the minimum required API score : 21 to 25 .

C: Assessment of Domain Knowledge and Teaching Practices : Maximum Score (30)

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score (20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge.

UNIFORM STATUTES

**GOVERNING TERMS AND CONDITIONS OF
SERVICE OF TEACHERS WORKING IN THE
AFFILIATED COLLEGES, RECOGNIZED
INSTITUTIONS, AUTONOMOUS COLLEGES,
COMMUNITY COLLEGES, EMPOWERED
AUTONOMOUS COLLEGES, EMPOWERED
AUTONOMOUS CLUSTER INSTITUTIONS,
EMPOWERED AUTONOMOUS SKILL
DEVELOPMENT COLLEGES IN MAHARASHTRA**

**[FRAMED UNDER SECTION 72 (10)
READ WITH SECTION 71 (20) AND
SECTION 105 (10) OF THE MAHARASHTRA
PUBLIC UNIVERSITIES ACT, 2016]**

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In exercise of the powers conferred by sub-section (10) of section 72 read with sub-section (20) of section 71 and sub-section (10) of section 105 of the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2016), the Government of Maharashtra hereby prescribes the Uniform Statutes relating to the selection committee, selection process, mode of appointment and the terms and conditions of service of the of Principals/Directors and teachers of affiliated colleges and recognized institutions, namely:-

S.151 Short Title and Commencement

- (1) These Statutes (S.151 to S.249) may be called the "Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the Affiliated Colleges, Recognized Institutions, Autonomous Colleges, Community Colleges, Empowered Autonomous Colleges, Empowered Autonomous Cluster Institutions, Empowered Autonomous Skill Development Colleges in Maharashtra".
- (2) These Statutes shall come into force with effect from / / 2017

S.152 Definitions

The definitions given in the Act shall hold good for the purpose of these Statutes. In these Statutes, unless the context otherwise requires:

- (1) 'Act' means the Maharashtra Public Universities Act, 2016
- (2) 'Ad hoc appointment' means the appointment of the teacher who has not passed NET/SET examination/s or who has not been exempted from NET/SET examination/s and who has been selected through Selection Committee constituted by the University.
- (3) 'Agreement' means the agreement of the service to be executed by the teacher appointed by the Management in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorized by the Management.
- (4) 'Annexure' means the annexure appended to these Statutes;
- (5) 'Appointing Authority' means the authority competent to make the appointments;
- (6) 'Cadre' means the strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time;
- (7) "Coaching Classes" means the teaching activities undertaken privately by individual or by a group of teachers other than his/her/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;
- (8) "Competent Authority" means the authority competent to exercise different

powers under the Act and in these Statutes;

- (9) “Continuous Service” means the service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned break(s);
- (10) “Compensatory Allowance” means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
- (11) ‘Disciplinary Authority’ means the Authority or the Officer authorized to take disciplinary action against the teacher, except otherwise provided in the Act, and the Management in case of the teacher working in the College or Recognized Institution;
- (12) ‘Duty’ means the compliance of the responsibilities the teacher is expected to comply by virtue of his/her taking a job as a teacher or assuming an office as provided in these Statutes;
- (13) ‘Emolument’ means the salary, leave salary, subsistence allowance or compensatory allowance, if any, payable to the teacher and includes any remuneration of the nature of salary received in respect of foreign service;
- (14) ‘Expert’ means and includes any person having attained certain level of recognized excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/organizations recognized by statutory bodies in the country or abroad.
- (15) ‘Family’ means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;
- (16) ‘First Appointment’ means the appointment of a teacher who is not holding any appointment, for the time being, under the College or Recognized Institution, even though he/she may have previously held any such appointment either temporary or on tenure basis;
- (17) ‘Form’ means a form prescribed under these Statutes;
- (18) ‘Foreign Service’ means service in which the teacher receives his/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the Management of the College, Recognized Institution or any other Organization;
- (19) ‘Government’ means the Government of Maharashtra unless otherwise specified as applicable;
- (20) ‘Grievances Committee’ means the Committee constituted as the Grievance Committee under the Act;
- (21) ‘Holiday’ means a Sunday, any weekly off or any other day declared as holiday by the University;
- (22) ‘Honorarium’ means the recurring payment granted to the teacher from the

College or Recognized Institution fund, as remuneration for special work of occasional or intermittent character;

- (23) 'Joining Time' means the time limit prescribed for and the period availed of by the teacher to join a new post and includes period of travel to a station to which he/she is posted or transferred;
- (24) 'Joint Director' means the Joint Director of Higher Education of the Region concerned;
- (25) 'Leave' means permission granted by the Competent Authority to the teacher to remain absent from duty;
- (26) 'Leave Salary' means the monthly emoluments paid by the College or Recognized Institution to its teacher on leave;
- (27) 'Lien' means title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he/she has been appointed substantively;
- (28) 'Medical Authority' means the Medical Board constituted by the Competent Authority or the Registered Medical Practitioner from the panel approved by the Management of the College or Recognized Institution;
- (29) 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
- (30) 'NGO' means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for well being of the society.
- (31) 'Officiating' means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;
- (32) 'Pay' means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;
- (33) 'Permanent Post' means the post approved by Government carrying a definite scale of pay, sanctioned without time limit;
- (34) 'Pension' means the monthly emoluments payable to the teacher after his/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation and family pension;
- (35) 'Pensionable Pay' means average pay earned by the teacher for the period as may be decided by the Government, from time to time;
- (36) 'Pensionable Service' means the service, which qualifies the teacher to receive pension from the Government;
- (37) 'Personal Pay' means any additional pay granted to the teacher to save

him/her from a loss of substantive pay in respect of a permanent post other than a tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;

- (38) 'Presumptive Pay' means the pay of a post to which the teacher would be entitled, had he/she held the said post and had he/she been performing his/her duties;
- (39) 'Qualifying Service' means the service rendered by the teacher for which pension is payable, under these Statutes or otherwise as prescribed by the Government from time to time.
- (40) 'Salary' means the total monthly emoluments drawn by the teacher and includes the pay and allowances admissible, from time to time;
- (41) 'Salary Grant' means running scale of the grant received from the Government against the salary of approved employees and teachers working in the Colleges, appointed against Government sanctioned teaching posts;
- (42) 'Scale of pay' means running scale of pay which, subject to any conditions prescribed in these Statutes, rises by periodical increments from a minimum to a maximum, recommended by UNIVERSITY GRANTS COMMISSION/AICTE/other apex bodies and accepted by Government from time to time;
- (43) (a) 'Selection Grade' means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
(b) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
- (44) 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of -
 - a) the specially arduous nature of duties;
 - b) a specific addition to the work or responsibility.
- (45) 'Subsistence Allowance' means the monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his/her suspension;
- (46) 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
- (47) 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Statutes to which the teacher is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in the Cadre; but does not include special pay;
- (48) 'Surplus Teacher' means the teacher duly declared as surplus by the

Government and the University due to the non-availability of the teaching work in the College or Recognized Institution, or due to closure of the faculty, department or subject in the College or Recognized Institution or due to closure of the College or Recognized Institution, as the case may be;

- (49) 'Temporary appointment' means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;
- (50) 'Tenure post' means a permanent post which the teacher may not hold, for more than a limited period without reappointment.
- (51) 'Transfer' means the transfer of the teacher from one post to another similar post at the same or another station, either to take up the duties of other post or in consequence of change of head-quarter;
- (52) 'Transit time' means the actual time required to reach the destination of tour from the headquarter or from one outstation to another outstation by the ordinary mode of travel.
- (53) 'Union' means Teachers' union/association registered under Trade Unions Act, 1926/Societies Registration Act 1860 and duly recognized under the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971 and relevant act;
- (54) 'University Fund' means the funds of the University as provided by the Act;
- (55) 'Working hours' means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the Affiliated college/recognized institution, from time to time;

S.153 Classification of Teachers

The teachers of the affiliated college/recognized Institutions shall be Classified into following categories:

1. Principal/ Director.
2. Professor
3. Associate Professor/Reader.
4. Lecturer in Selection Grade.
5. Lecturer in Senior Scale.
6. Assistant Professor/Lecturer.
7. Librarian.
8. Director, Sports and Physical Education

S.154 Qualifications for various cadres of teachers

The qualifications for the various categories of the teachers working in the college/recognized institution shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time.

Provided that, the qualifications for the teachers working in the college/recognized institution where professional courses are taught shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.

S.155 Workload of the Teachers and Remission

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours per week should be as follows:

Assistant Professor : 16 hours

Associate Professor and Professor : 14 hours

Principal : 4 hours

A relaxation of two hours in the workload may, however, be given to Head of Department/Vice Principal and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4 hours.

Provided that the workload of the teachers working in the affiliated college/recognized institution shall be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

- (ii) For the Courses having practicals, the batch size shall be as follows:

Year	Subject	No. of Students per Batch
First	Chemistry	20
	Other than Chemistry	20
Second	Chemistry	20
	Other than Chemistry	16
Third	Chemistry	16
	Other than Chemistry	12

Provided that, the number students per batch for professional courses shall be as per the norms of the respective apex regulatory body.

- (iii) The condition for minimum number of students per class shall not be applicable to the exceptional subjects like Arabian studies, Pali, Ardhamagadhi, Sanskrit, Women Studies, Urdu.

156. Recruitment

- (1) Ordinarily, in the month of October/November, the Principal /Director, as the case may be, shall take a review of the existing workload in each of the subjects and probable increase in the workload in the next academic year either due to the rise in students' strength or natural growth of the course. In case of grant in aid posts, the Principal/Director shall submit the proposal to the Joint Director for seeking sanction to the posts and No Objection Certificate for recruitment. After obtaining such sanction and No Objection Certificate, the proposal shall be sent to the University with a draft of an advertisement:

Provided that, the roster register shall be verified and certified by the concerned competent authority:

Provided further that, in case of the professional College/ Institution, the requirement of the teachers shall be as per the norms of the respective Central Regulatory Councils and approved by the University.

- (2) In respect of the vacancy of post caused by various reasons such as resignation, retirement, lien, promotion, leave more than three months, etc., the Principal/Director shall initiate the process of recruitment as given herein, as and when such vacancy is created.
- (3) After receipt of such proposal(s) from the Principal/Director, the University shall scrutinize the same as per the existing norms of the workload and reservation rules and grant approval to the draft of the advertisement within fifteen days.
- (4) The teaching posts in the College/Institution shall be classified in the following categories, namely:-
- (a) Full-time post :a post for which workload is more than 75% of the workload as prescribed by the University Grants Commission per post;
- (b) Part-time post :a post for which workload is more than 50% but less than 75% of the workload as prescribed by the University Grants Commission per post:
- Provided that, in the case where remaining workload for the particular subject for the last post is more than 50% of the workload as prescribed by the University Grants Commission per post, it shall be a full time post.
- (c) Clock Hour Basis post: a post for which workload is less than 50% of the workload as prescribed by the University Grants Commission per post.
- (5) The appointments for the teaching posts shall be classified in the following categories, namely:-
- (a) substantive/permanent appointment;

- (b) temporary appointment for the period not exceeding eleven months;
 - (c) temporary appointment for the period not exceeding six months;
 - (d) contractual appointment for the specific period as prescribed in the contract.
- (6) If, for any reason, the recruitment to substantive/permanent post is not possible, in the academic interest of students, the temporary appointments post shall be made for a period not exceeding eleven months by following the selection procedure for the temporary appointments as prescribed herein. While making such appointments, it shall be strictly observed that the candidates duly qualified are appointed and in case such duly qualified candidate is not available, then only the other candidates can be considered for appointment. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

Provided that in case of the post for the reserved category, it shall be strictly observed that the qualified candidate of the same category is appointed and, if qualified candidate is not available, then other candidate of the same category is appointed and provided further that, even if other candidate from the same category is not available, the candidate belonging to other category may be appointed. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

157. Advertisement of Vacancies

- (1) Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the University as prescribed in Clause 2 above. The advertisement shall contain the essential and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of backward classes, differently abled and women candidates and reasonable time, which shall not be less than twenty one days, within which the applicant may, in response to the advertisement, submit his application. The advertisement shall invariably mention that the suitable and qualified candidates with higher merit in the proportion of 1:15 shall only be called for interview for the post of Assistant Professor:

Provided that, for the temporary appointment exceeding six months but not exceeding eleven months, the advertisement in the local news paper for 'walk-in-interviews' shall be published by the management and the same shall not require prior approval of the University and State Government. It is necessary to declare the date, time and venue of interview in such advertisement which shall not be within five days from the date of publication.

