

# INDIRA MAHAVIDYALAYA

KALAMB, DIST. YAVATMAL 445401

[www.indiramahavidyalaya.com](http://www.indiramahavidyalaya.com)

AISHE ID: C-42925

Institution Track ID: MHCOGN15368

## Criterion 6

# Governance, Leadership and Management



### KEY INDICATOR 6.2

## Strategy Development and Deployment



### Metric No. 6.2.1 (QIM)

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

### 6.2.1 (1) Additional information and Supporting Documents

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## Additional information and Supporting Documents

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5	Revised Guidelines of Sant Gadge Baba Amravati University regarding Leave rules
6	Appointment, Service Rules and Procedures (Recruitment Procedure of Institution are as per the 7 <sup>th</sup> Pay Commission of Maharashtra Government Resolution)
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### Part B

## Institutional Perspective Plan and Deployment Documents on the Website

Sr. No.	Documents
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Sr. No.	Name of Documents
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7	<b>Student Grievance Redressal Committee</b>
8	<b>SC, ST Cell (Equal Opportunity Cell)</b>
9	<b>OBC Cell</b>
10	<b>Carrier Counselling cell</b>

## **Part A**

### **Additional information and Supporting Documents**

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## DECLARATION

This is to declare that the information, reports, photos, true copies, numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

  
Co-ordinator  
IQAC  
Indira Mahavidyalaya  
Kalamb



  
PRINCIPAL  
Indira Mahavidyalaya  
Kalamb Dist. Yavatmal

# INDIRA MAHAVIDYALAYA

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AISHE ID: C-42925

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## Policy Document

The vision and mission of the institution is a reflection of the objectives of National Policies of higher education, in molding human resources to meet contemporary challenges to create a platform for lifelong learning. It follows a threefold system with academic co-curricular and extracurricular programme.

Management, College Development Committee, College Council & various committees play effective role in organizational arrangement of the institution and take efforts with the suitable strategic and perspective plan. Management proved their dynamic view in infrastructural development. Effective Governance and leadership by setting values and participative decision- making process is key aspects not only to achieve the vision, mission and goals of the institution but also in building the organizational culture.

### Leave policy for teaching & non-teaching staff

All the leave rules are as per the Sant Gadge Baba Amravati University and Government of Maharashtra GR of 7<sup>th</sup> pay Commission.

#### General leave policy:

- ▶ Leave regulations are applicable from June to April of a Academic Calendar year for Teaching Staff.
- ▶ Leave regulations are applicable from January to December of a Calendar year for Non Teaching Staff.

#### Probation period:

- ▶ The duration for Probation is maximum for one year. If needed the probation can be extended for one more year.
- ▶ One (1) casual leave is allowed per month, except in the month of joining the institution. Therefore, if a staff avail leaves in the first month it will be construed as leave on Loss of Pay (LOP)
- ▶ If a Day's leave is not availed in a month that cannot be carried forward for the next month.
- ▶ No other leave is permitted during probation period.

#### After completion of probation:

- ▶ Staff can avail the following
- ▶ Casual Leave (CL) 8;
- ▶ Average pay Leave 10 days per year not more than 240 days in entire service.
- ▶ Medical Leave (ML) 30 days per year not more than 360 days in entire service.
- ▶ Medical certificate to be submitted before availing ML and Medical Fitness certificate should be submitted on the day of joining duty after availing leave.

- ▶ Apart from CL & SL any leave will be considered as Loss of Pay.
- ▶ Women Staff are eligible for 6 months of Maternity Leave.

### **On duty (OD) policy for teaching staff in a calendar year from June to April:**

- ▶ On Duty leave (OD) shall be granted unlimited in a year.
- ▶ DL (Duty Leave) shall be granted 15 days in a year.
- ▶ OD forms should be signed by the HOD, prior to availing.
- ▶ Staff should submit to the principal's office the Attendance Certificate from the institutions/ Office Head where they attended duty, after availing OD.

### **OD Eligibility criteria:**

- ▶ Work related within the college affiliated to the Sant Gadge Baba Amravati University, Amravati.
- ▶ For attending Seminars / Conferences and for Paper Presentations, Duty leave is permitted.
- ▶ On Duty (OD) cannot be clubbed with CL, SL, ML & PL.
- ▶ On Duty (OD) cannot be availed on the reopening day of the college and on the last working day of the college.

### **Categories of work & classifications:**

Sr.No	Work	Category
1.	Work related within Sant Gadge Baba Amravati University, Amravati	OD
2.	Work related other than Sant Gadge Baba Amravati University, Amravati	OD
3.	Conferences / Seminars / Paper Presentations	DL
4.	Work related to Valuation of Answer sheet of University Examination	OD

### **Dress Code:**

- ▶ **Male/ Gents Faculty:** On all regular working days: College Uniform formal White Shirt and Navy blue lower with navy blue blazer.
- ▶ **Women/ Ladies Faculty:** On all regular working days: College Uniform Saree with navy blue blazer.

