



**DR. BABASAHEB AMBEDKAR MARATHWAD UNIVERSITY, AURANGABAD  
431001.**

**Name of College:** Smt. S. K. Gandhi Arts, Amolak Science and P. H. Gandhi Commerce  
College, Kada.

**Self-Assessment-Cum-Performance Appraisal Forms**  
**API - PBAS Proforma**

CAS Promotion for Assistant Professor/ Associate Professor / Professor and  
Direct Recruitment of Associate Professor / Professor in Universities and Colleges

**For**

Faculty of *Humanities / Sciences & Technology/ Commerce & Management/ Interdisciplinary*

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18<sup>th</sup> July, 2018  
ii) Government of Maharashtra Misc. – 2018.CR 56/18/ UNII date 8<sup>th</sup> March, 2019

**ACADEMIC YEAR: 2021-2022**

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (in Block Letters)	:	<b>DR. MAGAR SHRIKANT RAGHUNATH</b>
2	Department	:	<b>PUBLIC ADMINISTRATION</b>
3	Current Designation & Academic Level	:	<b>ASSISTANT PROFESSOR &amp; AL-13A</b>
4	Date of last Promotion	:	<b>15/10/2020</b>
5	Which position and Academic Level are you an applicant under CAS	:	<b>Professor</b>
6	Date of eligibility for promotion	:	<b>15/10/2023</b>
7	Address (With Pin code)	:	<b>Dept. of Public Administration Smt. S. K. Gandhi College, Kada. Ta. Ashti, Dist. Beed. 414202</b>
	Telephone / Mobile No	:	<b>7588875577</b>
	E-mail	:	<b><u>Shirm15@gmail.com</u></b>

8 Academic Qualifications (from S.S.C. till Post-Graduation):

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks Obtained	Division / Class / Grade	Subject
High School / S.S.C.	Latur	March-1999	65.60	I	General
Intermediate / H.S.C.	Latur	Feb- 2001	48.83	II	English, Marathi Chem., Bio, Phy. Crop Pro.
U.G.	S.R.T.M.U. Nanded	M/A 2004	62.64	I	Marathi, Public Administration. Geography
P.G.	Dr. B. A. M. U. Aurangabad	M/A 2006	60.62	I	Public Administration
NET	UGC	December 2005	-	-	Public Administration
MS-CIT	Info. Tech. Mumbai	April 2007	78Marks	I	

09 Research Degree(s):

Degrees	Title	Date of Award	Name of University
Ph.D.	Drinking Water Management in Rural area of Maharashtra Special Reference to Beed District.	16 September 2016	Dr. B.A.M. University, Aurangabad.

10. Appointments held prior - joining this institution: (Please attach relevant certificates of service / experience)

Designation	Name of Employer	Essential Qualifications for the post at the time of Appointment	Nature of Appointment (Regular/ Fixed term / Temporary / Adhoc)	Nature of Duties	Date of Joining	Date of Leaving	Salary with Grade	Reason of leaving

11. Posts held after appointment at this institution:

Designation	Department	Date of Joining		Grade Pay / Pay Matrix Level
		From	To	
Assistant Professor	Public Administration	17 August, 2006	Till date	

12 Period of teaching experience :

P.G. Nil  
U.G. 16 Years.

13 Research Experience excluding years spent in M. Phil. / Ph. D. (In Years): 7 Years

14 Fields of Specialization under the Subject / Discipline : Public Administration

15 Human Resource Development Center Orientation / Refresher Course / FDP/ MOOC / One-Two week courses attended so far:

Name of the Course	Place	Duration	Name of Organizer
Refresher Course in Pol. Sci./Pub. Admn/Law/History	Academic Staff College Dr. B. A. M. U. Aurangabad	03/09/2012 to 25/09/2012	Academic Staff College Dr. B. A. M. U. Aurangabad
91 <sup>st</sup> Orientation Programme	Academic Staff College Dr. B. A. M. U. Aurangabad	01/03/2012 to 30/03/2012	Academic Staff College Dr. B. A. M. U. Aurangabad
Refresher Course in Environmental Studied	Academic Staff College Dr. B. A. M. U. Aurangabad	01/03/2017 to 21/03/2017	Academic Staff College Dr. B. A. M. U. Aurangabad
Short Term Course on Disaster Management	Lakshimibai National institute of Physical Education, Gwalior.	6 March to 12 March 2019.	Lakshimibai National institute of Physical Education, Gwalior.
Faculty Development Programme on Cyber Security	SAJVPM's Smt. S. K. Gandhi Arts, Amolak Science and P. H. Gandhi Commerce College, Kada.	2 December to 7 December, 2019.	Shivaji University, Kolhapur.
Faculty Development Programme on Advanced Concept for Developing MOOCS	Online	2 July to 17 July 2020	Ramanujan College, Delhi.



## PART B: ACADEMIC PERFORMANCE INDICATORS (API):

Based on the teacher's self-assessment, API scores are proposed for (1) teaching related activities; domain knowledge; (2) Involvement in University / College student's related activities / research activities. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the Screening Cum Evaluation / Selection Committee. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category

**Table 1**  
**Assessment Criteria and Methodology for University/College Teachers**

1. Teaching						
Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading For Assistant Professor/ Associate Professor/ Professor	Verified API Grading by Committee	
		Actual Class spent per year	% of Teaching			
	(1)	(2)	(3)	(4)		
	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			i) Good: 80 % & above ii) Satisfactory :Below 80% but 70% & above iii) Not satisfactory: Less than 70%		
1	Teaching: Black board(Online & Offline Mode)	502	95.00	Good		
	Teaching: ICT based	22				
	Practical / Laboratory	-				
	Tutorials / Assignments / Project	34				
	Field Work	-				
	Group Discussion	27				
	Seminars	14				
	Remedial Teaching	-				
	Clarifying doubts within and outside the class hours	40				
	Additional teaching to support counseling and mentoring	45				
	<b>Total Actual hours spent</b>	<b>684</b>				
2. Involvement in the University/College students related activities/research activities						
2	Activities	Specify Actual participation in year	Total days Spent per year	Self-Appraisal Grading For Assistant Professor / Associate Professor / Professor	Verified API Grading by Committee	
	(1)	(2)	(3)	(4)		
	Involvement in the University/College students related activities/research activities			i) Good : Involved in at least 3 activities ii) Satisfactory :1-2 activities iii) Not-satisfactory: Not involved/ undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.		
	(a) Administrative responsibilities such as Head, Chairperson/ Dean / Director / Coordinator, Warden, etc.	Head of Department, Member of Board of Study, Dr. B.A.M.U. A. bad.	365	Good		



(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.				
i) Question Paper Setting	18/01/2022 to 22/01/2022	28	Good	
ii) Invigilation/ Supervision	7			
iii) Flying Squad				
iv) CS/ ACS/ Custodian				
v) CAP Director/ Assistant Director				
vi) Unfair Menace Committee				
vii) Grievance Committee				
viii) Internal Assessment				
ix) External Assessment	Assessment of Paper			
x) Re-valuation				
xi) Result Preparation (College Level for Internal Assessment)	Chapter Test			
xii) M. Phil., Ph. D. Thesis evaluation / any other				
(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	Cultural, Sports, Student Seminars & Career Counseling	37	Good	
(d) Organizing seminars/ conferences/ workshops, etc and other college/university activities.		4	Good	
(e) Evidence of actively involved in guiding Ph.D. students i) No. of Registered candidate : ii) No. of Awarded Candidates:				
(f) Conducting Minor Or Major Research Project sponsored by national or international agencies. i) Above 10 Lacs: ii) Below 10 Lacs				
(g) At least one single or joint publication in peer- reviewed or UGC list of Journals. i) No. of Papers Published (Single author): ii) No. of Papers Published (Joint author):	5 Single Author Publications.	28	Good	
<b>Overall Grading:</b>				
<b>Good:</b> Good in teaching and satisfactory or good in activity at S.No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at S.No.2. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.			Good	

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

## Table 2 Methodology for University and College Teachers for calculating Academic / Research Score

*(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)*

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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.

#### (1) Research Papers in Peer-Reviewed or UGC listed Journals: (Please refer points as per UGC notification)

Sr. No.	Title of paper	Journal Name, Page nos., Vol. no., Issue no., Year of publication	ISSN / ISBN NO.	Impact Factor if any	No. of Co-Authors	Whether Principal Author / Supervisor/ Co-supervisor	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1	पेयजल शुद्धीकरण पद्धती	International Journal of Advanced & Applied Research	2347-7075	7.328	-	Principal Author	25		
2	Recent Trends in Public Administration	International Journal of Advanced & Applied Research	2347-7075	7.328	-	Principal Author	25		
3	डॉ. बाबामाहेब अंबेडकर यांचे कृषी क्षेत्रा विपयीचे विचार आणि आजची प्रासंगीकता	Aadhar International Publication	2278-9308	8.575	-	Principal Author	25		
4	Digital Economy and Its Benefits	International Journal of Advanced & Applied Research	2347-7075	7.328	-	Principal Author	25		
<b>Total ( 1 )</b>							<b>100</b>		



(2) (a) Publications (other than Research papers) (Books, Chapters in Books)

(i) Books Published with ISSN / ISBN number

International Publisher: 12 points per Book for Single Author

National Publisher: 10 points per Book for Single Author

Sr. No.	Title of Book with no. of pages	Publishers name with ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
<b>Sub Total: (2)(a)(i):</b>								

(2) (a)(ii) Chapter in Edited Book with ISSN / ISBN

(5 points per Chapter)

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN / ISBN NO.	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1	महिला सक्षमीकरणासाठी चे शासकीय कायदे आणि धोरणे	Status of Women at 75 <sup>th</sup> Anniversary of Indian Independence	Walnut Publication	-	Principal	5		
<b>Sub Total: (2)(a)(ii)</b>						<b>05</b>		

(2) (a) (iii) Editor of Book with ISSN / ISBN number

Editor of Book by International Publisher: 10 points per Book for Single Author

Editor of Book by National Publisher: 8 points per Book for Single Author

Sr. No.	Title of Book with Page Nos.	Publisher Name & ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total (2)(a)(iii)</b>								

(2) (b) Translation works in Indian and Foreign Languages by qualified faculties

(3 points per Chapter or Research paper)

(8 points per Book)

Sr. No.	Original Title of Chapter or Research paper / Book with Page Nos. Nos. ISSN / ISBN NO.	Name Of Original Author	Translated Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN NO.	No. of Translated Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total (2)(b)</b>								
<b>Total (2) : (2)(a)(i) + (2)(a)(ii) + (2)(a)(iii) + (2)(b)</b>						<b>05</b>		



**(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

**(3)(a) Development of Innovative pedagogy: (5 points per Innovative pedagogy)**

Sr. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos-Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums / Virtual Laboratories / Telecast / Picture / Models /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
3									

**(3) (b) Design of new curricula and courses: (02 points per curricula / Course)**

Sr. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Subtotal (3)(b)</b>								

**(3) (c) MOOCs:**

**(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course) (20 per curricula / Course) (In case of MOOCs of lesser credits 05 marks / credit)**

Sr. No.	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
<b>Subtotal (3)(c)(i)</b>									

**(3) (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture (5points per module / lecture)**

Sr. No.	Name of Programme & Course where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3)(c)(ii)</b>									

**(3) (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)  
(2 points per curricula / Course)**

Sr. No.	Name of Programme & Course where Content is introduced	Course Credits	Title of new MOOC Content curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3)(c)(iii)</b>									

**(3) (c) (iv) Course Coordinator for MOOCs (4 credit course) (8 points per curricula / Course)  
(In case of MOOCs of lesser credits 02 marks / credit)**

Sr. No.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3)(c)(iv)</b>									
<b>Total (3)(c) : (3)(c)(i) + (3)(c)(ii) + (3)(c)(iii) + (3)(c)(iv)</b>									

**(3) (d) : E-Content**

**(3) (d) (i) Development of e-Content in 4 quadrants for a complete course/e-book**

**(12 points per curricula / Course)**

Sr. No.	Title of e-Content course/ e-book with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Sub Total: (3)(d)(i)</b>									

**(3) (d) (ii) e-Content (developed in 4 quadrants) per module**

**(5 points per module / Course)**

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Sub Total: (3)(d)(ii)</b>									

**(3) (d) (iii) Contribution to development of e-content module in complete course/paper/e-book  
(at least one quadrant)**

**(2 points per module / Course)**

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Sub Total: (3)(d)(iii)</b>									



**(3) (d) (iv) Editor of e-content for complete course/ paper /e-book (10 points per Course / paper)**

Sr. No.	Title of e-Content Course with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Editors	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (3)(d)(iv)</b>								
<b>Total (3) (d): (3)(d)(i) + (3)(d)(ii) + (3)(d)(iii) + (3)(d)(iv)</b>								
<b>Total (3): (3)(a) + (3)(b) + (3)(c) + (3) (d)</b>						<b>15</b>		

**(4) Research Score:**

**(4) (a) Research guidance: ( Ph.D. : 10 points per degree awarded & 05 per thesis submitted)  
(M. Phil. / P.G dissertation: 2 points per degree awarded)**

Sr. No.	Sr. No.	Number of Candidate Enrolled	No. of Thesis Submitted with dates	No. of Candidate Degree Awarded with dates	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
	M. Phil. / P.G. Dissertation						
	Ph.D.						
<b>Sub Total: (4)(a)</b>							

**(4) (b) Research Projects Completed: A: More than 10 lakhs (10 points per Project)  
B: Less than 10 lakhs (5 points per Project)**

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Sub Total: (4)(b)</b>									

**(4) (c) Research Projects Ongoing: A: More than 10 lakhs (5 points per Project)  
B: Less than 10 lakhs (2 points per Project)**

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Duration of Project	Date of Starting	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1										
2										
<b>Sub Total: (4)(c)</b>										

**(4) (d) Consultancy: (3 points per Consultancy Project)**

Sr. No.	Title of Consultancy Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
<b>Sub Total: (4)(d)</b>							
<b>Total (4) : (4)(a) + (4)(b) + (4)(c) + (4)(d)</b>							



**(5) (a) Patents : (10 points per International Patent and 7 points per National Patent)**

Sr. No.	Title of patent Project	Patent Number	Sponsored Agency if any	Date of Award	International / National	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (5)(a)</b>								

**(5) (b) \*Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

- A: International (10 points per Policy Document)**  
**B: National (7 points per Policy Document)**  
**C: State (5 points per Policy Document)**

Sr. No.	Title of Policy Document	Name of Submitted Agency	International / National / State	Policy Document Number	Date of Acceptance	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (5)(b)</b>								

**(5) (c) Awards/Fellowship: A: International (7 points per Awards/Fellowship)  
B: National (5 points per Awards/Fellowship)**

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
<b>Sub Total: (5)(c)</b>							
<b>Total (5) : (5)(a) + (5)(b) + (5)(c)</b>							

**(6) \*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

- International (Abroad): (7 points per Seminars/ Conferences)**  
**International (within Country): (5 points per Seminars/ Conferences)**  
**National: (3 points per Seminars/ Conferences)**  
**State / University Level: (2 points per Seminars/ Conferences)**

Sr. No.	Title of Presentation in Academic Session	Title of Conference / Seminar	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad) / International (within Country) / National / State / University Level	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1	Evolution and Development of Panchayatiraj in India	Evolution and Development of Panchayatiraj in India	Resource Person	Shri. Shivaji College of Arts, Commerce & Science, Kandhar	National	03		
<b>Total (6) :</b>						<b>03</b>		

**Note: The Research score for research papers would be augmented as follows:** Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list): i) Paper in refereed journals without impact factor - 5 Points ii) Paper with impact factor less than 1 - 10 Points iii) Paper with impact factor between 1 and 2 - 15 Points iv) Paper with impact factor between 2 and 5 - 20 Points v) Paper with impact factor between 5 and 10 - 25 Points vi) Paper with impact factor >10 - 30 Points

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

**Joint Projects:** Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

### Summary of Table 2 (Category III) Academic / Research Score

Details of Academic & Research activities	Self-Appraisal Score	API Score Verified by Committee	Remarks
(1) Research Papers in Peer-Reviewed or UGC listed Journals	100		
(2) Publications (other than Research papers)	05		
(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
(4) Research guidance/ Projects Completed / Projects Ongoing/ Consultancy	-		
(5) Patents / Policy Document / Awards/Fellowship	-		
(6) Invited lectures / Resource Person/ paper presentation in Seminars / Conferences/full paper in Conference Proceedings	03		
<b>Grand Total of Table 2</b>	<b>108</b>		

#### IV SUMMARY OF API SCORES:

Category	Criteria	Annual API Score
<b>Table 1</b>	Activities: <b>Overall Grading</b> 1. Teaching 2. Involvement in the University / College students related activities / research activities	Good
<b>Table 2 (Category III)</b>	Academic/Research Score	108


**List of Enclosures: (Please attach copies of certificates and / or letters sanction orders, papers etc. wherever Necessary)**



## UNDERTAKING

I **Dr Shrikant Raghunath Magar** undertakes that the information provided is correct as per records submitted by me to College / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.


Date : .....  
Place : .....

  
**Signature of the faculty with  
Designation**  
..Associate.. Professor.

Date : .....  
Place : .....

  
**Signature  
Head of Department**

Date : 02/09/22  
Place : Kada

  
**Signature  
IQAC Coordinator**  
Smt.S.K.Gandhi Arts,Amolak  
Science & P.H.Gandhi Commerce  
College,Kada,Tq.Ashti,Dist.Beed

**Signature of Principal**

  
**Principal**  
S.A.J.V.P.M. Kada's  
Smt.S.K. Gandhi Arts Amolak Science  
P.H.Gandhi Commerce College, Kada

N.B. : The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the College / Institute / University as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification.



Dr. Letter No. 0044

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**  
(NAAC Re-Accredited "A" Grade)

Academic Section (0240) - 2403118, 2403119  
BCUD Office (0240) 2403223  
Registrar Office (0240) - 2403334  
Fax (0240) - 2403224, 2403335  
Web Site [www.bamu.net](http://www.bamu.net)  
E-mail [bcud.office@bamu.net](mailto:bcud.office@bamu.net)



University Campus,  
AURANGABAD-431 004  
Maharashtra State, INDIA.

