

Nehru Gram Bharati

(Deemed to be University)

Kotwa-Jamunipur, Dubawal, Allahabad, [U.P.]-221505



VOLUME- III

Ordinance XXIV to XXX

CHAPTER: V
THE TEACHING AND ACADEMIC STAFF
ORDINANCE XXIV: CLASSIFICATION AND APPOINTMENT OF
TEACHERS OF THE UNIVERSITY
ORDINANCE:
PART I. GENERAL PROVISIONS

1.(a) For the purposes of this Ordinance. the term teacher of the University means a University appointed teacher, as specified in sub-clause (a) of clause 1 of Ordinance XXVII.

(b) There shall be the following classes (or cadres) of teachers of the University namely-

- i. Professor;
- ii. Associate Professor: and
- iii. Assistant Professor

(c) The posts of Principals of University Colleges maintained by the University, Directors of University Institutes and Heads of independent Centers shall be classified as posts of the cadre of Professors, except for purposes of representation on the authorities and other bodies of the University.

2 (a) Teachers of the University shall be appointed to approved posts on whole-time basis in temporary or permanent capacity on scales of pay determined by the University Grants Commission.

(b) Appointments to posts of teachers of the University in the cadre of Professors or Associate Professors may be made by direct recruitment or by promotion. and to the cadre of Assistant Professor by direct recruitment in accordance with the provisions of the Statutes. The Ordinances or the Regulations in respect of the qualifications, conditions and procedure for direct recruitment or promotion as the case may be.

3 (a) Posts of teachers of the University may be created by the Board of Management suo-moto or on the recommendations of the academic council.

(b) The Board of Management shall upon the creation of a post of the teachers of the University specify the Department under a faculty or the University Institute or a center thereof, or the independent centers, to which such post shall be assigned and may also specify after considering the recommendations of the Academic Council to that effect the specialized preferential or desirable qualifications for the same as provided in sub-clause(d)of clause (1) of Ordinance XI.

Provided that specifications in the foregoing respects for posts as subsisting on the date immediately preceding the commencement of this Ordinance shall be the same as on such date.

(c) The Board of Management may, suo-moto or on the recommendation of the Academic Council, direct that a post, or shall lie assigned to a specific Faculty, but not to any Department there under, or shall be shared between more than one Faculty, Department, University Institute or Centre thereof or independent Centre:

Provided that the administrative and academic arrangements for any such post shall be as laid down by the Board of Management from time to time.

(d) The Board of Management may, on the recommendation of the Academic Council assign specialized or preferential or desirable qualifications to any post, referred to in clause (b), including the proviso thereto, not bearing the same, or may modify or remove such qualifications

4. (a) A teacher of the University serving on the post of Assistant Professor or Associate Professor who has put in such length of service and possesses such qualifications as may be laid down by or under, Ordinance XXX (on the Career Advancement of Teachers of the University) and has submitted the application in that regard in the manner prescribed by, or under the said Ordinance, may be promoted to the post of Associate Professor or Professor. Respectively, subject to the following conditions, namely

- i. such promotion shall be granted by the Board of Management on the recommendation of the Selection Committee constituted, in accordance with the provisions of the Statutes and the Ordinances, for direct recruitment to the post of Associate Professor or Professor, as the case may be
- ii. such promotion shall be personal to the teacher concerned, and the post held by Him/her in his original cadre, i. e. the cadre to which he was appointed by direct recruitment, shall, for the duration of his incumbency as Associate Professor or Professor by such promotion, be included in the cadre of Associate Professors or Professors, respectively, and shall, upon the end of such incumbency, Revert to the such original cadre; and
- iii. such promotion shall be granted with effect from the date on which the teacher takes charge of the post of Associate Professor or Professor to which he has been promoted.

(b) The matters relating to the process of selection and appointment by promotion, other than those specified in sub-clause (a), shall be as laid down by, or under the said Ordinance XXX.

5. Notwithstanding any other provision of the Ordinances, on and from the date of the commencement of this Ordinance, every such person employed as a teacher in the

University, immediately before the said date as was not so employed on the date of the commencement of the Act. shall hold his service in the University, including such institution, by the same tenure, at the same remuneration and upon the same terms and conditions, and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters. as he would have held the same if this ordinance had not commenced, and shall continue to do so unless and until his employment is terminated or until such tenure, remuneration and terms and conditions are duly altered by the provisions of the Ordinances:

Provided that if the alteration so made is not acceptable to such teacher, his employment may be terminated by the University in accordance with the terms of the contract with the teacher or, if no provision is made therein in this behalf. on payment to Him/her/her/her by the University of compensation equivalent to three months' remuneration in case of permanent employees and one month's remuneration in the case of other employees:

Provided further every such teacher shall, pending' the execution of a contract shall be deemed to have been appointed in accordance with the provision of a contract consistent with the provisions of the Act, the Statutes and the Ordinances.

ORDINANCE: XXV QUALIFICATION FOR APPOINTMENT TO POSTS OF TEACHERS IN THE UNIVERSITY

ORDINANCE:

PART II GENERAL PROVISIONS

I. For the purposes of this Ordinance, unless the context requires otherwise –

- i. Engineering and Technology means the professional subject variously described which is assigned in the university to the Faculty of Engineering & Technology
- ii. Special Education means the Professional Subjects of Teacher Education variously described as such or described as handicapped/impaired or hearing impairment HI, which is assigned in the University to the Department of Teacher Education (Special Education)
- iii. Fine Arts means the group of subjects related to the Performing, Plastic and Visual Arts including Music and Painting, the constituents whereof are assigned in the University to the Department of Music' and Performing Arts and the Department of Visual Arts;
- iv. Good Academic Record means the fulfillment of the criteria specified by University Grants Commission from time to time.
- v. Grade in relation to the score of a candidate at any Examination, where followed by an alphabetic letter or by the word Point and a numerical quantity, means such score under the Letter Grade Scale;
- vi. Letter Grade Scale means the seven point Letter Grade Scale. laid down by the University Grants Commission, as specified and set out in the following Schedule:

Schedule to the Ordinance XXV

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

UGC Norms

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
O-Outstanding	5.50 – 6.00	75 – 100
A-Very Good	4.50 – 5.49	65 – 74.99
B-Good	3.50 – 4.49	55 – 64.99
C-Average	2.50 – 3.49	45 – 54.99
D-Below Average	1.50 – 2.49	35 – 44.99
E-Poor	0.50 – 1.49	25 – 34.99
F-Fail	0 – 0.49	0 – 24.99

- vii. post of teacher“ means
(l) in respect of the University or an institution maintained by the University, the post of Principal of a University College, Director of a University institute, Head of an

independent Centre, Head of a Centre of a University institute, Professor, Associate Professor or Assistant Professor; or

2. (a) Appointments by direct recruitment to posts of teachers in the University including institutions maintained by the University, and in the Constituent Colleges, shall be made on the basis of the qualifications for such posts as laid down by, or under, this Ordinance.

(b) Where a new subject is instituted by the University, the Academic Council shall determine the qualifications for appointment to posts of teacher in such subject, with reference to the minimum qualifications prescribed for the same by the University Grants Commission.

(c) In the case of a University College maintained by the University, a University institute or an independent Center in keeping with such norms as may be laid down by the University Grants Commission in that regard.

3. RECRUITMENT AND QUALIFICATIONS

3.1.0 The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provision made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.

3.2.0 The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the UGC in these Regulations.

Part III General Provisions for the Post of Assistant Professor/Associate Professor/Professor

3.2.1 Selection Committee for Direct Recruitment and Career Advancement Schemes:

ASSISTANT PROFESSOR IN THE UNIVERSITY:

(a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.

- 1) The Vice Chancellor shall be the Chairperson of the Selection Committee.
- 2) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- 3) Dean of the concerned Faculty, wherever applicable
- 4) Head/Chairperson of the Department/School.
- 5) An academician nominated by the Visitor/Chancellor, wherever applicable.

(b) At least four members, including two outside subject experts shall constitute the quorum.

ASSOCIATE PROFESSOR IN THE UNIVERSITY

(a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

- 1) Vice Chancellor to be the Chairperson of the Selection Committee.
- 2) An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
- 3) Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- 4) Dean of the faculty, wherever applicable.
- 5) Head/Chairperson of the Department/School.

(b) At least four members, including two outside subject experts, shall constitute the quorum.

PROFESSOR IN THE UNIVERSITY

The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Clause 3.2.1 above.

ASSISTANT PROFESSOR

3.3.0 The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.

3.3.1. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions : Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

Further, the award of degrees 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/ By laws/ Regulations of the Institution awarding the degrees and the Ph. D candidates shall be exempted from the requirement of the minimum eligibility condition of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfillment of the following conditions: -

- (a) Ph.D. degree of the candidate awarded in regular mode only;
- (b) Evaluation of the Ph.D. thesis by at least two external examiners;

(c) Candidate had published two research papers out of which at least one in a refereed journal from out of his/her Ph.D. work;

(d) The candidate had presented two papers in seminars/conferences from out of his/her Ph.D. work;

(e) Open Ph.D. viva-voce of the candidate had been conducted.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro Vice Chancellor/Dean Academic Affairs/Dean University Instructions.

3.3.2 NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

3.4.0 A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

3.4.1 A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled(physically and visually differently-abled)/Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

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

3.6.0 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

3.7.0 The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

3.8.0 The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.

3.9.0. The period of 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.

4. Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of

invited lectures/papers. Regarding computation of API score for appointment and promotion of the Teachers and other academic staff of the University, College And Institution shall be as laid down in Appendix-III : Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX appended to these 4th Amendment Regulations, 11 July 2016

5. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

6. Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX of Appendix-III of the University Grants Commission (Minimum qualifications for appointment (3rd Amendment 2016) is substituted with Appendix-III : Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX appended to these 4th Amendment Regulations, 11 July 2016.

APPENDIX - III: TABLE I

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES AND COLLEGES.

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment. API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching. new courses etc. The minimum API score required by teachers from this category is different for different levels of promotions

The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities. in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

CATEGORY	NATURE OF ACTIVITY	ASSISTANT PROFESSOR		ASSOCIATE PROFESSOR		PROFESSOR	
		Max Score	Actual Score	Max Score	Actual Score	Max Score	Actual Score
I	a. Direct Teaching	70	Actual Hours Spent	60	Actual Hours Spent	60	Actual Hours Spent

			Per Academic Year / 7.5		Per Academic Year / 7.75		Per Academic Year / 7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual Hours Spent Per Academic Year / 10	20	Actual Hours Spent Per Academic Year / 10	20	Actual Hours Spent Per Academic Year / 10
	c. Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual Hours Spent Per Academic Year / 10	15	Actual Hours Spent Per Academic Year / 10	20	Actual Hours Spent Per Academic Year / 10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work. .

2.University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3.In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to Work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently-abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

PART III GENERAL PROVISIONS FOR ASSOCIATE PROFESSORS AND PROFESSORS

ASSOCIATE PROFESSOR

- I. 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 grading system is followed).

- III. Contribution to educational innovation, design of new curricula and courses, and technology — mediated "teaching learning process with evidence of having guided doctoral candidates and research students.
- iv. 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 excluding the period of PhD. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers[#].
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS) set out in the Regulations in Appendix III

PROFESSOR

- I. An eminent scholar with Ph.D. qualification(s) 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 publications as books and/or research/policy papers.
- II. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- III. Contribution to educational innovation' design of new curricula and courses, and technology — mediated teaching learning process.
- IV. A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS) set out in the Regulations in Appendix III

Or

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

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing

Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the “List of Journals”.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given in the Table II A. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

APPENDIX - III TABLE - II(B)

Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges’ The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Score	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee Criteria (Total weightages= I00)	Academic Record and Research Performance (50%) Assessment of Domain Knowledge & Teaching Skills	a) Academic Background (20%) b)Research Performance based on API Score and quality of publications 40%	a) Academic Background (20%) b)Research Performance based on API Score and quality of publications 40%

	(30%) Interview Performance 20%	c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview Performance 20%	c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview Performance 20%
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Teachers may score the balance of points from either category II or Category III to achieve the minimum score required under category II + III

ASSISTANT PROFESSOR

4.4.1. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.

i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) for Assistant Professor/Assistant Professor conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

iii Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.1, candidates, who are. or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities /Colleges /Institutions.

Further, the award of degrees 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/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D candidates shall be exempted from the requirement of the minimum eligibility condition of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities | Colleges / Institutions subject to the fulfillment of the following conditions: -

(a) Ph.D. degree of the candidate awarded in regular mode only;

(b) Evaluation of the Ph.D. thesis by at least two external examiners;

(c) Candidate had published two research papers out of which at least one in a refereed journal from out of his/her Ph.D. work;

(d) The candidate had presented two papers in seminars/conferences from out of his/her Ph.D. work;

(e) Open Ph.D. viva-voce of the candidate had been conducted.

(a) to (e) as above are to be certified by the Vice-Chancellor, Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University Instructions)

(iv). NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

DIRECT RECRUITMENT

ASSOCIATE PROFESSOR

- I. 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 grading system is followed).
- III. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of assistant professor in a university, college or accredited research institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- IV. Contribution to educational innovation, design of new curricula and courses, and technology — mediated "teaching learning process with evidence of having guided doctoral candidates and research students.
- V. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

PROFESSOR

- I. An eminent scholar with Ph.D. qualification(s) 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 publications as books and/or research/policy papers.
- II. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- III. Contribution to educational innovation' design of new curricula and courses, and technology — mediated teaching learning process.
- IV. A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS) set out in the Regulations in Appendix III

Or

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

4.4.2. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.

4.4.2.1. MUSIC DISCIPLINE

ASSISTANT PROFESSOR:

Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University. '

Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause 4.4.2.1, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities | Colleges | Institutions.

NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

I. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

(a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;

(b) A high grade artist of AIR/TV; and

(c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR:

i. Good academic record with doctoral degree, with performing ability of high professional standard.

ii. Eight years of experience of teaching at the University, College level and/or research in University/national level institutions excluding the period spent for obtaining the research degree.

iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.

iv. Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

(a) 'A' grade artist of AIR/TV;

(b) Eight years of outstanding performing achievements in the field of specialization;

(c) Experience in designing of new courses and /or curricula;

(d) Participation in Seminars/Conferences in reputed institutions; and

(e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR:

i. An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

ii. A traditional and a professional artist with highly commendable professional achievement in the concerned subject. who should be or have:

(a) 'A' grade artist of AIR/TV;

(b) Twelve years of outstanding performing achievements in the field of specialization;

(c) Significant contributions in the field of specializations and ability to guide research;

(d) Participation in National/International Seminars/Conferences/ Workshops and or recipient of National/International Awards/Fellowships; and

(e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(f)

UNIVERSITY LIBRARIAN/DEPUTY LIBRARIAN/ASSISTANT LIBRARIAN UNIVERSITY LIBRARIAN/PROFESSOR

UNIVERSITY ASSISTANT LIBRARIAN/ASSISTANT PROFESSOR

- I. A Master's Degree in Library Science -/ Information Science/ Documentation Science or an -equivalent-professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- II. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- III. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University

4.5.2. DEPUTY LIBRARIAN/ASSOCIATE PROFESSOR

- I. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- II. Five years experience as an Assistant University Librarian/College Librarian.
- III. Evidence of innovative library science and organization of published work and professional commitment, computerization of library.
- IV. M. Phil/Ph.D. Degree in library science/Information science/Documentation/Archives and manuscript-keeping/computerization of library.
- V. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

UNIVERSITY LIBRARIAN/PROFESSOR

- I. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. "
- II. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.

- III. Evidence of innovative library service and organization of published work. Desirable:
 - A. M. Phil /Ph.D. Degree in library science/information science /documentation/achieves and manuscript-keeping.
- IV. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- I. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- II. Record of having represented the university / college at the inter-university /intercollegiate competitions or the State and/ or national championships.
- III. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- IV. Passed the physical fitness test conducted in accordance with these Regulations.
- V. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports.

DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- I. A Ph.D. in Physical Education. 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, with a benefit of two years and one year for Ph.D. and M. Phil Degree holders.
- III. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- IV. Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- V. Passed the physical fitness test in accordance with these Regulations.
- VI. Consistently good appraisal reports.
- VII. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- I. A Ph.D. in Physical Education.
- II. Experience of at least ten years as University Deputy or fifteen years as University

- III. Assistant DPEs/College (selection grade).
- IV. Participation in at least two national/international seminars/conferences.
- V. Consistently good appraisal reports.
- VI. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- VII. Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,
- VIII. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE) NEW DELHI

APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES IN

DEPARTMENT OF BUSINESS ADMINISTRATION

Selection committees for Assistant Professor, Associate Professor and Professor for Direct Recruitment and Career Advancement shall be as per UGC norms

WITH the addition of an academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

ASSISTANT PROFESSOR

Essential:

First-Class Masters Degree in Business Management/Administration/in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU/ accredited by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

Desirable:

- I. Teaching, research, industrial and/or professional experience in a reputed organization;
- II. Papers presented at Conferences and/or published in refereed journals.

1. Associate Professor:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management I Administration I in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU/recognized by the AICTE/UGC;

OR

- I. First Class graduate and professionally qualified Chartered Accountant/Cost and works Accountant/ Company Secretary of the concerned statutory body. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- II. A minimum of eight years' experience of teaching /industry/research/professional at managerial level excluding the period spent for obtaining the research degree.
- III. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:
- IV. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration I in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU I recognized by AICTE I UGC
- V. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

OR

- I. First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant/ Company Secretary of the concerned statutory body.
- II. A minimum of ten years experience of teaching industry/ research/ profession, out of which five years must be at the level of Assistant Professor or equivalent 'excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry/profession of which at least five years should be at the level comparable to that of Assistant Professor I assistant professor.

Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and I or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed/obtained, books and/or technical reports; and

- c) Experience of guiding the project work /dissertation of PG I Research Students or supervising R&D projects in industry.

2. Professor:

Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management I Administration I in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU I recognized by the AICTE I UGC;

OR

- I. First Class graduate and professionally qualified Chartered Accountant I Cost and works Accountant I Company Secretary of the concerned statutory body.
- II. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU. A minimum of ten years' experience of teaching I industry I research I professional out of which five years must be at the level of Associate Professor or equivalent excluding the period spent for obtaining the research degree.

OR

- I. In the event the candidate is from industry and the profession the following shall constitute as essential:
- II. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management I Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU I recognized by the AICTE/ UGC.
- III. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

OR

- I. First Class graduate and professionally qualified Chartered Accountant I Cost and works Accountant / Company Secretary of the concerned statutory body.
- II. The candidate should have professional work experience which is significant and can be recognized at national I International level as equivalent to Ph. D. and twelve years' managerial experience in industry profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor. '

Without prejudice to the above, the following conditions may be considered desirable:

- I. Teaching, Teaching, research, and I or professional experience in a reputed organization;
- II. Published work, such as research papers, patents filed I obtained, books and I or technical reports;
- III. Experience of guiding the project work I dissertation of PG I Research Students or supervising R&D projects in industry;
- IV. Demonstrated leadership in planning and organizing academic, research, industrial and I or professional activities; and
- V. Capacity to undertake I lead sponsored R&D consultancy and related activities.