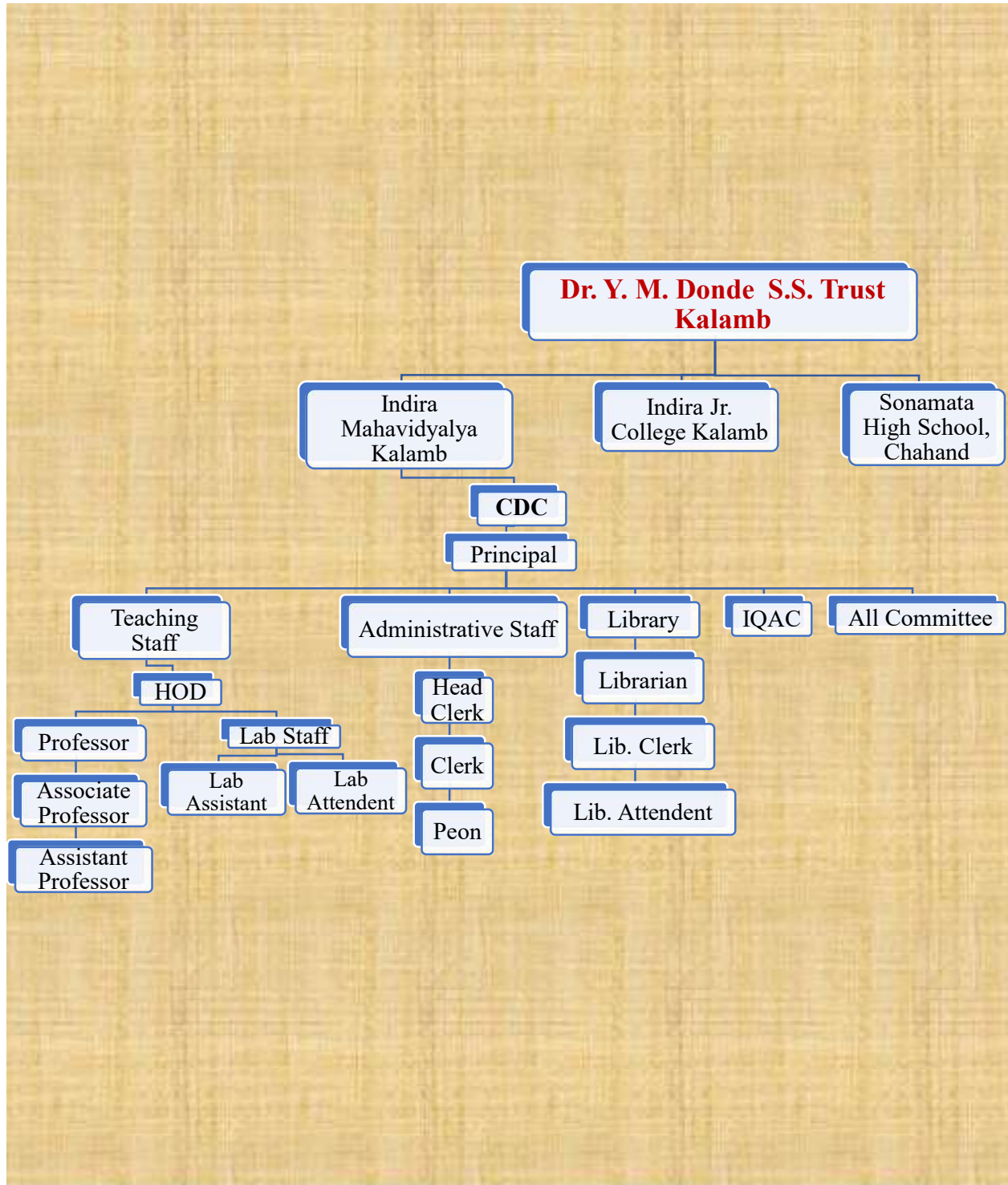
  
**Co-ordinator**  
**IQAC**  
 Indira Mahavidyalaya  
 Kalamb



  
**PRINCIPAL**  
 Indira Mahavidyalaya  
 Kalamb Dist. Yavatmal

# Administrative Setup

## Organogram of College



# Sant Gadge Baba Amravati University, Amravati Leave Rules

## SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART-TWO

गुरुवार, दिनांक १६ जानेवारी, २०१४

### परिपत्रक

क्रमांक : ०१/२०१४

दिनांक : १६/१/२०१४

विषय : विद्यापीठाशी संलग्नित सर्व महाविद्यालयातील शिक्षकांसाठी लागू असणाऱ्या रजेबाबत...

सर्व सामान्यांचे माहितीकरिता कळविण्यात येते की, विद्यापीठाशी संलग्नित सर्व महाविद्यालयातील शिक्षकांसाठी लागू असणाऱ्या नैमित्तिक रजा, कर्तव्य रजा, रोवा रजा व ए.पी.एल. बाबत एकरांपता असण्याबाबत विद्यापीठ व्यवस्थापन परिषदेने गठीत केलेल्या समिती क्र. १४/२०११ ने सर्व संलग्नित महाविद्यालयांना कळविण्याकरिता केलेल्या खालील शिफारसी व्यवस्थापन परिषदेने दि. १३.११.२०१३ रोजीच्या सभेत मान्य केलेल्या आहेत.

Sr. No.	Nature of Leave	Period of Leave	Reference
1	Casual Leave	Not less than 10 days per year	As per para 48 (1) (a) of Ordinance No. 24
2	A.P.L	10 days per year not more than 240 days in entire service	As per para 48 (1) (b) (c) of Ordinance No. 24
3	Medical Leave	30 days per year not more than 360 days in entire service	As per para 48 (1) (d) of Ordinance No. 24
4	On Duty Leave	No limits for meeting of the University Authority, Examination Works, Valuation, Orientation, Refresher Short Term Course and Duty Assigned by University	As per Direction No. 18/2000
5	Duty Leave	Conferences, Seminars, Workshops and duty assigned by Principal 15 days in a year	As per Ordinance No. 122
6	Maternity Leave	180 Days	As per G.R. Dated 6 <sup>th</sup> March, 2010

समितीने अशीही शिफारस केली की, रजेसंदर्भात काही अडचणी निर्माण झाल्यास त्याकरिता महाविद्यालयांनी संबंधित दस्तऐवजामधील तरतुदीनुसार निर्णय घ्यावा. तसेच रजेबाबत विद्यापीठाने वेळोवेळी निर्गमित केलेले आदेश महाविद्यालयांना लागू राहतील. ”

रजा/-  
(अ.घो.चव्हाण)  
कुलसचिव,  
संत गाडगे बाबा अमरावती विद्यापीठ

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# Revised Guidelines of Sant Gadge Baba Amravati University regarding Leave rules

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2022 - PART TWO - 69

## अधिसूचना

क्रमांक : २१/ २०२२

दिनांक : २४/०२/२०२२

**विषय : शिक्षकांच्या रजासंदर्भात...**

संदर्भ : १) शासन निर्णय क्र. MISC-2018/C.R.56/18/UNI-1, दि. ८.३.२०१९  
२) शासन शुद्धिपत्रक क्र. Misc-2018/C.R.56/18/UNI-1, १०.५.२०१९

सर्व संबंधितांच्या माहितीकरिता सूचित करण्यात येते की, सातव्या वेतन आयोगाची अधिसूचना तसेच विद्यापीठ अनुदान आयोगाच्या विनियम,२०१८ च्या अनुषंगाने शासनाने सर्व विद्यापीठ तसेच महाविद्यालयीन शिक्षकांना संदर्भ क्र.१ वरील शासन निर्णयान्वये सातवा वेतन आयोग लागू केला आहे. सदर शासन निर्णयाची विद्यापीठ निदेश क्र.८/२०१९ नुसार अंमलबजावणी करण्यात आली असून संदर्भ क्र.२ च्या शुद्धिपत्रकान्वये संदर्भ क्र.१ वरील शासन निर्णयामध्ये शासनाने शिक्षकांच्या रजासंदर्भात परिच्छेद १६.० मध्ये सुधारणा केलेली आहे. त्यानुषंगाने निदेश क्र.१४/२०१९ अन्वये निदेश क्र.८/२०१९ ला सुधारणा करण्यात आलेली आहे. विद्यापीठ तथा महाविद्यालयीन शिक्षकांच्या रजाबाबत मा. कुलगुरुंनी गठीत केलेल्या समितीच्या शिफारशी दि.२९/३०.६.२०२० च्या व्यवस्थापन परिषदेच्या सभेत बाब क्र.११ नुसार मान्य केल्या आहेत. त्यानुसार विद्यापीठ/ महाविद्यालयीन शिक्षकांना खालील प्रकारच्या रजा नमूद केल्यानुसार देय राहतील.