Ref. No. : ACAD / CAS Approval / PPG/ 2017-18/26942-44

Date: 26-03-2018

To,

The Principal,

S.K. Gandhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject** : - Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** : - 1] UGC Notification Dated - 30-06-2010.  
2] Govt. Resolution dated - 15-02-2011.  
3] University Regulation - 1893.  
4] G. R. Dated : 04-03-2017.  
5] Your Letter dated .15-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professors as recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Smt. D.A. Munot (Mathematics)	Assistant Professor Stage-2	180	15600-39100 AGP 7000	With Effect From 23-11-2017

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teachers for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - 2 as shown against his name.

  
Deputy Registrar,  
(Academic Section)

**Copy forwarded with compliments to:-**

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

**Copy to:-**

1. Smt. D.A. Munot, S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti Dist. Beed.

-sd-  
Deputy Registrar,  
(Academic Section)

**Dr. Babasaheb Ambedkar Marathwada University**

(NAAC Re-Accredited "A" Grade)

Academic Section (0240) - 2403118, 2403119  
 BCUD Office (0240) - 2403223  
 Registrar Office (0240) - 2403334  
 Fax (0240) - 2403224, 2403335  
 Web Site [www.bamu.net](http://www.bamu.net)  
 E-mail [bcud.office@bamu.net](mailto:bcud.office@bamu.net)



University Campus,  
**AURANGABAD-431 004**  
 Maharashtra State, INDIA.

Ref. No. : ACAD / CAS Approval / PPG/ 2017-18/ 603-05

Date: 03-04-2018

To,  
**The Principal,**  
 S.K. Gandhi Arts, Amolak Science  
 P.H. Gandhi Commerce College, Kada,  
 Tq. Ashti Dist. Beed.



**Subject** :- Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** :- 1] UGC Notification Dated -30-06-2010.  
 2] Govt. Resolution dated - 15-02-2011  
 3] University Regulation -1893.  
 4] G.R. Dated : 04-03-2017.  
 5] Your Letter dated.20-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Shri. S.E. Bhosale (Sociology)	Assistant Professor Stage-3	201.40	15600-39100 AGP 8000	With Effect From 17-08-2017

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - 3 as shown against his name.

**Deputy Registrar.**  
 (Academic Section)

**Copy forwarded with compliments to:-**

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

**Copy to:-**

1. Shri. S.E. Bhosale, S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti Dist. Beed.

**Deputy Registrar.**  
 (Academic Section)



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**  
**(NAAC Re-Accredited "A" Grade)**

Academic Section (0240) - 2403118, 2403119  
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 E-mail [bcud.office@bamu.net](mailto:bcud.office@bamu.net)



University Campus,  
**AURANGABAD-431 004**  
 Maharashtra State, INDIA.

Ref. No. : ACAD / CAS Approval / PPG/ 2017-18/ 27-30

Date:09-04-2018

To,  
**The Principal,**  
 S.K. Gandhi Arts, Amolak Science  
 P.H. Gandhi Commerce College, Kada,  
 Tq. Ashti Dist. Beed.



**Subject** :- Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** :- 1] UGC Notification Dated -30-06-2010.  
 2] Govt. Resolution dated - 15-02-2011.  
 3] University Regulation -1893.  
 4] G. R. Dated : 04-05-2017.  
 5] Your Letter dated .15-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professors as recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Dr.K.H.Chaudhari (Hindi)	Assistant Professor Stage-2	148.81	15600-39100 AGP 7000	With Effect From 27-02-2010
02	Shri. S.R. Magar (Public Admin)	Assistant Professor Stage-3	208	15600-39100 AGP 8000	With Effect From 17-08-2017

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - 2 & 3 as shown against his name.

**Deputy Registrar,**  
 (Academic Section)

Cas AGP Letter, A'bad, Dist. svk

**Dr. Babasaheb Ambedkar Marathwada University**  
(NAAC Re-Accredited "A" Grade)

Academic Section (0240) 2403118/2403119  
Registrar (Office) 2403334,(R.) 2400203  
0240-2403124,2403335  
Fax (0240) 2403224, 2403334  
BAMUSITY  
Web Site [www.bamu.net](http://www.bamu.net)  
E-mail [bcud.office@bamu.ac.in](mailto:bcud.office@bamu.ac.in)



UNIVERSITY CAMPUS,  
AURANGABAD-431 004  
(Maharashtra) (INDIA).

Ref. No. ACAD/AFFIL/CAR.ADV./2017-18/1154-59

Date: 16-04-2018

To,  
The Principal,  
Shri. Amlok Jain Vidya Prasarak Mandal Kada's,  
Smt. S.K. Gandhi Arts, Amolok Science and  
P.H. Gandhi Commerce College, Kada.  
Tq. Ashti, Dist. Beed.

**Subject:** - Approval for Designation of Associate Professor/Assistant Professor /  
Professor Under CAS promotion.

**Ref:** - 1] UGC Notification Dated-30-06-2010.  
2] Govt. Resolution dated- 15-02-2011.  
3] University Regulation -1893.  
4] Your Letter dated 20-02-2018.  
5] Government Resolution dated 04-03-2017

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro.Vice-Chancellor is pleased to accord approval designation with AGP under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor / Associate Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher and Subject	Grade/ Designation	Secured API Score of Candidate	Pay-Scale & AGP	Remarks
1]	Dr. K.B. Chaudhari. (Hindi)	Assistant Professor in i.e. Stage-3	167.74	15,600 – 39,100 + AGP 8000	With effect from 27-02-2015

I am further directed by the Pro.Vice-Chancellor to forward the Assessment Reports in respect of the above teachers for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor /Associate Professor, Stage – 3, as shown against their names.

Yours faithfully

**Deputy Registrar**  
(Academic Section)

(P.T.O.)

Cas AGP Letter, Ahd. Dist vvk

**Dr. Babasaheb Ambedkar Marathwada University**  
(NAAC Re-Accredited "A" Grade)

Academic Section (0240) 2403118/2403119  
Registrar (Office) 2403334,(R.) 2400203  
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Web Site [www.bamu.net](http://www.bamu.net)  
E-mail [bcud.office@bamu.ac.in](mailto:bcud.office@bamu.ac.in)



UNIVERSITY CAMPUS,  
AURANGABAD-431 004  
(Maharashtra) (INDIA)

Ref. No. ACAD/AFFIL/CAR.ADV./2017-18/1452-54

Date: 26-04-2018

To,  
The Principal,  
Smt. Shantabai Kantilal Gandhi Arts  
Amlok Science Pannalal Hiralal Gandhi  
Commerce College, Kada, Tq. Ashti,  
Dist. Beed.



**Subject:** - Approval for Designation of Associate Professor/Assistant Professor /  
Professor Under CAS promotion.


- Ref:** -
- 1] UGC Notification Dated-30-06-2010.
  - 2] Govt. Resolution dated- 15-02-2011.
  - 3] University Regulation -1893.
  - 4] Your Letter dated 15-02-2018 .
  - 5] Government Resolution dated 04-03-2017
  - 6] H'onble High Court Mumbai Division Aurangabad. W.P. No. 12092/2016

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro.Vice-Chancellor is pleased to accord approval designation with AGP under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor / Associate Professor with effect from mentioned against their / his names.

Sr. No.	Name of the Teacher and Subject	Grade/ Designation	Secured API Score of Candidate	Pay-Scale & AGP	Remarks
1]	Dr. U.E. Chavan. (Geography)	Assistant Professor in i.e. Stage-2	230.33	15,600 - 39,100 + AGP 7000	With effect from 07-02-2014

I am further directed by the Pro.Vice-Chancellor to forward the Assessment Reports in respect of the above teachers for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor /Associate Professor, Stage - 2, as shown against their names.

  
**Deputy Registrar**  
(Academic Section)

(P.T.O.)



Academic Section (0240) - 2403118, 2403119  
 BCUD Office (0240) - 2403223  
 Registrar Office (0240) - 2403334  
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 Web Site [www.bamu.net](http://www.bamu.net).  
 E-mail [bcud.office@bamu.net](mailto:bcud.office@bamu.net)



University Campus,  
 AURANGABAD-431 004  
 Maharashtra State, INDIA.

Ref. No. : ACAD/CAS Approval/PPG/2017-18/2846-63

Date: 11-06-2018

To,

The Principal,  
 S.K. Gandhi Arts, Amolak Science  
 P.H. Gandhi Commerce College, Kada,  
 Tq. Ashti Dist. Beed.



**Subject** : -Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

- Ref** :- 1] UGC Notification Dated -30-06-2010.  
 2] Govt. Resolution dated - 15-02-2011.  
 3] University Regulation -1893.  
 4] G. R. Dated : 04-03-2017.  
 5] W.P.No.7660/2006,Civil A.No10667/2011, Civil A.No. 9458/2012.  
 6] Your Letter dated .20-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professoras per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s)& Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Dr. A.L. Garje (Marathi)	Assistant Professor Stage-2	281.17	15600-39100 AGP 7000	With Effect From 08-08-2012
		Assistant Professor Stage-3	308	15600-39100 AGP 8000	With Effect From 08-08-2017
02	Dr. R.N. Abadar (Zoology)	Assistant Professor Stage-2	172.50	15600-39100 AGP 7000	With Effect From 22-01-2013
		Assistant Professor Stage-3	194	15600-39100 AGP 8000	With Effect From 22-01-2017
03	Dr. V.B. Gavhane (Hindi)	Assistant Professor Stage-2	173.25	15600-39100 AGP 7000	With Effect From 16-07-2012
		Assistant Professor Stage-3	189.2	15600-39100 AGP 8000	With Effect From 16-07-2017
04	Dr. A.M. Korade (Economics)	Assistant Professor Stage-2	158.82	15600-39100 AGP 7000	With Effect From 12-11-2012
		Assistant Professor Stage-3	188.5	15600-39100 AGP 8000	With Effect From 12-11-2017

Car Letter PPG Beed

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**  
(NAAC Re-Accredited "A" Grade)

Academic Section (0240) - 2403118, 2403119  
BCUD Office (0240) - 2403223  
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E-mail [bcud.office@bamu.net](mailto:bcud.office@bamu.net)



University Campus,  
**AURANGABAD-431 004**  
Maharashtra State, INDIA.

Ref. No. : ACAD/CAS Approval/PPG/2017-18/2846-63

Date: 26-07-2018

To,  
**The Principal,**  
S.K. Gandhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject** : -Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** : - 1] UGC Notification Dated -30-06-2010.  
2] Govt. Resolution dated - 15-02-2011.  
3] University Regulation -1893.  
4] G. R. Dated : 04-03-2017.  
5] W.P.No.7660/2006,Civil A.No10667/2011, Civil A.No. 9458/2012.  
6] Your Letter dated 20-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designations with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professors as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Shri. R.B.Doke Chemistry	Assistant Professor Stage-2	169	15600-39100 AGP 7000	With Effect From <b>08-06-2014</b>

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - 2 as shown against his name.

  
**Deputy Registrar,**  
(Academic Section)

**Copy forwarded with compliments to:-**

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

**Copy to:-**

1. Shri. R.B.Doke, S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti Dist. Beed.

  
**Deputy Registrar,**  
(Academic Section)

Dr. Babasaheb Ambedkar

# DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

(NAAC Re-Accredited "A" Grade)

Academic Section (0240) - 2403118, 2403119  
BCUD Office (0240) - 2403223  
Registrar Office (0240) - 2403334  
Fax (0240) 2403224, 2403335  
Web Site www.bamu.net  
E-mail bcud.office@bamu.net



University Campus,  
AURANGABAD-431 004  
Maharashtra State, INDIA.

Ref. No. : ACAD/CAS Approval/PPG/2018-19/ 5211-13

Date: 30-07-2018

To,

The Principal,  
S.K. Gandhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject** :- Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** :- 1] UGC Notification Dated -30-06-2010.  
2] Govt. Resolution dated - 15-02-2011.  
3] University Regulation -1893.  
4] G. R. Dated : 04-03-2017.  
5] W.P.No.7660/2006,Civil A.No10667/2011, Civil A.No. 9458/2012.  
6] Your Letter dated. 20-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professors as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Dr. R. H. Thorwe, (Librarian)	Assistant Professor Stage-2	136.2	15600-39100 AGP 7000	With Effect From 29-07-2014

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - 2 as shown against his name.

  
Deputy Registrar,  
(Academic Section)

Copy forwarded with compliments to:-

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

Copy to:-

1. Dr. R. H. Thorwe, S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti Dist. Beed.

-sd-  
Deputy Registrar,  
(Academic Section)



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****(NAAC Re-Accredited "A" Grade)**

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 E-mail [bcud.office@bamu.net](mailto:bcud.office@bamu.net)



University Campus,  
**AURANGABAD-431 004**  
 Maharashtra State, INDIA.

Ref. No. : ACAD/CAS Approval/PPG/2017-18/ 5999-99

Date:05-08-2018

To,

The Principal,

S.K. Gandhi Arts, Amolak Science  
 P.H. Gandhi Commerce College, Kada,  
 Tq. Ashti Dist. Beed.s



**Subject** : -Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** : - 1] UGC Notification Dated -30-06-2010.  
 2] Govt. Resolution dated - 15-02-2011.  
 3] University Regulation -1893.  
 4] G. R. Dated : 04-03-2017.  
 5] W.P.No.7660/2006,Civil A.No10667/2011, Civil A.No. 9458/2012.  
 6] Your Letter dated .20-02-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professors as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Shri. P.R. Meher (Physical Edu.)	Assistant Professor Stage-2	189.40	15600-39100 AGP 7000	With Effect From 04-04-2017

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - 2 as shown against his name.

  
 Deputy Registrar,  
 (Academic Section)

**Copy forwarded with compliments to:-**

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

**Copy to:-**

- Shri. P.R. Maher, S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti Dist. Beed.

  
 Deputy Registrar,  
 (Academic Section)

**Babasaheb Ambedkar  
Marathwada University**

Aurangabad - 431 004, Maharashtra, India  
NACC Re-accredited 'A' Grade  
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Office Tele : (0240) 2403218 / 2403223  
Affiliation : (0240) 240118 / 119 / 115  
Web Site : www.bamu.ac.in  
http://bamua.digitaluniversity.ac



स्थापना वर्ष : १९५८

**डॉ. बाबासाहेब आंबेडकर  
मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत  
नेक संशोधनाचे 'अ' दर्जा प्राप्त  
Office : Academic Section  
कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/CARR.ADV/2018-19

४२२५-२६  
Revised Letter

Date: - 05-09-2018

To,

The Principal,

S.K. Gandhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



- Subject** : - Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.
- Ref.** : - 1] UGC Notification Dated -30-06-2010.  
2] Govt. Resolution dated - 15-02-2011.  
3] University Regulation -1893.  
4] G. R. Dated : 04-03-2017.  
5] Acad/Cas Approval/PPG/2017-18/1246-63 Dated.11-06-2018.  
6] Your Letter dated. 20-04-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro.Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following **Assistant Professor/ Associate Professor** as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following **Assistant Professor/ Associate Professor** with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Dr. R.N. Abdar (Zoology)	Assistant Professor Stage- 2	172.50	15600-39100 AGP 7000	With Effect From 22-01-2012

I am further directed by the Hon'ble Pro. Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in **Assistant Professor - 2** as shown against his name.

  
Deputy Registrar  
(Academic Section)



# Dr. Babasaheb Ambedkar Marathwada University

[NAAC Re-Accredited "A" Grade]

Academic Section (0240) 2403118, 2403119  
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Registrar Office (0240) 2403334  
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Web Site www.bamu.net  
E-mail bcud.office@bamu.net



University Campus,  
AURANGABAD-431 004  
Maharashtra State, INDIA.

Ref. No. : ACAD / CAS Approval / PPG/ 2017-18/ 11 985-8 अ

Date: 11-12-2018

To,

The Principal,  
S.K.Gandhi Arts, Amolak Science,  
P.H. Gandhi Commerce College,  
Kada, Tq. Ashit Dist. Beed.



**Subject** :- Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.

**Ref** :- 1] UGC Notification Dated - 30-06-2010.  
2] Govt. Resolution dated - 15-02-2011.  
3] University Regulation - 1893.  
4] G. R. Dated : 04-03-2017.  
5] Your Letter dated .01-10-2018.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professors as recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against their name(s).

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01	Shri. P.S. Anarse	Assistant Professor Stage-2	179.6	15600-39100 AGP 7000	With Effect From 24-04-2013

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - Stage-2 as shown against their names.

  
Deputy Registrar,  
(Academic Section)



# DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

(NAAC Re-Accredited "A" Grade)

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Web Site www.bamu.net.  
E-mail provc.office@bamu.net



University Campus,  
AURANGABAD-431 004  
Maharashtra State, INDIA.

Ref. No. : ACAD/CAS Approval/PPG/2018-19/ 14067-74

Date: 27-02-2019.

To,

The Principal,

Smt.S.K. Gandhi Arts, Amolak Science and  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject** :- Approval for Designation of Assistant Professor and Associate Professor under CAS Promotion.


**Ref** :- 1] UGC Notification Dated -30-06-2010.  
2] Govt. Resolution dated - 15-02-2011.  
3] University Regulation -1893.  
4] G. R. Dated : 04-03-2017.  
5] Your Letter dated. 30-01-2019.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro-Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor/ Associate Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01.	Dr. S.S. Patale (Botany)	Associate Professor Stage-4	261.15	37,400-67,000 AGP 9000	With Effect From 18-08-2018.
02.	Dr. S.R. Deshmukh (Chemistry)	Associate Professor Stage-4	972.5	37,400-67,000 AGP 9000	With Effect From 21-08-2018.
03.	Dr. U.E. Chavan (Geography)	Assistant Professor Stage-3	207.48	15,600-39,100 AGP 8000	With Effect From 07-02-2019.
04.	Dr. S.S. Jadhav (Zoology)	Assistant Professor Stage-3	205.30	15,600-39,100 AGP 8000	With Effect From 01-07-2018.
05.	Dr. V.V. Vaidya (Zoology)	Assistant Professor Stage-3	190.70	15,600-39,100 AGP 8000	With Effect From 01-07-2018.
06.	Shri. A.P. Katariya (Chemistry)	Assistant Professor Stage-2	184.33	15,600-39,100 AGP 7000	With Effect From 16-10-2018.