3. Principal/Director/Head of Institution

Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching I industry I research.

OR

For candidates from Industry I Profession:

Qualification same as those prescribed for the post of Professor from industry I profession stream with fifteen years' experience of postgraduate teaching I research out of which five years must be at the level of Professor in the relevant discipline.

Without prejudice to the above, the following conditions may be considered desirable:

- I. Teaching, Teaching, research, and I or professional experience in a reputed organization;
- II. Published work, such as research papers, patents filed I obtained, books and I or technical reports;
- III. Experience of guiding the project work I dissertation of PG I Research Students or supervising R&D projects in industry;
- IV. Demonstrated leadership in planning and organizing academic, research, industrial and I or professional activities; and
- V. Capacity to undertake I lead sponsored R&D consultancy and related activities.

Administrative experience in senior level responsible position in the Industry I Professional institution.

THE INSTITUTE OF TECHNOLOGY AND ENGINEERING & TECHNOLOGY DISCIPLINES

ASSISTANT PROFESSOR

1. Essential, First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

Without prejudice to the above, the following conditions may be considered desirable:

- I. Teaching, research, industrial and / or professional experience in a reputed organization;
- II. Papers presented at Conferences and / or in refereed journals.

ASSOCIATE PROFESSOR

Essential:

- I. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree.
- II. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

OR

1. In the event the candidate is from industry and the profession, the following shall constitute as essential:
 2. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
 3. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Assistant Professor, Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice- Chancellor of the University. Without prejudice to the above, the following conditions may be considered desirable:
 - I. Teaching, research, industrial and / or professional experience in a reputed organization;
 - II. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
 - III. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR:

Essential:

- I. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor/Associate Professor or equivalent grade.

- II. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg & Tech;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Associate Professor, Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Without prejudice to the above, the following conditions may be considered desirable:

- I. Teaching, research, industrial and / or professional experience in a reputed organization;
- II. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- III. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- IV. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- V. Capacity to undertake lead sponsored R&D, consultancy and related activities.

FACULTY POSITIONS IN THE DEPARTMENT OF TEACHER EDUCATION

ASSISTANT PROFESSOR:

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. Each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)

OR

- M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like SLET/SET.
- c. Notwithstanding anything contained in sub-clauses (a) and (b) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University

Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or fulfilling the conditions as laid down by the University (Annexure-IV) may be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.

ASSOCIATE PROFESSOR:

- I. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

- II. M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- III. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like SLET/SET.
- IV. Notwithstanding anything contained in sub-clauses (a) and (b) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or fulfilling the conditions as laid down by the University (Annexure-IV) may be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the University.
- V. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

PROFESSOR:

A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), or

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

Ph. D. in Education; and

- I. At least twelve years of teaching experience in University department of education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialization.

- II. Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/Associate Professor in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.
- III. A minimum score as stipulated in the academic performance indicator (API) based performance based appraisal system (PBAS), set out in this regulation in Appendix III.

PERCENTAGE EQUIVALENCE OF GRADE POINTS AS PER AICTE

If a class / division is not awarded, minimum of 60 % marks in aggregate shall be considered equivalent to first classes / division. If a Grade Point system is adopted the CGPA will be converted in to equivalent marks as below.

GRADE POINT EQUIVALENT PERCENTAGE

GRADE POINT	EQUIVALENT PERCENTAGE
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

PART II GENERAL PROVISIONS

ORDINANCE XXVI: THE RECOGNITION OF TEACHERS OF INSTITUTIONS

ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY

ORDINANCE

1.(a) For the purposes of this Ordinance, the-term “recognized teacher” means a regularly appointed teacher, not being the Principal or Director, of an institution admitted to the {privileges of the University (hereafter In this Ordinance, and the Schedule thereto, referred to as “the institution”), who has been recognized by the Board of Management, in, accordance -with the provisions of this Ordinance and procedure specified in the said Schedule, for imparting instruction:

Provided that the provisions of the said -Schedule shall come into effect, as Regulations, upon the approval there of by the Board of Management.

(b) A recognized teacher shall no longer continue as such in the circumstances specified in sub-clauses (b) and (c) of clause 3, or upon the withdrawal of his recognition as such by the Board of Management under clause (3) of Statute 18.

2. (a) All regularly appointed teachers of an institution, who were serving in such institution on the date of the commencement of the Act, shall, for the duration of their service thereat, be recognized teachers.

(b) The regularly appointed Principal of a University College admitted to the privileges of the University or a Constituent College, and the regularly appointed Director of a Constituent Institute, shall ex-officio be a recognized teacher.

(c) A teacher of an institution, other than a Principal or Director, who is regularly appointed as such after the commencement of the Act, shall be eligible for being considered for recognition as a recognized teacher, in the manner laid down in the Schedule to this Ordinance. '

3. (a) A recognized teacher, who is appointed to the next higher academic rank in the same institution, shall continue to be a recognized teacher.

(b) A recognized teacher who leaves the service of an institution and

(i) Joins service as a regularly appointed teacher in any other institution, shall continue to be a recognized teacher

(ii) Does not join any other institution as a regularly appointed teacher, shall not continue to be a recognized teacher.

(c) A recognized teacher who has retired from the service of an institution on account of superannuation, shall no longer be a recognized teacher, but may continue to impart instruction in the institution concerned during the period of his re-employment, if any after superannuation, and

may be invited or engaged as Guest Faculty for imparting instruction in any such institution, in accordance with, and subject to the conditions laid down by, the provisions of the relevant Ordinance.

4. (a) A teacher, who has been denied recognition as a recognized teacher, may submit, within a period of thirty days from the date of, the concerned order, an application to the Board of Management, in such form as may be approved by the Vice-Chancellor for the purpose, for the review of such order.

(b) A teacher who has been denied recognition as a recognized teacher, or whose recognition as such has been withdrawn, may continue to impart instruction in the institution concerned, but shall not be entitled to any of the entitlements or privileges extended to a University Recognized Teacher by the provisions of the Statutes, the Ordinances and the Regulations.

THE SCHEDULE TO ORDINANCE XXVI PROCEDURE FOR THE RECOGNITION OF TEACHERS

I. A regularly appointed teacher of an institution may submit to the Registrar, through the Principal or Director of such institution, an application, on the form approved for the purpose by the Vice-Chancellor, for recognition as a recognized teacher and shall append a statement of his academic qualifications and attainments (hereafter in this Schedule referred to as "the academic credentials") with such application.

2. (a) The Registrar shall, with the concurrence of the Vice-Chancellor, place the application, referred to in clause I, above, along with the academic credentials of the applicant, for consideration before the relevant Recognition Committee, constituted under sub-clause (la) or (c) of this clause. "

(b) In the case of teachers of the Constituent Colleges, the Recognition Committee for each subject professed by such teachers (hereafter in this sub-clause referred to as the concerned subject") shall be constituted as follows -

(i) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, one of the Deans of Faculties, other than that to which the concerned subject is assigned, nominated by the Vice-Chancellor (Chairperson);

(ii) The Dean of the Faculty to which the concerned subject is assigned;

(iii) The Head of the Department to which the concerned subject is assigned;

(iv) one Professor or former Professor of a Central University, not being a person serving in this University, or any institution maintained by it or admitted to its privileges, from one of the subjects under the Faculty to which the concerned subject is assigned, nominated by the Academic Council on the recommendation of the Vice-Chancellor;

(v) Two experts nominated by the Vice-Chancellor from amongst the panel of experts for the Selection Committee, constituted under the provisions of the Statutes and the Ordinances, for the concerned subject in the University:

Provided that the person referred to in serial number (iv) shall be a member of the Recognition Committee so constituted under this sub-clause; for the academic year, for all concerned subjects assigned to the relevant Faculty:

Provided that four members of the Recognition Committee, including at least two persons from amongst the members referred to in serial numbers (iv) and (v), shall form the quorum for any meeting thereof.

(c) In the case of 'teachers-{of a University College admitted to the privileges of the University or of a Constituent Institute:

(i) Where such teacher has been directly recruited to the post of Lecturer, the Recognition Committee shall have the same constitution as the Selection Committee for the post of Lecturer in the University; or

(ii) Where such teacher has been directly recruited to the post of Reader or Professor, the Recognition Committee shall have the same constitution as the Selection Committee for the post of Reader or Professor, respectively, in the University, and shall be governed by the provisions relating to the quorum for any meeting of such Selection Committee.

(d) The Recognition Committee shall ordinarily meet once in an academic year, on a date or dates approved by the Vice-Chancellor, and the Registrar shall be the Secretary thereof.

3. (a) The recommendations of the Recognition Committee shall be placed before the Board of Management for approval.

(b) Where the Recognition Committee has recommended that recognition be granted to the teacher concerned; and the Board of Management agrees with the same the teacher concerned shall stand recognized as a recognized teacher.

(c) Where the Board of Management -

(i) Disagrees with the recommendation of the Recognition Committee that recognition be granted to the teacher concerned; or

(ii) Agrees with the recommendation thereof to the contrary, the teacher concerned may apply again for such recognition after a period of one year, and such application shall be subject to the provisions of clause 2, above.

(d) The decision of the Board of Management, under sub-clause (b)1 or (c) of this clause, on the recommendations of the Recognition Committee, shall be communicated by the Registrar to the teacher concerned, through the Principal or the Director of the Institution.

ORDINANCE XXVII: CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

ORDINANCE:

1. (a) For the purposes of this Ordinance, except where the context otherwise requires the word “teacher” means a teacher of the University, as specified in sub-clause (a) of clause I of Ordinance XXIV.

2. (a) Every appointment, by direct recruitment, of a teacher on a permanent post, shall in the first instance be on probation for a period of one year, which may be extended for a period not exceeding one year.

EXPLANATION: For the purposes of this sub-clause, the term “one year” shall mean 365 days of service, except where the month of February has an additional day on account of a Leap year, in which case it shall mean 366 days of service, and in the computation thereof any period during which the teacher on probation has availed of leave of any description without pay, or has been absent without leave, shall not be included.

(b) Where the work and conduct of a teacher appointed on probation is considered satisfactory, the Board of Management may, at the end of the period, including extended period of probation, confirm the teacher.

(c) No order of confirmation of a teacher shall be made by the Board of Management, except after considering at the end of the period due account of satisfactory report about performance by the Principal, Director, Officer or functionary, Dean, Head of Department, under whom the teacher has been placed, endorsed by the Vice-Chancellor as the case may be.

(d) Where the post, to which a teacher has been appointed on probation, is abolished or deployed elsewhere, or the services of the teacher are no longer required for such post, the Board of Management may dispense with his services during the period, including extended period, of probation.

(e) Where the work or conduct, or both, of a teacher appointed on probation is, or are, not considered satisfactory, the Board of Management may, during or on the expiry of the period, including extended period, of probation, after considering a report of the same officer or functionary responsible for making the report under sub-clause (c) in respect of the confirmation of such teacher, or any other report of a competent officer or functionary endorsed by the Vice-Chancellor, in respect of the work or conduct of such teacher, terminate his services.

(f) An order of termination of services, under sub-clause (e), shall not be made by the Board of Management, except after notice to the concerned teacher giving him/her an

opportunity of explanation in respect of the grounds on which his services are proposed to be terminated:

Provided that if such notice is given before, or on, the date of the expiry of the period, including extended period, of probation, the period shall stand extended up to the date on which the order of termination is communicated to the teacher concerned.

3. (a) Where a teacher, appointed to a temporary post on the recommendation of a regular Selection, Committee is appointed to a permanent post, in the prescribed manner, without further reference to a regular Selection Committee, after having served on the concerned temporary post, on the basis of such recommendation, continuously for a period of not less than two years, the Board of Management may direct that such teacher shall not be required to serve on probation prior to his confirmation.

4. (a) The written contract specified and referred to as “the contract of service”) shall, for teachers, be in the form set out in SCHEDULE to this Ordinance, and every teacher shall sign the contract of service before he enters upon his duties, or as soon as possible there-after:

Provided further that the contract of service shall be signed on behalf of the University by the Registrar or such other officer as may be authorised in that regard by the Board of Management .

(b) A teacher in the service of the University in a particular cadre, who is appointed in continuation with his service in such cadre, to another cadre of teachers, whether by direct recruitment or by promotion, shall not be required to enter into a new contract of service and instead the change in the nature of his appointment shall be appropriately recorded in the initial contract of service; under the signatures of the teacher and the Registrar, or other officer as the case may be.

(c) In the case of a teacher in service as such on the date immediately preceding the commencement of the Act and continuing in service upon such commencement, the contract of service with the University subsisting on the said date shall continue to be in force, subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall be deemed to have been modified in accordance with such provisions, pending the execution of the contract of service set out in SCHEDULE I to this Ordinance.

(d) The terms and conditions of the service of the teacher, including emoluments, entitlements or privileges as to leave, leave salary, allowances and terminal benefits, obligations as to the duties to be performed by him/her, and the disciplinary rules and procedures applicable to him/her, shall be such as may be prescribed by the Statutes, the Ordinances and the Regulations, as amended from time to time, by the authorities of the University, in matters in respect; of which they are empowered, by the Act, Statutes, Ordinances and Regulations, to make such rules or issue such directions.

(e) The terms and conditions, referred to in sub-clause (d), shall be integral to the contract of service and shall include such other conditions as may be embodied in such contract of service.

5. (a) Except in the case of a teacher referred to in sub-clause (e) of clause 2, the contract of service, and the engagement there under, of a teacher appointed on probation, or in temporary capacity, may be terminated by one months notice on either side, or by payment, by the party choosing to terminate the said engagement, of a sum equivalent to one month's salary in lieu of such notice:

Provided that where, in the case of a teacher appointed in temporary capacity-

(i) such engagement is for a period of less than one month; or

(ii) the duration of such engagement has already been specified or notified to the teacher concerned in advance and the said engagement is terminated in accordance with the term so specified or notified; or

(iii) such engagement has been determined by the Board of Management under the provisions of sub-clause (a), (d), (e) or (i) of clause 7,

neither notice, nor payment of salary in lieu of notice, shall be necessary.

(b) A confirmed teacher may, at anytime, terminate the contract; of service, and the engagement there under, by giving' the 'Board of Management three months notice in writing, or by payment to the University of an amount equal to three months' salary in lieu of notice, but where the teacher terminates such engagement for breach of any of the terms of the contract of service by the University no such notice shall be necessary.

(c) Notice or payment of salary in lieu of notice, for the termination, by the University, of the contract of service of a teacher, Shall not be necessary where a teacher has been dismissed or removed from service, or his services have been terminated, for misconduct or on any other ground under the provisions of sub-clauses (a), (d), (e) or (i) of clause 7.

6. (a) A teacher shall at all times maintain absolute integrity and devotion to duty, and shall obey, and to the best of his ability carry out, the lawful directions of any officer, functionary, authority or body of the 'University, to whose authority he is, while the contract of service is in force, subject, under the provisions of the Act, the Statutes, the Ordinances and the Regulations and the decisions of the Board of Management or the Vice-Chancellor in respect of matters in which they are empowered by, or under, the said provisions to take such decisions, in respect of the organization and conduct of instruction or teaching and the examinations of the students, the conduct and guidance of research, and the discipline, welfare, socially-oriented activities and residential supervision of the students, and shall take part in such other work in the University, as may be required of, or entrusted to, him/her in connection with academic, co-curricular, extra-curricular, extra-

mural and extension activities and the institutional management and corporate life of the University.

(b) Every teacher shall draw up a report on his academic progress for each academic year (hereafter in this clause referred to as “the Annual Academic Progress Report”) in the form set out in SCHEDULE II to this Ordinance, and shall submit such Annual Academic Progress Report, along with two copies thereof, ordinarily within two weeks of the date of commencement of the immediately ensuing academic year.-

(c) The Annual Academic Progress Report shall be submitted to the unit, i. e. the Department, University institute or independent Centre, with which, or the officer or functionary with whom, the teacher is attached, and after the original Report and the two copies thereof have been counter-signed by the Head or Director of such unit, or by such officer or functionary, the original report shall be forwarded by the counter-signatory to the Vice-Chancellor and the first and second copies thereof shall, respectively, be retained by such unit and returned to the teacher concerned:

Provided that such counter-signatory shall forward his own Annual Academic Progress Report directly to the Vice-Chancellor.

7. (a) Where:

(i) a teacher is detained in custody for a period exceeding forty-eight hours, it shall be his duty to inform the University of the same at the earliest available opportunity;

(ii) a case against a teacher in respect of any criminal offence is under trial, it shall be his duty to inform the University of the same as soon as he comes to know about it; or _ .

(iii) a teacher has been convicted for an offence, . and sentenced upon such conviction to a term of imprisonment exceeding forty-eight hours, it shall be his duty to inform the University of the same forthwith, and any failure on the part of the teacher to so inform the University shall be regarded as misconduct, and shall render him/her liable for disciplinary action on that ground alone,

(b) The suspension, shall also apply where a disciplinary proceeding is contemplated or is pending against a teacher, or a case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

(c) A teacher shall be deemed to have been placed under suspension by an order of the Board of Management:

(i) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(ii) with effect from the date of his conviction for an offence, if, in the. event of such conviction; he is sentenced to a term of imprisonment exceeding forty-eight hours, in case

he is not already under suspension in connection with his prosecution for such offence, and such suspension shall continue till the conclusion of disciplinary proceedings in the matter:

Provided that the period of forty-eight hours shall be computed, in respect of a case referred to in serial number (i) from the commencement of the detention, and in respect of a case referred to in serial number (ii) from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(d) Where a teacher has been convicted for an offence involving moral turpitude, the Board of Management shall be entitled to institute disciplinary proceedings against him/her, upon considering a report of the Registrar to that effect, and he shall be liable to be dismissed from service in consequence thereof.

(e) Subject to the provisions of sub-clause (d), where a teacher is upon conviction for an offence, sentenced to any term of imprisonment, the Board of Management shall be entitled to institute disciplinary proceedings against him/her and award such penalty, including dismissal or removal from service, or termination of services, as it may deem appropriate after considering the recommendations of the enquiry in the matter.