अ.क्र.	रजेचा प्रकार	रजेचा कालावधी
१	Study leave	As per M.C.S.R.(Leave), 1981.
२	Maternity leave	As per Govt. Resolution issued from time to time.
३	Casual leave	08 (Annual)
४	Child Care Leave	As per Govt. Resolution issued from time to time.

इतर रजा अध्यादेश क्र.१२२ व अध्यादेश क्र.२४ प्रमाणे अनुक्रमे विद्यापीठ तसेच महाविद्यालयीन शिक्षकांना यथास्थिती लागू राहतील.

स्वा/-  
कुलसचिव  
संत गाडगे बाबा अमरावती विद्यापीठ.

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# **Appointment, Service Rules and Procedures**

## **Recruitment Procedure of Institution are as per the 7<sup>th</sup> Pay Commission of Maharashtra Government Resolution**

**Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7<sup>th</sup> 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 12<sup>th</sup> August, 2009.
  2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2<sup>nd</sup> November, 2017.
  3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8<sup>th</sup> November, 2017.
  4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28<sup>th</sup> January, 2019.
  5. UGC letter No. F.No.23-4/2017 (PS), dated 31<sup>st</sup> January, 2018.
  6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18<sup>th</sup> July, 2018.
  7. The Maharashtra Public University Act, 2016

**Preamble:-**

University Grants Commission vide its letter dated 31<sup>st</sup> January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2<sup>nd</sup> November 2017 regarding revision of 7<sup>th</sup> 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 7<sup>th</sup> 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 2<sup>nd</sup> November, 2017 and regulation issued by UGC dated 18<sup>th</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> 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 fulfilment 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 fulfilment 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 fulfilment 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 fulfilment 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 Mimtes 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 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 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 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 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 31<sup>st</sup> 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 7<sup>th</sup> 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 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> 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 &amp; 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:**

- i. 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.
- ii. 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, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> 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 Recemployment**

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 (PMMMNTT) 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 1<sup>st</sup> January 2016 and those who were not in service after 1<sup>st</sup> 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 1<sup>st</sup> 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 29<sup>th</sup> 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 collages as on 1<sup>st</sup> January, 2016 shall be shared for the period from 1<sup>st</sup> January, 2016 to 31<sup>st</sup> 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 1<sup>st</sup> January 2016 will be treated as post existing as on 1<sup>st</sup> 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. Babashaheb 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](http://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 Eknath  
Sable**

(Vijay E. Sable)

Under Secretary to Government.

Digitally signed by Vijay Eknath Sable  
DN: c=IN, ou=Government Of Maharashtra, ou=HED, ou=HED, ou=TECHNICAL EDUCATION DEPARTMENT,  
serial=666-40012, cn=Maharashtra,  
2.5.4.30=ca87a4629a493a4c06c0705af3d8e1571a0c47  
a6a4a07a9485a40ca2da,  
serialNumber=05666527262cc95744b33d84c89e  
bee1b2f4a9787401790e6621110eVijay Eknath  
Sable  
Date: 2019.03.08 15:18:00 +05'30'

**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 (audit), 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.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
1						
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			

<b>21</b>	1,04,100	1,24,300	1,44,000			
<b>22</b>	1,07,200	1,28,000	1,48,300			
<b>23</b>	1,10,400	1,31,800	1,52,700			
<b>24</b>	1,13,700	1,35,800	1,57,300			
<b>25</b>	1,17,100	1,39,900	1,62,000			
<b>26</b>	1,20,600	1,44,100	1,66,900			
<b>27</b>	1,24,200	1,48,400	1,71,900			
<b>28</b>	1,27,900	1,52,900	1,77,100			
<b>29</b>	1,31,700	1,57,500	1,82,400			
<b>30</b>	1,35,700	1,62,200	1,87,900			
<b>31</b>	1,39,800	1,67,100	1,93,500			
<b>32</b>	1,44,000	1,72,100	1,99,300			
<b>33</b>	1,48,300	1,77,300	2,05,300			
<b>34</b>	1,52,700	1,82,600	2,11,500			
<b>35</b>	1,57,300	1,88,100				
<b>36</b>	1,62,000	1,93,700				
<b>37</b>	1,66,900	1,99,500				
<b>38</b>	1,71,900	2,05,500				
<b>39</b>	1,77,100					
<b>40</b>	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**

<b>S. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
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.  <b>Note:</b> 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.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by:</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	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
	<b>(d) E-Content</b>		
	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.	<b>(a) Research guidance</b>		
	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>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5.	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05

6.	<b>*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)</b>		
	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.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13
2.	<b>Post Graduation</b>	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.	<b>M.Phil.</b>	60% and above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05			
	<b>SET</b>	03			
6.	<b>Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)</b>	10			
7.	<b>Teaching/Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	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
<b>TOTAL</b>	-	<b>100</b>

**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.	<b>Graduation</b>	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	<b>Post Graduation</b>	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.	<b>M.Phil.</b>	60% and above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	25			
5.	<b>NET with JRF</b>	10			
	<b>NET</b>	08			
	<b>SET</b>	05			
6.	<b>Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)</b>	06			
7.	<b>Teaching/Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	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
<b>TOTAL</b>	<b>-</b>	<b>100</b>

**Table 4**

**Assessment Criteria and Methodology for Librarians**

Sr. No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website.</li> </ul>	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>

3.	<p>If library has a computerized database then OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not up to mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>v) Design and offer short-term courses for users.</p> <p>vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>



**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**

<b>Sr. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
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.	
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</li> <li>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.</li> <li>3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</li> </ol>		

**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.		<b>Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)</b>	<b>Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)</b>
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.		<b>Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)</b>
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 /  
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**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 29<sup>th</sup> 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. Etc. 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. $2.57 \times$ 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 1<sup>st</sup> 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. $2.57 \times$ 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 1<sup>st</sup> 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. $2.57 \times$ 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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.	$2.57 \times$ 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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/-.

## **Service Rules and Procedures**

**Service Rules and Procedure of the staff of the institution are as per the  
Maharashtra Public Universities Act, 2016**

### **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 1<sup>st</sup> 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</i>	<i>Authority 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)  $1/30^{\text{th}}$  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 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.
- (v) 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.