I am further directed by the Hon'ble Pro-Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor - Stage-2/3/4 as shown against their names.

  
Deputy Registrar,  
(Academic Section)



**Dr. Babasaheb Ambedkar**  
**Marathwada University**  
Aurangabad - 431 004, Maharashtra,  
India

NACC Re-accredited 'A' Grade  
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**डॉ. बाबासाहेब आंबेडकर**  
**मराठवाडा विद्यापीठ**

ओरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नॅक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2019-20/ 10071-73

Date: - 18-02-2020.

To,  
The Principal,  
S.K. Gandhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor under CAS Promotion.

- Ref. :-**
- 1] UGC Notification Dated -18-07-2018.
  - 2] Govt. Resolution dated- 08-03-2019.
  - 3] G. R. Dated: 10-05-2019.
  - 4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.
  - 5] Your Letter Dated. 27-01-2020.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor with effect from mentioned against his name.

Sr. No	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidates	Pay Scale & Academic Level	Remarks
01.	Dr. Kulkarni Aruna Madhukar (Mathematics)	Assistant Professor	180.4	AL 11 to AL 12 E.P. 79,800/-	With Effect From 30-04-2019.

I am further directed by the Hon'ble Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor Level- 11 to 12 as shown against his name.

*L. Misve*  
Deputy Registrar  
(Academic Section)

**Copy forwarded with compliments to:-**

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

**Copy to:-**

1. Dr. Kulkarni Aruna Madhukar, S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti Dist. Beed.

*sdi*  
Deputy Registrar  
(Academic Section).



**Dr. Babasaheb Ambedkar  
Marathwada University**  
Aurangabad - 431 004, Maharashtra,  
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मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नेक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2020-21/

18863-67

Date: - 03-10-2020.

To,

The Principal,

S.K. Gandhi Arts, Amolak Science

P.H. Gandhi Commerce College, Kada,

Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor under CAS Promotion.

**Ref. :-** 1] UGC Notification Dated -18-07-2018.

2] Govt. Resolution dated- 08-03-2019.

3] G. R. Dated: 10-05-2019.

4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.

6] Your Letter Dated. 28-09-2020.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor with effect from mentioned against their names.

Sr. No	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidates	Pay Scale & Academic Level	Remarks
01.	Shri. Sayyad Innus Gafur (Botany)	Assistant Professor	206.86	AL 11 to AL 12 E.P. 79,800/-	With Effect From 24-04-2018.
02.	Dr. R. L. Joshi (History)	Assistant Professor	236.7	AL 11 to AL 12 E.P. 79,800/-	With Effect From 27-12-2018.
03.	Dr. S. M. Shinde (Geography)	Assistant Professor	177.4	AL 11 to AL 12 E.P. 79,800/-	With Effect From 07-02-2019.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor Level- 11 to 12 as shown against their names.

*(Signature)*  
Deputy Registrar  
(Academic Section)



Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2019-20/10614-24  
Revise Letter

Date: -05-03-2020

**To,****The Principal,**

S.K. Gandhi Arts, Amolak Science

P.H. Gandhi Commerce College, Kada,

Tq. Ashti Dist. Beed.

**Subject:** - Approval for Designation of Assistant Professor under CAS Promotion.**Ref. :** - 1] UGC Notification Dated -18-07-2018.

2] Govt. Resolution dated- 08-03-2019.

3] G. R. Dated: 10-05-2019.

4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.

5] Your Letter Dated. 22-11-2019.

6] Acad/Affil/YSP/CARR.ADV/2019-20/10023-33 Dated. 20-02-2020.

**Sir,**

With reference to the subject cited above, I am to state that the Hon'ble Pro.Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidates	Pay Scale & Academic Level	Remarks
01.	Shri. S. R. Hase (Computer Science)	Assistant Professor	180	AL 10 to AL 11 E.P. 68,900/-	With Effect From 24-08-2019.
02.	Dr. J.M. Bhandari (Physics)	Assistant Professor	198.6	AL 11 to AL 12 E.P. 79,800/-	With Effect From 18-10-2019.
03.	Shri. T.D. Gondkar (Political Science)	Assistant Professor	187.92	AL 11 to AL 12 E.P. 79,800/-	With Effect From 18-10-2019
04.	Dr. S.M. Pandhare (Director Physical Education)	Director Physical Education	162	AL 11 to AL 12 E.P. 79,800/-	With Effect From 29-07-2019.
05.	Shri. N.T. Gawali (English)	Assistant Professor	201.8	AL 11 to AL 12 E.P. 79,800/-	With Effect From 27-04-2019.
06.	Dr. R.H. Thorwe (Librarian)	Assistant Professor	193.32	AL 11 to AL 12 E.P. 79,800/-	With Effect From 29-07-2019.



**Dr. Babasaheb Ambedkar  
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स्थापना वर्ष : १९५८

**डॉ. बाबासाहेब आंबेडकर  
मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नेक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2020-21/19649-52  
**Revise Letter**

Date: - 14-10-2020.

To,

The Principal,

Smt. S. K. Gandhi Arts, Amolak Science and

P.H. Gandhi Commerce College, Kada,

Tq. Ashti, Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor under CAS Promotion.

**Ref. :** - 1] UGC Notification Dated -30-06-2010.

2] Govt. Resolution dated - 15-02-2011.

3] University Regulation -1893.

4] G. R. Dated: 04-03-2017.

5] Acad/CAS Approval/PPG/2018-19/14067-74 Dated. 27-02-2019.

6] Your Letter dated 08-07-2019.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01.	Dr. S. S. Jadhav (Zoology)	Assistant Professor Stage-3	205.30	15600-39100 AGP 8000	With Effect From 15-06-2018.
02.	Dr. V. V. Vaidya (Zoology)	Assistant Professor Stage-3	190.70	15600-39100 AGP 8000	With Effect From 16-06-2018.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor - 3 as shown against their names.

*(Signature)*  
Deputy Registrar  
(Academic Section)



**Dr. Babasaheb Ambedkar  
Marathwada University**  
Aurangabad - 431 004, Maharashtra,  
India

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स्थापना वर्ष : १९५८

**डॉ. बाबासाहेब आंबेडकर  
मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नॅक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2020-21/ 20915-20

Date: - 03-11-2020.

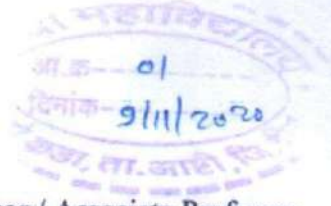
To,

The Principal,

Smt. S.K. Gandhi Arts, Amolak Science

P.H. Gandhi Commerce College, Kada,

Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor / Associate Professor Under CAS Promotion.

**Ref. :** - 1] UGC Notification Dated -18-07-2018.

2] Govt. Resolution dated- 08-03-2019.

3] G. R. Dated: 10-05-2019.

4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.

6] Your Letter Dated. 19/27-10-2020.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor / Associate Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor / Associate Professor with effect from mentioned against their names.

Sr. No	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidates	Pay Scale & Academic Level	Remarks
01.	Shri. S.M. Jagadale (Chemistry)	Assistant Professor	182.2	AL 11 to AL 12 E.P. 79,800/-	With Effect From 25-06-2019
02.	Dr. A.S. Kalyankar (English)	Assistant Professor	192.88	AL 11 to AL 12 E.P. 79,800/-	With Effect From 28-12-2019.
03.	Dr. C.K. Talekar (Political Science)	Assistant Professor	50	AL 11 to AL 12 E.P. 79,800/-	With Effect From 24-01-2020.
04.	Dr. S.R. Magar (Public Admin.)	Associate Professor	169	AL 12 to AL 13A E.P. 1,31,400/-	With Effect From 15-10-2020.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor Academic Level- 11 to 12 / 12 to 13A as shown against their names.

*[Signature]*  
Deputy Registrar  
(Academic Section)



**Dr. Babasaheb Ambedkar  
Marathwada University**  
Aurangabad - 431 004, Maharashtra,  
India

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**डॉ. बाबासाहेब आंबेडकर  
मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नेक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2020-21/ 21605-08

Date: - 10-11-2020.

To,

The Principal,

✓ Smt. S.K. Gandhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor under CAS Promotion.

**Ref.** : - 1] UGC Notification Dated -18-07-2018.

2] Govt. Resolution dated- 08-03-2019.

3] G. R. Dated: 10-05-2019.

4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.

6] Your Letter Dated. 06-11-2020.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor with effect from mentioned against their names.

Sr. No	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidates	Pay Scale & Academic Level	Remarks
01.	Shri. P. S. Anarse (Botany)	Assistant Professor	195.2	AL 11 to AL 12 E.P. 79,800/-	With Effect From 24-04-2018.
02.	Shri. D. B. Harkar (Marathi)	Assistant Professor	178.7	AL 11 to AL 12 E.P. 79,800/-	With Effect From 12-11-2018.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor Academic Level- 11 to 12 as shown against their names.

*(Signature)*  
Deputy Registrar  
(Academic Section)



# Dr. Babasaheb Ambedkar Marathwada University

Aurangabad – 431 004, Maharashtra, India

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डॉ. बाबासाहेब आंबेडकर

मराठवाडा विद्यापीठ

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नेक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/YSP/CARR.ADV/2020-21/24058-60

Date: - 18-12-2020.

To,

The Principal,

Smt. S.K. Gandhi Arts, Amolak Science

P.H. Gandhi Commerce College, Kada,

Tq. Ashti, Dist. Beed.

**Subject:** - Approval for Designation of Assistant Professor under CAS Promotion.

- Ref. :**
- 1] UGC Notification Dated -30-06-2010.
  - 2] Govt. Resolution dated – 15-02-2011.
  - 3] University Regulation -1893.
  - 4] G. R. Dated: 04-03-2017,
  - 5] Your Letter dated 10-12-2020.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor with effect from mentioned against his name.

Sr. No.	Name of the Teacher(s) & Subject	Designation & Grade	Secured API Score of Candidates	Pay Scale & AGP	Remarks
01.	Smt. S. D. Bombe (Marathi)	Assistant Professor Stage-3	169	15600-39100 AGP 8000	With Effect From 25-08-2013.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor – 3 as shown against his name.

*[Signature]*  
Deputy Registrar  
(Academic Section)

**Copy forwarded with compliments to:-**

Copy forwarded with compliments to the Joint Director, Higher Education, Aurangabad Region, Station Road, Aurangabad for information and necessary action.

**Copy to:-**

1. Smt. S.D. Bombe, Smt. S.K. Gandhi Arts, Amolak Science P.H. Gandhi Commerce College, Kada, Tq. Ashti, Dist. Beed.

*[Signature]*  
Deputy Registrar  
(Academic Section).

*Shri  
Padma Sir  
File  
18.1.21*



**Dr. Babasaheb Ambedkar  
Marathwada University**  
Aurangabad - 431 004, Maharashtra,  
India

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मराठवाडा विद्यापीठ**  
औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत

नंक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/BNJ/CARR.ADV/2020-21/ 277520-524

Date: - 08-02-2021.

To,

The Principal,

Smt. S.K. Gadndhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Associate Professor under CAS Promotion.

**Ref. :** - 1] UGC Notification Dated -18-07-2018.

2] Govt. Resolution dated- 08-03-2019.

3] G. R. Dated: 10-05-2019.

4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.

6] Your Letter Dated. 21-01-2021.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Associate Professor / Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Associate Professor with effect from mentioned against their names.

Sr. No	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidates	Pay Scale & Academic Level	Remarks
01.	Dr. A. L. Garje (Marathi)	Associate Professor	474	AL 12 to AL 13A E.P. 1,31,400/-	With Effect From 24-10-2020.
02.	Dr. R. N. Abdar (Zoology)	Associate Professor	110	AL 12 to AL 13A E.P. 1,31,400/-	With Effect From 24-10-2020.
03.	Dr. V. B. Gavhane (Hindi)	Associate Professor	55	AL 12 to AL 13A E.P. 1,31,400/-	With Effect From 24-10-2020.
04.	Dr. A. M. Korade (Economics)	Associate Professor	197	AL 12 to AL 13A E.P. 1,31,400/-	With Effect From 12-11-2020.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Associate Professor Level- 12 to 13A as shown against their names.

*(Signature)*  
Deputy Registrar  
(Academic Section)



**Dr. Babasaheb Ambedkar**  
**Marathwada University**  
Aurangabad - 431 004, Maharashtra, India  
NACC Re-accredited 'A' Grade

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**डॉ. बाबासाहेब-आंबेडकर**  
**मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत  
नेक समितीतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/CARR.ADV/YPS/2020-21/32255-59

Date: - 05-07-2021.

To,

✓ The Principal,

Smt. S.K. Gadndhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Associate Professor under CAS Promotion.

**Ref. :** - 1] UGC Notification Dated -18-07-2018.

2] Govt. Resolution dated- 08-03-2019.

3] G. R. Dated: 10-05-2019.

4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.

6] Your Letter Dated. 28-06-2021.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Associate Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Associate Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidate	Pay Scale & Academic Level	date of interview	Due Date
01.	Dr. S. E. Bhosale (Sociology)	Associate Professor	221.83	AL 12 to AL 13A E.P. 1,31,400/-	26-06-2021.	With Effect From 17-08-2020.
02.	Dr. S. S. Jadhav (Zoology)	Associate Professor	105.33	AL 12 to AL 13A E.P. 1,31,400/-	26-06-2021.	With Effect From 15-06-2021.
03.	Dr. V. V. Vaidya (Zoology)	Associate Professor	103.33	AL 12 to AL 13A E.P. 1,31,400/-	26-06-2021.	With Effect From 16-06-2021

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Associate Professor Level- 12 to 13A as shown against their names.

*(Signature)*  
Deputy Registrar  
(Academic Section)



**Dr. Babasaheb Ambedkar**  
**Marathwada University**  
Aurangabad - 431 004, Maharashtra, India  
NACC Re-accredited 'A' Grade

Office PBX : (0240) 24033900/400  
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**डॉ. बाबासाहेब आंबेडकर**  
**मराठवाडा विद्यापीठ**

औरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत  
नॅक समितोतर्फे 'अ' दर्जा प्राप्त

Office : Academic Section

कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/CARR.ADV/YPS/2020-21/1391-95

Date: - 21-09-2021.

To,  
✓ **The Principal,**  
Smt. S.K. Gadndhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor / Associate Professor Under CAS Promotion.

**Ref.** : - 1] UGC Notification Dated -18-07-2018.  
2] Govt. Resolution dated- 08-03-2019.  
3] G. R. Dated: 10-05-2019.  
4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.  
6] Your Letter Dated. 12-08-2021.

**Sir,**

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor / Associate Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor / Associate Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidate	Pay Scale & Academic Level	date of interview	Due Date
01.	Dr. K. B. Choudhari (Hindi)	Associate Professor	50	AL 12 to AL 13A E.P. 1,31,400/-	30-12-2020	With Effect From 30-12-2020.
02.	Shri. K. N. Koinkar (Chemistry)	Assistant Professor	141.9	AL 11 to AL 12 E.P. 79,800/-	29-12-2020	With Effect From 01-03-2020.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor / Associate Professor Academic Level- 11 to 12 / 12 to 13A as shown against their names.

*[Signature]*  
**Deputy Registrar**  
(Academic Section)



**Dr. Babasaheb Ambedkar  
Marathwada University**  
Aurangabad - 431 004, Maharashtra, India  
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**डॉ. बाबासाहेब आंबेडकर  
मराठवाडा विद्यापीठ**

ओरंगाबाद- ४३१ ००४, महाराष्ट्र, भारत  
नेक समितीतर्फे 'अ' दर्जा प्राप्त  
Office : Academic Section  
कार्यालय :: शैक्षणिक विभाग ::

Ref. No. ACAD/AFFIL/BNJ/CARR.ADV/2020-21/2496-103

Date: - 20-10-2021.

To,

The Principal,

Smt. S.K. Gadndhi Arts, Amolak Science  
P.H. Gandhi Commerce College, Kada,  
Tq. Ashti Dist. Beed.



**Subject:** - Approval for Designation of Assistant Professor / Associate Professor / Professor under CAS Promotion.

- Ref. :** - 1] UGC Notification Dated -18-07-2018.  
2] Govt. Resolution dated- 08-03-2019.  
3] G. R. Dated: 10-05-2019.  
4] Order of New Ord. For CAS/993/2019 Dated 14-09-2019.  
6] Your Letter Dated. 07-10-2021.

Sir,

With reference to the subject cited above, I am to state that the Hon'ble Pro Vice-Chancellor is pleased to accord approval for designation with AGP Under CAS Scheme of the following Assistant Professor / Associate Professor / Professor as per recommended by CAS Screening Committee / Selection Committee for appropriate Grade with secured of API Score in respect of the following Assistant Professor/ Associate Professor / Professor with effect from mentioned against their names.

Sr. No.	Name of the Teacher(s) & Subject	Designation	Secured API Score of Candidate	Pay Scale & Academic Level	Date of Interview	Due Date
01.	Dr. S. S. Patale (Botany)	Professor	203.4	AL 13A to AL 14 E.P. 1,44,200/-	29-09-2021.	With Effect From 29-09-2021.
02.	Dr. S.R.Deshmukh (Chemistry)	Professor	217.9	AL 13A to AL 14 E.P. 1,44,200/-	29-09-2021.	With Effect From 29-09-2021.
03.	Dr. P. S. Anarse (Botany)	Associate Professor	144	AL 12 to AL 13A E.P. 1,31,400/-	29-09-2021.	With Effect From 24-04-2021.
04.	Dr. P.B. Jadhavar (Botany)	Assistant Professor	312.6	AL 11 to AL 12 E.P. 79,800/-	29-09-2021.	With Effect From 20-09-2021.