(f) An order of suspension deemed to have been made under the provisions of sub-clause (c) shall continue to remain in force until it is modified or revoked by the Vice-Chancellor, under intimation to the Board of Management, or by the Board of Management:

Provided that the Vice-Chancellor, under intimation to the Board of Management, or the Board of Management, on the recommendation of the Review Committee constituted for the purpose, shall review such order of suspension before the expiry of ninety days from the date thereof, and pass orders either extending or revoking the suspension:

Provided further that subsequent reviews shall be made before the expiry of the extended period of suspension, and the extension of suspension shall not be for a period exceeding one hundred and eighty days at a time, except in extraordinary circumstances to be recorded in writing by the Vice-Chancellor, under intimation to the Board of Management, or by the Board of Management.

(g) A teacher shall, during the period of his suspension, under the provisions referred to in sub-clause (D), be entitled to get subsistence allowance in accordance with the relevant provisions of the Financial Rules of the Government of India, as amended from time to time.

(h) Subject to the provisions of this clause, the grounds of misconduct of a teacher, leading to disciplinary proceedings, shall inter alia include wilful neglect of duty, breach of any of the terms of the contract of service, academic dishonesty, dishonesty connected with the examinations of the University, submission of false documents or information, failure to

disclose or communicate to the University such information as is obligatory on the part of the teacher, under the provisions of the Statutes, the Ordinances or the Regulations, to so disclose or communicate, sexual harassment, scandalous conduct or conduct bringing the University into disrepute;

(i) The Board of Management may, where it is of opinion that the circumstances do not warrant the dismissal or removal from service, or the termination of the services, of a teacher, in 'pursuance of disciplinary proceedings under the provisions of this clause, pass a resolution, specifying reasons, inflicting a lesser punishment,' including retiring him/her compulsorily from service, recording a censure, reprimand 'or warning in his service record,' recovery from his pay of the whole or part of any pecuniary loss caused by him/her to the University by misrepresentation, negligence or breach of orders, reducing his pay or withholding increments of his salary, or both, whether for a specified period or otherwise, with or without cumulative effect or adverse effects on his pension, depriving him/her of his pay during the period of his suspension, if any, etc.

(j) A teacher may be removed from service, on grounds of incompetence or physical or mental unfitness, not being a case of such disability as does not disentitle the teacher from appointment, or continuation, as such under the provisions of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. as amended from time to time.

Provided that the provisions of the said clause (4) and of this clause, shall not apply to an order of compulsory retirement of a teacher after he attains the age of fifty years or of the termination of service of a temporary teacher, notwithstanding that such order is based on any charge if such order does not disclose on its face that it was passed on such basis.

(k) Where, immediately before the order of dismissal or removal from service or the termination of 'the services of a teacher under the provisions of this clause, such teacher was under suspension, and such order is set aside or declared or rendered void in consequence of any proceedings under the Act, the Statutes or the Ordinances, or Otherwise and the appropriate officer, authority or body of the University decides to hold a further enquiry against him/her, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or termination of services.

(l) teacher dismissed from service on grounds of misconduct shall not be employed again, in any capacity, in the University, including any institution maintained by it, and in the institutions admitted to the privileges of the University. ',

8. (a) The teacher shall devote his entire time to the service of the University, and shall not engage directly or indirectly, in any trade or business whatsoever, except with the permission granted by the Board of Management, in accordance with the provisions of the Ordinances or, pending the promulgation of the same, the provisions of the rules laid down

by it in that regard, or in any tuition or coaching; whether privately or in a tuition or coaching establishment, or private practice, or such other consultative or advisory work to which any emolument or honorarium is attached, or any other such work or activity as may detract from or interfere with the proper discharge of his duties:

Provided that this prohibition shall not apply to work of an academic or advisory nature for, or work undertaken in connection' with the examinations organised or conducted by, Universities, including institutions deemed to be Universities and other institutions of higher education, statutory educational authorities, the Union and State Public Service Commissions, national funding agencies or Government, subject to such limits as may be prescribed by the Ordinances and such rules as maybe laid down by the Board of Management in that regard:

Provided further that the said prohibition shall also not apply to acceptance of any position as Visiting Professor, Visiting Fellow, Visiting Lecturer, Adjunct Faculty or other similar assignments, including Guest Faculty, within or outside the University, subject to such limits on-the number or workload of such assignments as may be laid

(b) The limits of additional remunerative work permissible to teachers, including, remunerative work performed in-connection with the examinations of the entities referred to in the first proviso to sub-clause (a), other than the Union or a State Public Service Commission or a national funding agency or Government, and of holding remunerative offices in or under the University, shall be such as may be laid down by the Ordinances or pending the promulgation of the same, by the Board of Management .

(c) The age of superannuation of a teacher shall be as determined, from time to time, by the Central Government or, in pursuance of a decision of the Central Government, by the University Grants Commission, and the teacher shall retire by superannuation on the date immediately preceding the day on which he attains such age of superannuation: .

Provided that where the said date does not fall on June 30 in a Calendar Year, the teacher shall continue on re-employment up to June 30 in the immediately ensuing Calendar Year:

Provided further that a teacher on re-employment under the provisions of the preceding proviso may, under the directions or rules issued by the University Grants Commission, and in accordance with the procedure and process of assessment prescribed' in such directions or rules, be granted further re-employment for such period as may be provided therein. '

(d) Subject to provisions to the contrary in the rules made, in respect of teachers on re-employment under the provisions of sub-clause (c), by the Board of Management , on the basis of the rules of the Central Government or the directions of the University Grants Commission in that regard, a teacher on such re-employment shall, for the duration of such re-employment/be entitled to the last pay drawn, excluding pension and commutation value of pension, and shall, during the period of such re-employment

(i) not earn any increment in his scale of pay and any further benefit of pension or provident fund;

(ii) not hold any such office, as officer or functionary or member of an authority or other body, as is held by virtue of seniority alone in the cadre to which he belonged immediately before his superannuation; and

(iii) be entitled to such leave as may be prescribed in that regard by the Ordinances.

(e) The teacher shall report for duty to the academic unit to which he is assigned on all working days, except periods of leave, vacation, recess, or presence elsewhere. In connection with duty or on officially assigned work, and shall abide by the provisions in respect of presence in such academic unit and quantum of workload, as specified in the guidelines of the University Grants Commission in that regard or the directions in furtherance of such guidelines, issued by the Academic Council, or on the recommendation of the Academic Council, by the Board of Management , or by the Vice-Chancellor, under intimation to the Board of Management and the Academic Council.

(f) Subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, the teacher may publish his academic, literary, artistic or scientific work and present his academic work and views in any academic, literary, artistic or scientific forum, conference or other conclave, and through any medium of communication, and may publish or edit, or publish and edit, journals of an academic, literary, artistic or scientific nature, but shall inform the University of his involvement or editorial participation in any publication that is not of such nature.

(g) A teacher shall inform the University of any consultancy or project work being undertaken by him/her, not being consultancy or project work assigned by, or through the medium or with the concurrence of, the University, and shall abide by the rules laid down in that regard by the Ordinances or, pending the promulgation of the same, by the Board of Management .

(h) Where the Board of Management , in the exercise of its powers under sub-clause (c) of clause 3 of Ordinance XXIV, re-assigns elsewhere any post of teacher in the Department, University Institute or independent Centre to which it was assigned earlier, the services of the teacher serving on such post shall stand re-assigned accordingly.

(i) Where a teacher is continuing on his current post on the strength, or in consequence, of a Stay Order issued by a competent Court, or other authority, on the petition, or representation, filed by him/her, he shall not be eligible to receive any further service benefit or privilege, except such service benefits or privileges for which specific provision has been made in the Stay Order, and where any such service benefit or privilege has been granted pending the final decision on the said' petition or representation, such service benefit or privilege shall be subject to the said final decision:

Provided that in case, in the mean time, the teacher has, under the said specific provision, been granted promotion, or has been appointed by direct recruitment, to any other post for which he fulfilled the prescribed qualifications inter alia on the strength of his experience on the said current post, the teacher shall be deemed to be temporarily promoted 'or', as the case 'may be, temporarily appointed, to the post concerned, and such temporary promotion or temporary appointment shall stand withdrawn upon the discharge of the said Stay Order, except where the said petition or representation of the teacher has been allowed finally.

(j) The provisions in respect of the compulsory or voluntary retirement of a teacher shall be such as may be laid down by the Ordinances or, pending or the promulgation of the same, by the Board of Management .

9. Where under the provisions of the Act the Statutes, the Ordinances or the Regulations, a teacher is required to be served with any notice and such teacher is not in station, the notice may be sent to him/her by Registered Post at his last known address.

10. (a) The principles and rules for the determination of the seniority of teachers of the University (including institutions maintained by the University, and the procedure for the resolution of disputes arising 'in respect of their Inter-se seniority, shall be as prescribed by clause

(b) The up-to date Seniority List of teachers (here-after in this Ordinance referred to as the Seniority to be prepared; and maintained by the Registrar, shall indicate the general order of seniority of teachers as well as the Inter se seniority of teachers' within each cadre, where the seniority criterion is to be applied, including membership of bodies other than authorities.

11. (a) A Professor shall be deemed senior to every Associate Professor, and a Associate Professor shall be deemed senior to every Lecturer.

(b) The following rules shall govern the Inter re seniority of teachers holding offices, as officers or other functionaries, for various purposes, including membership of authorities and other bodies-

(i) subject to the provisions of serial, numbers (ii), (iii) and (iv), the seniority amongst Deans of Faculties, Directors of University Institutes, Coordinators of the Centres within a University Institute, Heads of independent Centres, Coordinators of Schools, or Heads of Departments, shall be determined by the length of their respective periods of service in the office concerned;

(ii) where two 'or-more Deans of Faculties, or Heads of Department, or Heads of Centres within a University Institute, or Coordinators of Schools, have held such office for an equal

length of time, the Dean of Faculty, or Head of Department, or Head of such centre, who is senior as teacher shall be considered to be" the senior-most within the concerned category;

(iii) where two or more Directors of University institutes, Heads of independent Centres, or Coordinators of Centres not belonging to the same University Institute, have held such office for an equal length of time, the Director or Head who is senior in age shall be considered to be the senior-most within the concerned category;

(iv) the seniority amongst Deans of Faculties, Directors of University institutes and Heads of independent Centres, taken together, shall be determined in accordance with seniority in age.

(c) The following rules shall apply in

the determination of the inter-se seniority of teachers within each cadre:

- I. inter-se seniority within each cadre of teachers shall be determined, in relevant cases with reference to the provisions of serial numbers (ii), (iii) and (iv), by the length of continuous service from the date of taking charge of the concerned post pursuant to appointment to the cadre, by direct recruitment on permanent basis or by promotion, on the recommendation of a regular Selection Committee:

Provided that the inter-se seniority amongst two or more teachers appointed, at the same time, to a cadre in the same Department, or the same Faculty (but not to any Department therein), or the same University Institute (but not to any 'Centre therein),'or the same Centre within a University Institute, or the same independent Centre, instead of being governed by the criteria of length of continuous service, in case they have so been appointed

(1) by direct recruitment, shall be determined in accordance with their place in the order of preference or order of merit governing them, under the provisions of clauses 15 and 17 of Ordinance XI; or

(2) by promotion, shall be the same as it was in the cadre to which they belonged immediately before such promotion;

(ii) a teacher shall not be included in the Seniority List during the period, including extended"-'-period, of probation, but upon confirmation shall be eligible for-inclusion in the said List, subject to the provisions of serial number (i), with effect from the date of his appointment on probation;

(iii) a teacher appointed to a temporary post on the recommendation of a regular Selection Committee shall not be included in the Seniority List during the period of his temporary service, but after confirmation, following appointment to; a permanent post. in the prescribed manner, shall be eligible, subject to the provisions of serial number (ii), for the

inclusion of the period of his regular continuous service on such temporary post for the purpose of determining seniority:

Provided that the determination of the seniority of such teacher after the inclusion of the said period of temporary service shall not affect the existing seniority of another teacher who was appointed to the same cadre on permanent basis on a date prior to the date of the permanent appointment of the former; ;

(iv) a teacher of a particular cadre in a unit of the University (that is to say, the University or .an institution maintained by it) shall, after confirmation and subject to the provisions of serial numbers (i), (ii) and (iii), be eligible, for the purpose of determining the length of his continuous service in the concerned cadre, to be granted credit of the immediately preceding period of his confirmed service by direct recruitment or service by promotion, on a post of the same rank or grade (here-after in this clause referred to as the earlier service) in another such unit, or in an institution admitted to the privileges of the University:

Provided that the grant of such credit of earlier service in an institution of higher education (not being this University or an institution maintained by it or admitted to its privileges) shall be governed by the provisions of sub-clause (d):

Provided further that such 'credit of earlier service, shall not be granted on retrospective basis to a teacher appointed prior to the date of the commencement of this Ordinance; and the application of a teacher for the grant of the benefit of the provisions of serial number (ii) or (iii), or of credit of his earlier service under the provisions of serial number (iv), shall be submitted to the Registrar, who shall place the same, along with his recommendations thereon, in accordance with the provisions of this sub-clause and sub-clauses (d), (g) and (h), to the Vice-Chancellor, for orders and shall issue such orders to the teacher concerned and also duly amend the Seniority List on that basis.

(d) For the purpose of the determination of seniority, the credit of earlier service, under the proviso to serial number (iv) of sub-clause (c), shall not be granted

(i) except if the earlier service was in

(1) a Central University (including a deemed-to-be University established and maintained by the Central Government or an agency thereof) that provides for similar credit of service to teachers of this University, or an institution maintained by or admitted to the privileges of such Central University or such deemed-to-be University, and the Board of Management has, by standing order, approved the grant of such credit;

(2) a State University that has entered into an agreement with this University for reciprocally extending credit of service for purposes of seniority, and such agreement, has

been approved, " on the recommendation, of the Academic Council, by the Board of Management:

Provided that the said credit shall not be granted to teachers of institutions admitted to the privileges of such University, except if and to the extent, to which, the grant of such, credit is provided for in the said agreement; or .

(3) an institution of higher learning (including a deemed-to-be University), other than the Universities referred to in items (1) and (2), that is recognised for the purpose' by the Academic Council, and has entered into an agreement with this University for reciprocally extending credit of service for purposes of seniority, and such agreement, has been approved, on the recommendation of the Academic Council by the Board of Management;

Provided further that in the case of such institution, the credit of earlier service shall not be granted to teachers of any institution maintained by or admitted to the privileges thereof;

(ii) where the earlier service was by promotion, except if, subject to the provisions of serial number (i), such promotion was in pursuance of a formal statutory instrument, and not on the basis of executive instructions; and

(iii) except if the qualification and selection procedure for appointment on the post on which the earlier service was performed, were the same as, or substantially similar to, - those prescribed for the same post in this University.

(e) The inter se seniority of teachers of a particular cadre, whether appointed on probation or to a temporary post on the recommendation of a regular Selection Committee, shall, only for the duration of their appointment on probation or on temporary basis, be in accordance with length of continuous service as such in such cadre, and in case such appointment is confirmed, the relevant provisions of sub-clauses (c) and (d) shall apply to the determination of inter se seniority.

(f) Where two or more teachers of the same cadre are eligible for counting the same length of continuous service in the cadre to which they belong, their inter se seniority shall be determined in the following manner

(i) in the case of Professors, the length of service as Associate Professor in this University or an institution maintained by it or admitted to its privileges shall be taken into consideration, but where the length of service as Associate Professor is identical the

(ii) in the case of Associate Professor, the length of service as Assistant Professor in this University or an institution maintained by it or admitted to its privileges shall be taken into consideration; or " '

(iii) in the case of Assistant Professors, seniority in age shall be taken into consideration:

Provided that where service as Associate Professor or Assistant Professor was in an institution of higher education (other than this University or an institution maintained by it or admitted to its privileges), the length of such service shall not be taken into consideration, except if it would be admissible for credit of earlier service to Associate Professor or Assistant Professor, as the case may be, under the provisions of sub-clause (d), read with the proviso to serial number (iv) of sub-clause (c).

(g) Where the inter se seniority of two or more teachers, other than Assistant Professor, cannot be determined in accordance with the provisions of sub-clauses (c) and (f), the same shall be determined on the basis of seniority in age.

(h) Where the inter se seniority of two or more teachers is' determinable without ambiguity under the provisions of this clause, but has not been declared as such earlier, any declaration thereof by the Registrar, on the request of a teacher or otherwise, shall not be a cause of action for the raising of any dispute for the purposes of this clause, but any teacher who is aggrieved with the contents of any such declaration, on the ground of the misapprehension or disregard therein of admissible rules or relevant facts, may submit an application to the Vice-Chancellor, within thirty days of the date of such declaration, for a review of the said contents, and where such review discloses any such misapprehension or disregard, the said declaration may be appropriately revised.

(i) Subject to the provisions of sub-clauses (j), (k) and (l), all disputes regarding the seniority of teachers shall be decided by a Seniority Committee (hereafter in this clause referred to as "the Seniority Committee"), comprising the Vice-Chancellor, as Chairperson, and two persons, nominated by the Board of Management from amongst the Deans of Faculties, the Directors of University Institutes and the Heads of independent centres, as members:

Provided that the Dean of the Faculty, or the Director of the University institute, or the Head of the independent Centre, to which the teachers, whose seniority is in dispute, belong, shall not be a member of the Seniority Committee.

(j) No-dispute shall be raised, under the provisions of sub-clause (i):

(i) in respect of the inter-re seniority of teachers serving in the University, or an institution maintained by it, on the date immediately preceding the commencement of the Act, and continuing as such upon such commencement, as it subsisted on the said date; or

(ii) except within a period of three months from the date on which such dispute could have been raised for the first time.

(k) The Seniority Committee shall give a decision in writing, with reasons, after considering the facts presented by the Registrar and the submissions of the concerned teachers, and such decision shall be communicated by the Registrar to the concerned teachers. .

(l) Any teacher aggrieved with the decision of the Seniority Committee may, within thirty days of the date of the communication thereof, prefer an appeal to the Board of Management, which shall, if it disagrees with the said decision, give reasons for such disagreement.

(m) The decision of the Seniority Committee, under sub-clause (k), shall not come into effect during the period allowed for preferring the appeal against the same, and

(i) where no such appeal has been filed, such decision shall come into effect upon the expiry of the said period; or

(ii) where such appeal has been filed, such decision shall not have effect except in accordance with the findings of the Board of Management on such appeal.

(n) The grant or denial of credit of earlier service to a teacher, under the provisions of Sub-clause (d), read with the proviso to serial number (iv) of sub-clause (9), shall not affect the eligibility of the teacher for the inclusion of such earlier service for purposes of such terminal benefits as may be admissible in accordance with the rules governing the same.

FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH TEACHERS OF THE UNIVERSITY'

AGREEMENT MADE this day of the Month of in the Year.....