- (2) An applicant who is holding substantive/permanent post shall submit the application through the proper channel. While forwarding such application, the employer shall have to clarify whether the lien would be granted to such applicant, if selected. However, in case of an applicant for the post of Principal, he shall be eligible to retain lien in his parent College/Institution/University as per the prevailing UGC norms, for the tenure of his appointment as a Principal, if he so desires.

158. Scrutiny Committees for Direct Recruitment

(1) Scrutiny Committee for the Post of Teacher:

- (a) There shall be a Scrutiny Committee to scrutinize the applications received for the post(s) of teacher(s) to be appointed in the College/Institution. The Scrutiny Committee shall consist of the following members, namely:-

- (i) the Chairperson of the Management or his nominee, Chairperson;
- (ii) the Principal/Director, as the case may be, Member Secretary;
- (iii) the Head of the Department of the subject concerned:

Provided that, if the regular Principal/Director is not appointed in the College/Institution, the In-Charge Principal/Director shall be the member of the Scrutiny Committee:

Provided further that, if there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution nominated by the Chairperson of the Management shall be a member of the Scrutiny Committee and if there is no teacher in the subject concerned in the College/Institution, the Head of the Department /senior teacher of the other Department in the College/Institution shall be nominated by the Chairperson of the Management;.

- (iv) an academician from the reserved category to be nominated by the Chairperson of the Management, if none of the members above is from the reserved category.

Provided that, if any of the members above is himself a candidate, Chairperson of the Management shall nominate a senior teacher from the Department or from any other Department.

- (b) For the posts wherever criterion for minimum Academic Performance Indicator (API) score is applicable, the Scrutiny Committee shall check the consolidated and/or cumulative API Score as per the prevailing University Grants Commission norms as adopted by the State Government from time to time. The API score validated and certified by the concerned parent University to the jurisdiction of which the applicant belongs, shall be accepted as valid and certified API. However, if the candidate does not submit such validated and certified API score, his candidature may be

considered by the Scrutiny Committee for the purpose of short listing.

- (c) For the posts of Associate Professor / Professor (Direct Recruitment), the candidate who satisfies the minimum eligibility norms as per the University Grants Commission but who does not have teaching experience, the scrutiny committee shall scrutinize the credentials of the such candidate on the basis of his contributions in research in terms of quality of publications, patents to his credit, research guidance, experience of undertaking research projects, etc.
- (d) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed proforma. For the post of Assistant Professor, the Scrutiny Committee shall short list and shall recommend the names of the candidates to be called for interview on merit basis in the proportion of 1:15.

The merit of the candidates for the post of Assistant Professor shall be decided on the Academic Record and the Research Performance as prescribed in Part A of Annexure-A.

The merit of the candidates for the post of Associate Professor/Professor shall be decided on the Academic Background and Research Performance based on API score and Quality of publications as prescribed respectively in Part A and B of Annexure-B.

(2) Scrutiny Committee for the Post of Principal/Director:

- (a) There shall be a Scrutiny Committee to scrutinize the applications received for the post of Principal/Director to be appointed in the College/Institution. The Scrutiny Committee shall consist of the following members namely:-
 - (i) the Chairperson of the Management or his nominee, Chairperson;
 - (ii) the Secretary of the Management or his nominee, Member Secretary;
 - (iii) senior Head of the Department of the College /Institution nominated by the Chairperson of the Management.
- (b) The Scrutiny Committee shall check the API Score as per the prevailing University Grants Commission norms as adopted by the State Government from time to time. The API score validated and certified by the University, the jurisdiction of which the applicant belongs to, shall be accepted as valid and certified API. However, if the candidate fails to submit such validated and certified API score, his candidature may be considered by the Scrutiny Committee for the purpose of short listing.
- (c) The Member Secretary shall prepare a detailed summary report of the Scrutiny Committee in the prescribed proforma and recommend the names of the eligible candidates to be called for the interview.
- (d) The merit of the candidates for the post of Principal/Director shall be decided on the parameters as prescribed in Annexure E.

159. Selection Committees for Direct Recruitment of Teachers of College/Institution

(A) Selection Committee for the Post of Assistant Professor:

- (1) There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution. The selection committee shall consist of the following members, namely:-
 - (a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;
 - (b) the Principal/Director, as the case may be; Member Secretary
 - (c) the Head of the Department in the concerned subject in the College/Institution. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution;
 - (d) two nominees of the Pro-Vice-Chancellor of the University, not below the rank of Associate Professor, from the panel approved by the Vice Chancellor, of whom one shall be a subject expert. In case of the College/Institution notified/declared as minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution;
 - (e) two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of Management of the College/Institution, out of the panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution;
 - (f) an academician representing the reserved category not below the rank of Associate Professor, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice Chancellor;
 - (g) the Joint Director, Higher Education of the concerned region or his nominee not below the rank of Associate Professor, if the post is on grant-in-aid basis.

- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three subject experts.

(B) Selection Committee for the Post of Associate Professor:

- (1) There shall be a selection committee for recommending names of suitable candidates for appointment for the substantive/permanent post of Associate Professor in the College/ Institution. The selection committee shall consist of the following members, namely:-
- (a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;
 - (b) the Principal/Director, as the case may be, Member Secretary;
 - (c) the Head of the Department in the concerned subject in the College/Institution, not below the rank of Associate Professor. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject not below the rank of Associate Professor in the College/Institution;
 - (d) two University representatives nominated by the Pro-Vice-Chancellor, in consultation with the Vice-Chancellor, one of whom shall be the Dean/Professor/Principal/Director, and the other shall be a subject expert from the respective lists approved by the Academic Council. In case of the College/Institution notified / declared as the minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Professor/Principal/Director, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution, of whom one shall be a subject expert;
 - (e) two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Professor/Principal/Director recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as the minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution out of the panel of five names, not below the rank of Professor/Principal/Director, preferably from minority communities, recommended by the Pro-Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution;
 - (f) an academician representing the reserved category not below the rank of Professor/Principal, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice-Chancellor;

- (g) the Director, Higher Education or his nominee not below the rank of Professor/Principal, if the post is on grant-in-aid basis.
- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three subject-experts.

(C) Selection Committee for the Post of Professor:

- (1) The Selection Committee for the post of Professor in the College Institution shall have the same composition as that for the post of Associate Professor in the College/Institution, Provided that, in case, the Head of the Department in the subject concerned is an Associate Professor, the Chairman of the Management shall nominate Professor of the concerned subject from University/other College;
- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three subject experts.

(D) Selection Committee for the Post of Principal/Director:

- (1) There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of Principal/Director. The selection committee shall consist of the following members, namely:-
 - (a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;
 - (b) two members of the Management of the College/Institution, to be nominated by the Chairperson of the Management of whom one shall be an expert in academic administration and one of such nominated members shall be designated as a Member Secretary by the Chairperson of the Management;
 - (c) one nominee of the Pro-Vice-Chancellor, who is an expert in higher education, not below the rank of Principal/Director/Professor from the panel approved by Vice-Chancellor. In case of the College/Institution notified/declared as the minority educational institution, one nominee of the Chairperson of the Management of the College/Institution, from out of a panel of three names, not below the rank of Principal/Director/Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list suggested by the relevant statutory body of the College/Institution;
 - (d) three experts consisting of the Principal/Director of College/Institution, a Professor and an accomplished educationist not below the rank of a Professor, to be nominated by the Management of the College/Institution, out of a panel of six experts, recommended by the Pro-Vice-Chancellor in consultation with the Vice-Chancellor, from the respective lists approved by the Academic Council. In case of the College/Institution, notified/declared as the minority educational institution, three experts consisting of the Principal/Director of College/Institution, a Professor and an accomplished educationist not

below the rank of a Professor nominated by the Chairperson of the Management of the College/Institution from out of a panel of six names, not below the rank of Principal/Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of such experts approved by the relevant statutory body of the College/Institution;

- (e) an academician not below the rank of Professor/Principal/Director, representing reserved category, to be nominated by the Pro-Vice-Chancellor from the panel approved by the Vice-Chancellor;
 - (f) the Director, Higher Education or his nominee not below the rank of Professor, in case of post on grant-in-aid basis.
- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three experts.
- (3) The term of appointment of the Principal/Director, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal/Director, the Management shall initiate the process of external peer review at least six months before. The external peer review committee shall consist of the following members, namely:-
- (a) Nominee of the Vice-Chancellor, Chairperson;
 - (b) Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/NAAC A+ Accredited colleges/Director or Head of the University Department. The report of the above peer review committee shall be the main basis for re-appointment of the Principal/Director.

- (4) If the external peer review committee recommends for re-appointment of the existing Principal/Director, the Management shall re-appoint such existing Principal/Director for one more term.

(E) Selection Committee for the Temporary post of Teacher in the College/Institution:

- (1) Where vacancy of a teacher not exceeding six months is to be filled in temporarily, the Appointing Authority on the recommendation of the Principal/Director of the College/ Institution shall fill in such vacancy.
- (2) There shall be a selection committee for recommending names of suitable candidates for the temporary appointment of a teacher for a period more than six months but not exceeding twelve months. The selection committee shall consist of the following members, namely:-
- (a) the Chairperson of the Management or his nominee, Chairperson;.
 - (b) the Principal /Director of the College/Institution concerned, Member Secretary.

- (c) the Head of the Department in concerned subject in the College/Institution not below the rank of Associate Professor. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject not below the rank of Associate Professor in the College/Institution. If there is no such teacher in the College/Institution, such nomination shall be from other neighbouring College/Institution.
- (d) one expert in the subject concerned nominated by the Chairperson of the Management out of a panel approved by the Academic Council.
- (e) an academician not below the rank of Associate Professor, representing the reserved category to be nominated by Chairperson of the Management.

(F) Selection Committee for Part-time Teacher and Teacher Appointed on Clock-hour Basis and Contractual Basis in the College/Institution:

The Selection committee for the part-time teacher and the teacher appointed on contractual basis for the period exceeding one year shall be the same as that for the post of Assistant Professor. The selection committee for the appointment of teacher on contractual basis for a period less than one year and for the teacher on Clock hour basis shall be the same as that for the temporary teacher.

S.160 Selection Procedure for Assistant Professor/Associate Professor/Professor/Principal/Director in the College/Institution:

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidates in different relevant dimensions and his performance on a scoring system proforma based on the API as provided in the relevant Regulations of the University Grants Commission. To ensure the selection procedure of a teacher to be highly objective, and persons with merit are given adequate recognition and to minimize subjective discrimination, the procedure and norms to be followed shall be as under:

- (1) The Office, on the information available from the documents submitted by the candidates, shall prepare a consolidated sheet showing academic record and other details of the candidates called for the interview.
- (2) The selection committee shall interview the candidates and adjudge the merit of each candidate as under:
 - (a) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular , extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate shall undertake mock teaching/presentation.
 - (b) For the post of Associate Professor/Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work,

research project, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate shall have to give presentation.