I am further directed by the Hon'ble Pro Vice-Chancellor to forward the Assessment Reports in respect of the above teacher(s) for consideration to Joint Director of Higher Education in respect of their Career Advancement in Assistant Professor/ Associate Professor / Professor Academic Level- 11/12/ 13A to 14 as shown against their names.

*(Signature)*  
Deputy Registrar  
(Academic Section)



**UNIFORM STATUTES**

**GOVERNING TERMS AND CONDITIONS OF  
SERVICE OF TEACHERS WORKING IN  
UNIVERSITY SCHOOLS, UNIVERSITY  
DEPARTMENTS, CONDUCTED COLLEGES  
AND UNIVERSITY INSTITUTIONS**

**[FRAMED UNDER SECTION 72 (10)  
READ WITH SECTION 71 (20)  
OF THE MAHARASHTRA PUBLIC  
UNIVERSITIES ACT, 2016]**

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In exercise of the powers conferred by sub-section (10) of section 72 read with sub-section (20) of section 71 of the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017), the Government of Maharashtra hereby prescribes Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions, namely:-

### **S.1. Short Title and Commencement**

- a) These Statutes may be called "Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions."
- b) These Statutes shall come into force with effect from / / 2017.

### **S.2. Definitions**

In these Statutes, unless the context otherwise requires:

1. 'Act' means the Maharashtra Public Universities Act, 2016;
2. 'Agreement' means the agreement of the service to be executed by the teacher appointed by the University in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorised;
3. 'Annexure' means a section or table of subsidiary matter at the end of these Statutes;
4. 'Appointing Authority' means the authority competent to make the appointments;
5. 'Cadre' means strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time;
6. 'Coaching Classes' means the teaching activities undertaken privately by individual or by a group of teachers other than his/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;
7. 'Competent Authority' means the authority constituted under provisions of this Act competent to exercise different powers under the Act and/or in these Statutes;
8. 'Continuous Service' means service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned break(s) by competent authority;
9. 'Compensatory Allowance' means allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;

10. 'Departmental Committee' means committee constituted for the University Schools, University Departments, Conducted Colleges and University Institutions under these statutes;
11. 'Director' means a head of an institution including a centre or a school of the university as designated by the Management Council or a head of a recognised institutions.
12. 'Disciplinary Authority' means the Authority or the Officer authorised to take disciplinary action against the teacher, except otherwise provided in the Act;
13. 'Duty' means the compliance of the responsibilities the teacher is expected to comply by virtue of his taking a job as a teacher or assuming an office as provided in these Statutes;
14. 'Emolument' means salary, subsistence allowance or compensatory allowance, if any, payable to the teacher and includes any remuneration of the nature of salary received in respect of foreign service;
15. 'Employee' means, an individual who works for employer; university / an institution /a college during employment with recognized rights and duties assigned.
16. 'Employer' means, a university / an institution /a college that hires employees offering salary in exchange for the assigned work of teaching and or work assigned thereof"
17. 'Expert' means and includes any person having attained certain level of recognised excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/organisations recognised by statutory bodies in the country or abroad.
18. 'Family' means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;
19. 'First Appointment' means the appointment of the teacher who is not holding any appointment, for the time being, under the University, Institution, even though he may have previously held any such appointment either temporary or on tenure basis;
20. 'Foreign Service' means service in which the teacher receives his salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;
21. 'Government' means the Government of Maharashtra unless otherwise
22. 'Grievances Committee' means the Grievances Committee constituted under the Act;
23. 'Head of the Department' means the Head of the University Department appointed by the Vice-Chancellor under these statutes;



24. 'Holiday' means a Sunday or any other day declared as holiday by Government or by the University;
25. 'Honorarium' means recurring payment granted to the teacher by the University, for special work of occasional or of intermittent character;
26. 'Joining Time' means the time limit prescribed for and the period availed of by the teacher to join a new post and includes period of travel to or from a station to which he is posted or transferred;
27. 'Leave' means permission granted by the Competent Authority to the teacher to remain absent from duty;
28. 'Leave Salary' means the monthly emoluments paid by the University to the teacher on leave;
29. 'Lien' means title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
30. 'Medical Authority' means the Medical Board constituted by the Competent Authority or the Medical Officer of the University;
31. 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
32. 'NGO' means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for wellbeing of the society.
33. 'Non-vacational Academic Staff' means such staff as classified by Government to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions;
34. 'Officiating' means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;
35. 'Pay' means the amount drawn on monthly basis sanctioned for a post, in scale of pay held substantively or in officiating capacity and includes Personal pay, Special Pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;
36. 'Permanent Post' means the post approved by Government or the University, carrying a definite scale of pay, sanctioned without time limit;
37. 'Pension' means the monthly emoluments payable to the teacher after his retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation and family pension;
38. 'Pensionable Pay' means average pay earned by the teacher for the period as may be decided by the Government, from time to time;

39. 'Pensionable Service' means service, which qualifies the teacher to receive a pension from the Government or the University;
40. 'Personal Pay' means additional pay granted to the teacher to save him/her from a loss of substantive pay in respect of permanent post other than the tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
41. 'Presumptive Pay' means the pay of a post to which the teacher would be entitled, had he held the said post and had he been performing his duties;
42. 'University Department' means a department established and maintained by the University;
43. "University Teacher" means a fulltime teacher appointed by the University.
44. 'Qualifying Service' means the service rendered by the teacher for which pension is payable, under these Statutes or otherwise as prescribed by the Government from time to time.
45. 'Salary' means total monthly emoluments drawn by the teacher and includes pay and allowances admissible, from time to time;
46. 'Salary Grant' means running scale of the grant received from the Government against the salary of approved employees and teachers working in the University, appointed against Government sanctioned teaching posts;
47. 'Scale of pay' means running scale of pay which, subject to any conditions prescribed in these Statutes, rises by periodical increments from a minimum to a maximum, recommended by UGC/AICTE/other apex bodies and accepted by Government from time to time;
48. a) 'Selection Grade' means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;  
b) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
49. 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of -
  - a) the specially arduous nature of duties;
  - b) a specific addition to the work or responsibility.
50. 'Subsistence Allowance' means monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his suspension;
51. 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
52. 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Statutes to which the teacher is entitled, on account of a



- post to which he has been appointed substantively or by reasons of his substantive position in the Cadre; but does not include special pay;
53. 'Temporary appointment' means an appointment made on purely temporary basis as per the provisions made in the Act;
  54. 'Tenure post' means a permanent post which the teacher may not hold, for more than a limited period without reappointment.
  55. 'Union' means Teachers' union/association registered under Trade Unions Act, 1926/Societies Registration Act 1860 and duly recognized under the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971 and relevant act;
  56. 'University Fund' means the funds of the University as provided by the Act;
  57. 'Vacation' means summer or winter vacation for University Teachers approved by University authorities;
  58. 'Working hours' means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the University Departments/conducted colleges/University institutions, from time to time;
  59. 'University Institute' means a centre, a school or an institute established and maintained by the University;
  60. Words and expressions used but not defined in this Statute shall have the same meanings respectively assigned to them in the Maharashtra Public Universities Act, 2016.

### **S.3. Classification of Teachers**

The teachers of the University shall be classified into following categories:

- A) University Schools / Departments/conducted colleges/University institutions**
  1. Professor/Director.
  2. Associate Professor/Reader.
  3. Lecturer in Selection Grade.
  4. Lecturer in Senior Scale.
  5. Assistant Professor/Lecturer.
- B) University Library/ Knowledge Resource Centre**
  1. Librarian/Director, Knowledge Resource Centre.
  2. Deputy Librarian.
  3. Assistant Librarian
- C) University Sports Department**
  1. Director, Sports and Physical Education

2. University Coaches/Instructor of physical education.
- D) University Scientific Instrumentation Centre (USIC)**
1. Principal Scientific Officer.
  2. Senior Scientific Officer and Scientific Officer working in USIC.
- E) Adult and Continuing Education and Extension/Centre of Lifelong learning and Extension Services**
1. Director
  2. Assistant Director.
  3. Project Officer working in Adult and Continuing Education Department.

**S.4. Qualifications for the various cadres of the teachers**

The qualifications for the various categories of the teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time.

Provided that, the qualifications for the teachers working in the where professional courses are taught shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.

**S.5. Workload of the Teachers and Remission**

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in University Schools/Departments/conducted colleges/University institutions for which necessary space and infrastructure should be provided by the employer. Direct teaching-learning process hours per week should be as follows:

Assistant Professor : 16 hours

Associate Professor and Professor : 14 hours

A relaxation of two hours in the workload may, however, be given to Director of the School/Head of Department and to those who are working as supervisors to M. Phil./ Ph. D. students of the University. In no case relaxation will be more than 4 hours.

Provided that the workload of the teachers working in University Schools / Departments/conducted colleges/University institutions shall be as recommended by the University Grants Commission/AICTE/other similar Apex bodies and accepted by the Government and the University, from time to time.



- (ii) For the Courses having practicals, the batch size shall be not less than ten and not more than twenty.
- (iii) The condition for minimum number of students per class shall not be applicable to the specialized subjects at post-graduate programmes.

#### **S.6. Recruitment**

Recruitment of teachers in University Schools, University Departments, Conducted Colleges and University Institutions as recommended by Board of University Departments and Interdisciplinary studies and created from University funds as per Act or as sanctioned by the Government or by any other funding agencies shall be as per the procedure laid down in this Statute.

#### **S.7. Advertisement of Vacancies**

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the competent authority. The advertisement shall contain the essential and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of backward classes, differently abled and women candidates and reasonable time, which shall not be less than twenty one days, within which the applicant may, in response to the advertisement, submit his application. The advertisement shall invariably mention that the suitable and qualified candidates with higher merit in the proportion of 1:15 shall only be called for interview for the post of Assistant Professor:

An applicant who is holding substantive /permanent post shall submit the application through the proper channel. While forwarding such application, the employer shall have to clarify whether the lien would be granted to such applicant, if selected.

#### **S 8. Scrutiny Committee**

There shall be a Scrutiny Committee to scrutinise the applications received for the post(s) of teacher(s) to be appointed in the University Schools, University Departments, Conducted Colleges and University Institutions.

1. The Scrutiny Committee for each subject shall consist of :
  - a) Pro-Vice-Chancellor (Chairman).
  - b) Dean of the Faculty concerned.
  - c) Director of the School / Head of the Department concerned.
  - d) Registrar (Member Secretary).

In addition, an academician from the reserved category may be included in the

above committee if the post to be filled in belongs to reserved category.

2. The Registrar shall prepare a summary of each candidate who has applied for the post advertised with his date of birth, qualification, experience, category, present emoluments, etc. and shall place the same before the Scrutiny Committee. The Scrutiny Committee shall verify all the required documents submitted by the candidates and after getting satisfied with the documents, shall recommend the names of the eligible candidates to be called for the interview.
3. The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least fifteen clear days of such meeting; being given to each candidate; and the particulars of each candidate shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

#### **S.9. Selection Committee**

There shall be a Selection Committee for the teachers working in various cadres in the University Schools, University Departments, Conducted Colleges and University Institutions as per Act and amendments therein from time to time.

#### **S.10. Selection Procedure**

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidates in different relevant dimensions and his performance on a scoring system proforma based on the API as provided in the relevant Regulations of the University Grants Commission. To ensure the selection procedure of a teacher to be highly objective, and persons with merit are given adequate recognition and to minimize subjective discrimination, the procedure and norms to be followed shall be as under:

- (1) The University Office, on the information available from the documents submitted by the candidates, shall prepare a consolidated sheet showing academic record and other details of the candidates called for the interview.
- (2) The selection committee shall interview the candidates and adjudge the merit of each candidate as under:
  - (a) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular, extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate shall undertake mock teaching/presentation.



- (b) For the post of Associate Professor/Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, research project, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate shall have to give presentation.
- (3) The interview process shall be audio-video recorded. Such recording shall be treated as valid evidence and shall be preserved in a sealed packet by the University for the period of ninety days.
  - (4) Evaluation of the performance of the candidates shall be based on the average scores given by the selection committee members as prescribed in the respective Annexure as the case may be.
  - (5) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.
  - (6) Each member of the selection committee shall give score based on his own judgment of the interviewed candidates. It shall be mandatory on the part of members present for the meeting of the selection committee, to allot due scores to the candidates. After the interviews are over, the Chairperson shall prepare a consolidated statement by taking the average of the scores given by each of the members of the Selection Committee for each of the candidates.
  - (7) The selection committee shall, then, take the total of the scores obtained for various applicable parameters as given in the respective Annexure and shall prepare the merit list of the interviewed candidates. Thereafter, the selection committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s) including those for reserved category, women candidates, etc.
  - (8) All the selection procedures of the selection committee shall be completed on the day of the meeting of the selection committee, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting.

### **S.11. Temporary Appointment**

In exceptional circumstances and in the interest of the students and teaching, the Vice-Chancellor shall make a temporary appointment against the permanent post for a period of one academic year.

Provided that, the mode of Selection and constitution of Selection Committee for such post shall be as per the Act.

### **S.12. Appointment of the Head of the University Department**

The Vice-Chancellor shall appoint one of the teachers as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions in the following manner by rotation preferably following the seniority of teachers:

- i) If there are more than one Professors in the University Schools, University Departments, Conducted Colleges and University Institutions, Vice-Chancellor shall appoint one of them as the Head of the Department.

Provided that, if in the Department, there is only one Professor, Vice-Chancellor shall appoint him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

- ii) If there is no Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, but there are more than one Associate Professors, the Vice-Chancellor shall appoint one of them as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

Provided that, if there is only one Associate Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, the Vice-Chancellor shall appoint him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

- iii) If there is no Professor or Associate Professors in the Department, but there are more than one Assistant Professor, the Vice-Chancellor shall appoint the senior-most Assistant Professor as the In-charge of the University Schools, University Departments, Conducted Colleges and University Institutions.

- iv) The term of the Head of the Department shall be three years.

- v) The person nominated as the Head of the Department may be replaced during his tenure by Vice-Chancellor by giving appropriate opportunity to be heard by the aggrieved.

- vi) The decision of the Vice-Chancellor regarding appointment and removal of the Head of the Department shall be final and binding.

Provisions (i) to (vi) above shall be applicable for appointment of Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions.

### **S.13. Duties and Responsibilities of the Head of the University Department**

The Head of the University Department shall be the Principal academic and executive Head of the Department. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

1. The Head shall be appointed by the Vice-Chancellor in the manner as prescribed in these Statutes and shall be working directly under superintendence, direction and the control of the Vice-Chancellor.
2. He shall be ex-officio Chairman of the Departmental Committee.
3. He shall supervise and control the working of the teachers and the employees working in the Department.
4. He shall review the Self Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice-Chancellor while the former Head of the Department shall submit his Self Assessment Report and or the Confidential Reports directly to the Vice-Chancellor.
5. He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
6. He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
7. He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
8. He shall be the ex-officio Chairman of admission committee for various programs of the Department as per the procedure laid down by the University, from time to time.
9. He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.
10. He shall monitor the purchase of equipments, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.
11. He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
12. He shall assist the University in the smooth conduct of the University Examinations.
13. He shall perform such other duties and responsibilities as may be assigned to him/her by the Vice-Chancellor, from time to time.

Points (1) to (13) above shall be applicable for Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions, wherever applicable.



#### **S.14. Reservation policy**

1. The appointments and advertisement of the various categories of teachers in the University Schools, University Departments, Conducted Colleges and University Institutions shall be subject to reservation policy determined by the Government from time to time.
2. The relaxation in the qualifications, age limit etc. to candidates belonging to reserved categories shall be as recommended by the University Grants Commission and similar Apex Bodies, accepted by the Government and the University from time to time.
3. The University shall maintain the Roster as per the Government rules laid down from time to time and the same shall be made available for inspection to the Special Cell of the University.
4. The University shall constitute Standing Committee as per provisions of the Act, and the recommendations of the University Grants Commission and similar Apex Bodies, for the welfare of the backward class teachers and employees including women candidates.
5. There shall be not less than three meetings of the Standing Committee in a year and the proceedings of these meetings shall be made available for inspection to the Special Cell.

#### **S.15. Career Advancement Scheme (CAS)**

Teachers working in the University Schools / Departments/conducted colleges/University institutions shall be eligible for placement/promotion under the Career Advancement Scheme as per the recommendation of the UGC and similar Apex Bodies, accepted by the Government and the University from time to time.

#### **S.16. Academic Calendar**

Academic calendar of the university for the subsequent academic year shall be prepared as per the guidelines from the University Grants Commission, similar Apex Bodies and the State Government, three months before the expiry of the current academic year as per Section 33(1)(z) of the Act.

#### **S.17. Appointment Order**

1. The Appointing Authority shall appoint the teacher(s) strictly as per the recommendations of the Selection Committee constituted under the Act.
2. The appointment order shall be issued by the Signature of the Registrar and in the proforma prescribed by the University.
3. The teacher appointed on a post shall produce a Relieving Order, Service Book and the Last Pay Certificate from his previous employer, if any, at the time of joining the service in the University.

4. The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of his date of birth within three months after joining the post.
5. The teacher appointed, if belongs to reserved category, shall submit the caste certificate at the time of joining the post and also submit validity certificate within six months. Otherwise, necessary action shall be initiated as per Government directives.

#### **S.18. Joining the Duties**

1. The teacher appointed in the service of the University shall sign a contract in the form prescribed by the University.
2. The service of the teacher shall commence from the date on which He joins the duties before 12 noon, otherwise from the next date.
3. The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he assumes charge before 12 noon, otherwise from the next date.
4. The service of the teacher shall cease from the date on which he relinquishes the post before 12 noon, otherwise from the next date.
5. If the teacher expires while in service, he shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he deceases.

#### **S.19. Probation**

1. The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.

2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
3. a) The Head of the Department shall be the Assessing Authority under whom the teacher on probation is working. He shall submit teacher's Annual Self-Assessment for the performance based appraisal system. (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.  
b) Deficiencies, adverse remarks, remarks of appreciations, if any,

mentioned in the PBAS shall be communicated in writing to the teacher for his guidance, improvement and receive his say, if any.