**Annexure -I**

**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

**Annexure –II**

**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.

**Annexure -III**

**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.

#### Annexure -IV

#### 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 1<sup>st</sup> 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 of 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) Consuming 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.

## Annexure -I

### 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

## Annexure –II

### 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.

### Annexure -III

#### 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.

#### Annexure -IV

#### 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

**Annexure-V**

**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.

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# **Part B**

## **Institutional Perspective Plan and Deployment Documents on the Website**

### **Table of Contents**

<b>Sr. No.</b>	<b>Documents</b>
<b>1</b>	<b>Certificate of Declaration</b>
<b>2</b>	<b>Policy Document</b>
<b>3</b>	<b>Strategic Plan and Deployment</b>
<b>4</b>	<b>Strategic, Perspective Plan and Deployment</b>
<b>5</b>	<b>Monitoring of Strategic Plan</b>
<b>6</b>	<b>Implementation of Strategic and Perspective Plan of Institution</b>



# INDIRA MAHAVIDYALAYA

KALAMB, DIST. YAVATMAL 445401

[www.indiramahavidyalaya.com](http://www.indiramahavidyalaya.com)

AISHE ID: C-42925

Institution Track ID: MHC0GN15368

## DECLARATION

This is to declare that the information, reports, photos, true copies, numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

*Elbarale*  
Co-ordinator  
IQAC  
Indira Mahavidyalaya  
Kalamb



*P. B. Madhukar*  
**PRINCIPAL**  
Indira Mahavidyalaya  
Kalamb Dist. Yavatmal



Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's

## INDIRA MAHAVIDYALAYA, KALAMB

DIST. YAVATMAL, MAHARASHTRA 445401

Tele. (07201) 226147/226129 NAAC Accredited B+ Grade

Mob. No. Principal- 9422867658, Vice-Principal -9420199479

E mail - [imvkalamb@yahoo.co.in](mailto:imvkalamb@yahoo.co.in) Website – [www.indiramahavidyalaya.com](http://www.indiramahavidyalaya.com)



## Strategic Plan and Deployment

To make a good strategic plan for smooth conduction of administration of institute towards achieving goal is significant to figure out Strength of College.

### Some milestones are travelled by the Institution

- Post graduate courses in Economics, Geography, and M.Sc. in Chemistry were started.
- Environmental Science in B.Sc. Programme is attached is started.
- Recognized research centre in Marathi, Chemistry and Physics is established.
- Central Instrumentation /Incubation and innovation centre is placed.
- Construction of new buildings and laboratories with safety & security measures.
- Installation of Koha Software Version- 23.11.00
- Add on /Certificate/Value added courses were started.
- Functional MOUs and Collaborations were signed.

  
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Kalamb



  
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Indira Mahavidyalaya  
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Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's



## INDIRA MAHAVIDYALAYA, KALAMB

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Mob. No. Principal- 9422867658, Vice-Principal -9420199479



### Strategic, Perspective Plan and Deployment

Sr. No.	Focus Areas	Plan
1	Academics	<ul style="list-style-type: none"><li>• To start Post Graduate courses and Environmental Science and Skill development courses.</li><li>• Academic planning and preparation of academic calendar.</li><li>• Effective use of ICT tools. / Teaching aids</li><li>• Development of e-Learning resources.</li><li>• Implementation of best practices in respect of Academics Social and Environmental</li></ul>
2	Use of various e-platforms for teaching learning and evaluation	<ul style="list-style-type: none"><li>• to promote Teaching staff of the college is using various online platform for teaching learning and evaluation encouragement for</li></ul>
3	Research	<ul style="list-style-type: none"><li>• To acquire recognized research centre in Marathi, Chemistry and Physics,</li><li>• The proposal of research centre Zoology is submitted to Parent University in Zoology subject. The functional Central Instrumentation cell</li><li>• To organize seminar conference work regarding Research methodology, IPR and Entrepreneurship.</li><li>• To submit research project to parent university.</li></ul>

4	MoU and Collaboration	<ul style="list-style-type: none"> <li>• To sign More MOUs and collaboration with faculty and student exchange programme</li> <li>• To Establish and developed laboratories with more research facility.</li> </ul>
5	Organization of Seminar Workshop and Conferences	<ul style="list-style-type: none"> <li>• Organization of Seminar Workshop and Conferences were organized.</li> </ul>
6	Infrastructural Development	<ul style="list-style-type: none"> <li>• To construct of new buildings and laboratories with safety &amp; security measures. installation of LEDs in the main points to conserve</li> <li>• Development and modification of seminar hall with ICT facility, Smart or ICT enabled classrooms, modernisation of laboratory with sufficient equipments.</li> <li>• Library infrastructure upgradation</li> </ul>
7	IT updating and review of Smart room	<ul style="list-style-type: none"> <li>• IT facilities and smart class rooms facilities are updated on regular basis</li> </ul>
8	Student's development and participation	<ul style="list-style-type: none"> <li>• Career Counselling and guidance through Career Counselling Cell.</li> <li>• Student's representation in various committees and Cells.</li> <li>• Participation at university level in various cultural &amp; sports competitions.</li> <li>• Organising various competitions.</li> <li>• Staff welfare policy implementation</li> <li>• Rewards and recognition for achievers in extra curriculum activities.</li> <li>• Participation in social and welfare activities.</li> </ul>
9	Appointment of faculty	<ul style="list-style-type: none"> <li>• To seek permission for recruitment of faculty in the institution.</li> </ul>
10	Good governance	<ul style="list-style-type: none"> <li>• To foster participative and decentralized management</li> <li>• Monitoring and implementing the quality management system with organisational structure.</li> <li>• Smooth working of statutory committee.</li> </ul>

		<ul style="list-style-type: none"> <li>• To strengthen established e-governance.</li> <li>• Leadership development through decentralization.</li> <li>• To form internal audit committee for affiliation and quality maintenance.</li> <li>• To acquire fair and transparent performance-based appraisal system.</li> <li>• Motivation for qualification improvement</li> </ul>
11	Administration	<ul style="list-style-type: none"> <li>• To accelerate the functioning of administration and promote non teachings for professional training for the skill enhancement.</li> <li>• To enforce working mechanism to ensures the decentralization and participative strategies.</li> </ul>
12	Financial Support and Planning	<ul style="list-style-type: none"> <li>• To enhance financial machinery including student support like scholarships and financial aids.</li> </ul>
13	Extramural and socially relevant Activities and Campaign	<ul style="list-style-type: none"> <li>• To implement gender sensitization and various programmes.</li> <li>• To develop Safety and security parameters for campus</li> <li>• Green campus with no plastic zone.</li> </ul>
14	Regular NAAC accreditation	<ul style="list-style-type: none"> <li>• To start the process of NAAC third cycle</li> </ul>

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**Kalamb**



*P. B. Mandekar*  
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### Monitoring of Strategic Plan

The implementation of strategic and perspective plan is mentioned time to time by college development committee. CDC, Principle and IQAC through periodic review the heads in charge prepares the detail progress report and presents it in the review meeting.