- (3) The interview process shall be audio-video recorded. Such recording shall be treated as valid evidence and shall be preserved in a sealed packet by the Management for the period of ninety days.
- (4) Evaluation of the performance of the candidates shall be based on the average scores given by the selection committee members as prescribed in the respective Annexures as the case may be.
- (5) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.
- (6) Each member of the selection committee shall give score based on his own judgment of the interviewed candidates. It shall be mandatory on the part of members present for the meeting of the selection committee, to allot due scores to the candidates. After the interviews are over, the Chairperson shall prepare a consolidated statement by taking the average of the scores given by each of the members of the Selection Committee for each of the candidates.
- (7) The selection committee shall, then, take the total of the scores obtained for various applicable parameters as given in the respective Annexure and shall prepare the merit list of the interviewed candidates. Thereafter, the selection committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s) including those for reserved category, women candidates, etc.
- (8) All the selection procedures of the selection committee shall be completed on the day of the meeting of the selection committee, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting.
- (9) The reports of the selection committee duly filled in and individual reports duly filled in of the members of selection committee, along with the necessary credentials/documents of recommended candidates shall, then be sent to the University within three working days.
- (10) If the Management disagrees with the report of selection committee, it shall record its reasons in writing therefore and present a petition before the Vice-Chancellor along with the copy of audio-video recording. The Vice-Chancellor, after scrutinizing the reports, proceedings of the selection committee and audio-video recording, shall take the decision, which shall be final and binding.
- (11) The Pro-Vice-Chancellor shall approve the report of selection committee and the University shall give approval-in-principle to the eligible and

selected candidates and communication in this regard shall be sent to the Management within ten days. Thereafter, within seven days, the Management shall appoint, from amongst the persons so recommended by selection committee as approved-in-principle by the University, the number of persons required to fill in the post strictly as per the order of merit.

- (12) The appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post. A reasonable time not less than fifteen days shall be given to the candidate to join his duties. The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training of at least one week duration within six months from the date of joining. Such trainings shall be organized either by the Board of Deans of the University or by the training institutes recognized by the State Government for this purpose.

S.161 Conditions and Procedure for Grant of Approval to The Appointments of the Teachers in Colleges and Recognized Institutions and Suspension and Withdrawal thereof

(1) Conditions for Grant of Approval to the Appointments of Teachers

- (i) No approval shall be granted to the appointment of a person as a teacher in any affiliated college or recognized institution, if -
- (a) he does not fulfill the required qualifications for the post, as prescribed by the University Grants Commission and adopted by the State Government, from time to time;
 - (b) his appointment is not made in accordance with the reservation policy of the State Government;
 - (c) his appointment is not made after following the due procedure and as per the recommendation of the Selection Committee as prescribed in the Statutes.
- (ii) Once the appointment of any person as a teacher in the affiliated college or recognized institution is approved by the University, no fresh approval shall be necessary for his appointment in the same cadre in any other affiliated college or recognized institution of that University. However, this shall not be applicable to the teacher who has been dismissed on account of disciplinary action.
- (iii) The approval to the appointment of teachers shall be accorded subject-wise.

(2) Procedure for Grant of Approval to the appointments of Teachers

- (i) An affiliated college or recognized institution shall submit proposals to the University, for approval to the appointment of the teachers, within fifteen days from the date the teacher concerned joins the post. The

affiliated college or recognized institution shall attach the following documents certified by the Principal or the Secretary of the management, while submitting the proposals, namely:-

- (a) advertisement issued for appointment of the teacher;
 - (b) report of the selection committee;
 - (c) appointment order issued to the teacher;
 - (d) joining report of the teacher;
 - (e) undertaking submitted by the teacher accepting all terms and conditions of his appointment order;
 - (f) documents submitted by the teacher relating to required educational qualifications and experience;
 - (g) caste certificate, caste verification certificate and non-creamy layer certificate, if applicable, in case of candidates belonging to the reserved category;
 - (h) certificate related to change in name, if applicable;
 - (i) any other document as may be required by the University.
- (ii) The concerned Section of the University shall scrutinize the proposal for approval to the appointments of teachers and prepare a report of the scrutiny, and shall also obtain the remarks of the Reservation Section of the University from the reservation point of view, within three days from the date of receipt of the proposal.
- (iii) The concerned Section shall submit the proposal along with the scrutiny report and the remarks of the Reservation Section, to the Dean of the Faculty concerned for his remarks. The Dean of the Faculty concerned shall give specific remarks whether the approval should be accorded or not, within three days from the date of receipt of the proposal by him.
- (iv) After obtaining the remarks of the Dean of the Faculty concerned, the concerned Section of the University shall submit the proposal to the Pro-Vice Chancellor of the University for his approval.
- (v) The Pro-Vice Chancellor shall after taking into consideration all relevant documents and remarks of the Dean of the Faculty concerned, shall decide whether approval should be granted or rejected. The decision of the Pro-Vice-Chancellor of the University shall be communicated to the affiliated college or recognized institution concerned, with copies thereof to the management and to the teacher concerned. The whole process of grant of approval to the appointments of teachers shall be completed by the University within fifteen days from the date of receipt of the proposals by the concerned Section of the University.

(3) Procedure for Withdrawal of Approval to the Appointment of the Teacher

- (i) The approval to the appointment of the teacher is liable to be withdrawn, if it is found that the teacher concerned does not fulfill the qualifications and experience required for the post to which he is appointed.

- (ii) The Pro-Vice Chancellor shall, on receiving a complaint or may, *suo motu* issue a notice to the management of the affiliated college or recognized institution and to the teacher concerned to show cause as to why the approval accorded to the appointment of the teacher should not be withdrawn.
- (iii) The Pro-Vice Chancellor of the University shall mention the grounds on which he proposes to take the action of withdrawal of approval and the period being a period which shall not be less than fifteen days within which the management of the affiliated college and recognized institution and the teacher concerned, should file their written statements in reply to the notice.
- (iv) On receipt of such written statements or on expiry of the period specified in the notice issued under Clause (2), the Pro-Vice Chancellor of the University shall offer an opportunity of hearing to the management of affiliated college or the recognized institution, as the case may be, and the teacher concerned and shall also record the statements made by them during the course of hearing.
- (v) After taking into consideration the written statements, if any, to the show cause notice and the statements of the management of affiliated college or recognized institution and the teacher concerned, made and recorded during the course of hearing, the Pro-Vice Chancellor of the University shall decide whether approval granted to the appointment of the teacher should be withdrawn.
- (vi) The Dean of the faculty concerned shall communicate the decision of the Pro-Vice-Chancellor to the management of the affiliated college or recognized institution, as the case may be, and to the teacher concerned, with a copy to the Joint Director of Higher Education of the region.
- (vii) The entire process of withdrawal of approval to the appointment of the teacher shall be completed within a period of forty five days from the date the process is initiated.

(4) Procedure for Suspension of Approval to the Appointment of Teachers

- (i) The approval to the appointment of teacher is liable to be suspended for a specified period, if the teacher concerned fails to render necessary assistance and service in respect of examinations of the University.
- (ii) The procedure prescribed in Sub-clauses (ii) to (vii) of Clause (3) of this Statute, shall apply, *mutatis mutandis*, for suspension of approval to the appointment of the teacher.

(5) Appeal

An appeal by a person aggrieved by the decision of the Pro-Vice Chancellor may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor of the University.

S.162 Career Advancement Scheme Promotion for Teachers of the College/Institution:

- (1) The Selection Committee as prescribed in Clause 159(B) and 159(C) respectively shall also be applicable to Career Advancement Scheme(CAS) promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor. The merit of the candidate for the promotion to the Associate Professor/Professor shall be decided on the basis of various parameters as prescribed by the University Grants Commission and adopted by State Government, from time to time. The scores shall be obtained by using the prescribed formats provided in the respective Annexure.
- (2) CAS promotion from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid down as API score in Performance Based Appraisal System (PBAS) by the University Grants Commission from time to time.
- (3) The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor/equivalent cadres in Library/Physical Education from one AGP to the other higher AGP shall consist of the following members, namely:-
 - (a) the Principal/Director, as the case may be, Chairperson;
 - (b) Head of the concerned Department in the College/Institution;
 - (c) two subject experts in the concerned subject, nominated by the Pro-Vice-Chancellor from the panel of experts approved by the Academic Council;
 - (d) Joint Director or his nominee not below the rank of Associate Professor in case of grant-in-aid post.

The quorum for this committee shall be three members, including one subject experts.
- (4) The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the respective university based on the University Grants Commission Regulations and as per the minimum requirement specified by the University Grants Commission from time to time, shall recommend to the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
- (5) The procedure outlined above, shall be completed on the day of the meeting of the committee, wherein the minutes are recorded along with API scoring and recommendation made on the basis of merit and duly signed by all present members of the committee.
- (6) CAS promotion being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

- (7) The incumbent teacher shall be on the roll and active in service of the College/Institution on the date of consideration by the selection committee for CAS promotion.
- (8) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores prescribed by the University Grants Commission by submitting an application and the required PBAS proforma. They can do so three months before the due date on which they consider themselves eligible. Candidates who do not consider themselves eligible can apply at a later date when they consider themselves to be eligible. In any event, the concerned university shall send a general circular twice a year calling for applications for CAS promotion from eligible candidates.
- (9) In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates shall be reassessed only after a minimum period of one year, henceforth.
- (10) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (11) If a candidate finds that he fulfills the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.
- (12) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

S.163 Adoption and Implementation of the Regulations of the University Grants Commission:

As regards qualifications, recruitment, selection committee, selection process, eligibility criteria for and mode of appointment of Principals/Directors and of appointment/promotion of teachers of colleges/Institutions, the guidelines and directions issued by the University Grants Commission from time to time, and as adopted by the State Government shall be uniformly applicable from the date as prescribed by the State Government and shall supersede the relevant prevailing provisions.

S.164 Appointment order for teachers

- (1) The Appointing Authority shall appoint the teacher(s), as required in number and status strictly, as recommended by the Selection Committee and approved by the University.
- (2) The appointment order shall be issued only in the proforma as prescribed.
- (3) The teacher appointed on a post shall produce a Discharge Certificate,

Service Book and Last Pay Certificate from his/her previous employer, if any, before joining the post, in the proforma as prescribed.

- (4) The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of the date of his/her birth within three months after joining the post.
- (5) The teacher appointed if belongs to reserved category, shall submit caste validity certificate within six months from the date of joining, otherwise necessary action shall be initiated as per Government directives.

S.165 Joining the Duties

- (1) The teacher appointed in the service of the College/Recognized Institution shall sign an Agreement.
- (2) The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.
- (3) The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.
- (4) The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.
- (5) If the teacher expires while in service, he/she shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he/she dies.

S.166 Probation

1. The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend. The confirmation at the end of one year shall be automatic, unless extended by a specific order, before expiry of the first year. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
3. a) The Principal shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance based appraisal system (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.

- b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.
 - c) The PBAS for the last six monthly period shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.
4. On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may -
- a) confirm the teacher on probation in the service from a specific date;
OR
 - b) terminate his/her service after giving him/her one month's notice in writing, provided that it will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily.
- If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.
5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.
6. The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

S.167 Surplus Teachers

- (1) (a) Whenever any confirmed teacher working on aided post in the Affiliated College/Recognized Institution is rendered surplus due to reduction in workload, closure of the subject, closure of the faculty, closure of the College or due to any other reason which is beyond the control of the teacher, he/she shall be first absorbed devoid of reservation category in College or Recognized Institution within the same Management and then within Affiliated Colleges/Recognized institutions within the jurisdiction of the parent University and then in the parent University, otherwise within aided affiliated colleges/recognized institutions within the jurisdiction of the other University and then in the other University in the State. In this regard, the mechanism in this regard shall be as prescribed by the Government through *Official Gazette*.
- (b) While absorbing such a teacher in any other University, College or Recognized Institution, the service conditions of the teacher shall not be changed to his/her disadvantage.