Between

Dr/Sri/Srimati/Km..... of the first part

(here-in-after called 'the Teacher') .'

and

the NEHRU GRAM BHARATI VISHWAVIDYALAYA, of the other part

(hereinafter called the University):

WHEREAS; in accordance with the provisions of the NEHRU GRAM BHARATI VISHWAVIDYALAYA ACT (hereinafter called the Act“),_ and the Statutes, the Ordinances and the Regulations made there under (hereinafter called “the Statutes”, “the Ordinances” and “the Regulations”, respectively)

Dr/Sri/Srimati/Km

has been appointed by the University to be a teacher of the University, on the post of

..... assigned for the time being to—— '

the Department of under the Faculty of,or the Department of in the University College (maintained by the University) named, constituting the Faculty of, or

the centre of in the University institute named or the independent center named.....

with effect from the date he/she takes charge of the duties of the said post, and the Teacher has accepted the said appointment.

IT IS HEREBY AGREED as follows —

I That the Teacher hereby undertakes to perform and fulfil such functions and duties in; and for, the University, as may be required of or entrusted to him/her/her, under the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the said provisions to make such rules or issue such directions:

PROVIDED that the Teacher shall be on probation for a period of one year in the first instance and the Board of Management may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Teacher may at any subsequent time be assigned by the Board of Management to a Department under a Faculty/University College (maintained by the University). or to a Centre under a University Institute, or to a University Institute or an independent Centre, other than that specified hereinabove: .

PROVIDED ALSO that the Teacher shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Teacher shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force

That the scale of pay attached to the post to which the Teacher is appointed shall be Rs as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Teacher shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs per mensem in the said scale of pay shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the teacher, the increment next above such bar shall not be given to the teacher, except without the specific sanction of the Board of Management or the officer empowered by the Board of Management in that regard.

3. That the Teacher hereby undertakes to submit him/herself/herself to the officers and functionaries under whom he/she may, for the time being, be placed by the authorities of the» University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer functionary, authority or body of the University, to the authority whereof he/she is, while this agreement is in force, subject, under the said provisions.

4. That the Teacher hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics. As amended from time to time, laid down for teachers by the Statutes, the Ordinances and the Regulations.

5. That on the termination of this agreement for whatever cause, the Teacher shall deliver up to the University all books, apparatus, records, property and other articles belonging to the University that may be in his possession.

6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Act, and of the Statutes, Ordinances and Regulations for the time being in force, which shall be deemed to 'incorporated herein and shall be as such a part of this agreement as if they we're reproduced herein.

In AFFIRMATION the parties here-to affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures here-in-below.

Signature of the Registrar
Teacher or the authorized officer
representing the University

Signature of the

Witness No 1:

Witness No 2:

Signature

Signature

Name:.....

Name:..... Address:.....

Address:.....

[FURTHER ENTRIES, AS SPECIFIED IN SUB-CLAUSE (b) OF CLAUSE 4, TO BE MADE
HEREUNDER]

SCHEDULE II

PROFORMA OF THE ANNUAL ACADEMIC PROGRESS REPORT OF TEACHERS ACADEMIC YEAR.....

1. Name of the Teacher:
2. Designation:
3. Department/University College/University institute/ Independent Centre to which attached:'
4. Academic qualifications obtained, distinctions attained, awards received and other notable achievements, if any, during the Academic Year:
5. Details of the research and other publications during the Academic Year:
6. Details of the National, international and other Seminars/Conferences/Workshops attended during the Academic Year and of the Addresses given, Papers read or other presentations made there-at:
7. Special Lectures/orations, etc., delivered (other than those noted in Column 6) during the Academic Year:
8. Details of the research work done during the Academic Year, including Projects commenced, in progress or completed:
9. Details of Consultancy work undertaken, if any, during the Academic Year:
10. Number of Research Scholars working under the guidance of the Teacher during the Academic Year
11. Number of Research Scholars who were working under the guidance of the Teacher and have been conferred a research degree during the Academic Year:
12. Titles of the Papers/Courses' taught in the institution during the Academic Year and the total number of Lectures.(excluding tutorial and practical classes) delivered to the same:
13. Administrative positions held in the institution during the Academic Year
14. Remarks:

I HEREBY DECLARE that the contents of this Academic Progress Report are true to my personal knowledge. '

Dated:.....

Signature of the Teacher

Countersigned.

Signature of the Counter-signatory

Designation:.....

Dated:.....

ORDINANCE XXVIII: LEAVE RULES FOR TEACHERS OF THE UNIVERSITY

ORDINANCE:

I. (a) The categories of leave admissible to teachers of the University, including institutions maintained by the University, and to the Principal and other teachers of the Constituent Colleges, and other matters in respect of such leave, shall be determined by the provisions of this Ordinance.

(b) in this Ordinance, unless the context otherwise requires

- i. Competent Authority means the authority, body, officer or functionary. as specified in this Ordinance, empowered to sanction leave;
- ii. completed years of service means continuous service of the specified duration under the institution, which includes, except if otherwise provided, periods spent on duty as well as on deputation or foreign service and on leave including Extraordinary Leave;
- iii. confinement, in relation to Maternity and Paternity Leave, means the period commencing from a date not earlier than 15 days before the date of delivery of the child and ending on a date not later than two months from the said date of delivery;
- iv. deputation means the temporary assignment or transfer of a teacher by the institution, with his consent
 1. to a post or service outside his cadre but within the institution; or
 2. to a post or service outside the institution on the requisition of the Government or of any other entity such as an authority, establishment, institution or organization, controlling the post or service concerned or in pursuance of an agreement or arrangement of the institution with such entity, subject to the rules laid down in respect of the entities that may make any such requisition or with which such agreements or arrangements may be made by the institution.

Provided that the said rules shall be laid down, in the case of the University, by the Board of Management, on the recommendation of the Academic Council.

Entire career” means the total period comprising the entire tenure of service of the teacher in the institution and such earlier, or intervening tenures of his service in any other institution or establishment as qualify to be taken into account in the determination of his pay or terminal benefits, or both;

Entire tenure of service means the total period of service of the teacher in the institution, including any earlier period of service therein that qualifies to be taken into account in the determination of his pay or terminal benefits; or both;

Foreign service means service rendered under the Government, or any other entity referred to in item (2) under serial number (vi), with the sanction of the institution, in which a teacher receives his substantive pay from a source other than the funds of the institution;

Institution means the University, including a University College maintained by the University, a University institute and an independent Centre, or the College being served by the teacher;

(xii) leave means a permission granted to a teacher to be absent from actual duty;

(xii) "Leave Account" means the Leave Account referred to in sub-clause (a) of clause 5;

(xiv) "leave salary" means pay admissible to teachers for periods of leave other than Casual Leave, Special Casual Leave and Duty Leave, as laid down by this Ordinance, along with Dearness Allowance calculated on the basis of such pay and such other allowances (if any), except House Rent Allowance and City Compensatory Allowance as payable under the Central Civil Services (Leave) Rules, 1972, as amended from time to time;

(xv) Leave Year means the period from January 01 to December 31 every year;

(xvi) "lien" means the title of a teacher to hold substantively, either immediately or on the termination of a period or periods of absence, whether on leave or on deputation or foreign service, a permanent post including a tenure post, to which he has been appointed substantively

(xvii) non-working day means a holiday or a day of weekly closure of the institution;

(xviii) "permanent teacher" means a teacher appointed substantively to a permanent post in the institution;

(xx) "recess" means a scheduled duration of temporary cessation of specified kinds of teaching work in the institution;

(xxi) "teacher" means a person serving the institution as teacher or Principal on whole-time basis, after appointment as such on the recommendation of the statutory Selection Committee, and excludes a person serving as such without reference to such Selection Committee or engaged on contractual basis for performing teaching duties; .

(xxii) "temporary teacher" means a teacher appointed (on the recommendation of the statutory Selection Committee to a temporary post or in temporary capacity against a permanent post;

(xxiii) "vacation" means the period of recess, ordinarily amounting to sixty days, from the date following the last working day of an academic year to the date preceding the first working day of the ensuing academic year:

Provided that in case the teacher is serving in a Department, a University College maintained by the University, a University institute, an independent Centre or a College which follows for one or more of its academic programmes an Academic Calendar on the Semester pattern, the vacation period for a teacher associated with such programme or programmes, may be distributed into appropriate segments following each Semester.

(c) in this Ordinance, all references to the Board of Management, the Vice-Chancellor and the Registrar shall, except where otherwise specified, be construed always in relation to teachers of the University;

(d) This Ordinance shall not apply to teachers serving as such on probation and to temporary teachers,

Provided that in the case of a person performing the duties of a teacher on contractual engagement, the provisions in respect of leave shall be determined by the contract of engagement.

(e) Where a teacher joins the institution for the first time after regular service in any University or other institution of higher education or research, or any other establishment, and his earlier tenure, or tenures of service there at is or are, admissible for the purposes of the determination of his pay or terminal benefits, or both at the institution, certified extracts of his earlier leave records, indicating the Extraordinary Leave, Maternity Leave, Study Leave and Sabbatical Leave, by whatever name described, availed of at such University, institution or establishment, shall be annexed to his Leave Account Register:

Provided that this provision shall also apply, in respect of any previous tenure of service at the institution, to a teacher who re-joins the institution after having left it earlier.

2. (a) The following kinds of leave shall be admissible to teachers -

- i. Leave treated as duty, comprising Casual Leave, Special Casual Leave and Duty Leave;
- ii. Leave earned by duty, comprising Earned Leave, Half-pay Leave and Committed Leave;
- iii. Leave granted on special considerations, comprising Extraordinary Leave and Advance Leave (i e. Leave not due taken in advance); and
- iv. Leave not debited to the Leave Account, comprising leave for academic purposes (consisting of study Leave and Sabbatical Leave) and leave on health, grounds (consisting of Maternity Leave and Paternity Leave)

(b) The continuous regular service of a teacher that is followed, without any interruption of duty by permanent service shall be included in permanent service for the purpose of computation of leave.

Provided that any period of leave shall not be regarded as interruption of duty for the purposes of this Ordinance.

3. (a) Leave cannot be claimed as a matter of right, and where the exigencies of service or the interests of the institution so demand, leave of description may be refused or revoked by the Competent Authority without necessarily assigning any reasons:

Provided that where a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases, and the teacher shall be treated as on duty from the date he starts for the station to which he is required to report and shall be entitled to draw; for the purpose of journey, travelling allowance permissible under the rules.

Provided further that such teacher shall upon re-joining duties at the place of his posting and submitting details of the said journey to the Competent Authority, draw leave salary, at the same rate he would have drawn it but for recall to duty, up to the date of commencement of such journey and shall thereafter draw the regular salary admissible to him/her.

(b) Except as otherwise provided in this Ordinance, leave shall only be earned by the period spent on duty in the institution: .

Provided that a period of vacation or recess shall count as duty, except where such period falls within the leave being availed of by the teacher.

Provided further that the period spent by the teacher on deputation or in foreign service shall not count as duty, except if contribution towards leave salary and pension or contributory provident fund is paid on his behalf for such period.

(c) No leave shall be granted to a teacher whom an authority competent in that regard has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

(d) Subject to the provisions of clause 9, no leave shall be granted to a teacher beyond the date of the final cessation of his duties, whether on account of retirement upon superannuation, voluntary or compulsory retirement, resignation, or other cause, and the Leave Account of the teacher shall stand exhausted on such date:

Provided that a teacher on re-employment after retirement shall not be entitled to any leave during re-employment, except

- i. Casual Leave, Special Casual Leave and Duty Leave in accordance with the provisions of this Ordinance, subject to the condition that where re-employment ends on a date earlier than December 31, Casual Leave shall be admissible on pro-rata (i. e.- proportionate) basis for the period of regular service re-employment, taken together, within the Leave Year concerned
- ii. Earned Leave, Half-pay Leave and Commuted Leave, calculated, in accordance with the provisions of this Ordinance, for the period of such re-employment taken as a whole. .

(e) Any period of vacation or recess may be either prefixed or suffixed to leave other than Casual Leave.

i. Non-working days may be prefixed and suffixed to leave: ,

Provided that where the leave applied for falls between non-working days and is of a duration lesser than the total of the preceding and ensuing non-working days, the Competent Authority shall permit such non-working days to be only either prefixed or suffixed to leave.

(g) No teacher shall be absent from duty on the day preceding and on the day following each period of vacation or recess, except when he is, on any such day, on leave other than Casual Leave.

(h) Except as otherwise provided in this Ordinance, any kind of leave under the provisions thereof may be granted in combination with or in continuation of any other kind of leave except Casual Leave and Special Casual Leave:

Provided that Casual Leave may be granted in combination with or in continuation of Special Casual Leave;

(i) The Vice-Chancellor shall prescribe the norms, based on the approved strength of teachers of an academic unit, i. e. a Department, a University Institute or an independent Centre, in the case of the University, or a subject in case of a College, for determining the maximum number of teachers thereof who may, at any-one time or concurrently, be allowed to avail of Extraordinary Leave, Study Leave and Sabbatical Leave.

(j) Subject to the provisions of this Ordinance:

- i. the form and manner of applying for leave, including the extension of leave, the format and procedure for the maintenance of the Leave Account Register, and the procedure for the sanction or extension of leave, the grant of permission to return to duty before the expiry of leave and the submission of medical certificates while proceeding or returning from leave, shall be laid down, for the University and the Colleges, by the Vice-Chancellor; and
- ii. the rules governing the payment of leave salary, the grant of increment or increments for the period of leave, and the counting of such periods of service for purposes of pension and Contributory' Provident Fund, shall be prescribed, for the University and the Colleges, by the Finance Committee or, pending the same, by the Vice-Chancellor.

4. (a) Leave shall be sanctioned by the Competent Authority as specified in the following Table, to the extent of its power indicated therein, and the Competent Authority shall, before sanctioning the leave, ensure that the leave asked for is admissible and, in the case of leave debitable to the Leave Account, is at the credit of the teacher concerned, and all cases for sanction of leave in excess of the limits laid down in the said Table, shall be submitted to the Board of Management or the Governing Body for orders.

KIND OF LEAVE	COMPETENT AUTHORITY	EXTENT
<i>(I) CASUAL LEAVE/SPECIAL CASUAL LEAVE</i>	<i>For the University</i>	
(1) To the Pro-Vice Chancellor and appointed as such on whole-time basis/Deans of Faculties (excluding Principals of University Colleges not maintained by the University) Directors of University Institutes/Heads of Independent Centers.	Vice-Chancellor	Full
(2) To Heads of Departments	Dean of Faculty	Full
(3) To Principal of College		Full
(4) To Other Teachers	Dean of Faculty	Full
<i>(II) DUTY LEAVE</i>	Vice-Chancellor	30 Days
<i>(III) EARNED LEAVE/HALF-PAY LEAVE/COMMUTED LEAVE/MATERNITY LEAVE OR PATERNITY LEAVE</i>	Vice-Chancellor	Full
<i>(IV) EXTRAORDINARY LEAVE</i>		
(1) Up to the extent of entitlement	Board of Management	Full
(2) Up to 90 days, as available, on behalf of the Board of Management	Vice-Chancellor	90 Days
<i>(V) ADVANCE LEAVE</i>	Vice-Chancellor	
<i>(VI) STUDY LEAVE/SABBATICAL LEAVE</i>	Board of Management	Full

(b) in the case of the University, where the 'Vice-Chancellor is empowered to sanction any leave, other than Extraordinary Leave and Advance Leave, he may; by general or special order, delegate his power to sanction such leave

(i) to the Pro-Vice-Chancellor; or

(ii) where there is no Pro Vice-Chancellor, to

(1) the Dean of the Faculty (including the Principal of a University College maintained by the University), in the case of the Heads and teachers of the Departments assigned to the Faculty (including a University College maintained by the University); or

(2) the Director of a University institute or the Head of an independent Centre, in the case of the teachers of such University Institute or independent Centre.

5. (a) The Registrar or the Principal shall maintain, or cause to be maintained, the Leave Account of each teacher of the institution, on a Register in the format prescribed, for the University and the Colleges, by the Vice-Chancellor, and

(i) all Earned Leave and Half-pay Leave earned by the teacher shall be credited to the Leave Account;

(ii) all Earned Leave, Half-pay Leave and Commuted Leave availed of by the teacher shall be debited to the Leave Account;

(iii) all Advance Leave availed of by the teacher shall be recorded in the Leave Account Register, for the purpose of adjusting the debit balance of Half-pay Leave;

(iv) all Extraordinary Leave sanctioned to, and availed of by, the teacher shall be appropriately entered in the Leave Account Register, to enable the same to be offset against entitlements of the teacher to the same;

(v) all Maternity Leave, Paternity Leave, Study Leave and Sabbatical Leave, sanctioned to, and availed of by, the teacher shall be appropriately entered in the Leave Account Register for purposes of record and determining further entitlements of the teacher to the same.

(b) The Competent Authority in respect of Casual Leave, Special Casual Leave and Duty Leave shall record, or cause to be recorded, till details of any such leave availed of by the teacher during each Leave Year, on the Lapsable Leave Register, which shall be in the format prescribed, for the University and the Colleges, by the Vice-Chancellor.

In the case of a teacher continuing as such in the institution from before the commencement of this Ordinance, the service prior the date of such commencement shall be treated as integral with the service after the said date for determining the credits and debits of, and entitlements to, various kinds of leave under this Ordinance, subject to the following conditions, namely

- i. the balance of the Privilege Leave or (earned) Leave on average pay, as subsisting on the date of such commencement, shall be credited at par to his Leave Account, as Earned Leave;
- ii. the balance of Long-term Leave or (earned) Leave on half average pay, { as subsisting on the date of such commencement, shall be credited at par to his Leave Account, as Half-pay Leave;
- iii. the unredeemed period, if any, of leave granted to the teacher, against future credits of leave or Leave not due taken in advance, as subsisting on the date of such commencement, shall be appropriately debited to the accruals of earned-Leave and Half-pay Leave in the Leave Account;
- iv. the period of Long-term Leave on full pay, availed of by the teacher before the date of such commencement on account of being selected

(1) for teachers Fellowship by the University Grants Commission; or

(2) for training or study in a foreign 'country, under the Commonwealth Scholarship, Fellowship or Academic Exchange Scheme, or the Fulbright Programme, or any other scheme sponsored, recognized or approved by the University Grants Commission.

shall be appropriately recorded in the Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the teacher to Study Leave under the provisions of this Ordinance;

half the period of Long-term leave on half pay for approved studies or Study Leave on half average pay, and one fourth pay of the period of Study Leave on quarter average pay, if any, availed of by the teacher before the date of such commencement shall be appropriately recorded in his Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the teacher to Study Leave under the provisions of this Ordinance:

Provided that the date on which the teacher resumed duties (or shall resume duties) after having proceeded, before the date of such commencement on any leave specified in this serial number, shall be the date for purposes of determining the next date from which Study Leave or

Sabbatical Leave shall be admissible to the teacher under the provisions of this Ordinance

The total period of Extraordinary Leave (or, as the case may be, of Leave without pay); or of Maternity Leave, or of absence on deputation, including the portion of such absence on deputation continuing after the date of such commencement, available off by the teacher before the date of such commencement shall .be appropriately recorded in his Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the teacher to Extraordinary Leave, or Maternity Leave, or absence on deputation, respectively, under the provisions of this Ordinance.