The bench marking of quality standards and its monitoring, evaluation and attainment is carried out by CDC along with IQAC and other prominent bodies. The outcomes based analysis is recommend correcting the necessary actions.

### Implementation of Strategic and Perspective Plan of Institution

Sr. No.	Areas	Implementation
1	Academics	<ul style="list-style-type: none"><li>• Post Graduate courses are started. Environmental Science in B.Sc. programme is started Skill development courses are initiated in the institution to in view of NEP2020.</li><li>• To encouragement has been given students to enrol in projects and other relevant activities for better job employments.</li></ul>
2	Research	<ul style="list-style-type: none"><li>• Recognized research centre in Marathi, Chemistry and Physics is added to the institution and the proposal of research centre Zoology is sent to parent university in Zoology subject.</li><li>• The functional Central Instrumentation Cell is placed. This helps to engage faculty, scholars and students to involve in cutting edge research and to achieve high levels of excellence through innovations, collaborations and publication of research Instrumental Cell is place.</li></ul>

3	MOU and Collaboration	<ul style="list-style-type: none"> <li>• Functional MOUs and collaboration with faculty and student exchange programme are signed.</li> <li>• Laboratories with more research facility is established and developed.</li> </ul>
4	Infrastructural development	<ul style="list-style-type: none"> <li>• Construction of new buildings and laboratories ensuring safety &amp; security management.</li> <li>• The institution has installed LEDs in the main points. This has helped a lot in conservation of electricity. As the institution is conscious about the environment.</li> </ul>
5	IT updating and review of Smart room	<ul style="list-style-type: none"> <li>• IT facilities and smart class rooms facilities are updated on regular basis</li> </ul>
6	Student's development	<ul style="list-style-type: none"> <li>• Career Counselling and guidance through Career Counselling Cell.</li> <li>• Student's representation in various committees and Cells.</li> <li>• Participation at university level in various cultural &amp; sports competitions.</li> <li>• Organising various competitions.</li> <li>• Staff welfare policy implementation</li> <li>• Rewards and recognition for achievers in extra curriculum activities.</li> <li>• Participation in social and welfare activities</li> </ul>
7	Appointment of faculty	<ul style="list-style-type: none"> <li>• Vacant post is advertised and filled on basis of norms and laid down by the state government and the parent university.</li> <li>• Institution focuses on the selection of right and dedicated candidates. faculties are engaged in various sort of research work and most of them have a research degree to their credits, hence quality-oriented ambience is maintained.</li> </ul>
8	Administration	<ul style="list-style-type: none"> <li>• Day to day affairs is supervised and operations of the administrative department are inspected.</li> </ul>

		<ul style="list-style-type: none"> <li>• The non teachings were sent to professional training for the skill enhancement.</li> <li>• Conduct periodic meetings for review of administration.</li> <li>• Changing in working mechanism to ensures the decentralization and participative strategies.</li> </ul>
9	Organization of Seminar Workshop and Conferences	<ul style="list-style-type: none"> <li>• Seminar, Workshop and Conferences were organized.</li> </ul>
10	Students' empowerment: Alumni Meet	<ul style="list-style-type: none"> <li>• The successful implementation of '<b>Teacher Guardian scheme</b>' to offer them consultation, guidance and various types of help as and when required, this has been conducive for overall development of a student.</li> <li>• It has been regular practice to organize alumni interaction with current students for motivation and guidance. The institution organizes various activities on entrepreneurship, personality development and competitive examination preparation.</li> </ul>
11	Extramural and socially relevant Activities and Campaign	<ul style="list-style-type: none"> <li>• The institution focused on the community-oriented activities for holistic development of students.</li> </ul>
12	Financial Support and Planning	<ul style="list-style-type: none"> <li>• The college has audit committee to maintain all the financial affairs including student support like scholarships and financial aids.</li> </ul>
13	Regular NAAC accreditation:	<ul style="list-style-type: none"> <li>• The process of data collection and other relevant actions are initiated for third cycle of NAAC.</li> <li>• We have successfully gone through second cycle of NAAC.</li> </ul>

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**Kalamb**



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**Kalamb Dist. Yavatmal**



# **Part C**

## **Institutional Bodies**

### **Table of Contents**

<b>Sr. No.</b>	<b>Name of Documents</b>
<b>1</b>	<b>Governing Body of the Institute</b>
<b>2</b>	<b>College Development Committee (CDC)</b>
<b>3</b>	<b>Internal Quality Assurance Cell (IQAC)</b>
<b>4</b>	<b>Internal Complaint Committee (ICC)</b>
<b>5</b>	<b>Anti-Sexual Harassment Cell</b>
<b>6</b>	<b>Anti Ragging Committee</b>
<b>7</b>	<b>Student Redressal Committee</b>
<b>8</b>	<b>SC, ST Cell (Equal Opportunity Cell)</b>
<b>9</b>	<b>OBC Cell</b>
<b>10</b>	<b>Carrier Counselling cell</b>

# Institutional Bodies

## Governing Body

Our visionary leader late **Dr. Bhausaheb Mandavkar** founder president of the institution, offered the higher education to the people of this rural, tribal and undeveloped area with open - access system, irrespective of caste, colour, creed & academic performance in earlier years. The Governing body of the institution has a responsibility to develop, monitor and review strategic plans of the institution. The management takes all major policy decisions regarding budget, infrastructural development, new programs, discipline and recruitment of staff.

Sr. No.	Name	Designation
1	Shri. Y. B. Mandavkar	President
2	Dr. V. P. Mandavkar	Vice President
3	Shri. J. S. Dharamkar	Secretary
4	Dr. P. B. Mandavkar	Vice Secretary
5	Dr. S. B. Mandavkar	Member
6	Mrs. S. M. Dighe	Member
7	Shri. L.B. Mandavkar	Member

  
Co-ordinator  
IQAC  
Indira Mahavidyalaya  
Kalamb



  
**PRINCIPAL**  
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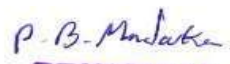
## College Development Committee (CDC)

For smooth functioning of the institution the management formed the college development committee as per Maharashtra University act 2016 to take important decision regarding the various activities and programmes. The institution has adapted three-way systems where the governing body is the ultimate decision-making body accountable to the stakeholders.