- (2) The Principal of the College or Recognized Institution shall send the details of such teacher rendered surplus to the University and the Joint Director, who together shall absorb such surplus teacher, as per the Government rules, made in this respect from time to time,

Provided that no confirmed female teacher could be rendered and declared as surplus. In such a case the last male teacher of the department be rendered as surplus.

S.168 Lien on the original post

- (1) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post.
- (2) The teacher, seeking appointment in another college/university or any other organization, shall apply for his/her lien through the Principal. The Principal may forward such application to the Management subject to such conditions as may be prescribed in these statutes.
- (3) In case a permanent teacher is selected/appointed, as the case may be, he/she may make specific request to the Management that he/she may be permitted to accept the new assignment on lien. The Management may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the another authority. The lien of such teacher shall be retained on his/her post for a period not exceeding two years, at the end of which he/she may have to rejoin his/her post or resign;

Provided that, if the teacher is appointed, nominated or deputed on tenure statutory post prescribed in the University Act or any other statutory body/Government body, he/she shall be entitled to lien for a period of five years or as the case may be. The lien period is restricted to two years for any other post.

- (4) In case the teacher is on probation at the time of such outside appointment, he/she shall resign his/her position before proceeding on to join the post.
- (5) The lien of the teacher on any post once granted shall not be terminated under any circumstances, prior to expiry of lien period. The lien shall cease to be operative when he/she ceases to be in the service, on account of absorption in foreign service, retirement, resignation, discharge or dismissal.
- (6) The Management may give a provisional substantive appointment to the teacher against the post on which another teacher holds a suspended lien following the procedure prescribed for temporary appointment as and shall cease to be on such appointment as soon as the teacher holding suspended lien joins the post. The teacher on lien can surrender lien by giving one month notice to both the organizations.
- (7) A teacher is entitled to avail lien for maximum of two years in his total service. Provided that in case of teachers on the tenure statutory post the maximum period of lien in his total service shall be accordingly.

S. 169 Counting of Duty Period

- (1) The period spent on duty as specified in these Statutes shall be the duty period and include
 - (a) Service as a probationer
 - (b) Joining time
 - (c) A course of instruction or training authorized by the Competent Authority
 - (d) A course of instruction or training authorized by the Competent Authorities like the Vice-Chancellor, Management of the College or Recognized Institution, Principal, as the case may be.
 - (e) The period spent on : attending Refresher/Orientation Courses/Workshops provided to improve the professional competence, organized by the Government, Government of India, University Grants Commission, NIEPA, and such other bodies, as the case may be.
 - (f) The period of absence from headquarters for attending the meeting(s) convened by the Government, meeting(s) of committee(s) appointed by the Government, University Grants Commission and such other authorities; attending Selection Committee meeting(s) or such other meeting(s) convened by other University, etc. as may be approved by the Competent Authority.
 - (g) The period of absence from headquarters for attending the business of the University, College or Recognized Institution, as the case may be.
- (2) Subject to the provisions of the Act, Statutes, Ordinances and Regulations, the duties of the teacher including the Principal shall be as specified in Statute No.248.

S. 170 Transfer of Teachers

- (1) The Competent Authority may transfer the teacher from one aided College/ Recognized Institution to the other aided College/ Recognized Institution under the same Management. Such teacher may be transferred
 - (a) on administrative exigencies.
 - (b) as a routine periodical transfer.
 - (c) on a specific request of the teacher.
- (2) While making the transfer of the teacher, the Management shall observe the following principles :
 - (a) ordinarily, a teacher on probation shall not be transferred.
 - (b) the transfer shall not be made during the academic year and shall be made only before the summer vacation starts.

- (c) the transfer order shall be issued to the teacher at least one month in advance.
 - (d) the service conditions of the teacher shall not be changed to his/her disadvantage.
 - (e) if both the spouses are in the employment of the same management, transfer of either of them should not be made to their inconvenience.
 - (f) if one of the spouses is in the employment of another employers, his/her transfer should be made considering humanitarian ground.
 - (g) Ordinarily the transfer shall be made not less than a period of seven years.
 - (h) The teacher, if he/she so desires, during the last seven years of his/her service, shall be transferred to his/her native place or a place of his/her choice.
 - (i) Ordinarily, transfer of teacher shall not be made for more than four occasions during his/her entire service.
 - (j) Ordinarily, a physically handicapped teacher shall not be transferred.
- (3) If the teacher is to be transferred to a place outside the University jurisdiction, then the Management shall take prior permission of the University before effecting such transfer.
- (4) Mutual transfers on the express request of the teachers shall be made only at the beginning of the term or at the end of the academic year,
Provided that, in case of such mutual and request transfers, teachers shall not be entitled to Travelling, Daily and Transport allowances.
- (5) If the teacher is elected, nominated or co-opted as a member of the authorities or bodies of the University and / or the College Development Committee of the College or Recognized Institution, as the case may be, then he/she shall not be transferred during the period for which he/she is elected, nominated or co-opted.
- (6) If the teacher feels that, the transfer made is by way of harassment, then he/she shall appeal to the Grievances Committee against such transfer. In such case, transfer shall not be effected, unless the Grievances Committee decides the case,
Provided further that, until a case of such teacher is decided by the Grievances Committee, the College or Recognized Institution, where the teacher is already working, shall pay his/her salary and allowances admissible to him/her.
- (7) **Joining Time on Transfer :**
When the transfer involves change from one station to another, joining time and transport charges shall be granted to the teacher as per Government rules made in this respect, from time to time.

S.171 Assessing Authority

- (1) Annually, every confirmed teacher/Principal shall submit to the assessing authority, the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective University as prescribed by University Grants Commission and similar Apex Bodies, and accepted by the Government.
- (2) The Assessing Authority shall make available the prescribed PBAS proforma to teachers/Principals and prepare the Assessment Report in the form prescribed by the University for the Academic Year, in respect of each teacher and Principal placed under his/her control. If the teacher/Principal has worked under the Assessing Authority for part of the year, that authority shall write the report for that period only.
- (3) The duly filled PBAS proforma shall be reviewed by the Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position and satisfy himself/herself. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher/Principal.
- (4) The following shall be the Assessing and Reviewing Authorities :

<i>Sr. No.</i>	<i>Category</i>	<i>Assessing Authority</i>	<i>Reviewing Authority</i>
(a)	Principal	Chairman of the Management or his/her nominee	Chairman of the Management or his/her nominee
(b)	Head of the Department / Professor	Principal	Chairman of the Management or his/her nominee
(c)	Assistant Professor/ Associate Professor	Head of the Department	Principal

- (5) The remarks in the PBAS proforma, either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within two months. The adverse remarks not duly communicated within two months to the teacher shall be disregarded and ignored.
- (6) The teacher/Principal, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his/her decision shall be final, shall be recorded in writing and communicated to the concerned teacher/Principal.

S. 172 Service Book

- (1) The Service Book of a teacher, as prescribed by the Government, shall be maintained by the Principal/Director, for every teacher appointed.
- (2) The Service Book shall contain the record of the service of each teacher covering all essential events in his/her official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.
- (3) (a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the College or Recognized Institution and shall be verified with reference to the documentary evidence such as S.S.C. Certificate or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
(b) In case of inaccurate entry of the date of birth, the teacher may apply in writing. The Principal/Director shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his/her first joining the service, and no correction shall be made thereafter under any circumstances.
- (4) Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (5) The Principal/Director shall keep the office copy of the Service Book in safe custody and shall not allow it to remain with the teacher.
- (6) The teacher may peruse the entries in his/her Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.
- (7) A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office.

- (8) The Principal/Director may cause to verify periodically the Service Book of each teacher for correctness of entries.
- (9) A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

S. 173 Personal File

The Appointing/Competent Authority may retain the Assessment Report and other reports of the teacher in a separate Personal File. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The Principal/Director shall be the Competent Authority for this purpose.

S.174 Seniority of Teachers

Seniority of the teachers working in the College or Recognized Institution shall be determined as below :

- (1) The Principal/Director of the College or Recognized Institution shall be the senior most teacher.
- (2) The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
- (3) The full-time teacher shall be senior to part-time teacher.
- (4) The Seniority of the teachers working in the College or Recognized Institution shall be decided on the basis of their date of joining the duties in the College or Recognized Institution, under the same category;
Provided that, in the case of the Management which runs more than one College or Recognized Institution, seniority shall be decided on the basis of the first joining of the duties in the Management.
- (5) In case if more than one teacher from the same cadre join the duties on the same day in the college or Recognized Institution, the seniority shall be decided on date of birth.

S.175 Medical Incapacitation

The teacher shall be considered to be incapacitated to discharge his/her duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority :

- (1) The teacher may be considered to be physically incapacitated
 - (a) due to accident, resulting in loss of a limb or limbs or being seriously injured, etc. so that he/she is unable to perform his/her duties,
 - (b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS, T.B., etc. making him/her unable to perform his/her duties.

- (2) The teacher may be considered mentally incapacitated to render his/her services, if
 - (a) he/she has turned and been declared insane,
 - (b) he/she is not capable of meeting with the requirements of the post to which he/she is appointed, despite his/her mental equilibrium having been properly functioning.
- (3) Wherever teacher is to be declared to be incapacitated either physically or mentally, his/her case shall be referred to the Committee constituted by the Competent Authority as per Government Rules from time to time. The Constitution of scrutiny committee shall be :
 - (a) Principal - Chairman.
 - (b) Three Registered Medical Practitioners nominated by the Management.
 - (c) Senior-most teacher in the College/Recognized Institution nominated by the Chairman of the Management;

Provided that, the three Medical Practitioners nominated by the Management shall be with Post-Graduate Degree and Specialists in different fields. The Committee shall scrutinize the case of the teacher and shall submit its report to the Competent Authority.
- (4) After receipt of the report, the Competent Authority shall refer the report to Medical Board of doctors, constituted by the Government for the purpose of their opinion.
- (5) After the receipt of the medical report from the Medical Board, the Competent Authority shall take the final decision with prior permission of the University;

Provided that, the Competent Authority shall consider such case keeping in view prime interest of the College or Recognized Institution and with sympathetic view towards the teacher.
- (6) The teacher thus declared incapacitated either physically or mentally shall be retired from the service of the College or Recognized Institution by the Competent Authority. The teacher concerned shall be eligible for the post-retirement benefits, provided he/she fulfils the minimum requirements as laid down by the Government, from time to time.
- (7) If the teacher working in the College or Recognized Institution, expires during the active service or retires on medical grounds, one of the relatives of such teacher shall be appointed on compassionate ground in the services of the College or Recognized Institution as the case may be, in the lowest post in the Class III or IV, as per the Government Rules, from time to time, provided he/she fulfils the required qualifications;

Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment without Government Sanction;

Provided further that, for the purpose of appointment on compassionate ground the term 'relative of employee' means the relative as specified in the Government orders for this purpose, from time to time.

S.176 Payment of Salary

- (1) The teachers of the College or Recognized Institution shall, unless otherwise directed, be entitled to receive the pay, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he/she is appointed, with effect from the commencement up to the cessation of service in College or Recognized Institution under the same or different Managements.
- (2) (a) The scales of pay for the teachers of the various cadres working in the Colleges and Recognized Institution shall be as recommended by the University Grants Commission/the respective Apex Body and accepted by the Government and the University, from time to time.
(b) Whenever the University Grants Commission /the respective Apex Body revise the scale(s) of pay for the teachers of College or Recognized Institutions, the pay scales of the teachers shall be revised according to the formula(e) prescribed by the University Grants Commission/the respective Apex Body and accepted by the State Government and the University.
- (3) The initial pay of the teacher selected by the College or Recognized Institution shall be at least the minimum of the scale of pay.
Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of College or Recognized Institution as per the Government rules, issued from time to time.
- (4) In respect of the teacher who expires while in service, his/her pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.
- (5) The officiating pay, deputation allowance and the Pay drawn by the teacher while in foreign service shall be as per the provisions made in the pension scheme of Government.