- c) The PBAS for the last six monthly period shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.
4. On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may -
  - a) confirm the teacher on probation in the service from a specific date;  
*OR*
  - b) terminate his service after giving him/her one month's notice in writing.  
If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his probation period.
5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his period of probation shall be deemed to have been extended to that extent.
6. The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

#### **S.20. Duties of the Teacher**

- a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The University Authority shall give the teacher every possible opportunity to do so.
- b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University examinations etc. and shall encourage pursuit of learning in the students.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.



- e) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head.
- f) A teacher shall help the University authorities to enforce and maintain discipline and good habits among the students.
- g) A teacher shall assist the University in smooth conduct of the University Examinations.

**S.21. Assessing Authority**

1. The Assessing Authority shall provide the Performance Based Appraisal System (PBAS) proforma developed by the respective University and approved by Statutory Authorities of the University following guidelines issued by UGC/AICTE/Other similar Apex Bodies for the academic year.
2. The Performance Based Appraisal System (PBAS) proforma developed by the respective University shall be reviewed by the statutory Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, adverse or outstandingly good in character and authenticate. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, it shall state the reasons thereof and superscribe its own assessment about work and conduct of the teacher.
3. The following shall be the Assessing and Reviewing Authorities :

<i>Category</i>	<i>Assessing Authority</i>	<i>Reviewing Authority</i>
a) Head/Ex-Head/Director of the Department/School	---	Vice-Chancellor
b) Teacher other than mentioned in a) above	Head/Director of the Department	Vice-Chancellor

4. The remarks in the Performance Based Appraisal System (PBAS), either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within one month. Adverse remarks not duly communicated in writing to the teacher within one month shall be disregarded for the purpose.
5. The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing

Authority, may expunge or retain such remarks and this decision shall be final and shall be recorded in writing.

6. The Performance Based Appraisal System (PBAS) of the teacher shall be the basis for determining the merit. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years.

## **S.22. Service Book**

1. The Service Book, as prescribed by the Government, shall be maintained by the Appointing Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.
2. The Service Book shall contain the record of the service of each teacher covering all essential events in his official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.
3. a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the University and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.  
b) In case a teacher wishes to alter his date of birth, the teacher may apply in writing to the Appointing Authority. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his first joining the service, and no correction shall be made thereafter under any circumstances.
4. Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due

authentication by the Competent Authority.

5. The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the teacher.
6. The teacher may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
7. A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office. The Appointing Authority may cause to verify periodically the Service Book of each teacher for correctness of entries.
8. A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.
9. The Service Book shall be retained in the office after the teacher ceases to be in service permanently.

#### **S.23. Personal File**

1. The Competent Authority shall retain the Performance Based Appraisal System (PBAS) and other reports of the teacher in a separate Confidential File and also in digital form. Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.
2. A Personal File shall be maintained for every teacher immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

#### **S.24. Seniority of Teachers**

Seniority of the teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be determined in the following manner:

1. The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
2. The seniority of the Professors, Associate Professors and Assistant Professors in the respective cadre shall be decided on the basis of their date of joining duties in the University Schools, University Departments, Conducted Colleges and University Institutions.

However, there shall not be any discrimination between directly recruited teachers and promoted teachers under Career Advancement Scheme (CAS) under any cadre and under any consequences.



## **S.25. Medical Incapacitation**

1. The teacher shall be considered to be incapacitated to discharge his duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority.
  - a) due to accident, resulting in loss of limb or being seriously injured, etc. so that he is unable to perform his duties.
  - b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS etc. making him/her unable to perform his duties.
2. The teacher may be considered mentally incapacitated to render his services, if —
  - a) he has turned insane.
  - b) he is not capable of meeting with the requirements of the post to which he is appointed despite his mental equilibrium having been properly set.
3. Wherever teacher is to be declared to be incapacitated either physically or mentally, his case shall be referred to the Committee constituted as below :
  - a) Pro-Vice-Chancellor  
or  
A person nominated by Vice-Chancellor - Chairman.
  - b) Three Registered Medical Practitioners to be nominated by the Vice-Chancellor.
  - c) Medical officer of University if any.
  - d) Head of the Department / Director of the School  
Provided that the three Medical Practitioners nominated by the Vice-Chancellor shall be with Post-graduate Degree and Specialists in different fields.  
The Committee shall scrutinise the case of the teacher and shall submit its report to the Vice-Chancellor.
4. After receipt of the report, the Vice-Chancellor shall forward the above said committee's report to Medical Board Constituted by the Government for their opinion.
5. After receipt of the report from the Medical Board, the Vice-Chancellor shall take the final decision.  
Provided that the Vice-Chancellor shall consider such case keeping in view the prime interest of the University and with sympathetic view towards the teacher.
6. The teacher declared incapacitated either physically or mentally shall be retired from the service of the University by the Vice-Chancellor with effect from the date of medical report. The teacher concerned shall be eligible for the post-retirement benefits, provided he fulfils the minimum requirements as laid down by the Government, from time to time.

7. If the teacher working in the University, expires during the active service or retires on medical grounds, one of the relatives of such teacher, shall be appointed, on compassionate ground in the services of the University, in the lowest post in the Class III or IV as per the Government Rules, from time to time, provided he fulfils the required qualifications.

Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment.

Provided further that, for the purpose of appointment on compassionate ground, the term 'relative of employee' means the relative as specified in the Government orders for this purpose from time to time.

### **S.26. Payment of Salary**

- (1) The teachers in the University shall, unless otherwise directed, be entitled to receive the pay subject to enforcement of the taxes laid by the Government from time to time, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he is appointed, with effect from the commencement upto the cessation of service in the University.
- (2) (a) The scales of pay for the teachers of the various cadres working in the University Schools, University Departments, Conducted Colleges and University Institutions shall be as recommended by the University Grants Commission/AICTE/other similar Apex bodies and accepted by the Government and the University, from time to time.
- (b) The scales of pay, for the teachers of the various cadres working in which professional courses are run shall be as recommended by their respective apex bodies and accepted by the Government and the University, from time to time.
- (c) Whenever the University Grants Commission/AICTE/other similar Apex bodies or the respective Councils revise the scale(s) of pay for the teachers in the University, the same shall be made applicable to the teachers after the approval of the Government.
- (3) The initial pay of the teacher selected by the University authorities shall be at least the minimum of the scale of pay.

Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of University or Government aided Colleges/Institutions or Government organisations as per the Government rules, issued from time to time.

- (4) In respect of the teacher who expires while in service, his pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.

- (5) The officiating pay, deputation allowance and the Pay drawn by the teacher while in foreign service shall be as per the provisions made in the pension scheme of Government.

#### **S.27. Additional Charge**

If the teacher is assigned to hold the additional charge, he shall receive additional pay, based on his presumptive pay, as may be prescribed by the Government and accepted by the University, from time to time;

Provided that, this additional pay shall be admissible.

#### **S.28. Pay Fixation on Personal Promotion**

- (1) On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
- (2) If the teacher has reached the maximum of the scale of pay on the lower post, his notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.
- (3) If the teacher placed in higher post/scale happens to draw lesser pay than his junior, placed in the said post/scale, the pay of the senior teacher shall be stepped upto a figure equal to the pay of his junior teacher, as prescribed by the Government, from time to time.

#### **S.29. Pay Fixation on Reversion**

- (1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he would have drawn, had he not been so placed in higher scale.
- (2) If the teacher is reverted by way of major punishment on account of misconduct, the Competent Authority may fix his pay at any lower stage in the lower scale of pay under these statutes;

Provided that, the subsistence allowance already paid to the teacher shall be fully recovered either from the pay and allowances as the case may be or from the leave salary payable to him/her, if it happens to be in excess of his revised total emoluments, to the extent of excess pay only.

- (3) When the teacher is reverted on account of misconduct to a post carrying lower scale of pay, and is subsequently reinstated, his previous service in the post which he was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part;

Provided that, the teacher, proceeding to join or returning from the foreign



service, shall be entitled to the pay payable to him/her on the substantive post held by him/her.

### **S.30. Pay Protection on New Post**

During the joining time, the teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities.

### **S.31. Date of Increment**

- (1) The teacher, having his pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the 1<sup>st</sup> date of July, every year or as per Government directives applicable from time to time.
- (2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
- (3) If a teacher is placed in higher grade / post, he shall draw the increment on the date he is otherwise entitled.
- (4) The Service rendered by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :
  - (a) The teacher on probation shall draw first increment on completion of twelve months or as per Government resolutions applicable from time to time.
  - (b) The date of increment shall be as prescribed by the Government from time to time.
- (5) Service rendered in the circumstances mentioned below shall count for increment :
  - (a) All duties whether continuous or otherwise in a post on a scale of pay
  - (b) Authorised leave other than extraordinary leave
  - (c) Extraordinary leave on medical grounds with the permission of the Competent Authority;  
Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his normal date of increment.
  - (d) The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post

- (e) The period spent on deputation to foreign service
- (6) A teacher on authorised leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, alongwith the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
- (7) The Competent Authority may withhold, by an order in writing, the increment of a teacher if his conduct has not been found to be satisfactory, or his work has not been satisfactory only after a due inquiry held. The Competent Authority while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his future increment(s).

### **S.32 .Personal Pay**

The Competent Authority may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

### **S.33.Allowances**

- (1) A teacher working on a post in the scale of pay shall be entitled to allowances such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance, Transport Allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.
- (2) For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.
- (3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.
- (4) The House Rent Allowance shall be admissible to teacher at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time;

When the teacher is provided with residential quarter by the University either on rent free basis or on rent basis he shall not be entitled to House Rent Allowance. If the residential quarter is provided to the teacher then he shall pay the maintenance and other charges as per the Government Rules, applicable from time to time.

- (5) In case where both husband and wife are in service in the University, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.
- (6) The teachers shall not be entitled to receive any allowances from University fund other than the allowances prescribed by the Government, Provided, if the teacher is assigned responsibility in addition to his regular duty as teacher by the competent authority for a period not less than one month, he shall be entitled to receive allowances from the University fund as per the norms prescribed by the competent authority of the University.

#### **S.34. Pay on Leave**

- (a) The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.
- (b) The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.
- (c) The teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).
- (d) The teacher, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.
- (e) The teacher, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the remaining period.
- (f) The female teacher on maternity leave shall be entitled to leave salary, admissible as under :
  - (i) clause (a), in case the female teacher is permanent.
  - (ii) clause (a), in case of probationary / temporary female teacher, who has put in at least two years continuous service.
  - (iii) clause (b), in case of probationary / temporary female teacher who has put in more than one year continuous service but less than two years continuous service.
- (iv) the temporary female teacher with less than one year service shall not be entitled to any leave salary.



**S. 35 Entitlement to Leave Salary**

The teacher on study leave, on special leave or on sabbatical leave shall be entitled to leave salary as per Sub-Clause (a) of Clause (1).

**S.36. Travelling Allowance/ Dearness Allowance for Tour**

- (1) The teacher, required to undertake tour in the course of discharge of his duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.
- (2) The teacher, proceeding to his home town or otherwise and back under leave travel scheme, shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.
- (3) The teacher is entitled for the Leave Travel concession to visit any place within the Maharashtra State as prescribed by the Government, from time to time.

**S.37. Medical Reimbursement**

The teacher working in the University shall be eligible for Medical Reimbursement as per Government rules, issued from time to time.

**S.38. Vacation Salary**

The teacher shall be entitled to vacation salary as may be specified under these Statutes.

The person who ceases to be a teacher in the University Institution either at the end of the first term or at the end of the academic year shall be entitled, for vacation salary in the following manner :

- (1) If the teacher has served for a major part of the term, then he shall be entitled for the following winter vacation salary.
- (2) If the teacher has served for major part of the academic year, then he shall be entitled for the following summer vacation salary.
- (3) If the teacher has served for the whole of the second term or major part of the second term, then he shall be entitled for one month's salary in the summer vacation.
- (4) The teacher may remain absent, with the prior permission of the Vice Chancellor at the beginning or at the end of the first and/or second term, as the case may be.

**S.39. Leaves**

- (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

- (3) The teacher may be granted leave only on his request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- (4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- (5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.
- (6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding , graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.
- (7) If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after rest and treatment.
- (8) The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- (9) Ordinarily the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- (10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he shall be entitled to count his previous and subsequent services towards leave.

#### **S.40. Competent Authority to Sanction Leave**

The following shall be the Competent Authority to sanction leave under these Rules :

<i>No.</i>	<i>Category</i>	<i>Kind of Leave Authority</i>	<i>Competent</i>
1.	Head of the Department / Director of the School	All kinds of leaves	Vice-Chancellor
2.	All teachers	Casual leave	Head of the Department / Director of the School
3.	All teachers	All kinds of leaves except Casual leave	Vice-Chancellor

Provided that, the Vice-Chancellor may further delegate to the Pro-Vice-Chancellor, the power to sanction particular kind of leave.

#### **S.41. Kinds of Leave**

All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

##### **The following kinds of leave would be admissible to permanent teachers-**

- (i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (*Note:* These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.)
- (ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;
- (iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;
- (iv) Leave not debited to leave account-
- (v) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave
- (vi) Leave on ground on health, viz. Maternity leave, Quarantine leave  
The Management Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

#### **S.42. Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **S.43. Special Casual Leave**

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
  - (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To undertake the task assigned by competent/ statutory authority/apex bodies such as accreditation, academic audit, inspection of an autonomous institutions, approval to new colleges/ programs/ institutions not affiliated with the parent University a statutory board, organisations.
- (ii) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.



- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by sanctioning authority on each occasion.
- (iv) In addition, special casual leave to the extent mentioned below may also be granted;
  - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
  - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

#### **S.44. Duty Leave**

- (i) Duty leave not exceeding thirty days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for delivering invited talks in colleges/institutions/organisations and universities, for attending conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

#### **S.45. On Duty**

If a teacher performs any other duty assigned/approved by competent authority for the University, he shall be treated as on duty. In such case the period of his absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following;

- (a) To attend meetings in the UGC, DST, AICTE, such other similar Apex bodies, MPSC, UPSC and Government agencies.
- (b) To undertake task in another Indian or foreign university, any other agency, institution or organisation when so deputed by the university;
- (c) To participate a delegation or working on a committee appointed by the Government of India, State/Local Self Government, the University Grants Commission/other Apex bodies or any other academic body.
- (d) To attend refresher courses, orientation programs, short term courses, faculty development programs organised by recognised colleges/institutions/University.

- (e) To attend meetings/visits of various committees constituted by the parent University and other University within the State
- (f) To attend all examination related duties of the parent University.
- (g) To undertake field work related to academic development and research collaboration, consultancy work approved by University, sanctioned research project, survey work, study tours, industrial and educational excursions/visits..
- (h) To attend election duties, if any, related to statutory bodies of University.
- (i) To attend and participate in student related University/ regional/ state/zonal/national/international level sports/cultural /research/NSS/NCC activities/events approved by the competent authority.
- (j) To attend activities like viva voce as a referee or external examiner at parent and other Universities.

#### **S.46. Earned Leave**

- (i) Following earned leaves shall be admissible to teachers without encashment -

- a)  $1/30^{\text{th}}$  of actual service in a year including vacation not exceeding 10 days ; plus
- b)  $1/3^{\text{rd}}$  of the period, if any, during which he is required to perform duty during vacation.

*Note :* For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

*Note 1 :* When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

*Note 2 :* In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

#### **S.47. Leave on Half -Pay**

- (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

- (2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

*Note* :A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

#### **S.48. Commuted leave**

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions :

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) In addition, commuted leave may be granted to the extent mentioned below;
  - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
  - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

#### **S.49. Extra-ordinary leave**

- (i) A permanent teacher may be granted extraordinary leave if approved by Competent Authority when;



- (a) No other leave is admissible; or
  - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
- (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- In such cases all the privileges of the permanent employee shall be retained.

#### **S.50. Leave not due**

- (i) Leave not due, at the discretion of the Head of the Department, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Head of the Department is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

- (iii) A teacher to whom "leave not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

### **S.51. Study leave**

- (i) Study leave may be granted after a minimum of five years of continuous service as a permanent teacher, to pursue a special line of study or research directly related to his work in the university/Institution/Research Organization or to make a special study of the various aspects of university organisation and methods of education.

The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the 10 percent of permanent teachers in any department.

Provided that the Management Council may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned. Provided,

- (a) the person is a full time permanent teacher on the date of the application; and
- (b) there is no break in service.
- (ii) Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Competent Authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service

should not exceed three years.

- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Competent Authority. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as ordinary leave has been obtained.
- (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship or other financial assistance that his being granted study leave, has been awarded will not preclude his being granted study leave with pay and allowances. But the scholarship, fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship after deducting a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his return and re-joining the service of the University, and be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.  
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he shall serve the university for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study

leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the University.

- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.
- (xiv) The teacher shall submit to the Head of Department, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Head of Department within one month of the expiry of every six months of the study leave. If the report does not reach the Head of Department within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xv) The teacher, shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

#### **S.52. Sabbatical leave/Academic leave**

- (i) Permanent, full-time teachers, who have completed seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself study leave for three years, would not be entitled to the sabbatical leave. However, teacher who has availed himself / herself study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (ii) above.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that



leave, any regular appointment under any organisation in India or abroad. He may be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his leave.

*Note - I* The programme to be followed during sabbatical leave shall be submitted to the Head of Department for approval along with the application for grant of leave.

*Note - II* On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

### **S.53. Maternity, Paternity and Adoption Leave**

- (A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.
- (B) Paternity Leave :
- Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.
- (C) Adoption Leave :
- Adoption leave may be provided as per the rules of the State Government.

### **S.54. Appointment against vacant post due to leave**

The post falling vacant for more than six months due to leave of permanent teacher such as Sabbatical Leave, Extraordinary Leave, Study Leave, Maternity

Leave be filled on purely temporary/contractual basis for a period of sanctioned leave.

**S.55. Special medical leave for Tuberculosis, AIDS, Cancer and Heart Surgery**

The teacher shall be entitled to avail leave up to twelve months, if he is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognised Clinic or under a Specialist recognised by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he has no other leave to his credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

**S.56. Special Provisions for the Female Teachers**

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions.