Sr. No.	Name	Designation
1	Shri. Y. B. Mandavkar	President
2	Dr. S. B. Mandavkar	Management Secretary Nominee
3	Prof. N.V. Narule	Approved Teacher
4	Prof. S. Y. Lakhadive	Approved Teacher
5	Dr. M. P. Rakhunde	Approved Teacher
6	Dr. K. R. Nemade	Principal nominated HOD
7	Shri. K. R. Nikode	Non-teaching staff representative
8	Shri. L. B. Mandavkar	Business sector management nominee member
9	Dr. V. P. Mandavkar	Research sector management nominee member
10	Dr. G. P. Urkunde	Educational sector management nominee member
11	Prof. D. S. Patil	Social service sector management nominee member
12	Prof. P. S. Jawade	IQAC Coordinator
13	Dr. P. B. Mandavkar	Ex officio Secretary

  
Co-ordinator  
IQAC  
Indira Mahavidyalaya  
Kalamb



  
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## Internal Quality Assurance Cell (IQAC)

The college has a functional IQAC setup as per norms that include members from management, teacher representatives, representative of administrative staff and nominees from society, students, alumni and industry. The IQAC, planning body collect references from the various committees through participatory interaction, based on which it proposes comprehensive perspective plan to the CDC for approval and implementation.

Sr. No.	Name	Designation
1	Dr. P. B. Mandavkar	Chairman
2	Dr. V. P. Mandavkar	Management Member
3	Prof. P. S. Jawade	Coordinator
4	Shri. R. B. Chavhan	Administrative Officer
5	Dr. D. K. Khupse	Alumni Representative
6	Shri. V. P. Yadav	Ex-Student and Industrialist
7	Shri. C. Chandore	Member from Local Society
8	Prof. S. Y. Lakhadive	Member
9	Prof. N. V. Narule	Member
10	Dr. M. P. Rakhunde	Member
11	Prof. A.V. Tagalpallewar	Member
12	Dr. K. R. Nemade	Member
13	Dr. D. M. Chavhan	Member
14	Dr. V. R. Patki	Member
15	Dr. P. B. Ingle	Member
16	Prof. S.S. Raut	Member

  
Co-ordinator  
IQAC  
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Kalambe



  
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# Internal Complaint Committee (ICC)

The principles of justice, humanity and dignity should be dispensed irrespective of caste, creed, social status and gender of a person. Therefore, in keeping with the ethics of institution and in accordance with the instructions of various statutory bodies an Internal Complaints Committee was established. 'Grievance' may be related to any of the employee's dissatisfaction /disagreement with any aspect of the College activities and services including those of other employees or persons. Employee or Person member of the academic staff or an officer or non-teaching staff of the College who are on the rolls of the College.

## Internal Complaint Committee Year 2022-2023

Sr. No.	Name	Designation
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhdiwe	Teacher Member
3	Dr. M. P. Rakhunde	Teacher Member
4	Prof. S. S. Raut	Teacher Member
5	Adv. V. R. Mandavkar	Legal Expert
6	Shri K. R. Nikode	Non-Teaching Staff Representative
7	Ku. N. Bobde	Student Representative
8	Ku. N. Dhote	Student Representative
9	Ku. D. Nagose	Student Representative

## Internal Complaint Committee Year 2021-2022

Sr. No.	Name	Designation
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhdiwe	Teacher Member
3	Prof. M. P. Rakhunde	Teacher Member
4	Prof. S. S. Raut	Teacher Member
5	Dr. G. P. Urkunde	Staff Member
6	Adv. V. R. Mandavkar	Legal Expert
7	Shri K. R. Nikode	Non-Teaching Staff Representative
8	Ku. N. Bobde	Student Representative
9	Ku. N. Dhote	Student Representative
10	Ku. D. Nagose	Student Representative

**Internal Complaint Committee  
Year 2020-2021**

Sr. No.	Name	Designation
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhdiwe	Teacher Member
3	Prof. M. P. Rakhunde	Teacher Member
4	Prof. S. S. Raut	Teacher Member
5	Dr. G. P. Urkunde	Staff Member
6	Adv. V. R. Mandavkar	Legal Expert
7	Shri. K. R. Nikude	Non-Teaching Staff Representative
8	Ku. S. Thed	Student Representative
9	Ku. P. Zoting	Student Representative

**Internal Complaint Committee  
Year 2019-2020**

Sr. No.	Name	Designation
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhdiwe	Teacher Member
3	Prof. M. P. Rakhunde	Teacher Member
4	Dr. G. P. Urkunde	Staff Member
5	Prof. S. S. Raut	Teacher Member
6	Adv. V. R. Mandavkar	Legal Expert
7	Shri K. R. Nikude	Non-Teaching Staff Representative
8	Ku. S. Thed	Student Representative
9	Ku. P. Zoting	Student Representative

**Internal Complaint Committee  
Year 2018-2019**

Sr. No.	Name	Designation
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhdiwe	Teacher Member
3	Prof. N. R. Thawale	Teacher Member
4	Dr. G. P. Urkunde	Staff Members
5	Ku. A. V. Bhoyar	Non-Teaching Staff Representative
6	Adv. S. Ambalkar	Legal Expert
7	Ku. V. Pampattiwari	Student Representative
8	Ku. R. G. Barde	Student Representative

*Bhaskar*  
Co-ordinator  
IQAC  
Indira Mahavidyalaya  
Kalambe



*P. B. Mandekar*  
**PRINCIPAL**  
Indira Mahavidyalaya  
Kalambe Dist. Yavatmal

# Anti-Sexual Harassment Cell

Anti-Sexual Harassment Cell is functioning in order to create, congenial and conducive atmosphere in which staff can work together in an environment, free of under estimation, violence, harassment, exploitation and intimation. This includes all the forms of gender violence and sexual harassment. It strongly supports gender equality, feeling of association, and freedom of expression. The cell works to maintain the dignity of female students, staff and involves mechanism for the prevention of sexual harassment and such incidence in the college premises.