S.177 Additional Charge

If the teacher is assigned to hold the additional charge of the post of Principal/Director with the approval of the University, he/she shall receive additional pay, based on his/her presumptive pay, as may be prescribed by the Government and accepted by the University, from time to time;

Provided that, this additional pay shall be admissible, if the period of additional charge is more than 15 days, but not more than six months.

S.178 Pay Fixation on Personal Promotion

- (1) On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his/her pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
- (2) If the teacher has reached the maximum of the scale of pay on the lower post, his/her notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.
- (3) If the teacher placed in higher post/scale happens to draw lesser pay than his/her junior, placed in the said post/scale, the pay of the senior teacher shall be stepped up to a figure equal to the pay of his/her junior teacher, as prescribed by the Government, from time to time.

S.179 Pay Fixation on Reversion

- (1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he/she would have drawn, had he/she not been so placed in higher scale.
- (2) If the teacher is reverted by way of major punishment on account of misconduct, the Competent Authority may fix his/her pay at any lower stage in the lower scale of pay under these statutes;
Provided that, the subsistence allowance already paid to the teacher shall be fully recovered either from the pay and allowances as the case may be or from the leave salary payable to him/her, if it happens to be in excess of his/her revised total emoluments, to the extent of excess pay only.
- (3) When the teacher is reverted on account of misconduct to a post carrying lower scale of pay, and is subsequently reinstated, his/her previous service in the post which he/she was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part;
Provided however that, the teacher, proceeding to join or returning from the foreign service, shall be entitled to the pay payable to him/her on the post in foreign service.

S.180 Pay Protection on New Post

During the joining time, the teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities.

Provided that, the pay drawn by him/her in the earlier post is as per the pay rules applicable to him/her for the said post or equivalent post as prescribed by the respective Apex Body/Government.

S.181 Date of Increment

- (1) The teacher, having his/her pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the 1st date of July, every year or as per Government directives applicable from time to time.
- (2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
- (3) If a teacher is placed in higher grade / post, he/she shall draw the increment on the date he is otherwise entitled.
- (4) The Service rendered, by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :
 - (a) The teacher on probation shall draw first increment on completion of twelve months or As per Government resolutions applicable from time to time
 - (b) The date of increment shall be as prescribed by the Government from time to time.
- (5) Service rendered in the circumstances mentioned below shall count for increment :
 - (a) All duties whether continuous or otherwise in a post on a scale of pay
 - (b) Authorized leave other than extraordinary leave
 - (c) Extraordinary leave on medical grounds with the permission of the Competent Authority;
Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his/her control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his/her normal date of increment.
 - (d) The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post
 - (e) The period spent on deputation to foreign service
- (6) A teacher on authorized leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
- (7) The Competent Authority may withhold, by an order in writing, the increment of a teacher if his/her conduct has not been found to be

satisfactory, or his/her work has not been satisfactory only after a due inquiry held. The Competent Authority while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his/her future increment(s).

S.182 Personal Pay

The Competent Authority may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

S.183 Allowances

- (1) A teacher working on a post in the scale of pay shall be entitled to allowances such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance, Transport Allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.
- (2) For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.
- (3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.
- (4) The House Rent Allowance shall be admissible to teacher at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time;

When the teacher is provided with residential quarter by the College or Recognized Institution either on rent free basis or on rent basis he/she shall not be entitled to House Rent Allowance. If the residential quarter is provided to the teacher (the College or Recognized Institution) then he/she shall pay the maintenance and other charges as per the Government Rules, changing from time to time.

- (5) In case where both husband and wife are in service under the same College or Recognized Institution, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he/she shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.
- (6) The teachers shall not be entitled to receive any allowances other than the allowances prescribed by the Government,

Provided if the teacher is assigned responsibility in addition to his/her

regular duty as teacher by the competent authority for a period not less than one month, he/she shall be entitled to receive allowances from the college as per the norms prescribed by the competent authority of the University/Government.

S.184 Pay on Leave

- (1) (a) The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.
- (b) The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.
- (c) The teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).
- (d) The teacher, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.
- (e) The teacher, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the remaining period.
- (f) The female teacher on maternity leave shall be entitled to leave salary, admissible as under :
 - (i) clause (a), in case the female teacher is permanent.
 - (ii) clause (a), in case of probationary / temporary female teacher, who has put in at least one year continuous service.
 - (iii) clause (b), in case of probationary / temporary female teacher who has put in less than one year continuous service.
- (2) The teacher on study leave, on special leave or on sabbatical leave shall be entitled to leave salary as per Sub-Clause (a) of Clause (1).

S.185 Travelling Allowance/ Dearness Allowance for Tour & Transfer

- (1) The teacher, required to undertake tour in the course of discharge of his/her duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.
- (2) The teacher, proceeding to his/her home town or otherwise and back under leave travel scheme, shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.
- (3) The teacher is entitled for the Leave Travel concession to visit any place within the Maharashtra State as prescribed by the Government, from time to time.

- (4) The teacher shall be entitled to Travelling Allowance, Daily Allowance and Transport Allowance to be paid by the Management on transfer from one station to another and to return from place of work to place of his/her residence on retirement, as prescribed by the Government, from time to time.

S.186 Medical Reimbursement

The teacher working in a College or Recognized Institution shall be eligible for Medical Reimbursement as per Government rules, issued from time to time.

S.187 Vacation Salary

The teacher shall be entitled to vacation salary as may be specified under these Statutes.

The person who ceases to be a teacher of the College or Recognized Institution either at the end of the first term or at the end of the academic year shall be entitled, for vacation salary in the following manner:

- (1) If the teacher has served for a major part of the first term, then he/she shall be entitled for the following winter vacation salary.
- (2) If the teacher has served for major part of the academic year, then he/she shall be entitled for the salary of both the winter and summer vacations.
- (3) If the teacher has served for the whole of the second term or major part of the second term, then he/she shall be entitled for one month's salary in the summer vacation.
- (4) The teacher may remain absent, with the prior permission of the Principal, at the beginning or at the end of the first and/or second term, as the case may be.

S.188 Leaves

- (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- (3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- (4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.
- (5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.

- (6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, (not below the rank of M.B.B.S. or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.
- (7) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- (8) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- (9) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- (10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S.189 Competent Authority to Sanction Leave

Subject to the overall control of the Appointing Authority, the following shall be the Competent Authority to sanction leave under these rules :

<i>No.</i>	<i>Category</i>	<i>Kind of Leave</i>	<i>Competent Authority</i>
(1)	Principal	All kinds of leave	Chairman of the Management
(2)	Teachers	All kinds of leave	Principal

Provided that, the Competent Authority may further delegate to other subordinate officer, the power to sanction particular kind of leave.

S.190 Kinds of Leave

All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

The following kinds of leave would be admissible to permanent teachers-

- (i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (*Note* : These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.)
- (ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;.

- (iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;
- (iv) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave
- (v) Leave on ground on health, viz. Maternity leave, Quarantine leave

The Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

S.191 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S.192 Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
 - (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.
 - (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

S.193 Duty Leave

- (i) Duty leave not exceeding fifteen days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for attending

conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

S.194 On Duty

If a teacher performs any other duty assigned/approved by competent authority for the University, he/she shall be treated as on duty. In such case the period of his/her absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following;

- (a) To deliver lectures in colleges/institutions/organizations and universities on invitation.
- (b) To attend meetings in the University Grants Commission, DST, AICTE, such other Apex bodies, MPSC, UPSC and Government agencies.
- (c) To undertake task in another Indian or foreign university, any other agency, institution or organization when so deputed by the university;
- (d) To participate a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission/other Apex bodies or any other academic body.
- (e) To attend refresher courses, orientation programs, short term courses, faculty development programs organized by recognized colleges/institutions/University.
- (f) To attend meetings/visits of various committees constituted by the parent University and other University within the State.
- (g) To attend all examination related duties of the parent University.
- (h) To undertake field work related to academic development and research collaboration, sanctioned research project, survey work, study tours, industrial and educational excursions/visits.
- (i) To attend election duties, if any, related to statutory bodies of University.
- (j) To attend and participate in students related University/ regional/ state/zonal/national/international level sports/cultural /research/ NSS/NCC activities/events approved by the competent authority.
- (k) To attend activities like viva voce as a referee or external examiner at parent and other Universities.

S.195 Earned Leave

- (i) Following earned leaves shall be admissible to teachers without encashment-

- a) $1/30^{\text{th}}$ of actual service in a year including vacation not exceeding 10 days ; plus
- b) $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation.

Note : For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1 : When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2 : In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S.196 Leave on Half-Pay

- (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

- (2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

Note : A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

S.197 Commuted Leave

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions :

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the competent authority to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) In addition, commuted leave may be granted to the extent mentioned below;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S.198 Extra-ordinary Leave

- (i) A permanent teacher may be granted extraordinary leave if approved by Competent Authority when;
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his/her credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All

Statutory positions of any University or Institutions.

- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

In such cases all the privileges of the permanent employee shall be retained.

S.199 Leave Not Due

- (i) Leave not due, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

S.200 Study Leave

- (i) Study leave may be granted after a minimum of 5 years of continuous service, to pursue a special line of study or research directly related to his/her work in the college/university/research organization or to make a special study of the various aspects of university organization and methods of education.

The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.

Provided that the Governing Body may, in the special circumstances of a case, waive the condition of five year service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided,

- (a) the person is a teacher on the date of the application; and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Governing Body on the recommendation of the concerned Principal. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed three years.
 - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the program of research without the permission of the Governing Body. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of shortfall as ordinary leave has been obtained.
 - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.
 - (vii) The amount of scholarship, fellowship or other financial assistance that his/her being granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation,

Provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the college on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the affiliated college or recognized Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the college, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Governing Body or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the college in accordance with sub clause (xii) above.
- (xiv) The teacher shall submit to the Principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xv) The teacher shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

S.201 Sabbatical Leave

- (i) Permanent, full-time teachers, who have completed seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organization in India or abroad. He/she may be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note - I The programme to be followed during sabbatical leave shall be submitted to the Head of Department for approval along with the application for grant of leave.

Note - II On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

S.202 Maternity, Paternity and Adoption Leave

- (A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 240 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of

maternity leave may be granted if the request is supported by a medical certificate.

(iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

(B) Paternity Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave :

Adoption leave may be provided as per the rules of the State Government.

S.203 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S.204 Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the College :

S.205 Code of Conduct for Teachers

- (i) The teacher shall be available for the College/Recognized Institution full-time and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
- (ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,

- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,
- (v) The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

- (vii)(a) The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/Recognized Institution.
- (b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

S.206 Misconduct

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules and Regulations.
- (ii) refusal to accept order or other communication served according to the Statutes,
- (iii) obtaining employment in the College/Recognized Institution, by misrepresenting facts,
- (iv) misappropriation of any amount and/or movable and immovable property of the College/Recognized Institution.
- (v) willful and persistent negligence of duty,
- (vi) insubordination: Refusal to obey the order of controlling Authority, willful act/communication by ignoring immediate controlling authority.
- (vii) indulging in or promoting unfair practices in the conduct of College/Recognized Institution /University examinations,
- (viii) theft, fraud or dishonesty,
- (ix) willful or negligent damage of the College/Recognized Institution property,
- (x) any action, involving moral turpitude and attracting conviction in court of law,
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours,
- (xii) misbehavior with students, another teacher, staff, parents.
- (xiii) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation :

- (1) willful negligence of duty shall among other things include the following:
 - (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
 - (b) negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

S.207 Disciplinary Authority

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management;

Provided that, the Principal of the College or Recognized Institution may impose minor penalties to the teacher.