Under the provisions in force up to the date immediately preceding the commencement of this Ordinance; teachers who had entered the service of the institution on or after August 01, 1976 (or who, having entered such service prior to August 01, 1976, had opted to be governed by the provisions that came into effect on the said date) were entitled inter alia to Privilege Leave Long term Leave and Extraordinary Leave, whereas all other teachers were entitled Inter alia, under the rules enforced on January 01,1970,to (earned) Leave on average pay or half average pay, Study Leave on half average pay or quarter average pay, and Leave without pay.

(d) At the beginning of the Leave Year, the Earned Leave and Half-pay Leave expected to be earned, in the course of the Leave Year, under the provisions of this Ordinance, by a confirmed teacher, including a teacher on probation who has a lien on a permanent post in the institution, shall be credited to his Leave Account, subject to appropriate deductions there-from for adjustment of any unredeemed quantum of Advance Leave, but any such credit shall be subject to variation in case the circumstances of the service of the teacher change during the Leave Year in a manner that affects the quantum of leave to be so earned, and in case of any such change the leave credited to the leave Account in advance shall he varied accordingly:

Provided that where a teacher joins the service of the institution on a date after the commencement of the Leave-Year, such credit In advance shall be made with effect from

the date of joining service, and shall be to the extent of Earned Leave and Half-pay Leave expected to be earned in the course of the residual part of the Leave Year.

6. (a) Leave shall have to be applied for in the prescribed form and manner, and shall have to be sanctioned before it is availed of, except in cases of emergency and for reasons to the satisfaction of the Competent Authority.

(b) Leave shall ordinarily begin from the date on which the teacher who has been granted leave relinquishes his duties and shall ordinarily end on the day preceding the date on which he resumes them.

(c) Any application for the extension of leave shall be submitted to the Competent Authority in the same manner as in the case of the leave that is sought to be extended.

(d) Any teacher on leave, including leave preparatory to retirement, shall not return to duty during the period of leave except with the permission of the Competent Authority:

Provided that where a teacher has submitted a request for permission to retire, which awaits decision by the Board of Management or the Governing Body, and has proceeded on leave preparatory to retirement on the basis of such request, he shall not be permitted to return to duty, except with the consent of the Board of Management or the Governing Body:

Provided further that the teacher on leave preparatory to retirement shall, unless permitted otherwise by the Competent Authority in the special circumstances of the case, report for duty on the date of his retirement.

(e) The application of a teacher for leave on medical grounds, or for leave in continuation with Maternity Leave, shall be supported with a medical certificate from the Medical Officer of the institution or, where no such Medical Officer has been appointed, to a Registered Medical Practitioner approved and authorised by the institution in that regard.

Provided that the Competent Authority may, in its discretion, waive the production of a medical certificate in case of an application for leave on medical grounds for a period not exceeding three days:

Provided, further that where the leave applied for on medical grounds is in excess of a period of thirty days, the Competent Authority may require the applicant to appear before a Medical Board appointed by it for the purpose:

Provided also that leave, or extension of leave, on medical grounds shall not be granted beyond the date on which the teacher is pronounced by a Medical Officer or Medical Board, appointed or assigned for the purpose by the Board of Management or the Governing Body, to be permanently incapacitated for further service.

(f) Subject to the provisions of the first proviso to sub-clause (e), no teacher who has been granted leave, other than Casual Leave, on medical grounds shall be allowed to return to duty without producing a medical certificate of fitness, granted by the Medical Officer or Registered Medical Practitioner who had issued the certificate referred to in sub-clause-(e), or, where the Competent Authority is satisfied that it is not feasible for such medical certificate of fitness to be secured from him/her, by any other Registered Medical Practitioner approved or authorised by the institution in that regard

(g) Except in the case of Extraordinary Leave granted for the purpose of taking up service elsewhere, a teacher on leave shall not, except with the written permission of the Competent Authority, engage directly or indirectly in any trade or business, whatsoever, or in any work, including private tuition or coaching, to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection: with'- the examinations of any University, Public Service Commission, Board of Education or similar body or institution, or to any extension lectures, or creative .work or publications (including radio or television broadcasts) of an academic, literary or artistic nature or, with the permission of the Vice Chancellor or of the Principal with the approval of the Chairperson, to any other academic work:

Provided that the leave, salary of a teacher who has been given the said written permission shall be subject to such restrictions as the Finance Committee may prescribe by rules or, pending such prescription, as the Vice-Chancellor may determine.

(h) The Competent Authority may, at the request of the teacher concerned, retrospectively convert any kind of leave into such leave of a different kind as was admissible to him/her at the time the leave was originally granted, but any such conversion cannot be claimed as a matter of right. -

(i) Where one kind of leave is convened into another, under the provisions of sub-clause (h), the amount of leave salary, and the allowances' admissible therewith, shall be re-calculated and, accordingly, the arrears of leave salary and allowances shall be paid, or the amount overdrawn in that regard shall be recovered, as the case may be.

7. (a) A teacher granted Casual Leave, Special Casual Leave; Duty Leave or Sabbatical Leave shall not be treated as absent from duty and his pay shall not be intermitted:

Provided that where a teacher on Duty Leave is in receipt of a Fellowship or Honorarium, or any other financial-assistance beyond the amount needed for normal expenses, the Duty Leave may be sanctioned on reduced pay and allowances: Provided further that in the case Sabbatical Leave, the pay of the teacher shall be subject to the provisions of the proviso to sub-clause (d) of clause 2i.

(b) Except as provided elsewhere in this Ordinance, the leave salary during the period of

(i) Earned Leave, Commuted Leave, Maternity Leave and Paternity Leave shall be equal to the pay drawn immediately before proceeding on such leave; and

(ii) Half-pay Leave or Advance Leave shall be equal to half the amount of the pay drawn immediately before proceeding on such leave;

(iii) Study Leave shall be calculated in accordance with the provisions of sub- clause (i) of clause 20

(c) Leave salary shall not be admissible for any period of Extraordinary Leave

(d) if any increment of pay falls due during

- i. any period of Casual Leave, Special-Casual Leave, Duty Leave or Sabbatical Leave, it shall be admissible from the date it is due;
- ii. any period of leave, other than Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, or any "period of deputation or foreign service, the effect of increase, of pay will be given, except in those cases where the leave concerned does not count for Increment, from the date the teacher resumes duty, without prejudice to the normal date of his increment:

Provided that a teacher may, after return from Study Leave, be given, from the date he resumes duty, the benefit of the increment or increments he would have earned in the course of time if he had not proceeded on Study Leave, upon submitting, to the satisfaction of the Competent Authority, the report referred to in sub-clause (p) of clause 20, but, without prejudice to the normal date of his increment, shall not be eligible to the arrears of such increment or increments:

Provided further that any period of Extraordinary Leave shall not count for increment, except in the case as specified in sub-clause (e) of clause-20.

(e) The period of any leave, other than period of Leave, Study Leave and Sabbatical Leave, and of absence on deputation or foreign service, shall count as service for purposes of pension and Contributory Provident Fund:

Provided that a period of extraordinary Leave that has been permitted to be counted for increment, under sub-clause (d), shall count as service for the said purposes.

Provided that a period of Study Leave or Sabbatical Leave shall count as service for the said purposes only if the teacher rejoins the institution on the expiry of such leave.

(f) A teacher who is selected for appointment to a higher post while on leave shall be placed in such post, and the scale of pay assigned thereto, only after submitting the prescribed joining report upon resuming duties in the institution upon the completion of the period of leave:

Provided that in case such teacher was on Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, the said joining report shall be deemed to be with effect from the date he would have submitted the same had he not been on such leave, and in such a case any period of probation on the concerned post shall be deemed to have commenced from the said date:

Provided further that a teacher on any leave, other than Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, shall be entitled to be granted permission by the Competent Authority to return to duty before the expiry of the period of leave, in order to join a higher post to which he has been selected for appointment while on leave, but where such leave is on medical grounds such permission shall not be granted, except on the submission of a certificate of fitness:

Provided also that in any case governed by the immediately preceding proviso, the teacher shall join such higher post with effect from a date not earlier than the date of resuming duties in the institution.

8. (a) Subject to the provisions of sub-clause (a) of clause 6, and of sub-clause (b), no teacher shall be absent from duty without prior permission, except where the Competent Authority, upon being satisfied that such absence was for a valid reason, including unforeseen contingencies, grants leave for such period

(b) Where a teacher

- i. absents him/herself from duty without prior permission; or
- ii. remains absent from duty after the expiry of his leave, or of the period of his deputation or foreign service, without any intimation to the Competent Authority, for a continuous period of 90 days, he shall be deemed to be wilfully absent from duty, and such willful absence shall be treated as misconduct and his services shall be liable to be terminated.

(c) The total period of continuous absence of a teacher from duty on leave, including periods of vacation or recess when such periods are permitted to be taken in conjunction with leave under the provisions of this Ordinance, or on deputation or, foreign service, shall not exceed three years, except in cases where, under the provisions of this Ordinance

- i. leave is taken on medical grounds; or
- ii. permission has been granted by the Competent Authority, in special circumstances and for reasons to be recorded, for a longer period of absence, subject to the condition that the said total period of continuous absence does not exceed five years in any case

(d) Without prejudice to the provisions of clause (b), the lien of a teacher shall be deemed to have terminated, and he shall cease to be in the service of the institution in case after.

remaining on leave, whether of a particular kind or of all kinds taken together, for a continuous period of three years-

(i) he does not resume duty, otherwise than -

(1) on account of continuing for the time being, with the permission of the Competent Authority, on leave admissible to him/her or on deputation or foreign service, or

(2) on account of suspension; or

(ii) he remains absent from duty without any intimation,

except if the Board of Management or the Governing Body, in view of the exceptional circumstances of the case, determines otherwise:

Provided that this provision shall also apply where such leave is for a continuous period of less than three years and the teacher has no further leave at credit in his Leave Account, or is not entitled to any other leave that is not debited to the Leave Account or to continue on deputation or foreign service.

(e) Subject to the provisions of sub-clause'(b),'a teacher who remains absent after the end of leave; or the expiry of deputation or foreign service, shall not be entitled to leave salary for the period of such absence, unless leave is extended for such period by the Competent Authority on the application of the teacher, and where the Competent Authority does not extend leave for the said period, but permits the teacher to rejoin duty, such period shall be debited to his Leave Account as though it were on Half-pay Leave, to the extent such leave is due, and the period in excess of such leave shall be treated and recorded as Extraordinary Leave and shall be offset against the residual entitlement or the teacher to Extraordinary Leave.

Provided that where there is no such residual entitlement to Extraordinary Leave, such period shall be treated as a period of break in service.

9. (a) For the purposes of this clause, the term "Earned Leave" means the number of days of Earned Leave taken together with the number of days of Half pay Leave converted to Earned Leave at rate of two days of Half-pay Leave for one day of Earned Leave, and the term "retirement" means retirement on superannuation.

(b) Subject to the provisions of sub-clauses (c) to (h), no leave shall be granted to a teacher beyond the date of his retirement.

(c) A teacher may apply for, as leave preparatory to retirement; the grant of the whole or a part of the Earned Leave that would be at credit in his Leave Account on the said date but such application must be submitted to the competent authority sufficiently in advance of the date on which leave applied for is to commence.

(d) A teacher who was prevented from applying for leave preparatory to retirement, under the provisions of sub-clause: (c), by reason of being under suspension at the relevant time, but subsequently the authority competent to order re-installment recorded the opinion or finding that the teacher stood fully exonerated of the charges that led to such suspension and that such suspension was wholly unjustified, may, where he was so-re-instated before the date of retirement be allowed to apply for leave preparatory to retirement immediately after his reinstatement.

Provided that where such teacher was continuing under suspension on the date of his retirement, he shall be deemed to have applied for leave preparatory to retirement under the provisions of sub-clause (c)

(e) in the interests of the institution, the Competent Authority may deny, wholly or in part the application of the teacher for leave preparatory to retirement, under sub-clause (c) or (d), or may recall a teacher, who has proceeded on such leave, to duty at any time before the date of his retirement.

(f) In any of the cases referred to in sub-clause (e), the teacher may be granted, after his retirement, the cash equivalent of the leave remaining at credit in his Leave Account on the date of retirement, as computed under the provisions of sub-clause (h), subject to a maximum of 120 days:

Provided that this provision shall also apply to a teacher referred to in the proviso to sub-clause (d).

(g) A teacher who was prevented from applying for leave preparatory to retirement, under the provisions of sub-clause (c) by reason of being under suspension at the relevant time, but was re-instated within 120 days preceding the date of his retirement, without the authority competent to order reinstatement recording any opinion or finding that such suspension was unjustified, may be allowed to apply for leave preparatory to retirement immediately after his re-installment, without prejudice to the right of the institution to refuse such application wholly or in part or to recall him/her to duty from such leave, and in such a case the teacher may be granted after his retirement, the cash equivalent of the leave remaining at credit in his Leave Account on the date of retirement subject to a maximum of 120 days reduced by the number of days between the date of such re-installment and the date of his retirement.

(h) The basis for computing the cash equivalent referred to in sub-clauses (f) and (g) shall be the leave salary as on the date preceding the date of retirement by the number of days of leave for which the cash equivalent is being computed:

Provided that where the teacher has been granted re-employment after retirement, such cash equivalent shall not be paid, except after the completion of the period of such re-employment:

Provided also that the payment of such cash equivalent shall be subject to the adjustment of the amount. if any. due to the institution on the part of the teacher or recoverable from him/her. and for this purpose an appropriate pan of the cash equivalent may be withheld pending such adjustment.

(i) In case a teacher dies while in service, the cash equivalent of the leave salary that would have been admissible to the deceased teacher had he proceeded. on the date immediately following the date of death. on Earned Leave due to him/her. subject to a maximum of 120 days. shall be disbursed to his family as an ex gratia payment.

(j) Where the services of a teacher are terminated by the institution. on account of the abolition of post or retrenchment. before the date of his retirement. the Earned Leave at credit in his Leave Account may be granted. subject to a maximum of 120 days. At the discretion of the Vice Chancellor or the Governing Body; as terminal benefit to him/her even if it has not been applied for or has not been refused in the interests of the institution. and in such a case the prescribed period of notice or. where the teacher is relieved before the expiry of such period. the unexpired portion thereof. shall run concurrently with the leave so granted:

Provided that such terminal benefit shall not be admissible in the case of dismissal or removal from service.

(k) Where a teacher resigns his post, he shall ordinarily not be granted any leave. either prior or subsequent to the date of his resignation, but in case such resignation is for reasons of health. or for circumstances beyond the control of the teacher. The Earned Leave at credit in his Leave account may be granted subject to a maximum of 60 days. at the discretion of the Vice Chancellor or the Governing Body. and in such a case the prescribed period of notice or, where the teacher is relieved before the expiry of such period. the unexpired portion thereof. shall run concurrently with the leave so granted:

Provided that this provision shall, subject to the rules governing voluntary retirement also apply to a case of voluntary retirement of a teacher.

10. A teacher shall be eligible for not more than eight days of Casual Leave in a Leave Year. and non-working days falling within any period of Casual Leave shall not be counted as part thereof:

Provided that the Vice-Chancellor may prescribe for the University and the Colleges. the maximum number of days of Casual Leave that may be taken at any one time. and also prescribe that maximum number of non-working days falling within any period of Casual Leave that may not be so counted:

Provided that where a teacher joins the- service of the institution after the commencement of the Leave Year, the quantum of Casual Leave shall be determined on pro-rata basis in accordance with the period of service within the Leave Year. -

11.(a) Special Casual Leave not exceeding ten days in a Leave Year may be granted to a teacher

(i) for performing duties in connection with 'any examination of a University or other institution of higher education, a Public Service Commission or a Board of Examination or other similar body; or

(ii) for conducting any inspection of a University or an institution maintained by it or admitted to its privileges. or any other academic institution affiliated to a Statutory Body: '

Provided that the days of actual journey to and from the place or places where such duties are to be performed. or such inspection has to be conducted. shall be excluded in computing the limit often days:

Provided further that where a teacher joins the service of the institution utter the commencement of the Leave Year, the maximum limit for Special Casual Leave under this provision shall be determined on pro-rata, basis, in accordance with the period of service within the Leave Year.

(b) Special Casual Leave may also be granted

(i) to a teacher for undergoing a sterilisation, or re-canalisation, operation under the Family Planning programme, for a period not exceeding six days in a Leave Year; or

(ii) to a female teacher for undergoing non-puerperal sterilisation. for a period not exceeding ten days in a Leave Year:

Provided that Special' Casual Leave shall not be admissible for a re-canalisation operation, except if the teacher has been left with no, or only one surviving child, on account of the death of offspring

Provided further that where the authorised Medical Officer of the approved Hospital, where the procedure referred to in serial number (ii) is to be conducted. certifies that a longer period of leave is essential on medical grounds. the limit of ten days may be raised to not more than fourteen days in a leave Year.

12. (a) Duty leave may be granted to a teacher for

(i) attending conferences, congresses, symposia and seminars on behalf of the institution or with the permission of the institution;

(ii) delivering lectures in Universities and other institutions of higher education or research, at the invitation thereof received and accepted by the institution or, where such invitation has been received by the teacher, endorsed by the Vice-Chancellor or by the Principal with the approval of the Chairperson;

(iii) participating as the Visitor's nominee or as expert in selection committees in any University. or an institution maintained by it or admitted to its privileges, or other institution of higher education or research. or as expert in any selection process of a Public Service Commission or an authority established by Government or under any law; .

(iv) participating in a delegation or working on a Committee appointed by the Government of India, a State Government, the Parliament or a State Legislature, the University Grants Commission, any Government agency or Department, another University or any other academic or research body of national repute; or

(v) attending meetings in the University Grants Commission or any Government agency or Department, or sharing expertise with any of them or with any academic institution or body or Non-Governmental Organization of national repute.

(b) The total period of absence. under sub-clause (a) shall ordinarily not exceed seven working days on any one occasion, and shall not exceed twenty working days in a Leave Year. but where the teacher has been deputed by the institution to attend. on its behalf, a conference, congress, symposium or seminar held outside India, such total period of absence 'in a Leave Year may extend up to thirty working days in a Leave Year: '

Provided that where a teacher joins the service of the institution after the commencement of the Leave Year, the Competent Authority may. in its discretion, determine the maximum limits for Duty Leave under this provision on pro rata. i. e. proportionate basis, in accordance with the period of service within the Leave Year.