## Anti-Sexual Harassment Cell Year 2022-23

Sr. No.	Name of Member	Designation
1	R. M. Wath	President
2	S. Y. Lakhadive	Member
3	M. P. Rakhunde	Member
4	S. S. Raut	Member
5	Shri. V. R. Takale	Non-Teaching Representative
6	Ku. A. V. Bhoyar	Non-Teaching Representative
7	Add. V. R. Mandavkar	Legal Expert
8	P. V. Bhusari	Students Representative
9	R. S. Dukare	Students Representative

## Anti-Sexual Harassment Cell Year 2021-22

Sr. No.	Name of Member	Designation
1	R. M. Wath	President
2	S. Y. Lakhadive	Member
3	M. P. Rakhunde	Member
4	S. S. Raut	Member
5	Dr. G. P. Urkunde	Employee Member
6	Ku. A. V. Bhoyar	Non-Teaching Representative
7	Add. V. R. Mandavkar	Legal Expert
8	Prajakta Zoting	Students Representative
9	Snehal Amde	Students Representative

## Anti-Sexual Harassment Cell Year 2020-21

Sr. No.	Name of Member	Designation
1	R. M. Wath	President
2	S. Y. Lakhadive	Member
3	M. P. Rakhunde	Member

4	S. S. Raut	Member
5	Dr. G. P. Urkunde	Employee Member
6	Ku. A. V. Bhoyar	Non-Teaching Representative
7	Add. V. R. Mandavkar	Legal Expert
8	Ku. V. P. Pampattiwar	Students Representative
9	Ku. R. G. Barde	Students Representative

**Anti-Sexual Harassment Cell  
Year 2019-20**

Sr. No.	Name of Member	Designation
1	R. M. Wath	President
2	S. Y. Lakhadive	Member
3	M. P. Rakhunde	Member
4	S. S. Raut	Member
5	Dr. G. P. Urkunde	Employee Member
6	Ku. A. V. Bhoyar	Non-Teaching Representative
7	Add. V. R. Mandavkar	Legal Expert
8	Prajakta Zoting	Students Representative
9	Snehal Amde	Students Representative

**Anti-Sexual Harassment Cell  
Year 2018-19**

Sr. No.	Name of Member	Designation
1	R. M. Wath	President
2	S. Y. Lakhadive	Member
3	M. P. Rakhunde	Member
4	S. S. Raut	Member
5	Dr. G. P. Urkunde	Employee Member
6	Ku. A. V. Bhoyar	Non-Teaching Representative
7	Add. V. R. Mandavkar	Legal Expert
8	Ku. V. P. Pampattiwar	Students Representative
9	Ku. R. G. Barde	Students Representative

  
**Co-ordinator**  
**IQAC**  
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Kalamb



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## Anti-ragging Committee

Anti-ragging Committee is one of the important aspects of Institutional mechanism. As per the guidelines of (UGC), It is modified as per UGC regulations time to time.

Anti –ragging Committee is supervisory in preserving a culture of Ragging free environment in the college campus.

### Anti-ragging Committee Year 2022-2023

Sr. No	Name of Members	Designation
1	Dr. P. B. Mandavkar	Principal
2	Shri. S. Sansare	Block Development Officer
3	Shri. K. Moon	Student Representative
4	Shri. V. R. Takale	Alumni Student Representative
5	Ku. T. Wankar	Alumni Student Representative
6	Shri. S. V. Lonbale	Student Representative
7	Ku. S. Nikhar	Student Representative
8	Shri. R. B. Chavhan	Non -Teaching staff Representative
9	Prof. S. Y. Lakhadive	Head. Dept of Home- Economics
10	Prof. S. S. Raut	Director of physical education.
11	Shri. R. Adhal	Parent Representative

### Anti-ragging Committee Year 2021-2022

Sr. No	Name of Members	Designation
1	Dr. P. B. Mandavkar	Principal
2	Shri. S. Sansare	Block Development Officer
3	Shri. K. Moon	Student Representative
4	Shri. V. R. Takale	Alumni Student Representative
5	Ku. T. Wankar	Alumni Student Representative
6	Shri. S. V. Lonbale	Student Representative
7	Ku. S. Nikhar	Student Representative
8	Shri. R. B. Chavhan	Non -Teaching staff Representative
9	Prof. S. Y. Lakhadive	Head. Dept of Home- Economics
10	Prof. S. S. Raut	Director of physical education.
11	Shri. R. Adhal	Parent Representative

### Anti-ragging Committee Year 2020-2021

Sr. No	Name of Members	Designation
1	Dr. P. B. Mandavkar	Principal
2	Shri. S. Sansare	Block Development Officer
3	Shri. K. Moon	Student Representative
4	Shri. V. R. Takale	Alumni Student Representative

5	Ku. T. Wankar	Alumni Student Representative
6	Shri. S. V. Lonbale	Student Representative
7	Ku. S. Nikhar	Student Representative
8	Shri. R. B. Chavhan	Non -Teaching satff Representative
9	Prof. S. Y. Lakhadive	Head. Dept of Home- Economics
10	Prof. S. S. Raut	Director of physical education.
11	Shri. R. Adhal	Parent Representative

**Anti-ragging Committee  
Year 2019-2020**

Sr. No	Name of Members	Designation
1	Dr. P. B. Mandavkar	Principal
2	Shri. S. Sansare	Block Development Officer
3	Shri. K. Moon	Student Representative
4	Shri. V. R. Takale	Alumni Student Representative
5	Ku. T. Wankar	Alumni Student Representative
6	Shri. S. V. Lonbale	Student Representative
7	Ku. S. Nikhar	Student Representative
8	Shri. R. B. Chavhan	Non -Teaching satff Representative
9	Prof. S. Y. Lakhadive	Head. Dept of Home- Economics
10	Prof. S. S. Raut	Director of physical education.
11	Shri. R. Adhal	Parent Representative

**Anti-ragging Committee  
Year 2018-2019**

Sr. No	Name of Members	Designation
1	Dr. P. B. Mandavkar	Principal
2	Shri. S. Sansare	Block Development Officer
3	Shri. K. Moon	Student Representative
4	Shri. V. R. Takale	Alumni Student Representative
5	Ku. T. Wankar	Alumni Student Representative
6	Shri. S. V. Lonbale	Student Representative
7	Ku. S. Nikhar	Student Representative
8	Shri. R. B. Chavhan	Non- Teaching Representative
9	Prof. S. Y. Lakhadive	Head. Dept of Home- Economics
10	Prof. S. S. Raut	Director of physical education.
11	Shri. R. Adhal	Parent Representative
12	Prof. D. S. Patil	Head. Dept. of Political Science

*P. B. Mandavkar*  
**Co-ordinator**  
**IQAC**  
Indira Mahavidyalaya  
Kalamb



*P. B. Mandavkar*  
**PRINCIPAL**  
Indira Mahavidyalaya  
Kalamb Dist. Yavatmal

# Student Grievance Redressal Committee

The college has an effective Student Grievance Redressal Committee to address grievances and complaints regarding academic activities, physical facilities, administrative services, Library and other support services and issues pertaining to individual as well as collective problems. The policy applies to all students who enrolled in the institution

## Student Grievance Redressal Committee Year 2022-2023

Sr. No	Name of Members	Designation
1	Prof. S. S Raut	Chairman
2	Prof. S. Y. Lakhadive	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. D. M. Chavhan	Teacher Member
5	Dr. V. R. Patki	Teacher Member
6	Mrs. A. V. Bhoyar	Non -Teaching Representative
7	A. Bombekar	Student Representative
8	P. V. Khasare	Student Representative