S.208 Penalties

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself.

(a) Minor Penalties :

- (i) censure,
- (ii) fine,
- (iii) withholding of increment of pay for specific period,
- (iv) recovery from his/her pay, or such other amount as may be due from him/her.

(b) Major penalties :

- (i) stoppage of increment with or without effect on future increments,
- (ii) reduction to a lower scale of pay, grade, post or service,
- (iii) compulsory retirement,
- (iv) removal from service,
- (v) termination of service.
- (vi) dismissal from service,

Explanation (1) : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the College/Recognized Institution by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he/she was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognized Institution.

Explanation (6) : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognized Institution.

S.209 Procedure for imposing Minor Penalty

If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

- (1) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
- (2) give reasonable opportunity to the teacher to furnish explanation;
- (3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
- (4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);
- (5) the appeal against the minor penalty imposed by the Disciplinary Authority shall lie with the Grievances Committee.

S.210 Action not Amounting to Penalty

The following shall not amount to penalty within the meaning of Statute, namely:

- (1) non-placement of teacher in various stages of promotion prescribed by UGC and accepted by the State Government from time to time;
- (2) reversion of the teacher already appointed as the Head of the Department;
- (3) compulsory retirement of the teacher in accordance with the provision relating to his/her superannuation or retirement;
- (4) Termination of Services :
 - (a) the teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;
 - (b) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- (5) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;

- (6) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
- (7) termination of the service due to abolition of the post(s).

S.211 Suspension

- (1) The Disciplinary Authority may, by an order in the form prescribed, place the teacher under suspension under the following circumstances :
 - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (ii) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the College/Recognized Institution and;
 - (iii) where there is a strong reason(s) to believe that his/her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
 - (b) where the case against him/her in respect of any criminal offence is under investigation, enquiry or trial in a court of law.
- (2) The teacher shall be deemed to have been placed under suspension.:
 - (a) with effect from the date of his/her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the teacher shall not be allowed to resign.
- (4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his/her retirement.
 - (1) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service. The competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
 - (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible pending regular enquiry.

- a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
- b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause (a) above.

Explanation :

- 1) While under suspension, the resignation of a teacher shall not be accepted.
- 2) No leave shall be granted to a teacher while he is under suspension.
- 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he/she is paid the subsistence allowance : “I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension”;

Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.

- (4) (a) If the teacher under suspension is undergoing a trial in a criminal court or departmental enquiry under these statutes, he/she shall be provided with the subsistence allowance under Clause (2).
- (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he/she undergoes punishment or till he/she is deemed to be in the service of the University, whichever is earlier.
- (c) If the teacher under suspension is acquitted in appeal, he/she shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) If the teacher under suspension attains the age of superannuation, he/she shall deem to have been retired and shall not be entitled to any subsistence allowance. If he/she is covered by the Contributory Provident Fund (CPF) scheme, he/she shall be entitled to have his/her own share of contribution but shall not be entitled to the College/Recognized Institution share. If he/she is covered by the Pension scheme, he/she shall be entitled to provisional pension not exceeding the maximum pension

admissible to him/her for qualifying service upto the date of suspension. The University share of CPF or the final pension and the gratuity shall not be paid to him/her as per the final decision of proceedings against him/her.

- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he/she would have been entitled had he/she not been so suspended.

If the person is not fully exonerated, he should be given pay equal to:

- (i) subsistence allowance or
- (ii) certain percentage of pay depending upon the merit of the case.

The period can be converted into leave due and admissible only at the express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state :
- (a) whether the said period be treated as duty leave or leave not due, and
 - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the College/Recognized Institution fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the College/Recognized Institution.

S.212 Preliminary Enquiry

- (1) If a teacher is alleged to be guilty of misconduct as per Statute 205, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee :
- (i) The Principal - Chairman
 - (ii) The member of the Management Council to be nominated by the Vice-Chancellor
 - (iii) Either Head of Department or in his absence one senior faculty member or Head of Department of the same subject from any college to be nominated by Vice-Chancellor.

- (iv) A representative of the teacher whose inquiry is to be conducted.
- (2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher;
 Provided that, while holding the preliminary enquiry, full opportunity shall be given to the Principal/Teacher, as the case may be, to defend his/her case before the Committee.
- (3) In the preliminary Enquiry committee of the Principal, the Chairman of the Governing Council shall be Chairman of the committee and instead of representative of the teacher, a representative of the Principal shall be on the committee;
- (4) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the Teacher, as the case may be, shall prepare their report and submit the same to the Vice-Chancellor.
- (5) The Vice-Chancellor, after scrutinizing the report of the Committee, may give permission to hold full-fledged Departmental enquiry of the Teacher, as the case may be;
 Provided that, if the Vice-Chancellor, after scrutinizing the report, does not agree with the findings of the report, he/she shall direct the Management accordingly and the Management shall comply with;
 Provided further that, if the Vice-Chancellor, after scrutinizing the report, feels that the report is incomplete or requires some more documents/evidences, then he/she shall call for such additional documents/evidences and if necessary may appoint another Committee and after considering the report direct the Management accordingly and the Management shall comply with;

S.213 Procedure of Enquiry

- (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the preliminary enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Officer, who is Retired Judge below the rank of District Judge to enquire into the facts of the case. The appointment order of the Enquiry Officer shall be issued in the Form as prescribed.
- (2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up
 - (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
 - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain

- (i) a statement of all relevant facts including any admission or confession by the teacher, and
 - (ii) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the prescribed form , a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his/her defense and to state whether he/she desires to be heard in person.
- (4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.
- (5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
- (6) Where the Disciplinary Authority appoints the Enquiry Officer, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Officer. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his/her behalf. In case the Enquiry Officer permits the teacher to engage a legal practitioner to represent on his/her behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.
- (7) The Disciplinary Authority shall forward to the Enquiry Officer :
 - (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
 - (b) a copy of the order appointing the Presenting Officer, if any,
 - (c) copies of the statements of witnesses,
 - (d) evidence proving the delivery of documents to the teacher, and
 - (e) a copy of the written statement of defense by the teacher, if any.
- (8) The teacher shall appear in person before the Disciplinary Authority or the Enquiry Officer on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Disciplinary Authority or the Enquiry Officer may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Officer may allow.
- (9) The Disciplinary Authority may, *suo motu* or on being moved by the

teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Officer constituted for the purpose.

- (10) If the teacher, who has not admitted any of the article(s) of charge(s), in his/her written statement of defense or has not submitted any written statement of defense, appears before the Disciplinary Authority or Enquiry Officer, it shall ask him/her whether he/she is guilty or has any defense to make and if he/she pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.
- (11) The Enquiry Officer shall return to the Disciplinary authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he/she pleads not guilty, the Enquiry Officer shall proceed to enquire further.
- (12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Officer shall require the Presenting Officer to produce the evidence by which he/she proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/her defense
 - (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Officer may allow, the documents specified in the list,
 - (b) submit a list of witness(es) to be examined on his/her behalf,
 - (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Officer may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Officer shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.
- (14)
 - (a) The teacher may, by notice to the Enquiry Officer, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Officer, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.
 - (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Officer;
Provided that, the Enquiry Officer may, for reasons to be recorded in

writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Officer may withdraw the requisition or press for the same;

Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Officer and the Enquiry Officer shall, on being so informed, withdraw the requisition and communicate the information to the teacher.

- (15) (a) The enquiry shall commence on the date fixed by the Enquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.
- (b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry officer. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.
- (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross-examined by the teacher or his/her assistant. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he/she has been cross-examined. The Enquiry Officer may also put questions to the witnesses.
- (d) Before the closure of the case by the Disciplinary Authority, the Enquiry Officer may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record;
- Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.
- (e) When the part of the inquiry-proceeding of the Disciplinary Authority is closed, the teacher shall state his/her defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the Disciplinary Authority, re-examined by the teacher and examined by the Enquiry Officer.
- The Enquiry Officer may also allow the teacher to produce new evidence, if it is necessary in the interest of natural justice.

- (f) After the teacher closes his/her part of the inquiry proceeding and if the teacher has not examined himself, the Enquiry Officer may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.
 - (g) The Enquiry Officer may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case
- (16) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Officer or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Officer may hold the enquiry *ex-parte*.
- (17) (a) Wherever the Enquiry Officer, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;
 Provided that, if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, he/she may recall, examine, cross-examine and re-examine him/her;
 Provided further that, if the witness is recalled, he/she may be cross-examined and/or re-examined by the teacher or the Presenting Officer.
- (b) Where in the opinion of the Enquiry Officer, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), he/she may record its findings on such article(s) of charge(s);
 Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

S.214 Enquiry Report

- (1) After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain
- (a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
 - (b) the defense of the teacher in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge; and
 - (d) the findings on each article of charge and the reasons thereof.

- (2) The Enquiry Officer, shall forward to the Disciplinary Authority the record of enquiry which shall include
- (a) the report prepared by him/her;
 - (b) the written statements of defense submitted by the teacher;
 - (c) the oral and documentary evidence produced in the enquiry;
 - (d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and
 - (e) the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
- (3) The Enquiry Officer may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;
- Provided that, if any witness is so recalled, he/she may be cross-examined by the teacher.

S.215 Action on Enquiry Reports

- (1) The Disciplinary Authority shall consider the report and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Officer, shall consider the enquiry report and if it disagrees with the Enquiry Officer on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Officer for further enquiry and report. The Enquiry Officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.
- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed.
- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
 - (i) furnish to the teacher, a copy of the Enquiry Report and its findings

on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Officer or otherwise, together with brief reasons for its disagreement, if any within a week; and thereafter

- (ii) give to the teacher a show-cause notice in the form as prescribed, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he/she may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.
- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Officer.
- (7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the prescribed format.

S.216 Appeal

- (1) Notwithstanding anything contained in these Statutes no appeal shall lie against
 - (a) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
 - (b) any order passed by an Enquiry Officer in the case of an enquiry under these Statutes.
- (2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :
 - (a) an order of suspension or deemed suspension made under Statutes 211.
 - (b) an order which
 - (i) denies or varies to his/her disadvantage his/her pay, allowances or any other conditions of service;
 - (ii) denies placement to which he/she is otherwise eligible according to the recruitment rules;
 - (iii) interprets to his/her disadvantage the provisions of any such Statutes;
 - (iv) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;

- (v) reduces or withholds the post-retirement benefits, if any;
- (vi) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he/she is deemed to have been under suspension or for any portion thereof;
- (vii) determines his/her pay and allowances, for the period of suspension or for the period of his/her dismissal, removal or compulsory retirement from service, or from the date of his/her reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his/her reinstatement or restoration to his/her service, grade or post, as the case may be;
- (viii) determines the nature of the period from the date of his/her suspension or from the date of his/her dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his/her reinstatement or restoration to his/her service, grade or post, etc., as the case may be.

S.217 Appellate Authority

The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the Grievances Committee or the tribunal, as the case may be, constituted under the Act. In case the decision of the Grievances Committee is not complied by the concerned authorities, the teacher may forward the appeal to the tribunal as per provisions of the Act.

S.218 Service of Order, Notices, etc.

Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post. In case the registered post is not effectively served, the notice shall be pasted on the door of his/her residence and published in at least one leading local newspaper.

S.219 Retirement

- (1) The teacher after confirmation shall continue in the service of the College/Recognized Institution till he/she attains the age of superannuation as prescribed by the Government from time to time.
- (2) The Competent Authority shall require the teacher to cease to be in his/her service, if
 - (a) he/she has reached the age of superannuation.
 - (b) he/she has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 207.