(c) A teacher deputed by the institution for performing any special duty, work or study, shall be considered to be on duty and his absence on this account shall not be subject to the limits specified in sub-clause (b)

13. (a) Earned Leave admissible to a teacher shall be the sum of the following —

(i) one-thirtieth of actual service including vacation;

(ii) one-third of the period, if any, during which he is required to perform duty during vacation; and

(iii) one-third of the period, if any, by which the vacation is curtailed in any Leave Year, subject to a maximum of fourteen days of Earned Leave:

Provided that for the purpose of the computation of the period of actual service, the period of vacation shall be included except where it falls within any period of leave. except

Sabbatical Leave, and all periods of leave except Casual Leave, Special Casual Leave, Duty Leave and Sabbatical Leave shall be excluded:

Provided further that where vacation is combined with Earned Leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on leave salary that may be included in the particular period of leave.

(b) Earned Leave at the credit of a teacher shall not accumulate beyond 300 days.'

(c) The maximum period of Earned Leave that may be sanctioned at a time shall not exceed 60 days:

Provided that Earned Leave exceeding 60 days may be sanctioned in the case of higher study. or training, or on medical certificate, or where the entire period in excess of 60 days is to be spent, or is spent, outside India.

14. The Half-pay Leave admissible to a teacher shall be twenty days for each completed year of service, and may be granted on medical certificate or for academic purposes or private affairs:

Provided that Half-pay leave shall not be admissible for availing of a Fellowship or Scholarship, or any Visiting assignment with honorarium, stipend or salary, whether in India or abroad.

15. (a) Commuted Leave not exceeding half the amount of Half-pay Leave at credit in the Leave Account may be granted to a teacher on medical certificate, subject to the following conditions

(i) Commuted leave may be granted at the request of the teacher even

When earned Leave is due to him/her:

(ii) Commuted leave shall be limited to a maximum of 240 days during the entire service:

(iii) when commuted leave is granted twice the amount of such leave shall be debited against the half-pay leave at credit in the leave Account: and

(iv) the total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days at a time:

Provided that Commuted Leave shall not be granted. except if the Competent Authority has reason to believe that the teacher shall return to duty on the expiry thereof.

(b) Where a teacher who has been granted Commuted Leave resigns from service or is at his request, permitted to retire voluntarily without returning to duty the commuted leave shall be treated as Half pay Leave and the difference between the leave salary in respect of commuted leave and Half-pay Leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the teacher for further service or in the event of his death.

16. (a) A teacher may, subject to the provisions of sub-clauses (b) to (h) be granted extraordinary Leave when

(i) no other leave is admissible or

(ii) other leave is admissible, but the teacher applies in writing for the grant of Extraordinary Leave.

(b) Subject to the provisions of sub-clause (c), a teacher, including a teacher on probation who has a lien on a permanent post in the institution, may be sanctioned Extraordinary Leave at the discretion of the Competent Authority, but in no case except where Extraordinary Leave is applied for on medical certificate shall the amount of Extraordinary Leave granted to the teacher exceed the quantum of the completed years of service put in by him/her:

Provided that this condition may be relaxed where a teacher, "who holds a confirmed appointment in the institution, is awarded, on the basis of an application duly submitted through the institution any Fellowship or scholarship for training or study abroad.

(c) Extraordinary Leave shall not be granted for a period of more than two years at a time, but such period may be extended for a further period of one year in case the competent Authority is satisfied that the interests of the institution are not prejudiced by such extension:

Provided that the total period of Extraordinary Leave including periods of absence on deputation or foreign service, shall not exceed five years during the entire tenure of service of the teacher in the institution.

(d) Where a teacher on probation is granted Extraordinary Leave, the period of such leave shall be excluded in computing the period of service on probation, and any such exclusion shall not be regarded as implying the extension of the period of probation.

(e) Extraordinary Leave shall count for increment in the following cases-

(i) where such leave was taken on medical certificate: '

(ii) here the Vice-Chancellor or the Principal with the approval of the Chairperson is satisfied that such leave was taken in the absence of any other kind of leave in the Leave Account of the teacher, due to causes beyond his control such as inability to join or rejoin duty due to civil commotion or natural Calamity:

where such leave was taken for prosecuting higher studies and the teacher submits details affirming the fulfilment of the purposes for which he was granted such leave to the satisfaction of the granted such leave to the satisfaction of competent authority or

(iv) where such leave was granted to enable the teacher to

1. undertake training or study in a foreign country under the Commonwealth Scholarship Fellowship or Academic Exchange Scheme, or the Fulbright Programme or any other scheme sponsored, recognized or approved by the University Grants Commission
2. Avail of a Career Award, Research Scientist Award or a Fellowship of University Grants Commission:
3. A Fellowship or an invitation or assignment (not being an appointment on salaried post); from an institution of higher learning or research or an academic scientific, literary or cultural organizations to deliver lectures, conduct research. technical or academic or provide expert advice or perform more than one such function upon the Board of Management or the Governing Body being satisfied before granting the leave that such Fellowship, invitation or assignment was of extraordinary importance.

(f) Where a teacher applies for [Extraordinary Leave for taking employment elsewhere he shall be required to intimate the terms and conditions of such employment along with his application and in case Extraordinary Leave is granted on such application, such leave and the lien of the teacher shall not continue beyond the period of probation (including any extension of probation on the said employment).

Provided that such teacher shall be required to forthwith give intimation to the Competent Authority of any extension or termination of his probation. and of his confirmation as the case may be in such employment.

Provided further that where the teacher has been denied confirmation in such employment or has voluntarily relinquished such employment prior to his confirmation thereon he shall forthwith give intimation thereof to the Competent Authority and shall, with the permission of the Competent Authority, report to the institution for resuming duties and his Extraordinary Leave and lien shall continue till the date he resumes service in the institution.

(g) A teacher who has been granted lien on his substantive post in the institution while on employment elsewhere shall be required to pay lien fees to the institution for the duration of such lien at the rate determined by the Board of Management after consulting the Finance Committee.

Notwithstanding any other provision of this Ordinance or any other Ordinance, where a teacher is confirmed in his substantive appointment elsewhere, his lien shall terminate on

and he shall cease to be in the service of the institution from the effective date of such confirmation.

17. A male teacher with less than two surviving children may be granted Paternity Leave. of not more than 15 days during the confinement of his wife for childbirth. i. e. the period commencing from a date not earlier than 15 days before and not later than two months from the date of delivery of the child:

Provided that Paternity Leave shall be treated as lapsed in case it is not availed of during the said period.

(a) Study Leave may be granted to a teacher with not less than three years of continuous service in the institution. For pursuing at special line of study or research directly related to his work in the institution or for making a special study of the various aspects of the organization of higher education or methods of education as proposed in the detailed plan of work to be submitted with the application for such leave:

Provided that the period during which the teacher was on probation. prior to confirmation on his current post, may be included in computing the length of such continuous service: ~

Provided further that in exceptional circumstances. for reasons to be recorded, the Competent Authority, may waive the condition of the required service of three years being continuous. '

(b) The detailed plan of work. referred to in sub-clause (a). shall inter-alia specify the course of study or programme of research (hereafter in this Ordinance. referred to as "the project"), to be pursued by the teacher under Study Leave. and the institution or establishment, or institutions or establishments, where such project is to be undertaken.

(c) Study Leave shall not be admissible to a teacher who is due to -retire on superannuation within five years "of the date on which he is expected to return to duty after the expiry of Study Leave. '

(d) Study Leave shall be granted, in the first instance, for a period of not more than two years. but the Competent Authority may, after considering the progress report submitted by the teacher, along with the recommendation in that regard of the supervisor of the project, and being satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the institution, extend the same for a further period, such that the total period of the initial and extended leave does not exceed three years.

(e) Study Leave may be granted not more than twice during the entire career of the teacher, subject to the maximum limit of five years for the periods of Study Leave taken together:

Provided that the Competent Authority may, in its discretion, deny the grant of Study Leave to a teacher who has availed of. it earlier, except if such teacher has sewed the institution.

for a period of not less than five years after return to duty from the earlier period of Study Leave:

Provided further that where the number of teachers of an academic unit, as defined in sub-clause (i) of clause 3, who have applied for Study Leave, exceeds the number of teachers eligible to be granted such leave under the norms specified therein, the Competent Authority may give preference to teachers who have not availed Study Leave earlier or have completed the period of not less than five years referred to in the preceding proviso.

(f) The Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, but such cancellation shall not deprive the teacher of the opportunity to apply afresh for such leave.

(g) A teacher who has been granted Study Leave shall not be permitted to alter substantially the project for which it has been granted, except with the approval of the Competent Authority.

(h) Where a teacher combines Study Leave with any other kind of leave permissible for the purpose under this Ordinance, the total period of absence from duty, on account of Study Leave and any other leave taken in conjunction with it, shall not exceed three years.

(i) Where the remuneration, i. e. the Scholarship, Fellowship or other stipend, to be drawn by the teacher for the project

(i) is not more than the pay drawn immediately before proceeding on Study Leave, the leave salary during the period of such leave shall be equal to the said pay; or

(ii) exceeds the pay drawn by the teacher immediately before proceeding on Study Leave, and -

(1) the Study Leave is being availed of in India no leave salary shall be admissible; or .

(2) the Study Leave is being availed of abroad, such remuneration shall be taken into account in determining the leave salary, but the amount of the said remuneration shall not be offset against the otherwise admissible leave salary, except in case the said remuneration is above a specified amount, to be determined. for' the University and the Colleges, by the Vice-Chancellor from time to time, on the basis of the cost of living for a family in the country concerned.

(j) A teacher on Study Leave shall submit, to the Registrar or the Principal at intervals of six months, reports of his progress in the project endorsed by the supervisor there only and where such report does not reach the Registrar or the Principal within one month of the date on which it is due, the payment of the leave salary of the teacher may be deferred till the receipt of such report:

Provided that where the project is not formally under a supervisor, the Head of the institution or establishment where the project is being undertaken, or a person in the service of the institution or establishment specified by the Head in that regard, shall be deemed to be the supervisor of the project for the purposes of this clause.

(k) A teacher availing of Study Leave shall serve the institution, after his return to duty upon the expiry thereof, for a continuous period of not less than three years from the date of such return:

Provided that the teacher shall submit, with the application for Study Leave, an undertaking to fulfil the requirement of this provision.

(l) A teacher granted Study Leave shall, before proceeding on such leave, execute a bond in favour of the institution binding him/herself for the due fulfilment of the conditions prescribed in sub-clauses (i) and (m), and other sub-clauses, and furnish, in 'affirmation thereof, security of immovable property to the satisfaction of the Finance Officer or the Treasurer of the Governing Body, or a fidelity bond of an insurance company, or a guarantee by a scheduled bank, or the surety of two confirmed teachers of the institution, including a teacher on probation holding lien on a permanent post in the institution, not being teachers due to retire within five years of the execution of such surety, for the payment of 'the amount that might become refundable to the institution in accordance with the provisions of sub-clause,(o).

(m) Where the project is completed before the end of the period of Study Leave, the teacher shall, on the conclusion thereof, resume duty at the institution, except if the previous approval of the Competent Authority has been obtained to defer the resumption of duty for the remaining portion of Study Leave, or any part thereof, and in such a case the interval between the date of the completion of the project and the date of resumption of duty shall be treated as a period of Extraordinary Leave.

(n) A teacher on Study Leave, who is prematurely discharged from the project by the institution or establishment concerned, or by the agency funding the remuneration referred to in sub-clause (i), or withdraws from the project of his own accord -

(i) shall forthwith return to duty; and

(ii) shall be deemed as having exhausted one of the admissible periods of Study Leave: ~

Provided that the condition at serial number (ii) shall not apply where the discharge or withdrawal of the teacher from the project is on medical certificate.

(o) A teacher who after proceeding on Study Leave

(i) prematurely withdraws or is discharged. from the project except on Medical Certificate

(ii) fails to return to duty after the expiry of Study Leave:

(iii) after returning to duty on the expiry of Study Leave, leaves the service of the institution without completing the period of further service prescribed by sub-clause (i); or

(iv) is on grounds of misconduct dismissed or removed from the services of the institution within the prescribed period referred to in serial number (iii) shall be liable to refund to the institution the amount of leave salary and allowances drawn by him/her and other expenses incurred on him/her or paid to him/her or on his behalf in connection with the project.

(p) A teacher who has availed of Study Leave shall submit, upon return to duty, a report affirming the fulfillment of the purposes for which he was granted such leave, including the details of his academic contributions or publications during the period of the project or on the basis of the work done in the course thereof, and of any dissertation submitted by him/her and any academic distinction conferred on him/her for the project, and a testimonial from the supervisor of the project.

18. (a) Sabbatical Leave may be granted to a teacher, with not less than seven years of continuous service in the institution, serving on the post of Professor or Associate Professor or on the scale of pay of Reader, for undertaking study or research related to his work in the institution, or for any other academic pursuit likely to increase his proficiency or his capacity to contribute to the institution, or of significant relevance to the academic, social or corporate objectives of the institution or the higher education system. As proposed in the detailed plan of work to be submitted with the application for such leave.

(b) The duration of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of a teacher.

(c) A teacher who has availed of Study Leave shall not be entitled to Sabbatical Leave, except after the expiry of five years from the date of his return from the immediately previous period of Study Leave. '

(d) A teacher on Sabbatical Leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad:

Provided that the teacher may be permitted by the Competent Authority to accept a Fellowship, or a research scholarship, or an ad hoc teaching and research assignment with honorarium, or any other form of assistance, other than regular employment in an institution of advanced studies but in any such case the Competent Authority may, if it so deems appropriate, sanction Sabbatical Leave on reduced pay and allowances.

(e) A teacher who has availed of Sabbatical Leave shall submit, upon return therefrom, a report to the Competent Authority on the nature of studies, research or other work undertaken during the period of such leave.

19. (a) A teacher appointed on probation, who holds lien on a permanent post in the institution, shall, in respect of leave, be entitled to the benefit of the provisions of this Ordinance as applicable to him/her on the permanent post on which lien is held.

(b) A teacher appointed on probation, not being a teacher referred to in sub-clause (a) shall during the period of probation be granted leave that would be admissible to him/her if he held his post substantively otherwise than on probation: .

Provided that such teacher shall not be entitled to Extraordinary Leave other than on medical certificate, and any Extraordinary Leave granted subject to such teacher shall be subject to the provisions of sub-clause(d) of clause 16.

Provided further that if for any reason, it is proposed to terminate the services of such teacher upon or before the expiry of the period of probation, any leave granted to him/her shall not extend beyond the date on which the probationary period expires on any earlier date on which his services are terminated by an order of the authority competent in that regard.

20. (a) A temporary teacher shall be eligible for the grant of leave admissible to permanent teachers, except Commuted Leave, Advance Leave. Study Leave and Sabbatical Leave, subject to the following conditions

i) in the case of Earned Leave during the first year of service as temporary teacher. the provision at serial number (i) under sub-clause (a) of clause 13 shall be read as one-sixtieth of actual service including vacation:

Provided that where a temporary teacher is appointed, without interruption of duty, substantively at a permanent post the Earned Leave that would have been admissible if his previous duty had been as permanent teacher, reduced by any Earned Leave already availed of, shall be credited to his Leave Account; and

(ii) Half-pay Leave may not be granted to a temporary teacher except if the Competent Authority has reason to believe that the teacher shall return to duty on the expiry of such leave: 4

Provided that the Competent Authority may, at its discretion and with the approval of the Board of Management, grant Advance Leave to a temporary teacher. who is suffering from a serious medical ailment, for a period not exceeding 180 days in all.

subject to the provisions of sub-clauses (b), (c) and (d) of- clause 17. and to the following further conditions —

(1) that the teacher has put in a service of at least one year;

(2) that the post from which the teacher proceeds on leave is likely to last till his return to duty;

(3) that the request for the grant of such leave is supported by a medical certificate; and _

(4) that where the teacher is subsequently appointed on permanent basis. the . leave so granted shall be offset against his entitlement to Advance Leave: .

Provided further that the conditions governing the grant of Extraordinary Leave to a temporary teacher shall be as specified in sub-clause (b). ,

(b) In the case of a temporary teacher, the duration of Extraordinary Leave on any occasion shall not exceed the following limits

(i) three months at a time;

(ii) six months, in case the teacher has completed three years of continuous service and the leave application is supported by a medical certificate;

(iii) eighteen months, where the teacher is undergoing treatment in a recognized hospital for a chronic or infectious disease of a serious nature or a potentially life-threatening condition;

(iv) twenty four months, where the leave is required for prosecuting studies certified to be in the interest of the institution, in case the teacher has completed, or shall complete on the date of the commencement of such leave, three years of continuous service:

Provided that where such teacher has not completed three years of continuous service, Extraordinary Leave may be sanctioned for the period of shortfall from the limit of twenty-four months in continuation of any other kind of leave due and applied for under this clause. including the Extraordinary Leave admissible under serial number (i). in case the requirement of three years of continuous service shall be completed on a date not later than the date of the expiry of such leave. .

(c) Where a temporary teacher fails to resume duty on the expiry of the Extraordinary Leave granted to him/her for the maximum period permissible under sub-clause (b), or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which, together with the Extraordinary Leave granted, exceeds the limit up to which he could have been granted such leave in accordance with the provisions of serial number (iv) under sub-clause (b), he shall, unless the Board of Management or the Governing Body, in view of the exceptional circumstances of the case, otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the service of the institution. -

(d) The provisions of sub-clause (d) of clause 5 shall mutatis mutandis apply to the credit of Earned Leave and Half-pay Leave to the Leave Account of a temporary teacher.

21. (a) The Competent Authority for Extraordinary Leave may, on a request to that effect from a foreign Government, or the Central or a State Government. or on such request from.

or in pursuance of any agreement or arrangement with, any authority, establishment, institution or organization ' entitled for the purpose under the rules referred to in serial number (vi) under sub-clause (b) of clause I, grant permission to a confirmed teacher, including a teacher on probation holding a lien on a permanent post in the institution, to serve such Government or such authority, establishment, institution or organization on deputation from the institution.

(b) The grant of, permission for service on deputation, under the provisions of sub-clause (a), shall be subject to the following terms and conditions— “ .