## Student Grievance Redressal Committee Year 2021-2022

Sr. No	Name of Members	Designation
1	Prof. S. S Raut	Chairman
2	Prof. S. Y. Lakhadive	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. D. M. Chavhan	Teacher Member
5	Dr. V. R. Patki	Teacher Member
6	Mrs. A. V. Bhoyar	Non -Teaching Representative
7	A. Bombekar	Student Representative
8	P. V. Khasare	Student Representative

## Students Grievance Redressal Committee Year 2020-2021

Sr. No	Name of Members	Responsibility
1	Prof. S. S Raut	Chairman
2	Prof. S.Y. Lakhadive	Teacher Member
3	Prof. R.T. Ade	Teacher Member
4	Dr. V. P. Mandavkar	Teacher Member
5	Prof. D. S. Patil	Teacher Member
6	Dr. D. M. Chavhan	Teacher Member
7	Dr. V. R. Patki	Teacher Member
8	Mrs. A.V. Bhoyar	Non-Teaching Staff Representative
9	A. S. Mule	Student Representative
10	A. V. Chamate	Student Representative

**Students Grievance Redressal Committee  
Year 2019-2020**

Sr. No	Name of Members	Designation
1	Prof. S. S Raut	Chairman
2	Prof. S. Y. Lakhadive	Teacher Member
3	Prof. R. T. Ade	Teacher Member
4	Dr. V. P. Mandavkar	Teacher Member
5	Prof. D.S. Patil	Teacher Member
6	Dr. D. M. Chavhan	Teacher Member
7	Dr. V. R. Patki	Teacher Member
8	Mrs. A.V. Bhoyar	Non-Teaching Staff Representative
9	A.S. Mule	Student Representative
10	A.V. Chamate	Student Representative

**Students Grievance Redressal Committee  
Year 2018-2019**

Sr. No	Name of Members	Designation
1	Prof. S. S Raut	Chairman
2	Prof. S.Y. Lakhadive	Teacher Member
3	Prof. R.T. Ade	Teacher Member
4	Dr. V. P. Mandavkar	Teacher Member
5	Prof. D. S. Patil	Teacher Member
6	Dr. D. M. Chavhan	Teacher Member
7	Dr. V. R. Patki	Teacher Member
8	Mrs. A.V. Bhoyar	Non-Teaching Staff Representative
9	A.S. Mule	Student Representative
10	A.V. Chamate	Student Representative

*Ekberale*  
Co-ordinator  
IQAG  
Indira Mahavidyalaya  
Kalamb



*P. B. Madhukar*  
**PRINCIPAL**  
Indira Mahavidyalaya  
Kalamb Dist. Yavatmal

## SC-ST Cell (Equal Opportunity Cell)

The basic aim of the Equal Opportunity Cell is to ensure that students and faculty belonging to various community, religion, region, gender or ability is not deprived of their basic opportunities to enshrine democratization within campus

Sr. No.	Name of Member	Designation
1	Prof. S. R. Khandekar	Coordinator
2	Dr. P. B. Mandavkar	Principal
3	Prof. P. S. Jawade	SC Representative
4	Shri V. U. Kodane	Scholarship Clerk
5	Dr. K. R. Nemade	Teacher Representative
6	Ku. Y. R. Kale	Student Representative
7	Shri. A. A. Dhobe	Student Representative

  
Co-ordinator  
IQAS  
Indira Mahavidyalaya  
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## Other Backward Class Cell (OBC Cell)

The OBC cell at Indira Mahavidyalaya Kalamb was established with the purpose to empower the OBC students. The OBC cell has been set up in the college to ensure proper implementation of various schemes of UGC, Government of India and State Govt. concerning scholarships, stipends etc. for welfare of reserved categories.

Sr. No.	Name	Designation
1	Dr. P. B. Mandavkar	Chairman
2	Dr. P. R. Bonde	Co-Ordinator
3	Prof. N. V. Narule	Teacher member
4	Dr. K. R. Nemade	Teacher member
5	Ms. A. V. Bhoyar	Non-Teaching Staff Representative
6	Ms. S. A. Jaiswal	Student Representative

  
Co-ordinator  
IQAG  
Indira Mahavidyalaya  
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# Career Counselling Cell

The career counselling cell was established on 2nd Oct 2009 in the institution to support the students in identifying their interests, strength and hidden talent required to stand them in their lives. The cell aims to prepare the students for gaining access to good career to survive in competitive environment and also to provide the appropriate information regarding jobs and employment to student.

## Career Counseling Cell Year 2022-23

Sr. No.	Name of Members	Designation
1	Prof. M. P. Rakhunde	Chairman
2	Prof. S. R. Khandekar	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. P. B. Ingle	Teacher Member
5	Prof. R. R. Atram	Teacher Member
6	Prof. R. K. Bhurke	Teacher Member
7	A. Bombekar	Student Representative
8	P. V. Khasare	Student Representative

## Career Counseling Cell Year 2021-22

Sr. No.	Name of Member	Designation
1	Prof. M. P. Rakhunde	Chairman
2	Prof. S. R. Khandekar	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. P. B. Ingle	Teacher Member
5	Prof. R. K. Bhurke	Teacher Member
6	A. Bombekar	Student Representative
7	P. V. Khasare	Student Representative

## Career Counseling Cell Year 2020-21

Sr. No.	Name Member	Designation
1	Prof. M. P. Rakhunde	Chairman
2	Prof. S. R. Khandekar	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. P. B. Ingle	Teacher Member
5	Prof. R. K. Bhurke	Teacher Member
6	A. S. Mule	Student Representative
7	A. V. Chamate	Student Representative

**Career Counseling Cell  
Year- 2019-20**

Sr. No.	Name of Member	Designation
1	Prof. M. P. Rakhunde	Chairman
2	Prof. S. R. Khandekar	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. P. B. Ingle	Teacher Member
5	Prof. R. K. Bhurke	Teacher Member
6	A. S. Mule	Student Representative
7	A. V. Chamate	Student Representative

**Career Counseling Cell  
Year- 2018-19**

Sr. No.	Name of Member	Designation
1	Prof. M. P. Rakhunde	Chairman
2	Prof. S. R. Khandekar	Teacher Member
3	Dr. V. P. Mandavkar	Teacher Member
4	Dr. P. B. Ingle	Teacher Member
5	Prof. R. K. Bhurke	Teacher Member
6	A. S. Mule	Student Representative
7	A. V. Chamate	Student Representative

  
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