- (c) he/she is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.
- (d) he/she is retired on Voluntary/Compulsory retirement pension.
- (e) he/she is absent from duties for one year without permission of Competent Authority.

S.220 Age of Superannuation

The age of superannuation of the teacher shall be as prescribed by Government on the directives given by University Grants Commission/other Apex Bodies from time to time; however, he/she shall retire from the service on the afternoon of the last day of the month in which he/she attains the age of superannuation.

S.221 Extension in Service after superannuation

The Competent Authority may consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Principal/Director. He/she shall work as a teacher without any kind of statutory administrative responsibility in the college. Such proposal of granting extension to the teacher shall be forwarded by the college to the Management.

Provided further that, if such proposal is accepted by the Management. The salary for the period for which the teacher is given extension shall not be admissible for the Salary Grant. In such case, the re-employed teacher shall be paid such salary which should not exceed the salary drawn by him/her in the last month of superannuation minus amount of pension.

S.222 Re-employment

- (1) Notwithstanding anything contained in these Statutes, the Competent Authority may, grant re-employment to any teacher already retired from anywhere, for five years only after his/her age of Superannuation in the academic interest of the College/Recognized Institution, which shall be recorded in writing. However, only the teacher can avail the benefit of re-employment and not the Principal.

The Salary of such re-employed teacher shall be fixed by the management and same shall be paid by the management from its own funds.

- (2) The teacher who has retired before the age of superannuation voluntarily or for some reasons but not for avoiding any departmental proceedings, may be re-employed by the College/Recognized Institution, if the time-gap between his/her voluntary retirement and re-employment is not more than two years. Such re-employed teacher shall be in the service of the

College/Recognized Institution up to his/her normal age of superannuation and shall be subject to the provisions of these Statutes.

Provided that, appointment of such teacher shall be made on substantive vacant post following the existing recruitment procedure and the Salary of such re-employed teacher shall be fixed as per the Government rules applicable from time to time.

S.223 Submission of Pension Proposal

- (1) The service record of each teacher, shall be taken up for examination at least one year before the date of his/her retirement by the Principal/Director, who shall prepare a list, every six months on 1st January and 1st July each year, of all the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively.
- (2) The Competent Authority shall intimate the teacher one year in advance the date of his/her superannuation along with the forms, related to his/her pension proposal duly filled in, for his/her observations for one month. The Competent Authority shall then scrutinize the same and complete other service record, documents and certificate required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Competent Government Authority, six months prior to the date of superannuation of the said teacher for his/her sanction.

S.224 Voluntary Retirement

- (1) The teacher who has put in at least twenty years of service, may at his/her sole discretion, opt to retire from the services of the College/Recognized Institution, as the case may be, by giving three clear months' notice to the Appointing Authority;

Provided that during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

- (2) The rules governing voluntary retirement as prescribed by Government from time to time shall be made applicable to such teachers.

S.225 Retirement on Medical Grounds

If the teacher who has at least ten years of service is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the teacher shall be retired from the service of the College/Recognized Institution with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits.

S.226 Removal or Compulsory Retirement

- (1) Subject to these Statutes 209, the Competent Authority may remove any teacher from the service of the College/Recognized Institution or may require him/her to retire on grounds of misconduct or inefficiency.
- (2) In respect of the teacher retiring for such reasons other than by way of superannuation, the Principal shall promptly inform the Director, Higher Education, the Joint Director and the Competent Government Authority as soon as the cause thereof arises.
- (3) While forwarding such a case, the Principal shall specifically make a mention whether any dues either to the Government or the College/Recognized Institution, are outstanding in the name of the teacher who is due for retirement.

S.227 No Claim for Compensation

No claim as compensation by the teacher who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed and sanctioned by the Government, from time to time.

S.228 Post Retirement Benefits

- (1) The teacher working in the College or Recognized Institution against the post approved by the Government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.
- (2) The teacher working in the College or Recognized Institution against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his/her account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity, encashment of unutilized leave etc., at the rates applicable to the teacher covered by pension or other schemes of the Government, but all the payment for these benefits shall be made by the Management from its own funds.
- (3) The teacher shall clear all dues payable to the University, College or

Recognized Institution outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.

- (4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his/her duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he/she attended his/her duties regularly, provided the said period qualifies for such benefits.

S.229 Holding Public Office

- (1) (a) In the event of his/her being elected to public offices at the local, district, state or national level, the permanent teacher may apply for leave due and admissible to him/her, and if there is no leave to his/her credit, the extraordinary leave for the period for which he/she is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Statutes;

Provided that, such a period spent on extraordinary leave availed by the teacher shall be counted for increments and post-retirement benefits.

- (b) If the sessions or meetings of the public office are held at intervals he/she may be allowed to avail of leave due and admissible to him/her or the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his/her duties during the remaining periods.
- (2) In the event, a permanent teacher becomes either Minister or an Office bearer in public offices such as Chairman, President, Vice-President etc. which requires full-time attendance or long time absence from normal duties, he/she shall apply for keeping his/her lien on the post which he/she had held and shall be granted the same by the Competent Authority.

S.230 Foreign/Home Service

- (1) The Appointing Authority may, by special resolution, upon requisition by an organization, foreign or home, (herein referred to as Foreign /another Employer, as the case may be,) and on express consent by the teacher, place the services of the teacher at the disposal of the foreign/another employer.
- (2) The position, terms and conditions of the teacher under the foreign/another employer shall be decided by the Competent Authority in consultation with the foreign/another employer.
- (3) The teacher shall be treated to be on deputation from the date he/she relinquishes his/her charge and till he/she resumes the charge on repatriation.

- (4) (a) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years.
- (b) While applying for a lien the teacher shall give in writing to the Appointing Authority that he/she shall serve the College/Recognized Institution at least for three years after his/her foreign assignment is over.
- (5) The teacher shall retain lien on his/her permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits, if the public share of General/contributory Provident Fund of the teacher is paid to the Govt. by either the foreign/another Employer or the teacher.
- (6) (a) The Competent Authority may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to relieve the teacher from that date.
- (b) The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he/she may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher.
- (7) The foreign/another employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/ General Provident Fund, Gratuity, etc. if any, at the rates prescribed by the Government, from time to time.
- (8) The teacher in service of the foreign/another employer shall be entitled to the benefits of Leave, Joining Time, Transfer, Travelling Allowance/ Dearness Allowance, etc.
- (9) (a) The teacher on deputation to any other organization shall have to take prior permission and rejoin his/her parent service before he/she proceeds on deputation to another organization.
- (b) The foreign employer may grant the teacher Study Leave for pursuing studies connected with his/her foreign service and such period shall be treated as foreign service. The foreign service employer shall report the details of such study leave to the Competent Authority.
- (c) The teacher seeking study leave, for studies not directly connected with his/her foreign service but connected with his/her parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall rejoin his/her parent service before proceeding on such study leave.

S.231 Break Condonation

The Competent Authority of University or the Director of Higher Education, as the case may be, shall condone the break(s) in service of the teacher for the purpose of protection of the pay last drawn, increments, placements and pensionary benefits, as per the Government rules, amended from time to time.

S.232 Discharge Certificate

The Principal shall issue a Discharge Certificate to the teacher, Librarian and Director of Physical Education, who leaves service after following due procedure as laid down under the Statutes, in the prescribed form.

S.233 Head of the Department

Head of the Department in the College or Recognized Institution shall be by rotation among the teachers of the same cadre as per the seniority.

The Principal of every affiliated college shall nominate a Head of the Department for each subject or group of subjects who shall be a full-time teacher teaching the subject at the special or Principle or Major or Main or the Degree level, having not less than ten years teaching experience in the following manner:

- i) If there are more than one Professors in the Department, then Principal/Director shall appoint one of them as the Head of the Department. Provided that, if in the Department, there is only one Professor, then Principal/Director shall appoint him/her as the Head of the Department.
- ii) If there is no Professor in the Department, but there are more than one Associate Professors, then the Principal/Director shall appoint one of them as the Head of the Department.
Provided that, if there is only one Associate Professors in the Department, then the Principal/Director shall appoint him/her as the Head of the Department.
- iii) If there is no Professor or Associate Professors in the Department, but there are more than one Assistant Professor, then the Principal/Director shall appoint one of them as the Head of the Department.
- iv) The term of the Head of the Department shall be Five years. However, the Head of the Department who has been nominated/co-opted/elected on Management Council and/or Senate shall continue to be head of the Department till the tenure of the said authority only for one term.
- v) The person nominated as the Head of the Department, shall be replaced during his/her tenure by Principal/Director by giving appropriate opportunity
- vi) The decision of the Principal/Director regarding appointment and removal of Head of the Department shall be final and binding.

S.234 Application for Another Post

- (1) The teacher, seeking appointment in another college, university /recognized institution or any other organization shall apply for his/her lien through proper channel. The Appointing/ Competent Authority may forward such application subject to such conditions as may be prescribed in these statutes.
- (2) In case a permanent teacher is selected/appointed, as the case may be, he/she may make specific request to the Appointing Authority that he/she may be permitted to accept the new assignment on lien. The employer may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the other authority. The lien of such teacher shall be retained on his/her post for a period not exceeding five years, at the end of which he/she may have to rejoin his/her post or resign;
Provided that, if the teacher is appointed or nominated as the Pro-Vice-Chancellor, Registrar, Director of Board of Examinations and Evaluation, Finance and Accounts Officer, he/she shall be entitled to lien for a further period of five years.
- (3) In case the teacher is on probation at the time of such outside appointment, he/she shall resign his/her position before proceeding on to join the post.

S.235 Tenure of Post

If the teacher is appointed on a post, which is sanctioned/created for a specific period of time, the teacher shall be governed by the specific provisions of the terms of contract, and not by the provisions of these Statutes. He shall have no legal claim on the said or similar post in the College or Recognized Institution, except those specified in the contract;

Provided that, if the post is extended on tenure basis, the teacher already working or the teacher who was working may be given preference. On the expiry of such extended period, the teacher shall be entitled to the terminal benefits as may be admissible;

Provided further that, if any fresh post/a vacancy of an existing post or a sufficient work-load becomes available in the college/institution, after the period of tenure, then the same teacher, only if his/her appointment is made through the proper selection procedure, and work is satisfactory, may be appointed on such post.

S.236 Deserting the Service

The teacher, who is absent from duty without permission and intimation for a period of more than thirty days, shall be deemed to be a deserter and his/her services may be terminated with prior permission of the University.

Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate causes of his/her absence for reasons

beyond his/her control, the Competent Authority may, by a special order condone his/her absence and continue his/her services;

Provided further that, before terminating the services of the deserter, the Competent Authority shall first give thirty days notice to the deserter in local newspaper, send the copy of the said notice to the deserter on permanent address by registered post and paste the copy of the notice on the door of his/her residence. After expiry of the notice period, the Competent Authority shall terminate the services of the deserter.

S.237 Notice for Leaving the Service

- (1) The teacher shall not leave or discontinue his/her service in the College or Recognized Institution without giving prior notice in writing to the Competent Authority of his/her intention to leave or discontinue the service. The period of such notice shall be
 - (a) three calendar months in the case of a permanent teacher.
 - (b) one calendar month in the case of a temporary/ adhoc or probationary teacher.
 - (c) In case of breach of these provisions, the teacher shall pay to the College or Recognized Institution an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.
- (2) If the Disciplinary Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, it shall give three months' notice in case of a permanent teacher or pay the basic pay for the period in lieu thereof.
- (3) The Competent Authority shall not terminate the service of the teacher on probation without giving him/her one month's prior notice in writing or one month basic pay in lieu thereof.