**S.57. Code of Conduct for Teachers**

- (i) The teacher shall be at the disposal of the University full-time and shall serve in such capacity and at such place, as he may, from time to time, be so directed.
- (ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the University.
- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher and his profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote and protect the interest of the University.
- (v) The teacher shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work

to be done in connection with the business of the University.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realisation of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.

- (vii) (a) The teacher or his near relative shall neither bid directly or indirectly, at any auction of any University property nor submit any tender for any supply to the University Schools, University Departments, Conducted Colleges and University Institutions.
- (b) The teacher or his relative shall not use the University property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.

### **S.58. Misconduct**

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in these Statutes.
- (ii) refusal to accept order or other communication served according to the Statutes.
- (iii) obtaining employment in the University by misrepresenting facts.
- (iv) misappropriation of any amount and/or movable and immovable property of the University.

- (v) wilful and persistent negligence of duty.
- (vi) incompetence in Teaching.
- (vii) indulging in or promoting unfair practices in the conduct of University examinations.
- (viii) theft, fraud or dishonesty.
- (ix) wilful or negligent damage of the University property.
- (x) any action involving moral turpitude and attracting conviction in court of law.
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours.
- (xii) misbehaviour with students, another teacher, staff, parents.
- (xiii) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
- (xiv) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

*Explanation :*

- (1) wilful negligence of duty shall amongst other things include the following:
  - (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.
  - (b) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Vice-Chancellor/Head of the Department, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.
  - (c) incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

### **S.59 Disciplinary Authority**

The Disciplinary Authority in respect of the teacher working in a University Schools, University Departments, Conducted Colleges and University Institutions shall be the Vice Chancellor;

### **S.60. Penalties**

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself.



- (a) Minor Penalties :
- (i) censure,
  - (ii) fine,
  - (iii) withholding of increment of pay for specific period,
  - (iv) recovery from his pay, or such other amount as may be due from him/her.
- (b) Major penalties :
- (i) stoppage of increment with or without effect on future increments,
  - (ii) reduction to a lower scale of pay, grade, post or service,
  - (iii) compulsory retirement,
  - (iv) removal from service,
  - (v) termination of service.
  - (vi) dismissal from service,

*Explanation (1) :* The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

*Explanation (2) :* The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the University by negligence or by breach of orders.

*Explanation (3) :* Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

*Explanation (4) :* The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

*Explanation (5) :* Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognised Institution.

*Explanation (6) :* Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognised Institution.

#### **S.61.Procedure for imposing Minor Penalty**

If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

- (1) issue a notice to the teacher in writing alongwith the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
- (2) give reasonable opportunity to the teacher to furnish explanation;
- (3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
- (4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);
- (5) the appeal against the minor penalty imposed by the Vice-Chancellor shall lie with the Grievances Committee.

**S.62. Action not Amounting to Penalty**

The following shall not amount to penalty within the meaning of Statute, namely:

- (1) non-placement of teacher either in senior scale or selection grade;
- (2) reversion of the teacher already appointed as the Head of the Department;
- (3) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;
- (4) Termination of Services :
  - (a) the teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his appointment;
  - (b) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- (5) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
- (6) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
- (7) termination of the service due to abolition of the post(s).

**S.63. Suspension**

- (1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances :
  - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
  - (ii) wherein the opinion of the Competent Authority he has engaged himself in activities prejudicial to the interests of the University

and

- (iii) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
  - (b) where the case against him/her in respect of any criminal offense is under investigation, enquiry or trial in a court of law.
- (2) The teacher shall be deemed to have been placed under suspension.:
- (a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
  - (b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the teacher shall not be allowed to resign.
- (4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.
- (1) If the Disciplinary Authorities finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
- (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay & allowances admissible, pending regular enquiry.
- a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
  - b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause (a) above.

Explanation :

- 1) While under suspension, the resignation of a teacher shall not be accepted.

- 2) No leave shall be granted to a teacher while he is under suspension.
  - 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he is paid the subsistence allowance : “I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension”;
- Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.
- (4) (a) If the teacher, under suspension is undergoing a trial in a criminal court, or departmental enquiry under these statutes, he shall be provided with the subsistence allowance under Clause (2).
- (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he undergoes punishment or till he is deemed to be in the service of the University, whichever is earlier.
- (c) If the teacher under suspension is acquitted in appeal, he shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) If the teacher under suspension attains the age of superannuation, he shall deem to have been retired and shall not be entitled to any subsistence allowance. If he is covered by the Contributory Provident Fund (CPF) scheme, he shall be entitled to have his own share of contribution but shall not be entitled to the University share. If he is covered by the Pension scheme, he shall be entitled to provisional pension not exceeding the maximum pension admissible to him/her for qualifying service upto the date of suspension. The University share of CPF or the final pension and the gratuity shall or not be paid to him/her as per the final decision of proceedings against him/her.
- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.

If the person is not fully exonerated he should be given pay equal to:

- (i) subsistence allowance or
- (ii) certain percentage of pay depending upon the merit of the case.

The period can be converted into leave due and admissible only at the



express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state :
  - (a) whether the said period be treated as duty leave or leave not due, and
  - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the University fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the University.

#### **S.64. Preliminary Enquiry**

- (1) If a teacher is alleged to be guilty of misconduct as per Statute 58, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee :
  - (i) The Dean of the concerned Faculty - Chairman
  - (ii) The Head of the Department  
Provided, where there is no regular Head of the Department or when Head of the Department is himself / herself involved in the matter, Vice Chancellor shall appoint Head of any other University Department.
  - (iii) The member of the Management Council to be nominated by the Vice-Chancellor
  - (iv) A representative of the teacher whose inquiry is to be conducted.
- (2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher;  
Provided that, while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his case before the Committee.
- (3) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Vice-Chancellor.
- (4) The Vice-Chancellor, after scrutinising the report of the Committee, may give permission to hold full-fledged enquiry of the teacher, as the case may be.

Provided further that, if the Vice-Chancellor, after scrutinising the report, feels that the report is incomplete or requires some more documents/evidences, then he shall call for such additional documents/evidences and if necessary may appoint another Committee.

#### **S.65. Procedure of Enquiry**

- (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the preliminary enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Officer, who is Retired Judge below the rank of District Judge to enquire into the facts of the case. The appointment order of the Enquiry Officer shall be issued in the Form as prescribed by the University.
- (2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up
  - (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
  - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain
    - (i) a statement of all relevant facts including any admission or confession by the teacher, and
    - (ii) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his defense and to state whether he desires to be heard in person.
- (4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.
- (5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
- (6) Where the Disciplinary Authority appoints the Enquiry Officer, it may by an order appoint another teacher or any other suitable person to present the

case in support of the article(s) of the charge(s) before the Enquiry Officer. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Officer permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.

- (7) The Disciplinary Authority shall forward to the Enquiry Officer :
  - (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
  - (b) a copy of the order appointing the Presenting Officer, if any,
  - (c) copies of the statements of witnesses,
  - (d) evidence proving the delivery of documents to the teacher, and
  - (e) a copy of the written statement of defense by the teacher, if any.
- (8) The teacher shall appear in person before the Disciplinary Authority or the Enquiry Officer on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Disciplinary Authority or the Enquiry Officer may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Officer may allow.
- (9) The Disciplinary Authority may, *suomotu* or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Officer constituted for the purpose.
- (10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before the Disciplinary Authority or Enquiry Officer, it shall ask him/her whether he is guilty or has any defense to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.
- (11) The Enquiry Officer shall return to the Disciplinary authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he pleads not guilty, the Enquiry Officer shall proceed to enquire further.
- (12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Officer shall require the Presenting Officer to produce the evidence by which he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his defense.
  - (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Officer may allow, the documents specified in the list,
  - (b) submit a list of witness(es) to be examined on his behalf,

- (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Officer may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Officer shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.
- (14) (a) The teacher may, by notice to the Enquiry Officer, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Officer, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.
- (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Officer;
- Provided that, the Enquiry Officer may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Officer may withdraw the requisition or press for the same;
- Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Officer and the Enquiry Officer shall, on being so informed, withdraw the requisition and communicate the information to the teacher.
- (15) (a) The enquiry shall commence on the date fixed by the Enquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.
- (b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry officer. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.
- (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross-examined by the teacher or his



assistant. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Officer may also put questions to the witnesses.

- (d) Before the closure of the case by the Disciplinary Authority, the Enquiry Officer may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

- (e) When the part of the inquiry-proceeding of the Disciplinary Authority is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the Disciplinary Authority, re-examined by the teacher and examined by the Enquiry Officer.

The Enquiry Officer may also allow the teacher to produce

- (f) After the teacher closes his part of the inquiry proceeding and if the teacher has not examined himself, the Enquiry Officer may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.

- (g) The Enquiry Officer may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.

- (16) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Officer or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Officer may hold the enquiry *ex-parte*.

- (17) (a) Wherever the Enquiry Officer, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;

Provided that, if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, he may recall, examine, cross-examine and re-examine him/her;

Provided further that, if the witness is recalled, he may be cross-examined and/or re-examined by the teacher or the Presenting Officer.

- (b) Where in the opinion of the Enquiry Officer, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), he may record its findings on such article(s) of charge(s);

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

#### **S.66. Enquiry Report**

- (1) After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain
  - (a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
  - (b) the defense of the teacher in respect of each article of charge;
  - (c) an assessment of the evidence in respect of each article of charge; and
  - (d) the findings on each article of charge and the reasons thereof.
- (2) The Enquiry Officer, shall forward to the Disciplinary Authority the record of enquiry which shall include
  - (a) the report prepared by him/her;
  - (b) the written statements of defense submitted by the teacher;
  - (c) the oral and documentary evidence produced in the enquiry;
  - (d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and
  - (e) the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
- (3) The Enquiry Officer may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;

Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

#### **S.67. Action on Enquiry Reports**

- (1) The Disciplinary Authority shall consider the report and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Officer, shall

consider the enquiry report and if it disagrees with the Enquiry Officer on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Officer for further enquiry and report. The Enquiry Officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.

- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.
- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
  - (i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/she agrees with the findings of the Enquiry Officer or otherwise, together with brief reasons for its disagreement, if any within a week; and thereafter
  - (ii) give to the teacher a show-cause notice in the form as prescribed by the University., stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.
- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Officer.
- (7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the format as prescribed by the University..

#### **S.68. Appeal**

- (1) Notwithstanding anything contained in these Statutes no appeal shall lie against
  - (a) any order of an interlocutory nature or of the nature of a step-in-aid or

- the final disposal of a disciplinary proceeding, other than an order of suspension;
- (b) any order passed by an Enquiry Officer in the case of an enquiry under these Statutes.
- (2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :
- (a) an order of suspension or deemed suspension made under Statute 63.
  - (b) an order which
    - (i) denies or varies to his disadvantage his pay, allowances or any other conditions of service;
    - (ii) denies placement to which he is otherwise eligible according to the recruitment rules;
    - (iii) interprets to his disadvantage the provisions of any such Statutes;
    - (iv) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
    - (v) reduces or withholds the post-retirement benefits, if any;
    - (vi) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;
    - (vii) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;
    - (viii) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

#### **S.69. Appellate Authority**

The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the Grievances Committee or the tribunal, as the case may be, constituted under the Act. In case the decision of the Grievances Committee is not complied by the concerned authorities, the teacher may forward the appeal



to the tribunal as per provisions of the Act.

**S.70. Service of Order, Notices, etc.**

Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

**S.71. Retirement**

- (1) The teacher after confirmation shall continue in the service of the University till he attains the age of superannuation as prescribed by the Government from time to time.
- (2) The Competent Authority shall require the teacher to cease to be in his service of the University, if
  - (a) he has reached the age of superannuation.
  - (b) he has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 60.
  - (c) he is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.
  - (d) he is retired on Voluntary/Compulsory retirement pension.
  - (e) he is absent from duties for one year without permission of Competent Authority.

**S.72. Age of superannuation**

The age of superannuation of the teacher shall be as prescribed by Government on the directives given by UGC/other Apex Bodies from time to time; however, he shall retire from the service on the afternoon of the last day of the month in which he attains the age of superannuation.

**S.73. Extension in Service after superannuation**

The Competent Authority may, consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Head of the Department. He shall work as a teacher without any kind of statutory administrative responsibility in the University. Such proposal of granting extension to the teacher shall be forwarded by the concerned department to the competent authority.

Provided further that, if such proposal is accepted by the Management Council. The salary for the period for which the teacher is given extension shall not be admissible for the Salary Grant. In such case, the re-employed teacher shall be paid such salary which should not exceed the salary drawn by him/her in the last month of superannuation minus amount of pension.

#### **S.74. Re-employment**

- (1) Notwithstanding anything contained in these Statutes, the Competent Authority may grant re-employment to any teacher already retired from University/Institutions of National or International repute for one year at a time, extendable up to maximum five years or till he attains the age of sixty five, whichever is earlier.

The following procedure shall be adopted for Such re-employment

- (a) The Head of University Department shall submit proposal for re-employment of a retired teacher after obtaining approval for the same in the Departmental Committee meeting.
  - (b) Such proposals shall be placed before The Board of University Department and Interdisciplinary studies for consideration.
  - (c) The Board of University Department and Interdisciplinary studies in its meeting may approve and recommend to the Management Council with honorarium to be given to the teacher.
  - (d) The Vice Chancellor may appoint the teacher after obtaining approval of the Management Council.
  - (e) The honorarium of such re-employed teacher shall be paid by the University from the funds created for the said purpose.
- (2) The teacher who has retired before the age of superannuation voluntarily or for some reasons but not for avoiding any departmental proceedings, may be re-employed by the University, if the time-gap between his voluntary retirement and re-employment is not more than two years. Such re-employed teacher shall be in the service of the University upto his normal age of superannuation and shall be subject to the provisions of these Statutes.

Provided that, appointment of such teacher shall be made on substantive vacant post following the existing recruitment procedure the Salary of such re-employed teacher shall be fixed as per the Government rules applicable from time to time.

#### **S.75. Submission of Pension Proposal**

- (1) The service record of each teacher, shall be taken up for examination at least one year before the date of his retirement by the Registrar, who shall prepare a list, every six months on 1st January and 1st July each year, of all

the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively.

- (2) The Competent Authority shall intimate the teacher one year in advance the date of his superannuation alongwith the forms, related to his pension proposal duly filled in, for his observations for one month. The Competent Authority shall then scrutinise the same and complete other service record, documents and certificates required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Competent Government Authority, six months prior to the date of superannuation of the said teacher for his sanction.

#### **S.76. Voluntary Retirement**

- (1) The teacher who has put in at least twenty years of service, may at his sole discretion, opt for retirement from the services of the University, as the case may be, by giving three clear months' notice to the Appointing Authority;

Provided that, during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

- (2) The rules governing voluntary retirement prescribed by the Government from time to time shall be made applicable to such teachers.

#### **S.77. Retirement on Medical Grounds**

If the teacher who has at least ten years of service is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the teacher shall be retired from the service of the University with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits.

#### **S.78. Removal or Compulsory Retirement**

- (1) Subject to the Statute 68(7), the Competent Authority may remove any teacher from the service of the University or may require him/her to retire on grounds of misconduct or incapacitation.
- (2) In respect of the teacher retiring for such reasons, other than by way of superannuation, the Registrar shall promptly inform the Director, Higher Education, the Joint Director and the Competent Government Authority as soon as the cause thereof arises.
- (3) While forwarding such a case, the Registrar shall specifically mention whether any dues either to the Government or the University, are

outstanding in the name of the teacher who is due for retirement.

**S.79. Claim for Compensation for Retirement**

No claim as compensation by the teacher who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed and sanctioned by the Government, from time to time.

**S.80. Post Retirement Benefits**

- (1) The teacher working in the University against the post approved by the Government and who is covered under Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.
- (2) The teacher working in the University against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary Grant or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity etc., at the rates applicable to the teacher covered by pension or other scheme of Government, but all the payment for these benefits shall be made by the University from its own funds.
- (3) The teacher shall clear all dues payable to the University, outstanding to his account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.
- (4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he attended his duties regularly, provided the said period qualifies for such benefits.

**S.81. Holding Public Office**

- (1) (a) In the event of his being elected to public offices at the local, district,



state or national level, the permanent teacher may apply for leave due and admissible to him/her, and if there is no leave to his credit, the extraordinary leave for the period for which he is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Statutes;

Provided that, such a period spent on extraordinary leave availed by the teacher shall be counted for increments and post-retirement benefits.

- (b) If the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him/her or the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his duties during the remaining periods.
- (2) In the event, a permanent teacher becomes either Minister or an Office bearer in public offices such as Chairman, President, Vice-President etc. which requires full-time attendance or long time absence from normal duties, he shall apply for keeping his lien on the post which he had held and shall be granted the same by the Competent Authority.

#### **S.82. Foreign/Home Service**

- (1) The Appointing Authority may, by special resolution, upon requisition by an organization, foreign or home, (herein referred to as Foreign /another Employer, as the case may be,) and on express consent by the teacher, place the services of the teacher at the disposal of the foreign/another employer.
- (2) The position, terms and conditions of the teacher under the foreign/another employer shall be decided by the Competent Authority in consultation with the foreign/another employer.
- (3) The teacher shall be treated to be on deputation from the date he relinquishes his charge and till he resumes the charge on repatriation.
- (4) a) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years.  
b) While applying for a lien the teacher shall give in writing to the Appointing Authority that he shall serve the University at least for three years after his foreign assignment is over.