(i) such permission 'shall not be available as a rule, or as of right, to a teacher, and shall not be granted, except if the Competent Authority is satisfied that it would serve to promote international relations or the larger interest of the country or the cause of education; learning or research:

Provided that such permission shall not be given if ' the emoluments admissible to the teacher on foreign service are much more than his emoluments in the institution to the extent" that foreign service is rendered appreciably more attractive than the service of the institution;

(ii) the total period of service on deputation or foreign service admissible to a teacher shall not exceed three years in the entire tenure of service of the teacher in the institution;

(iii) the teacher proceeding on deputation shall give an undertaking by executing a bond, in the manner specified in sub-clause (l) of clause 17, to the effect that he would-serve, the institution, after return from deputation, on the post held by him/her at the time of proceeding on deputation, or in any other post not lower than the same as may be required by time-institution, for twice the period of deputation subject to a maximum of five years from the date or' resuming duties, and in default pay to the institution, an amount equal to ten times the monthly pay that he was drawing at the time of proceeding on deputation; and

(iv) the contributions, referred to in the proviso to sub-clause (b) of clause}, for the period of deputation or foreign service, shall -

(l) for contributory provident fund, be paid by the teacher, in respect of his subscription, at the rates at which he would have subscribed while in the service of the institution. and by the employer being served by the teacher on deputation or foreign service. in respect of the contribution of the institution. at the rates at which the contribution the institution to the said fund is payable: and

(2) for leave salary and pension. be paid by the employer being served by the teacher on deputation or foreign service. at the rates laid down by the Board of Management in consultation with the Finance Committee For teachers of the University and the Colleges.

22 The principles underlying the provisions of clauses (a) and (b) shall mutatis mutandis apply to cases of deputation of teachers within the institution.

ORDINANCE XXIX: PART-TIME TEACHERS AND GUEST FACULTY

ORDINANCE:

1. Such posts or Part-time Teachers in Law in the University as were duly created as such by the Board of Management, or in any Constituent College as were duly approved by authority empowered in that regard. prior to the date of the commencement of the Act. and were subsisting on such date shall continue to exist as such up to the date of the discontinuance of one or more. or all. of them —

(i) in the case of the University, by the Board of Management on the recommendation of the Academic Council to that effect: or

2. (a) Appointment to any post of Part time Teachers in Law shall be for a term of three years in the first instance. which may be extended for a further term of three years —

(i) in the case of the University. by the Board of Management. on the recommendation' made by the Vice-Chancellor after considering the proposal in this regard submitted by the Head of the Department through the Dean of the Faculty concerned; or

Provided that every person serving as Part-time Teacher in Law. Immediately before the commencement of this Ordinance, shall be deemed to have been appointed under this Ordinance from the date of his initial appointment as such. 'and shall continue as such in case he has not already completed a term of three years.

b) A Part-time Teachers in Law in the University and the Constituent Colleges may receive salary not exceeding one-half of' the initial salary in the scale of pay of Lecturer, as determined by the Board of Management, and such salary may be increased by the Board of Management upon any revision of such scale of pay:

Provided that the emoluments of such Part-time Teachers in Law may not include any allowance, except such as may be approved by the University Grants Commission:

Provided further that the Board of Management may, on the recommendation of the Finance Committee and with the approval of the University Grants Commission approve fixed monthly emoluments for the posts of part time Teachers in Law in the University and the Constituent Colleges. and may. in the same manner. revise such emoluments from time to time.

3. a) The qualifications for appointment as Part-time Teachers in Law shall be as follows — '

(i) at least a Bachelor's degree in Law with not less than at) per cent marks (or the Grade Point 3.00 in the Letter Grade Scale. as prescribed by the Ordinance governing qualifications for posts of teacher

(ii) actual practice of not less than five years as an advocate at the level of the High Court or the Supreme Court or experience of not less than ten years as an officer of the Judicial Service. -

b) Posts of Part-time Teachers in Law shall be advertised in the same manner as posts of Teachers in the University or the Constituent College, as the case may be.

c) In the case of the University, appointment of Part-time Teachers in Law shall be made by the Board of Management, on the recommendation of the Selection Board comprising -

(i) the Pro-Vice-Chancellor or where there is no Pro Vice Chancellor a Professor of the University nominated by the Vice-Chancellor (Chairperson):

(ii) the Dean of the Faculty of Law:

(iii) the Head of the Department of Law:

iv) one expert nominated by the Vice-Chancellor from the panel of experts for the post of Teachers in Law: and

(v) one person of eminence with knowledge or professional experience in the subject or field of Law, nominated by the Vice-Chancellor:

Provided that the Registrar; or a member of the administrative staff not below the rank of Deputy Registrar. nominated by the Vice-Chancellor. shall be the Secretary of the Selection Board

(d) The date, time and venue of the Selection Board, referred to in sub-clause (c), shall be fixed by the Chairperson, and a notice of not less than fourteen days reckoned from the date of dispatch thereof shall be given by the Secretary to each member and to each candidate

Provided that such notice shall be served personally or by Registered Post or by other means of dispatch which record or indicate the receipt of a dispatched communication by the addressee:

Provided further that in the case of the members under serial numbers (ii) and (iii) of sub-clause (c), such notice may be of lesser duration.

(e) The majority of members. including at least one of the members under serial numbers (iv) and (v) of sub-clause (c), shall form the quorum for any meeting of the Selection Board. '

(f) The procedure to be followed by the Selection Board in framing its recommendations shall be the same as in the case of the Selection Committee for whole-time posts of teachers.

(g) Where the Board of Management or the Governing Body, as the case may be, approves the extension of the tenure of a serving Part-time Teachers in Law, under the provisions of sub-clause (a) of clause 2, it shall not be necessary to advertise the concerned post or convene the Selection Board for the same. '

(h) Where the Board of Management or the Governing Body disagrees with the recommendation of the Selection Board, it shall record the reasons for the same. And the matter shall be remitted to the Selection Board for re-submitting its recommendation after addressing such reasons:

Provided that where the Board of Management or the Governing Body again disagrees with reasons with the re-submitted recommendation of the Selection Board, the Selection Board shall be re-constituted and shall submit its recommendation from amongst the same candidates which shall be dealt with as if it were the original recommendation of the Selection Board.

ii) The candidate appointed as Part-time Teachers in Law shall join the post within a period of two months, reckoned from the date of dispatch of the offer of appointment, but in special circumstances the Chairperson of the Board of Management/Governing Body may, on an application of the candidate in that regard and under intimation to the Board of Management/ Governing Body extend such period by not more than one month.

4. Notwithstanding anything contained in clauses 1, 2 and 3, a teacher serving on the date of the commencement of the Act, as Part-time Teachers in any Department, other than the Department of Law, or in a University institute including a Centre thereof Or in an independent Centre, on a duly created post of Part-time Teachers or against a vacant regular post, shall continue to serve as such on the same terms and conditions, including emoluments, as on such date, without prejudice to the eligibility of such Part-time Teachers for proportionate increase of such emoluments upon the revision of the scale of pay for the post of Lecturer.

5. (a) A Part-time Teachers shall be a member of the academic staff. .

(b) The Work-load of a Part-time Teachers shall be not less than half the work load of a whole-time teacher.

(c) A Part-time Teachers shall, in addition to the instruction of students, discharge such other academic duties as he may be required to perform in the Department, University Institute, including a Centre thereof, an independent Centre or the Constituent College, as

the case may be. and for the University, but shall not be eligible, as such. to be a member of any authority of the University, or the bodies of the concerned-Department.

University Institute. including a Centre thereof, or independent Centre and, in the case of a Part-time Teachers in Law in a Constituent College, the Governing Body. the Staff Council and the Staff Committee:'

Provided that a Part-time Teachers shall not serve as an examiner for any course of study. except if he fulfills the qualifications for appointment as examiner.

(d) No person shall continue as a Part-time Teachers upon attaining the age of sixty-five years.

(e) A Part-time Teachers shall be eligible for the grant of Casual Leave, Special Casual Leave, Duty Leave, Earned Leave, Half-pay Leave, Extraordinary Leave. Maternity Leave and Paternity Leave, and for vacation, admissible to whole-time teachers, as prescribed by Ordinance XLIII, subject to the following conditions —

(i) the provisions in respect of the Competent Authority for the grant of leave to, and the maintenance of the Leave Account of, Part-Time Teachers shall be the same as specified in the said Ordinance;

(ii) the Earned Leave admissible to a Part-time Teachers shall not accumulate beyond sixty days and shall be the sum of the following —

(1) one-sixtieth of actual service including vacation;

(2) one-third of the period, if any, during which he is required to perform duty during vacation; and

(3) one-third of the period, if any, by which the vacation is curtailed in any Leave Year (as defined in the said Ordinance), subject to a maximum of fourteen days of Earned Leave:

Provided that for the purposes of the computation of the period of actual service, the period of vacation shall be included except where it falls within any period of leave, and all periods' of leave except Casual Leave, Special Casual Leave and Duty Leave shall be excluded:

Provided that where a Part-time Teacher is appointed. Without interruption of duty, to a post of Teachers in the same institution (i. e'. the University or the Constituent College), the balance of the Earned Leave in his Leave Account as Part-time Teachers shall be credited to his Leave Account as Part-time Teacher;

(ii) Half-pay Leave and Extraordinary Leave may not be granted to a Part-time Teacher, except If the Competent Authority for sanctioning Leave has reason to believe that he shall return to duty on the expiry of such leave:

(iii) the Half-pay Leave admissible to a Part-time Teacher shall be ten days for each completed year or Service, and may be granted on medical certificate or for academic or professional purposes or private affairs;

(iv) the duration of extraordinary leave granted to a Part-time Teachers on any occasion shall not exceed the following limits

(1) six weeks at a time;

(2) three months, in case. he has completed three years of continuous service and the leave application is supported by a medical certificate:

(3) twelve months, where he is undergoing treatment in a recognized hospital for a chronic or infectious disease of a serious nature or a potentially life-threatening condition;

where a Part-time Teacher fails to resume duty on the expiry of the Extraordinary Leave granted to him/her for the maximum period permissible under serial number (iv) he shall, unless the Board of Management in view of the exceptional circumstances of the case other-wise determines be deemed to have resigned-his appointment and shall accordingly cease to be in service as Part-time Lecturer;

6. (a) For the purposes of this Ordinance, the term "Guest Faculty" means persons engaged for instructional purposes on contractual basis, for a period not exceeding one academic year, by an academic unit. i. e. a Department under a Faculty, other than a Faculty constituted by a University College admitted to the privileges of the University; a University institute, an independent Centre or a School. or by an institution admitted to the privileges of the University.

EXPLANATION: 1. Persons engaged as Guest Faculty 'under the provisions of this Ordinance shall not be entitled to the status or privileges of Visiting Professors, Visiting Fellows. Or Visiting Lecturers, invited for participation in academic work, under any scheme of, or approved by, the University Grants Commission or of any other national funding agency;'

EXPLANATION: 2. The persons engaged or invited for imparting instruction in any Department, University Institute, independent Centre or Constituent College, as Guest or Visiting Teachers s or Faculty, by whatsoever designation they may be called, shall not be entitled to be designated or regarded as Part-time Teachers s.

(b) Engagement of Guest Faculty may be made in the following circumstances — ‘

i) where there is a vacancy in an approved post of teacher;

ii) where persons having professional expertise in specialized subjects or fields are required to be associated“ for strengthening or supplementing regular instruction;

iii) where special instructional programmes have to be organized for students:

or

(iv) where the workload for an approved course of study does not justify the appointment of a whole-time regular teacher throughout the academic year.

(c) The following persons may be considered for purposes of engagement as Guest Faculty -

(i) a retired teacher of an institution of higher education;

(ii) a serving teacher of an institution of higher education, who is eligible under the rules of such institution to undertake the engagement; or

(ii) a person with professional expertise and experience in the specialized subject or fields.

(d) The engagement of Guest Faculty shall be on such honorarium, determined on per Lecture basis and subject to such maximum monthly limit, as may be laid down by the University Grants Commission for Guest Teachers.

(e) Where the persons specified in serial numbers (i) and (ii) of sub-clause (c) are not available, a person fulfilling the qualifications for appointment as Teachers may be engaged as Guest Faculty on such honorarium as may be approved by the University Grants Commission for such cases.

(f) A person engaged as Guest Faculty shall not be assigned administrative duties, such as those connected with 'admissions or examinations, in the academic unit concerned, and shall not be entitled to claim any benefit or credit for such duties performed voluntarily, or on separate remuneration: "

Provided that such person shall be called upon to perform duties related to continuous assessment and project work of the students of the course of study concerned:

Provided further that such person shall not serve as an examiner for any course of study, except if he fulfills the qualifications for appointment as examiner.

(g) The procedure for the engagement of Guest Faculty, and the format of the contract admissible to persons engaged as such, shall be prescribed by the Vice-Chancellor and reported to the Board of Management.

(h) The engagement of Guest Faculty shall not continue beyond the terminal date for instruction for the course of study concerned, or for the special instructional programme concerned in any academic year.

Provided that where a person, referred to in sub-clause (c) engaged. in the prescribed a manner by an academic unit as Guest Faculty in an academic year continues to be eligible for such engagement, he may be re-engaged as such by such academic unit for the immediately subsequent academic year without recourse to the procedure specified under

the provisions of sub-clause (g) but such re-engagement without recourse to the said procedure. shall, not be permissible beyond three consecutive academic years.

ORDINANCE: XXX CAREER ADVANCEMENT OF TEACHERS OF THE UNIVERSITY

ORDINANCE

1. For the purposes of this Ordinance, unless the context requires otherwise
 - i. Career Advancement means placement in the Senior Scale or the Selection Grade or promotion to the post of Associate Professor or Professor, as the case may be, of a teacher eligible for the same under the provisions of this Ordinance
 - ii. date of eligibility, in relation to Career Advancement, means the date on which a teacher completed the qualifying period of service for placement in the Senior Scale or the Selection Grade or for promotion to the post of Associate Professor or Professor, as the case may be, under the provisions of this Ordinance;
 - iii. Promotion means appointment, under the provisions of this Ordinance, to a higher cadre by promotion;
 - iv. regular appointment means appointment on the recommendation of the Selection committee constituted in accordance with statutory provisions;
 - v. Screening Committee means the Screening Committee constituted, under the provisions of this Ordinance, for assessing teachers for placement in the Senior Scale:
 - vi. Selection Committee means the Selection Committee for assessing teachers for promotion to the post of Associate Professor or Professor, as the case may be, which shall have the same constitution as prescribed by clause (2) of statute 31 for the Selection Committee for direct recruitment to the corresponding post;
 - vii. Selection Grade or Senior Scale means the higher scale of pay as approved by the University Grants Commission, admissible to Assistant Professors in accordance with the provisions of this Ordinance:

Provided that the Selection Grade shall, unless specified otherwise by the University Grants Commission, be the same as the scale of pay for Associate Professors;

- viii. Service means the period of service in this University after regular appointment to the concerned post
 - 1) to which may be added the period of such earlier service on the post of the same rank and grade as is admissible for inclusion in determining the length of service of the teacher in the concerned cadre, under the provisions of serial numbers (iii) and (iv) of sub-clause (c) of clause 12 of Ordinance XL, and, in the case of Assistant Professors, such period of experience in other categories of tenures as is admissible under the provisions of clause 8; and
 - 2) from which shall be deducted the length of all instances of break of service and of Extraordinary Leave availed of for non-academic purposes other than serious illness,

- during the period of service on the concerned post in this University, after regular appointment thereto, and the period of the earlier service referred to in item 1 and
- ix. Teacher means a teacher of the University, as defined in sub-clause (a) of clause I of Ordinance XXIV.

2. (a) Subject to the provisions of the Statutes and the Ordinances, teachers shall have the opportunity for Career Advancement, as prescribed and laid down by UGC under Table III of Appendix III Appended to the Fourth Amendment of Regulations 11 July 2016

- I. Placement in the Senior Scale; for Assistant Professors/equivalent cadres from, (Stage 1) to (Stage 2),
- II. Placement in the Senior Scale; for Assistant Professors/equivalent cadres from (Stage 2) to (Stage 3)
- III. Placement in the Senior Scale; for Associate Professor from Assistant Professors/equivalent cadres from (Stage 3) to (Stage 4)
- IV. Placement in the Senior Scale; for Professor from Associate Professor (Stage 4) to Professor (Stage 5)
- V. Placement in the Senior Scale; for Professor from Professor (Stage 5) to (Stage 6)

Minimum Academic Performance and Service Requirements for Promotion of teachers in Universities and Colleges: Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Journalism and Mass Communication

1. Promotion of Teachers through CAS

A. Assistant Professor/equivalent cadres from Stage 1 to Stage 2

- I. **Service Requirement:** Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Phil / PG Degree in Professional Courses such as LLM, M. Tech, M.V. Sc., M.D., or six years of service who are without Ph. D/M. Phil / PG Degree in Professional courses.
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - I. Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).
 - II. One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration.
 - III. Screening cum Verification process for recommending promotion.

B. Assistant Professor/equivalent cadres from Stage 2 to Stage 3

- I. **Service Requirement:** Assistant Professor with completed service of five years in Stage 2.
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - a. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A)
 - b. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.

- c. Screening cum Verification process for recommending promotion.

C. Assistant Professor (Stage 3) to Associate Professor (Stage 4)

- I. **Service Requirement:** Assistant Professors with three years of completed service in Stage 3.
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - a. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).
 - b. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.
 - c. One course / programme from among the categories of methodology workshops Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
 - d. A selection committee process as stipulated in the regulation and in Tables II (A).

D. Associate Professor (Stage 4) to Professor (Stage 5)

- I. **Service Requirement:** Associate Professor with three years of completed service in Stage 4
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - a. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
 - b. A minimum of five publications since the period that the teacher is placed in stage 3.
 - c. A selection committee process as stipulated in the regulation and in Tables II (A).

E. Professor (Stage 5) to Professor (Stage 6).

- I. **Service Requirement:** Professor with ten years of completed service (universities only)
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - a. Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A).
 - b. Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honors / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D. Sc., D.Litt., LL.D., etc.,
 - c. A review process by an Expert Committee as stipulated in this regulation and in Tables II (A).