S.238 Abolition of Post

- (1) Post of the teacher shall not be abolished without prior permission of the University.
- (2) In case of the teacher who cannot be protected as surplus, as per the rules of the University and the Government, then the post held by such teacher shall be abolished in the following manner :
 - (a) The Principal shall submit the proposal to the University for abolition of the post for either want of workload or closure of a subject/faculty or a College/Recognized Institution, as the case may be.
 - (b) The University, after scrutinizing the proposal, shall give permission to abolish the post(s).

- (c) The teacher(s), working against such post(s) which is/are to be abolished, shall be entitled to the compensation in the following manner :
 - (i) If the teacher has put in more than ten years of service, he/she shall be entitled to twelve months' total emoluments of the Salary.
 - (ii) If the teacher has put in more than five years service, he/she shall be entitled to six months' total emoluments of the Salary.
 - (iii) If the teacher is confirmed and has put in more than two years but less than five years service, he/she shall be entitled to three months' total emoluments of the Salary.
- (d) In case, the abolished post is again created due to any reason, then the Appointing Authority shall, by registered post (AD) on the address furnished by such teacher from time to time, ask him/her willingness to rejoin the post upon which the teacher will have the first claim.

S.239 Resignation

Any teacher working in the University shall resign his/her post by tendering a resignation letter in his own hand writing to the Competent Authority, which shall be signed as witnesses by two teachers working in College/Institution.

The teacher shall not resign his/her service in the College/Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign the service. The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher. In case of breach of these provisions, the teacher shall pay to the Management an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.

S.240 Handing Over the Charge

- (1) The teacher/Librarian/Director of Physical Education before leaving the service shall handover the charge in the prescribed format, of his/her post to the Principal or the person duly authorized by the Principal on his/her behalf.
- (2) The teacher shall return to the University, College, Recognized Institution all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
- (3) The teacher shall vacate the quarter allotted to him/her before handing over the charge.
- (4) The College or Recognized Institution shall pay under any circumstances all the dues which are payable to the teacher before he/she is relieved.

- (5) The College or Recognized Institution shall handover the discharge certificate in the prescribed form and his Service Book, etc. to the teacher.

S.241 Contributory Provident Fund (C.P.F.)/Defined Contributory Pension Scheme (DCPS)

The teacher who is not covered under Salary Grant or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund Scheme/Defined Contributory Pension Scheme (DCPS) as prescribed by the Government from time to time.

Provided that, the rate of monthly subscription of the employee's and the Management's share shall be as per the rules of Government of India or the state Government, as the case may be, amended from time to time.

Provided further that, the teacher who is not covered under salary payment scheme and pension scheme shall be entitled for gratuity as per the Government rules, amended from time to time.

S.242 Duties of Teacher

- (a) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In-service programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- (b) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- (c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.
- (d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.

- (e) In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- (f) The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- (g) In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

S.243 Duties of Librarian

The Librarian shall perform the following among other duties :

- (a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.
- (b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- (c) The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.
- (d) The Librarian shall perform the duties of the teacher as mentioned in the provision (a), (d), (f) and (g) of the Statute 240.

S.244 Improper Conduct

- (1) (a) The teacher shall perform all his/her duties faithfully and will not avoid his/her responsibility. The following lapses would constitute improper conduct on the part of the teacher:
 - (a) Failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
 - (b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
 - (c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his/her right to express his/her differences on principles in seminars or other places where students are present.)
 - (d) Raising or exploiting questions of castes, creed or religion, race or

gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.

- (e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University.

This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the University, College or Recognized Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.

- (f) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- (g) Involvement in non-academic activities directly or indirectly such as
 - i) Writing of questions-answers, guides, key, likely questions, cyclostyled or photocopied notes, etc.
 - ii) Undertaking of any office of profit, agency.
- (h) Intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being;
- (i) Consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his/her duty; and the performance of his/her duties at any time is affected in any way by the influence of any such drink or drug;
- (j) Consuming any intoxicating drink or drug and appearing in a public place in a state of intoxication, unable to control his/her behavior.

Explanation : For the purpose of this rule, “Public Place” means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

S.245 Code of Professional Ethics

- (1) Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

- (2) The Code of Professional Ethics :

- (a) The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The

teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
 - (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
 - (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
 - (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
 - (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
 - (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
 - (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
 - (viii) participate in extension, co-curricular and extracurricular activities including community service.
- (b) Teachers and the students :
- The teacher shall
- (i) respect the right and dignity of the student in expressing his/her opinion.
 - (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
 - (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.
- (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
- (ii) speak respectfully of other teachers and render assistance for professional betterment,
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
- (v) be thoroughly social and humane, democratic and rational, towards other teachers,
- (vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.
- (vi) believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
 - (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
 - (v) should adhere to the conditions of contract;
 - (vi) give and expect due notice before a change of position is made; and
 - (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (e) Teachers and nonteaching employees :
- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
 - (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.
- (f) Teachers and guardians :
- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- (g) Teachers and Society :
- The teachers shall
- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
 - (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
 - (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
 - (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
 - (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

S.246 Statutes for Teachers in Engineering/ Technology/Management/ Pharmacy/ Architecture Colleges :

Provisions regarding recruitment, workload and CAS Promotion in the AICTE Notification /respective Apex bodies accepted by the State Government and approved by the University, shall be applicable to the teachers of Engineering, Pharmacy, Architecture Colleges.

S. 247 Duties of Principals/Directors

Subject to the supervision and general control of the Management, the Principal as the Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for -

- 1) academic growth of the College.
- 2) participation in the teaching, research and training programmes of the College.
- 3) assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- 4) admission of students and maintenance of discipline of the College.
- 5) receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) correspondence relating to the administration of the College.
- 8) administration and supervision of curricular, co-curricular / extra-curricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 11) overall supervision of the University Examinations.
- 12) observance or provisions of Accounts Code.
- 13) maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 14) any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- 15) Preparation of institutional development plan for every five years with action plan of implementation.

- 16) Identification of avenues for resource generation.
- 17) Preparation for assessment, accreditation and academic audit of the college/institution
- 18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
- 19) Working as mentor for teachers and administrative staff of the college.
- 20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
- 21) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
- 22) Connecting college/institution with societal needs.

S.248 Duties of Director of Physical Education and Sports

The Director of Sports and Physical Education shall,—

- (a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- (b) promote sports, culture and organize activities in the field of sports in college / institution.
- (c) co-ordinate and organize activities related to various sports jointly with regional and national bodies.
- (d) organize university level competitions, sports skill development camps in various sports in the college campus.
- (e) train students for regional, national and international competitions in various sports.
- (f) to prepare the report of the Board of Physical Education to be submitted before the Principal / Director / Management of the concerned college / institute.
- (g) undertake any other task that may be assigned to him by the college / institute authorities, so as to carry out objectives of the Physical education.
- (h) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned by him by the Principal / Director of the concerned college / institute, from time to time.

S.249. Repeal and Saving

1. All Statutes framed by the Universities relating to the service conditions of the teachers shall stand repealed from the date of commencement of these Statutes.
2. These Statutes shall not alter or change any terms and conditions of service to the disadvantage of the teachers who are already in service of the University.

For the post of Assistant Professor (Direct Recruitment)

A: Academic Record and Research Performance – Maximum Score (50)

The Academic Record and Research Performance of the candidates shall be evaluated on the basis of following parameters, namely:-

A-1 :Academic Record(40): In addition to consideration of the academic performance at UG and PG level, due independent weightage shall be given to,-

- special achievements like rank, Gold Medal, Distinction etc.
- extra /additional qualifications like M.Phil., Ph.D., JRF, Certificate, Diploma, Advanced Diploma, Degree, Specialization etc.
- prizes, Awards, Merit Scholarships, Recognitions etc.
- teaching experience.

A-2: Research Performance (10)

- Publications
- Research Projects undertaken (Other than the projects which are integral part of curriculum)
- Paper presentation in Regional/State/National/International conferences
- Participation in Seminar/Workshops/Symposia/Conferences etc.
- Prizes in student research convention

B: Domain Knowledge and Teaching Skills : Maximum Score (30)

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Domain Knowledge
- Teaching techniques and skills
- Presentation skills

C : Interview Performance : Maximum Score(20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills
- Participation in co-curricular, extra-curricular activities, Extension work, etc.
- General knowledge

For the post of Associate Professor/Professor (Direct Recruitment)

A: Academic background – (20)

- In-service academic achievements
- Dissemination of Subject Knowledge to the stakeholders
- Academic recognition during the previous stage
- Role in designing new courses/recognitions in the Department/College
- Participation in various committees and statutory bodies.

B: Research Performance based on cumulative API Score and Quality of Publications: (40)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
- In addition, weightages to the API scores shall be given as under:
 - up to 10% additional API score over the minimum required API score : 1 to 5
 - More than 10% but up to 25 % over minimum required API score : 6 to 10
 - More than 25% but up to 50 % over minimum required API score : 11 to 15
 - More than 50% over minimum required API score : 16 to 20

C: Domain Knowledge and Teaching Skills : Maximum Score (20)

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score 20

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills
- Participation in co-curricular, extra-curricular activities, Extension work, etc.

- General knowledge

Note : In case of candidate who is satisfying the minimum eligibility norms as prescribed by the University Grants Commission but who does not have teaching experience, the selection committee shall evaluate the credentials of such candidate on the basis of his contributions in research in terms of quality of publications, impact factor, citations, h-index, patents to his credit, research guidance to M.Phil./Ph.D. students, number of research projects ongoing/completed, research collaborations, innovations, consultancy, transfer of technology, association with academic/research/industrial bodies, etc.

For the promotion of Assistant Professor (stage-3) to Associate Professor/Equivalent Cadre (Stage-4) under Career Advancement Scheme

A: Research Contribution- Maximum score (30)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 15
- In addition, weightages to the API scores shall be given as under:
 - up to 25% additional API score over the minimum required API score : 1 to 5
 - More than 25% but up to 50 % over the minimum required API score : 6 to 10
 - More than 50% over the minimum required API score : 11 to 15 .

C: Assessment of Domain Knowledge and Teaching Practices: Maximum Score (50)

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score (20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge

The incumbent in order to get promotion shall undergo minimum of two-weeks of advanced training/field exposure in the subject or subject related research from the Universities/Institutes recognized by Maharashtra State Commission for Higher Education and Development. Alternatively, the incumbent for acquiring advanced knowledge in the subject shall spend two weeks on deputation at recognized institute of national repute.

For the promotion of Associate Professor to Professor/Equivalent Cadre under Career Advancement Scheme

A: Research Contribution- Maximum score (50)

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission: 25
- In addition, weightages to the API scores shall be given as under:
 - up to 25% additional API score over the minimum required API score : 1 to 5
 - More than 25% but up to 50 % over the minimum required API score : 6 to 10
 - More than 50% but up to 75 % over the minimum required API score : 15 to 20
 - More than 75% over the minimum required API score : 21 to 25 .

C: Assessment of Domain Knowledge and Teaching Practices : Maximum Score (30)

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

D : Interview Performance : Maximum Score (20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular , extra-curricular activities, Extension work etc.
- General knowledge

For the Post of Principal/Director

- (A) Aptitude for teaching, research and administration (20)
- (B) Ability to communicate clearly and effectively (10)
- (C) Ability to plan institutional programs, analyze and discuss curriculum development and delivery, research support and college development/administration (20)
- (D) Ability to deliver lecture programs (10)
- (E) Merits and credentials on the basis of API Score (40)
 - Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
 - In addition, weightages to the API scores shall be given as under:
 - up to 10% additional API score over the minimum required API score : 1 to 5
 - More than 10% but up to 25 % over the minimum required API score : 6 to 10
 - More than 25% but up to 50 % over the minimum required API score : 11 to 15
 - More than 50% over the minimum required API score : 16 to 20.