The teacher shall retain lien on his permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits, if the public share of General/contributory Provident Fund of the teacher is paid to the Govt. by either the

- foreign/another Employer or the teacher.
- (5) (a) The Competent Authority may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to relieve the teacher from that date.
  - (b) The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher .
  - (6) The foreign/another employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/ General Provident Fund, Gratuity, etc. if any, at the rates prescribed by the Government, from time to time.
  - (7) The teacher in service of the foreign/another employer shall be entitled to the benefits of Leave, Joining Time, Transfer, Travelling Allowance/Dearness Allowance, etc.
  - (8) (a) The teacher on deputation to any other organization shall have to take prior permission and rejoin his parent service before he proceeds on deputation to another organization.
  - (b) The foreign employer may grant the teacher Study Leave for pursuing studies connected with his foreign service and such period shall be treated as foreign service. The foreign service employer shall report the details of such study leave to the Competent Authority.
  - (c) The teacher seeking study leave, for studies not directly connected with his foreign service but connected with his parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall rejoin his parent service before proceeding on such study leave.

### **S.83. Break Condonation**

The Competent Authority of University or the Director of Higher Education, as the case may be, shall condone the break(s) in service of the teacher for the purpose of pay last drawn, increments, placements and pensionary benefits, as per the Government rules amended, from time to time.

### **S.84. Discharge/Relieving Certificate**

The Registrar shall issue a Discharge/Relieving Certificate to the teacher who leaves service after following due procedure as laid down under the Statutes, in the form as prescribed by the University.

**S.85. Lien on the original post**

- (1) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post.
- (2) The teacher, seeking appointment in another university or any other organization, shall apply for his lien through the Head. The Head may forward such application to the Competent Authority subject to such conditions as may be prescribed in these statutes.
- (3) In case a permanent teacher is selected/appointed, as the case may be, he may make specific request to the Appointing Authority that he may be permitted to accept the new assignment on lien. The employer may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the another authority. The lien of such teacher shall be retained on his post for a period not exceeding five years, at the end of which he may have to rejoin his post or resign;  
Provided that, if the teacher is appointed or nominated as tenure statutory post prescribed in the University Act, he shall be entitled to lien for a period of five years. The lien period is restricted to two years for any other post.
- (4) In case the teacher is on probation at the time of such outside appointment, he shall resign his position before proceeding on to join the post.
- (5) The teacher shall be entitled to automatic grant of lien on previous post in case he is appointed on a higher post in the university.
- (6) The lien of the teacher on any post shall not be terminated under any circumstances. The lien shall cease to be operative when he ceases to be in the service, on account of absorption in foreign service, retirement, resignation, discharge or dismissal.
- (7) The Appointing Authority may give a provisional substantive appointment to the teacher against the post on which another teacher holds a suspended lien and shall cease to be on such appointment as soon as the teacher holding suspended lien joins the post.

**S.86. Deserter**

The teacher, who is absent from duty without permission for a period of more than one year, shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of this period.

Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate causes of his absence for reasons beyond his control, the Competent Authority may, by a special order condone his absence and continue his services;

Provided further that, before terminating the services of the deserter, the

Competent Authority shall first give thirty days notice to the deserter in local newspaper, send the copy of the said notice to the deserter on permanent address by registered post and paste the copy of the notice on the door of his residence, if the notice sent by registered post is not served to him. After expiry of the notice period, the Competent Authority shall terminate the services of the deserter.

#### **S.87. Discontinuation or Termination**

- (1) The teacher shall not leave or discontinue his service in the University without giving prior notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of such notice shall be
  - (a) three calendar months in the case of a permanent teacher.
  - (b) one calendar month in the case of a temporary/ ad hoc or probationary teacher.
  - (c) In case of breach of these provisions, the teacher shall pay to the University an amount equal to his basic pay for the notice period required to be given by him/her. In case, he fails to pay the amount, it shall be recovered from the dues payable to him/her.
- (2) If the Disciplinary Authority, after completing the procedure of enquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, it shall give three months' notice in case of a permanent teacher or pay the basic pay for the period in lieu thereof.
- (3) The Competent Authority shall not terminate the service of the teacher on probation without giving him/her one month's prior notice in writing or one month basic pay in lieu thereof.

#### **S.88. Abolition of Post**

- (1) The Post of the teacher shall not be abolished without prior permission of the Management Council or Government as the case may be. In case of substantive post under Government salary scheme, protection of services of the teacher(s) concerned shall be governed by Government Regulations applicable from time to time.
- (2) In case of the teacher who cannot be protected as surplus, as per the rules of the University, then the post held by such teacher shall be abolished in the following manner :
  - (a) The Head of the Department shall submit the proposal to the Vice-Chancellor for abolition of the post for either want of workload or closure of a subject.
  - (b) The Management Council, after scrutinising the proposal, may give permission to abolish the post(s).

- (c) The teacher(s), working against such post(s) which is/are to be abolished, shall be entitled for absorption on the suitable equivalent University funded post. In case, the teacher refuses to work on the equivalent post, he shall be given the compensation in the following manner:
  - (i) If the teacher has put in more than ten years of service, he shall be entitled to twelve months' total emoluments of the Salary.
  - (ii) If the teacher has put in more than five years service, he shall be entitled to six months' total emoluments of the Salary.
  - (iii) If the teacher is confirmed and has put in more than two years but less than five years service, he shall be entitled to three months' total emoluments of the Salary.
- (d) In case, the abolished post is again created due to any reason, then the Appointing Authority shall, by registered post (AD) on the address furnished by such teacher from time to time, ask his willingness to rejoin the post upon which the teacher will have the first claim.

#### **S.89. Resignation**

Any teacher working in the University shall resign his post by tendering a resignation letter in his own hand writing to the Competent Authority, which shall be signed as witnesses by two teachers working in University and shall be forwarded through Head of the Department.

The teacher shall not resign his service in the University without giving prior notice in writing to the Competent Authority of his intention to resign the service. The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher. In case of breach of these provisions, the teacher shall pay to the University an amount equal to his basic pay for the notice period required to be given by him/her. In case, he fails to pay the amount, it shall be recovered from the dues payable to him/her.

#### **S.90. Handing over the charge**

- (1) The teacher before leaving the service shall handover the charge of his post in the prescribed formats to the Head or the person duly authorised by the Vice-Chancellor on his behalf.
- (2) The teacher shall return to the University, all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
- (3) The teacher shall vacate the quarter, if any, allotted to him/her before handing over the charge.
- (4) The University shall pay under any circumstances all the dues which are



payable to the teacher before he is relieved.

- (5) The University shall handover the discharge certificate in the prescribed form and his Service Book, etc. to the teacher.

### **S.91. Contributory Provident Fund/DCPS**

The teacher who is not covered under Salary Grant or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund Scheme/Defined Contributory Pension Scheme (DCPS) as prescribed by the Government from time to time.

Provided that, the rate of monthly subscription of the employee's and the University's share shall be as per the rules of Government of India or the state Government, as the case may be, amended from time to time.

Provided further that, the teacher who is not covered under salary payment scheme and pension scheme shall be entitled for gratuity as per the Government rules amended from time to time.

### **S.92. Departmental Committee**

There shall be a separate Departmental Committee for each University Department :

1. Constitution of such Departmental Committee shall be:
  - a) Head of the Department (Chairman)
  - b) Three Professors
  - c) Two Associate Professors
  - d) Two Assistant Professors

Provided that, committee shall have one woman representative and one teacher from reserved category from any of the cadre above.

Head of the Department shall nominate one of the members of the Committee as its Member Secretary.

Provided that, in the Department, if there are eight or less than eight teachers, then all of them shall be the members of the Department Committee.

2. The Departmental Committee shall be responsible for -
  - a) Smooth working of the Department.
  - b) Preparation of academic calendar of the Department which shall include the terminal examination and other tests, if any, to be conducted during the academic year.
  - c) Preparation of theory and/or practical time table.
  - d) Students' Welfare, including cultural and sports activities.
3. The Departmental Committee may constitute Sub-Committees, such as,

Examination Committee, Library Committee, Laboratory/Building Maintenance Committee, Store/Purchase Committee, Cultural Committee, Students' Co-curricular, Extra-curricular Activities, Guidance Committee, Seminar Committee, Excursion Committee, Garden Committee, Training and Placement Committee, Committee related to Alumni Activities, Parents-Teachers meet, Sports Committee or any other Committees required for smooth working of the Department.

Provided that, the Departmental Committee, while constituting sub-Committees, shall see that all the teachers working in the Department get due participation in such Committees.

4. The Departmental Committee shall prepare the Annual Financial Estimates and send the same to Finance Department of the University for making appropriate provisions in the Annual Budget of the University.
5. The Departmental Committee shall allocate the budgetary provisions of Laboratory, Library, etc. to the various sections as per their requirements.
6. There shall be not less than four Departmental Committee meetings in an academic year.

Provided that, the Chairman shall send the minutes of each meeting to the Vice-Chancellor for his information.

7. The Departmental Committee, in consultation with the teachers of the Department, shall assess the possibilities of starting new academic programmes, research activities, etc.
8. The Departmental Committee shall consider such other item as may be specified by the Vice-Chancellor, from time to time.

### **S.93. Teachers and their Rights**

The Teachers shall enjoy full civil and political rights as provided by the constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

### **S.94. Code of Professional Ethics**

- (1) Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

- (2) The Code of Professional Ethics :

- (a) The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to

conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
  - (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
  - (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
  - (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
  - (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
  - (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
  - (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
  - (viii) participate in extension, co-curricular and extracurricular activities including community service.
- (b) Teachers and the students :
- The teacher shall
- (i) respect the right and dignity of the student in expressing his/her opinion.
  - (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
  - (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
  - (iv) encourage students to improve their attainments, develop their

personalities and at the same time contribute to community welfare.

- (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.
- (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
- (ii) speak respectfully of other teachers and render assistance for professional betterment,
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- (v) be thoroughly social and humane, democratic and rational, towards other teachers,
- vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vi) believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by

accepting various offices and discharge responsibilities which such offices may demand;

- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
  - (v) should adhere to the conditions of contract;
  - (vi) give and expect due notice before a change of position is made; and
  - (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (e) Teachers and nonteaching employees :
- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
  - (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.
- (f) Teachers and guardians:
- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- (g) Teachers and Society:
- The teachers shall
- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
  - (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
  - (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
  - (v) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
  - (vi) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.



**S.95. Repeal and Saving**

1. All Statutes framed by the Universities relating to the service conditions of the teachers shall stand repealed from the date of commencement of these Statutes.
2. These Statutes shall not alter or change any terms and conditions of service to the disadvantage of the teachers who are already in service of the University.

**For the post of Assistant Professor (Direct Recruitment)**

- A:** Academic Record and Research Performance – Maximum Score (50)
- The Academic Record and Research Performance of the candidates shall be evaluated on the basis of following parameters, namely:-
- A-1 : Academic Record(40) :** In addition to consideration of the academic performance at UG and PG level, due independent weightage shall be given to,-
- special achievements like rank, Gold Medal, Distinction etc.
  - extra /additional qualifications like M.Phil., Ph.D., JRF, Certificate, Diploma, Advanced Diploma, Degree, Specialization etc.
  - prizes, Awards, Merit Scholarships, Recognitions etc.
  - teaching experience.
- A-2: Research Performance (10)**
- Publications
  - Research Projects undertaken (Other than the projects which are integral part of curriculum)
  - Paper presentation in Regional/State/National/International conferences
  - Participation in Seminar/Workshops/Symposia/Conferences etc.
  - Prizes in student research convention
- B: Domain Knowledge and Teaching Skills : Maximum Score (30)**
- During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-
- Domain Knowledge
  - Teaching techniques and skills
  - Presentation skills
- C : Interview Performance : Maximum Score( 20)**
- Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-
- Communication skills
  - Voice Modulation
  - ICT Skills
  - Participation in co-curricular, extra-curricular activities, Extension work, etc.
  - General knowledge

**For the post of Associate Professor/Professor (Direct Recruitment)**

**A: Academic background – (20)**

- In-service academic achievements
- Dissemination of Subject Knowledge to the stakeholders
- Academic recognition during the previous stage
- Role in designing new courses/recognitions in the Department/College
- Participation in various committees and statutory bodies.

**B: Research Performance based on cumulative API Score and Quality of Publications: (40)**

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
- In addition, weightages to the API scores shall be given as under:
  - up to 10% additional API score over the minimum required API score : 1 to 5
  - More than 10% but up to 25 % over minimum required API score : 6 to 10
  - More than 25% but up to 50 % over minimum required API score : 11 to 15
  - More than 50% over minimum required API score : 16 to 20

**C: Domain Knowledge and Teaching Skills : Maximum Score ( 20)**

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

**D : Interview Performance : Maximum Score 20**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills

- Participation in co-curricular, extra-curricular activities, Extension work, etc.
- General knowledge

**Note :** In case of candidate who is satisfying the minimum eligibility norms as prescribed by the University Grants Commission but who does not have teaching experience, the selection committee shall evaluate the credentials of such candidate on the basis of his contributions in research in terms of quality of publications, impact factor, citations, h-index, patents to his credit, research guidance to M.Phil./Ph.D. students, number of research projects ongoing/completed, research collaborations, innovations, consultancy, transfer of technology, association with academic/research/industrial bodies, etc.

**For the promotion of Assistant Professor (stage-3) to Associate Professor/Equivalent Cadre (Stage-4) under Career Advancement Scheme**

**A: Research Contribution- Maximum score (30)**

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 15
- In addition, weightages to the API scores shall be given as under:
  - up to 25% additional API score over the minimum required API score : 1 to 5
  - More than 25% but up to 50 % over the minimum required API score : 6 to 10
  - More than 50% over the minimum required API score : 11 to 15 .

**C: Assessment of Domain Knowledge and Teaching Practices: Maximum Score ( 50)**

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

**D : Interview Performance : Maximum Score (20)**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge

The incumbent in order to get promotion shall undergo minimum of two-weeks of advanced training/field exposure in the subject or subject related research from the Universities/Institutes recognized by Maharashtra State Commission for Higher Education and Development. Alternatively, the incumbent for acquiring advanced knowledge in the subject shall spend two weeks on deputation at recognized institute of national repute.



**For the promotion of Associate Professor to Professor/Equivalent Cadre under Career Advancement Scheme**

**A: Research Contribution- Maximum score (50)**

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission: 25
- In addition, weightages to the API scores shall be given as under:
  - up to 25% additional API score over the minimum required API score : 1 to 5
  - More than 25% but up to 50 % over the minimum required API score : 6 to 10
  - More than 50% but up to 75 % over the minimum required API score : 15 to 20
  - More than 75% over the minimum required API score : 21 to 25 .

**C: Assessment of Domain Knowledge and Teaching Practices : Maximum Score ( 30)**

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

**D : Interview Performance : Maximum Score (20)**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge.

## **UNIFORM STATUTES**

**GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN THE AFFILIATED COLLEGES, RECOGNIZED INSTITUTIONS, AUTONOMOUS COLLEGES, COMMUNITY COLLEGES, EMPOWERED AUTONOMOUS COLLEGES, EMPOWERED AUTONOMOUS CLUSTER INSTITUTIONS, EMPOWERED AUTONOMOUS SKILL DEVELOPMENT COLLEGES IN MAHARASHTRA**

**[FRAMED UNDER SECTION 72 (10) READ WITH SECTION 71 (20) AND SECTION 105 (10) OF THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016]**

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- Annexure-V : For the Post of Principal/Director**
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In exercise of the powers conferred by sub-section (10) of section 72 read with sub-section (20) of section 71 and sub-section (10) of section 105 of the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2016), the Government of Maharashtra hereby prescribes the Uniform Statutes relating to the selection committee, selection process, mode of appointment and the terms and conditions of service of the of Principals/Directors and teachers of affiliated colleges and recognized institutions, namely:-

### **S.151 Short Title and Commencement**

- (1) These Statutes (S.151 to S.249) may be called the "Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the Affiliated Colleges, Recognized Institutions, Autonomous Colleges, Community Colleges, Empowered Autonomous Colleges, Empowered Autonomous Cluster Institutions, Empowered Autonomous Skill Development Colleges in Maharashtra".
- (2) These Statutes shall come into force with effect from / / 2017

### **S.152 Definitions**

The definitions given in the Act shall hold good for the purpose of these Statutes. In these Statutes, unless the context otherwise requires:

- (1) 'Act' means the Maharashtra Public Universities Act, 2016
- (2) 'Ad hoc appointment' means the appointment of the teacher who has not passed NET/SET examination/s or who has not been exempted from NET/SET examination/s and who has been selected through Selection Committee constituted by the University.
- (3) 'Agreement' means the agreement of the service to be executed by the teacher appointed by the Management in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorized by the Management.
- (4) 'Annexure' means the annexure appended to these Statutes;
- (5) 'Appointing Authority' means the authority competent to make the appointments;
- (6) 'Cadre' means the strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time;
- (7) "Coaching Classes" means the teaching activities undertaken privately by individual or by a group of teachers other than his/her/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;
- (8) "Competent Authority" means the authority competent to exercise different

powers under the Act and in these Statutes;

- (9) “Continuous Service” means the service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned break(s);
- (10) “Compensatory Allowance” means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
- (11) ‘Disciplinary Authority’ means the Authority or the Officer authorized to take disciplinary action against the teacher, except otherwise provided in the Act, and the Management in case of the teacher working in the College or Recognized Institution;
- (12) ‘Duty’ means the compliance of the responsibilities the teacher is expected to comply by virtue of his/her taking a job as a teacher or assuming an office as provided in these Statutes;
- (13) ‘Emolument’ means the salary, leave salary, subsistence allowance or compensatory allowance, if any, payable to the teacher and includes any remuneration of the nature of salary received in respect of foreign service;
- (14) ‘Expert’ means and includes any person having attained certain level of recognized excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/organizations recognized by statutory bodies in the country or abroad.
- (15) ‘Family’ means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;
- (16) ‘First Appointment’ means the appointment of a teacher who is not holding any appointment, for the time being, under the College or Recognized Institution, even though he/she may have previously held any such appointment either temporary or on tenure basis;
- (17) ‘Form’ means a form prescribed under these Statutes;
- (18) ‘Foreign Service’ means service in which the teacher receives his/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the Management of the College, Recognized Institution or any other Organization;
- (19) ‘Government’ means the Government of Maharashtra unless otherwise specified as applicable;
- (20) ‘Grievances Committee’ means the Committee constituted as the Grievance Committee under the Act;
- (21) ‘Holiday’ means a Sunday, any weekly off or any other day declared as holiday by the University;
- (22) ‘Honorarium’ means the recurring payment granted to the teacher from the