Promotion of Physical Education Cadres through CAS – Table VI of Appendix III Appended To 4 Amendment Regulations 11 July 2016

A. Assistant DPE/College DPE to Assistant DPE (Senior Scale) /College DPE (Senior Scale) (Stage I to Stage 2)

- I. **Service Requirement:** Assistant DPE /College DPE completed four years of service in Stage I with Ph.D. or five years of service with M. Phil Or six years of service without Ph. D/ M. Phil
 - II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A).One Orientation and one Refresher / Research Methodology Course of 3/4 weeks duration. Screening cum Verification process for recommending promotion
- B. Assistant DPE (senior scale) /College DPE (senior scale) to Deputy DPE/Assistant DPE (selection grade) /College DPE (selection grade) (Stage 2 to Stage3)**
- I. **Service Requirement:** Assistant DPE (senior scale) College DPE (senior scale) with completed service of five years in Stage 2
 - II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A)
 - ii. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 3/4 week duration.
 - iii. Screening cum Verification process for recommending promotion.
- C. Assistant DPE (Selection Grade)/College DPE (Selection Grade) to Deputy DPE /College DPE (Selection Grade) (Stage 3 to Stage 4)**
- I. **Service Requirement:** Assistant DPE (Selection Grade) /College DPE (Selection Grade) with three years of completed service in Stage 3
 - II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A).
 - ii. At least three publications in the entire period as Assistant/College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.
 - iii. Evidence of having produced teams / athletes
 - iv. A selection committee process as stipulated in the regulation and in Tables V (A).
- D. University DPE (Stage 5) (For Universities only)**
- I. **Service Requirement:** Deputy DPE in Universities with Three years of completed service in (Stage 4)
 - II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A) Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
 - ii. A minimum of five publications since the period the personnel is placed in stage 3

- iii. Evidence of having produced. teams / athletes
- iv. A selection committee process as stipulated in the regulation and in Tables V (A)

Note: The explanatory note provided for Table II A for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

Performance and Service Requirements for Promotion of Librarian Cadres in Universities and Colleges

Promotion of Librarian Cadres through CAS

1. Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage I to Stage 2)

- I. **Service Requirement:** Assistant Librarian/College Librarian completed four years of service in Stage I with Ph.D. or five years of service with M. Phil or six years of service without Ph.D./ M. Phil
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres.
 - ii. One Orientation and one Refresher Course of 3/4 weeks duration
 - iii. Screening cum Verification process for recommending promotion.

2. Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (Selection grade) /College Librarian (selection grade) (Stage 2 to Stage 3)

- I. **Service Requirement:** Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres
 - ii. Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.
 - iii. Screening cum Verification process for recommending promotions

3. Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) Deputy Librarian /Assistant Librarian (Selection Grade) /College Librarian to Deputy Librarian / College Librarian(Selection Grade)(Stage 3 to Stage 4)

- I. **Service Requirement:** Deputy Librarian /Assistant Librarian(Selection Grade) /College Librarian (Selection Grade) with three years of completed service in Stage
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph.D. Holders
 - ii. Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.

- iii. A selection committee process as stipulated in the Regulation and in Table VIII (A)

4. University Librarian (Stage 5)(For universities only)

- I. **Service Requirement:** Deputy Librarian in universities with three years of completed service in Stage 4
- II. **Minimum Academic Performance Requirements and Screening/Selection Criteria**
 - i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required.
 - ii. A minimum of five publications since the period that the teacher is placed in stage 3
 - iii. Evidence of innovative library service and organization of published work.
 - iv. A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table II A for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

Provided that in the circumstances specified in the first proviso to serial number (ii) of sub-clause. (a) of clause 5, a Assistant Professor, not serving in the Senior Scale, may be considered for placement in the Selection Grade and promotion to the post of Associate Professor.

(b) The provisions relating to the conditions of eligibility and the procedure for Career Advancement, as specified in this Ordinance, shall be subject to the directions in that regard issued by the University Grants Commission, from time to time, and such directions shall, upon being reported to the Board of Management come into effect from the respective dates of the issuance thereof.

(c) Placement in the Senior Scale or the Selection Grade shall not be granted with effect from any date prior to July 27, 1998.

(d) The University Grants Commission may nominate Observers for the Screening Committees and Selection Committees constituted under the provisions of this Ordinance.

(e) The Orientation Programmes and Refresher Courses attended by a Assistant Professor shall not be admissible for purposes of placement in the Senior Scale or the Selection Grade, or of promotion to the post of Associate Professor, except if sponsored or approved by the University Grants Commission and of a duration of not less than twenty-one days: Provided that such Continuing Education Programme of the said duration, as is recognized in this regard by the University Grants Commission, shall be deemed equivalent to a Refresher Course:

Provided further that the requirement of attending Refresher Courses for purposes of promotion to the post of Associate Professor shall be subject to such relaxations as may be specified, from time to time, by the University Grants Commission.

3. (a) The teacher eligible, under the provisions of this Ordinance, for Career Advancement, as specified in sub-clause (a) of clause 2, shall submit, to the Registrar, on the Form prescribed for the purpose by the Vice-Chancellor, a Self-Assessment Report, containing information, inter alia relating to the performance of his work and his academic attainments, in respect of the matters that are to be, or may be considered or assessed by the concerned Screening Committee or Selection Committee

Explanation: For the purposes of this sub-clause, the term “work” shall mean the work done with reference to the work expected from a teacher under the provisions of the Act, the Statutes, the Ordinances and Regulations

(b) The Self-Assessment Report, referred to in sub-clause (a), shall be submitted, with the required endorsements and annexure, in the case of —

- i. a teacher of a Department, through the Head thereof and the Dean of the concerned Faculty;
- ii. a teacher of a University institute, through the Director thereof; or
- iii. a teacher of an independent Centre, through the Head thereof’.

(c) The Registrar shall, with the approval of the Vice-Chancellor, issue notice for appearing before the Screening Committee or the Selection Committee, as the case may be, to the teachers whose cases for consideration for Career Advancement are, after the examination of the Self-Assessment Reports submitted by them and the records of the University, prima-facie found to be in order, but any such notice shall not be a proof or acknowledgement of any entitlement of the concerned teachers to be considered for Career Advancement

4 (a) A confirmed Assistant Professor shall be eligible for placement in the Senior Scale, after assessment by the Screening Committee, if he has

- i. subject to the provisions of sub-clauses (a) and (b) of clause 8, completed
 - 1) in case he holds a doctoral degree, four years of service;
 - 2) in case he holds the M. Phil. degree, but does not hold a doctoral degree, five years of service; or
 - 3) in case he does not hold a doctoral or the M. Phil. degree, six years of service:

Provided that the Board of Management may, by Regulations, specify the minimum period of service required to have been completed on the post of Assistant Professor in this 'University for purposes of eligibility for placement in the Senior Scale; ' _

- ii. after regular appointment as Assistant Professor, attended, subject to the provisions of sub-clause (e) of clause 2, one Orientation Programme and, in case he does not hold a doctoral degree, one Refresher Course as well; and
- iii. consistently satisfactory performance appraisal reports.

(b) The Screening Committee shall consist of the following members

- i. the Vice-Chancellor (Chairperson);
- ii. in the case of a teacher
 - 1) of a Department, the Dean of the concerned Faculty and the Head of the concerned Department;
 - 2) of a Centre under a University institute, the Director of the University institute and the Head of the concerned Centre;
 - 3) of a University institute, who is not assigned to any Centre, the Director of the concerned University institute and one senior teacher thereof nominated by the Vice-Chancellor, in consultation with the Director;
 - 4) of an independent Centre, the Head of the concerned independent Centre and one senior teacher thereof nominated by the Vice-Chancellor, in consultation with the Head; and
- iii. two experts of the subject concerned, nominated by the Vice-Chancellor from the panel of experts approved for the Selection Committee for direct recruitment to the post of Assistant Professor.
- iv. The Screening Committee shall consider the Self Assessment Report, the annual Academic Progress Reports, and the teaching and research work, and the service record, of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview him/her, and shall recommend whether the teacher is suitable or not suitable for placement in the Senior Scale.
 - 5) (a) A confirmed Assistant Professor shall be eligible for promotion to the post of Associate Professor. After assessment by the Selection Committee, if he —
 - i. holds a doctoral degree, or has to his credit published work that is considered by the Selection Committee as equivalent to a doctoral degree;
 - ii. has, subject to the provisions of sub-clause (c) of clause 8, completed five years of service in the Senior Scale:

Provided that a Assistant Professor serving in the Senior Scale for less than five years who was not, on any earlier occasion, denied placement in the Senior Scale, or a Assistant Professor who is not serving in the Senior Scale on account of the fact that the Screening Committee was not convened after he had become eligible for placement therein, shall be required to have completed, as Assistant Professor,-

(1) in case he holds a doctoral degree, nine years of service; ‘

(2) in case he holds. the M. Phil. degree, but does not hold a doctoral degree, ten years of service; or ‘

(3) in case he does not hold a doctor of degree or the M. Phil. degree. eleven years of service:

Provided further that the Board of Management may, by Regulations, specify the minimum period of service required to have been completed on the post of Assistant Professor in this University for purposes of eligibility for promotion to the post of Associate Professor;

- i. has made some mark in the areas of scholarship, research and teaching, as evidenced inter-alia by his Self-Assessment Report and the reports of referees. with special reference to the quality of his publications, teaching materials and his contribution to educational innovation, design of new courses and curricula, and extension activities;
- ii. has attended

(1) after placement in the Senior Scale, two Refresher Courses; or

(2) in the case of a Assistant Professor who is not serving in the Senior Scale on account of the fact that the Screening Committee was not convened alter he had become eligible for placement therein, one Orientation Programme and three Refresher Courses. or in case such Assistant Professor holds a doctoral degree, one orientation Programme and two Refresher Courses; and

- iii. has consistently satisfactory performance appraisal reports.

(b) The Selection Committee shall consider the Self-Assessment Report. the annual Academic Progress Reports, the details of the teaching and research work and publications, and the service record, of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview him/her, and shall recommend whether the teacher is suitable or not suitable for placement in the Selection Grade and promotion to the post of Associate Professor

(c) Where a teacher is not found suitable for promotion to the post of Associate Professor on the ground that he does not meet the standards of scholarship and research expected of a Associate Professor or that his published work, in case he does not hold a doctoral degree, is not equivalent to such degree, the Selection Committee may, in case it is of the view that he fulfills the other criteria specified in sub-clause (a) and has a good record in teaching and has, preferably, contributed in various ways to the extension activities, examinations and corporate life of the University, recommend his placement in the Selection Grade.

6. (a) A Associate Professor, not serving on probation or on a temporary post, shall be eligible for promotion to the post of Professor, after assessment by the Selection Committee, if he-

- i. has completed eight -years of service on the post of Associate Professor:

Provided that the Board of Management may, by Regulations, specify the minimum period of service required to have been completed on the post of Associate Professor in this University for purposes of eligibility for promotion to the post of Professor; -

- ii. holds a doctoral degree, and has attained the academic and professional standards expected of a Professor, as evidenced by the quality of his published research contributions, books and articles and other noteworthy academic contributions, including the conduct and guidance of research;
- iii. is actively engaged in scholastic activities, such as attending and presenting his academic work at Seminars, Conferences, etc
- iv. has a good record in teaching and has contributed to the academic environment, corporate life and extension or field outreach activities, of the University;
- v. has a good record in teaching and made significant contributions to the academic environment and areas such as the corporate life, extension programmes or field outreach activities of the University; and
- vi. has consistently satisfactory performance appraisal reports. '

(b) The Associate Professor referred to in clause (a) shall be required to submit, in three sets. With his Self-Assessment Report, not less than three and not more than five of his academic contributions (which may include up to two books) that he regards as his best, of which at least three research publications shall pertain to the period between his appointment as Associate Professor and his date of eligibility for promotion to the post of Professor: " . .

Provided that where on the said date of eligibility, the Associate Professor does not have three research publications pertaining to the said period, his date of eligibility shall stand extended up to the date on which the requirement of this provision is fulfilled. '

(c) The Registrar shall forward the academic contributions referred to in sub-clause (b,) to the- expert members of the Selection Committee sufficiently in advance, in order that they may review the same before reporting for the meeting of the Selection Committee.

(d) The Selection Committee shall consider the Self-Assessment Report, the annual "Academic Progress Reports,-the details of the teaching and research work, publications and other contributions, with special reference to such work, publications and contributions after appointment as Associate Professor, and the service record of' the teacher and such other relevant records as may be placed before, or considered necessary by it, and shall

also interview the teacher, and shall recommend whether the teacher is suitable or not suitable for promotion to the post of Professor.

7. (a) The Screening Committee and the Selection Committee shall, as far as possible, meet once every year to consider the cases of eligible teachers.

(b) The provisions in -aspect of the convening of the meeting, and the issue of notice to the members, of the Screening Committee or the Selection Committee, the quorum for such meeting, and the withdrawal of members, on grounds-of personal interest, from such meeting and from the meeting of the Board of Management convened to consider the recommendations thereof shall

- i. in the case of the Screening Committee, be the same as for the Selection Committee for direct recruitment to the post of Assistant Professor; or
- ii. in the case of the Selection Committee, be the same as for the Selection Committee for direct recruitment to posts of Professor and Associate Professor:

Provided that the period of notice to teachers for appearing before the Screening Committee or the Selection Committee may be of a duration lesser than that in the case of direct recruitment to the said posts.

(c) Where

- i. the Screening Committee does not recommend the placement of the teacher in the Senior Scale;
- ii. the Selection Committee for the post of Associate Professor does not recommend the promotion of the teacher, including a teacher already in the Selection Grade, to the post, or recommends that the teacher not found suitable for such promotion be placed in the Selection Grade, in case he is not so placed already; or
- iii. the Selection Committee for the post of Professor does not recommend the promotion of the teacher to the post, it shall record the reasons for the same.

(d) The recommendation of the Screening Committee or the Selection Committee shall be considered by the Board of Management, which may approve or disagree with the same, and where it disagrees therewith, it shall record the reasons for such disagreement. 4 .

(e) Promotion to the post of Associate Professor or Professor shall take effect from the date of taking charge of the post after the grant of promotion by the Board of Management or, where matter was referred to the Chancellor by the order of the Chancellor.

(f) Where the Board of Management disagrees with the recommendation of

- i. the Screening' Committee, the same Screening Committee shall reconsider such recommendation, with reference to the reasons recorded for the said disagreement

- by the Board of Management, and where the Screening Committee reaffirms the original recommendation, the Board of Management shall approve the same; or
- ii. the Selection Committee, the provisions in that regard in the ease of direct recruitment to posts of Professors and Associate Professors shall apply.'

(g) A teacher, who is not granted -

- i. placement in the Senior Scale;
- ii. promotion to the post of Associate Professor, but granted placement in the Selection Grade;
- iii. promotion to the post of Associate Professor and placement in the Selection Grade, if not so placed already; or
- iv. promotion to the post of Professor, may offer him/herself again, after one year, for being considered for such placement or promotion, and in such a case he shall be assessed for the same by the Screening Committee or the Selection Committee, as the case may be constituted for considering the cases of teachers who may have become eligible for such placement or promotion in the mean time.

(h) Where, upon appearing for the first time before the Screening Committee or the Selection Committee, the teacher is approved for placement in the Senior Scale, or for placement in the Selection Grade, with or without the grant of promotion to the post of Associate Professor, as the case may be, he shall be granted such placement with effect from his date of eligibility for the same: -

Provided that the benefit of this provision shall not be admissible where: the teacher" had voluntarily not availed of the opportunity of appearing before the concerned Screening Committee or Selection Committee on the earlier occasion on which it had been convened, on or alter his date of eligibility for the same. and in such a case the provisions of sub-clause (i) shall apply to the teacher.

- i. A teacher who was earlier not granted placement in the Senior Scale or the Selection Grade, or who voluntarily did not avail of the opportunity of appearing before the Screening Committee or the Selection Committee on the 'earlier occasion that it was convened, on or after his date of eligibility in that regard. shall. Upon approval for such placement after appearing before a subsequent meeting of the concerned Screening Committee or Selection Committee, be granted the same from the date of the said subsequent meeting.

8. (a) A Assistant Professor, who fulfils the conditions of eligibility for placement in the Senior Scale specified in serial numbers (ii) and (m) of sub-clause (a) pl clause 4, may submit an application to the Vice-Chancellor, through the prescribed channel, for the inclusion, in the service admissible for such placement under the provisions of serial number (i) of the said sub-clause (a), of the period of his experience, immediately before his

appointment as Assistant Professor, on a tenure (hereafter in this clause referred to as the earlier tenure in

- i. a post in or under a National Laboratory or other national Scientific Organization; or
- ii. an assignment, awarded by the University Grants Commission or other national funding agency. on a position such as Research Scientist, Research Associate or Pool Officer, for, which the prescribed qualifications and the scale of pay were not lower than, or were equivalent to, ' the qualifications prescribed for the post of Assistant Professor in this University, but such application shall not be granted. except in accordance with the conditions specified in sub-clause(b):

Provided that the Board of Management may, by Regulations, specify that categories of the assignment, referred to in serial number (ii), which shall be admissible for the purposes of such inclusion and the extent to which the period of experience in any such category may so be included. ,

(b) The following conditions shall govern any application for the inclusion of the earlier tenure referred to in sub-clause (a) -

- i. the appointment to the post referred to in serial number (i), or the assignment on the position referred to in serial number (ii), of sub-clause (a). was 'not of an adhoc or temporary nature and was made or granted in accordance with the procedure prescribed for the same:

Provided that where such appointment or assignment of a temporary or an adhoc nature was of a duration of not less than one year and was followed without any break, by' regular appointment to the same post, or the regularization of the same assignment, such duration may be added to the period of experience on the earlier tenure; .

- ii. the earlier tenure was held continuously for a duration of not less than one year;
- iii. the concerned Assistant Professor fulfilled, during the earlier tenure, the qualifications prescribed for the post of Assistant Professor in this University;
- iv. where the earlier tenure was on a post referred to in serial number (i) of sub-clause (a), the appointment of the concerned Assistant Professor in his present post was in pursuance of an application submitted through the proper channel prescribed for the purpose by the National Laboratory or other National Scientific Organization in or under which the earlier post was held:
- v. no relaxation shall be admissible in respect of any of the conditions specified in serial numbers (i), (ii), (iii) and (iv), and in sub-clause (a);
- vi. in case such application is granted, the Assistant Professor concerned shall not be eligible for placement in the Senior Scale on any date earlier than the date of his confirmation as Assistant Professor; and'
- vii. such inclusion shall not affect

(1) the inter-se seniority of the concerned Assistant Professor in the cadre of Assistant Professors; and

(2) the entitlements of the concerned Assistant Professor to terminal benefits, except in accordance with the rules governing the same.

(c) A Assistant Professor eligible for promotion to the post of Associate Professor, who is not serving in the Senior Scale in the circumstances referred to in the first proviso to serial number (ii) of sub-clause (a) of clause 5, may submit an application in the manner specified in sub-clause (a), for inclusion of his earlier tenure on a post referred to in serial number (i), or an assignment referred to in serial number (ii), of sub-clause (a), in case the benefit of such earlier tenure has not been availed of already, but such application shall not be granted, except in accordance with the conditions specified in sub-clause (b).

9. The first Regulations under the proviso to serial number (i) of sub-clause (a) of clause 4, the second proviso to serial number (ii) of sub-clause (a) of clause 5, the first proviso to serial number (i) of sub-clause (a) of clause 6, and the proviso to sub-clause

(a) of clause 8 shall where necessary or expedient, be drawn up by the Vice-Chancellor, and any Regulations so drawn up shall be reported to the Board of Management.