College or Recognized Institution fund, as remuneration for special work of occasional or intermittent character;

- (23) 'Joining Time' means the time limit prescribed for and the period availed of by the teacher to join a new post and includes period of travel to a station to which he/she is posted or transferred;
- (24) 'Joint Director' means the Joint Director of Higher Education of the Region concerned;
- (25) 'Leave' means permission granted by the Competent Authority to the teacher to remain absent from duty;
- (26) 'Leave Salary' means the monthly emoluments paid by the College or Recognized Institution to its teacher on leave;
- (27) 'Lien' means title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he/she has been appointed substantively;
- (28) 'Medical Authority' means the Medical Board constituted by the Competent Authority or the Registered Medical Practitioner from the panel approved by the Management of the College or Recognized Institution;
- (29) 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
- (30) 'NGO' means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for well being of the society.
- (31) 'Officiating' means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;
- (32) 'Pay' means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;
- (33) 'Permanent Post' means the post approved by Government carrying a definite scale of pay, sanctioned without time limit;
- (34) 'Pension' means the monthly emoluments payable to the teacher after his/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation and family pension;
- (35) 'Pensionable Pay' means average pay earned by the teacher for the period as may be decided by the Government, from time to time;
- (36) 'Pensionable Service' means the service, which qualifies the teacher to receive pension from the Government;
- (37) 'Personal Pay' means any additional pay granted to the teacher to save

him/her from a loss of substantive pay in respect of a permanent post other than a tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;

- (38) 'Presumptive Pay' means the pay of a post to which the teacher would be entitled, had he/she held the said post and had he/she been performing his/her duties;
- (39) 'Qualifying Service' means the service rendered by the teacher for which pension is payable, under these Statutes or otherwise as prescribed by the Government from time to time.
- (40) 'Salary' means the total monthly emoluments drawn by the teacher and includes the pay and allowances admissible, from time to time;
- (41) 'Salary Grant' means running scale of the grant received from the Government against the salary of approved employees and teachers working in the Colleges, appointed against Government sanctioned teaching posts;
- (42) 'Scale of pay' means running scale of pay which, subject to any conditions prescribed in these Statutes, rises by periodical increments from a minimum to a maximum, recommended by UNIVERSITY GRANTS COMMISSION/AICTE/other apex bodies and accepted by Government from time to time;
- (43) (a) 'Selection Grade' means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;  
(b) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;
- (44) 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of -
  - a) the specially arduous nature of duties;
  - b) a specific addition to the work or responsibility.
- (45) 'Subsistence Allowance' means the monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his/her suspension;
- (46) 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
- (47) 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Statutes to which the teacher is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in the Cadre; but does not include special pay;
- (48) 'Surplus Teacher' means the teacher duly declared as surplus by the



Government and the University due to the non-availability of the teaching work in the College or Recognized Institution, or due to closure of the faculty, department or subject in the College or Recognized Institution or due to closure of the College or Recognized Institution, as the case may be;

- (49) 'Temporary appointment' means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;
- (50) 'Tenure post' means a permanent post which the teacher may not hold, for more than a limited period without reappointment.
- (51) 'Transfer' means the transfer of the teacher from one post to another similar post at the same or another station, either to take up the duties of other post or in consequence of change of head-quarter;
- (52) 'Transit time' means the actual time required to reach the destination of tour from the headquarter or from one outstation to another outstation by the ordinary mode of travel.
- (53) 'Union' means Teachers' union/association registered under Trade Unions Act, 1926/Societies Registration Act 1860 and duly recognized under the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971 and relevant act;
- (54) 'University Fund' means the funds of the University as provided by the Act;
- (55) 'Working hours' means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the Affiliated college/recognized institution, from time to time;

### **S.153 Classification of Teachers**

The teachers of the affiliated college/recognized Institutions shall be Classified into following categories:

1. Principal/ Director.
2. Professor
3. Associate Professor/Reader.
4. Lecturer in Selection Grade.
5. Lecturer in Senior Scale.
6. Assistant Professor/Lecturer.
7. Librarian.
8. Director, Sports and Physical Education

### S.154 Qualifications for various cadres of teachers

The qualifications for the various categories of the teachers working in the college/recognized institution shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time.

Provided that, the qualifications for the teachers working in the college/recognized institution where professional courses are taught shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.

### S.155 Workload of the Teachers and Remission

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours per week should be as follows:

Assistant Professor : 16 hours

Associate Professor and Professor : 14 hours

Principal : 4 hours

A relaxation of two hours in the workload may, however, be given to Head of Department/Vice Principal and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4 hours.

Provided that the workload of the teachers working in the affiliated college/recognized institution shall be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

- (ii) For the Courses having practicals, the batch size shall be as follows:

Year	Subject	No. of Students per Batch
First	Chemistry	20
	Other than Chemistry	20
Second	Chemistry	20
	Other than Chemistry	16
Third	Chemistry	16
	Other than Chemistry	12

Provided that, the number students per batch for professional courses shall be as per the norms of the respective apex regulatory body.

- (iii) The condition for minimum number of students per class shall not be applicable to the exceptional subjects like Arabian studies, Pali, Ardhmagadhi, Sanskrit, Women Studies, Urdu.

### **156. Recruitment**

- (1) Ordinarily, in the month of October/November, the Principal /Director, as the case may be, shall take a review of the existing workload in each of the subjects and probable increase in the workload in the next academic year either due to the rise in students' strength or natural growth of the course. In case of grant in aid posts, the Principal/Director shall submit the proposal to the Joint Director for seeking sanction to the posts and No Objection Certificate for recruitment. After obtaining such sanction and No Objection Certificate, the proposal shall be sent to the University with a draft of an advertisement:

Provided that, the roster register shall be verified and certified by the concerned competent authority:

Provided further that, in case of the professional College/ Institution, the requirement of the teachers shall be as per the norms of the respective Central Regulatory Councils and approved by the University.

- (2) In respect of the vacancy of post caused by various reasons such as resignation, retirement, lien, promotion, leave more than three months, etc., the Principal/Director shall initiate the process of recruitment as given herein, as and when such vacancy is created.
- (3) After receipt of such proposal(s) from the Principal/Director, the University shall scrutinize the same as per the existing norms of the workload and reservation rules and grant approval to the draft of the advertisement within fifteen days.
- (4) The teaching posts in the College/Institution shall be classified in the following categories, namely:-
- (a) Full-time post :a post for which workload is more than 75% of the workload as prescribed by the University Grants Commission per post;
- (b) Part-time post :a post for which workload is more than 50% but less than 75% of the workload as prescribed by the University Grants Commission per post:
- Provided that, in the case where remaining workload for the particular subject for the last post is more than 50% of the workload as prescribed by the University Grants Commission per post, it shall be a full time post.
- (c) Clock Hour Basis post: a post for which workload is less than 50% of the workload as prescribed by the University Grants Commission per post.
- (5) The appointments for the teaching posts shall be classified in the following categories, namely:-
- (a) substantive/permanent appointment;

- (b) temporary appointment for the period not exceeding eleven months;
  - (c) temporary appointment for the period not exceeding six months;
  - (d) contractual appointment for the specific period as prescribed in the contract.
- (6) If, for any reason, the recruitment to substantive/permanent post is not possible, in the academic interest of students, the temporary appointments post shall be made for a period not exceeding eleven months by following the selection procedure for the temporary appointments as prescribed herein. While making such appointments, it shall be strictly observed that the candidates duly qualified are appointed and in case such duly qualified candidate is not available, then only the other candidates can be considered for appointment. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

Provided that in case of the post for the reserved category, it shall be strictly observed that the qualified candidate of the same category is appointed and, if qualified candidate is not available, then other candidate of the same category is appointed and provided further that, even if other candidate from the same category is not available, the candidate belonging to other category may be appointed. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

### **157. Advertisement of Vacancies**

- (1) Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the University as prescribed in Clause 2 above. The advertisement shall contain the essential and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of backward classes, differently abled and women candidates and reasonable time, which shall not be less than twenty one days, within which the applicant may, in response to the advertisement, submit his application. The advertisement shall invariably mention that the suitable and qualified candidates with higher merit in the proportion of 1:15 shall only be called for interview for the post of Assistant Professor:

Provided that, for the temporary appointment exceeding six months but not exceeding eleven months, the advertisement in the local news paper for 'walk-in-interviews' shall be published by the management and the same shall not require prior approval of the University and State Government. It is necessary to declare the date, time and venue of interview in such advertisement which shall not be within five days from the date of publication.

- (2) An applicant who is holding substantive/permanent post shall submit the application through the proper channel. While forwarding such application, the employer shall have to clarify whether the lien would be granted to such applicant, if selected. However, in case of an applicant for the post of Principal, he shall be eligible to retain lien in his parent College/Institution/University as per the prevailing UGC norms, for the tenure of his appointment as a Principal, if he so desires.

## **158. Scrutiny Committees for Direct Recruitment**

### **(1) Scrutiny Committee for the Post of Teacher:**

- (a) There shall be a Scrutiny Committee to scrutinize the applications received for the post(s) of teacher(s) to be appointed in the College/Institution. The Scrutiny Committee shall consist of the following members, namely:-

- (i) the Chairperson of the Management or his nominee, Chairperson;
- (ii) the Principal/Director, as the case may be, Member Secretary;
- (iii) the Head of the Department of the subject concerned:

Provided that, if the regular Principal/Director is not appointed in the College/Institution, the In-Charge Principal/Director shall be the member of the Scrutiny Committee:

Provided further that, if there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution nominated by the Chairperson of the Management shall be a member of the Scrutiny Committee and if there is no teacher in the subject concerned in the College/Institution, the Head of the Department /senior teacher of the other Department in the College/Institution shall be nominated by the Chairperson of the Management;.

- (iv) an academician from the reserved category to be nominated by the Chairperson of the Management, if none of the members above is from the reserved category.

Provided that, if any of the members above is himself a candidate, Chairperson of the Management shall nominate a senior teacher from the Department or from any other Department.

- (b) For the posts wherever criterion for minimum Academic Performance Indicator (API) score is applicable, the Scrutiny Committee shall check the consolidated and/or cumulative API Score as per the prevailing University Grants Commission norms as adopted by the State Government from time to time. The API score validated and certified by the concerned parent University to the jurisdiction of which the applicant belongs, shall be accepted as valid and certified API. However, if the candidate does not submit such validated and certified API score, his candidature may be



considered by the Scrutiny Committee for the purpose of short listing.

- (c) For the posts of Associate Professor / Professor (Direct Recruitment), the candidate who satisfies the minimum eligibility norms as per the University Grants Commission but who does not have teaching experience, the scrutiny committee shall scrutinize the credentials of the such candidate on the basis of his contributions in research in terms of quality of publications, patents to his credit, research guidance, experience of undertaking research projects, etc.
- (d) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed proforma. For the post of Assistant Professor, the Scrutiny Committee shall short list and shall recommend the names of the candidates to be called for interview on merit basis in the proportion of 1:15.

The merit of the candidates for the post of Assistant Professor shall be decided on the Academic Record and the Research Performance as prescribed in Part A of Annexure-A.

The merit of the candidates for the post of Associate Professor/Professor shall be decided on the Academic Background and Research Performance based on API score and Quality of publications as prescribed respectively in Part A and B of Annexure-B.

**(2) Scrutiny Committee for the Post of Principal/Director:**

- (a) There shall be a Scrutiny Committee to scrutinize the applications received for the post of Principal/Director to be appointed in the College/Institution. The Scrutiny Committee shall consist of the following members namely:-
- (i) the Chairperson of the Management or his nominee, Chairperson;
  - (ii) the Secretary of the Management or his nominee, Member Secretary;
  - (iii) senior Head of the Department of the College /Institution nominated by the Chairperson of the Management.
- (b) The Scrutiny Committee shall check the API Score as per the prevailing University Grants Commission norms as adopted by the State Government from time to time. The API score validated and certified by the University, the jurisdiction of which the applicant belongs to, shall be accepted as valid and certified API. However, if the candidate fails to submit such validated and certified API score, his candidature may be considered by the Scrutiny Committee for the purpose of short listing.
- (c) The Member Secretary shall prepare a detailed summary report of the Scrutiny Committee in the prescribed proforma and recommend the names of the eligible candidates to be called for the interview.
- (d) The merit of the candidates for the post of Principal/Director shall be decided on the parameters as prescribed in Annexure E.

**159. Selection Committees for Direct Recruitment of Teachers of College/Institution**

**(A) Selection Committee for the Post of Assistant Professor:**

- (1) There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution. The selection committee shall consist of the following members, namely:-
  - (a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;
  - (b) the Principal/Director, as the case may be; Member Secretary
  - (c) the Head of the Department in the concerned subject in the College/Institution. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution;
  - (d) two nominees of the Pro-Vice-Chancellor of the University, not below the rank of Associate Professor, from the panel approved by the Vice Chancellor, of whom one shall be a subject expert. In case of the College/Institution notified/declared as minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution;
  - (e) two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of Management of the College/Institution, out of the panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution;
  - (f) an academician representing the reserved category not below the rank of Associate Professor, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice Chancellor;
  - (g) the Joint Director, Higher Education of the concerned region or his nominee not below the rank of Associate Professor, if the post is on grant-in-aid basis.

- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three subject experts.

**(B) Selection Committee for the Post of Associate Professor:**

- (1) There shall be a selection committee for recommending names of suitable candidates for appointment for the substantive/permanent post of Associate Professor in the College/ Institution. The selection committee shall consist of the following members, namely:-
- (a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;
  - (b) the Principal/Director, as the case may be, Member Secretary;
  - (c) the Head of the Department in the concerned subject in the College/Institution, not below the rank of Associate Professor. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject not below the rank of Associate Professor in the College/Institution;
  - (d) two University representatives nominated by the Pro-Vice-Chancellor, in consultation with the Vice-Chancellor, one of whom shall be the Dean/Professor/Principal/Director, and the other shall be a subject expert from the respective lists approved by the Academic Council. In case of the College/Institution notified / declared as the minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Professor/Principal/Director, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution, of whom one shall be a subject expert;
  - (e) two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Professor/Principal/Director recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as the minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution out of the panel of five names, not below the rank of Professor/Principal/Director, preferably from minority communities, recommended by the Pro-Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution;
  - (f) an academician representing the reserved category not below the rank of Professor/Principal, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice-Chancellor;

- (g) the Director, Higher Education or his nominee not below the rank of Professor/Principal, if the post is on grant-in-aid basis.
- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three subject-experts.

**(C) Selection Committee for the Post of Professor:**

- (1) The Selection Committee for the post of Professor in the College Institution shall have the same composition as that for the post of Associate Professor in the College/Institution, Provided that, in case, the Head of the Department in the subject concerned is an Associate Professor, the Chairman of the Management shall nominate Professor of the concerned subject from University/other College;
- (2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three subject experts.

**(D) Selection Committee for the Post of Principal/Director:**

- (1) There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of Principal/Director. The selection committee shall consist of the following members, namely:-
  - (a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;
  - (b) two members of the Management of the College/Institution, to be nominated by the Chairperson of the Management of whom one shall be an expert in academic administration and one of such nominated members shall be designated as a Member Secretary by the Chairperson of the Management;
  - (c) one nominee of the Pro-Vice-Chancellor, who is an expert in higher education, not below the rank of Principal/Director/Professor from the panel approved by Vice-Chancellor. In case of the College/Institution notified/declared as the minority educational institution, one nominee of the Chairperson of the Management of the College/Institution, from out of a panel of three names, not below the rank of Principal/Director/Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list suggested by the relevant statutory body of the College/Institution;
  - (d) three experts consisting of the Principal/Director of College/Institution, a Professor and an accomplished educationist not below the rank of a Professor, to be nominated by the Management of the College/Institution, out of a panel of six experts, recommended by the Pro-Vice-Chancellor in consultation with the Vice-Chancellor, from the respective lists approved by the Academic Council. In case of the College/Institution, notified/declared as the minority educational institution, three experts consisting of the Principal/Director of College/Institution, a Professor and an accomplished educationist not

below the rank of a Professor nominated by the Chairperson of the Management of the College/Institution from out of a panel of six names, not below the rank of Principal/Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of such experts approved by the relevant statutory body of the College/Institution;

(e) an academican not below the rank of Professor/Principal/Director, representing reserved category, to be nominated by the Pro-Vice-Chancellor from the panel approved by the Vice-Chancellor;

(f) the Director, Higher Education or his nominee not below the rank of Professor, in case of post on grant-in-aid basis.

(2) The quorum for the meeting shall be five members, of whom at least two shall be from out of the three experts.

(3) The term of appointment of the Principal/Director, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal/Director, the Management shall initiate the process of external peer review at least six months before. The external peer review committee shall consist of the following members, namely:-

(a) Nominee of the Vice-Chancellor, Chairperson;

(b) Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/NAAC A+ Accredited colleges/Director or Head of the University Department. The report of the above peer review committee shall be the main basis for re-appointment of the Principal/Director.

(4) If the external peer review committee recommends for re-appointment of the existing Principal/Director, the Management shall re-appoint such existing Principal/Director for one more term.

**(E) Selection Committee for the Temporary post of Teacher in the College/Institution:**

(1) Where vacancy of a teacher not exceeding six months is to be filled in temporarily, the Appointing Authority on the recommendation of the Principal/Director of the College/ Institution shall fill in such vacancy.

(2) There shall be a selection committee for recommending names of suitable candidates for the temporary appointment of a teacher for a period more than six months but not exceeding twelve months. The selection committee shall consist of the following members, namely:-

(a) the Chairperson of the Management or his nominee, Chairperson;.

(b) the Principal /Director of the College/Institution concerned, Member Secretary.

- (c) the Head of the Department in concerned subject in the College/Institution not below the rank of Associate Professor. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject not below the rank of Associate Professor in the College/Institution. If there is no such teacher in the College/Institution, such nomination shall be from other neighbouring College/Institution.
- (d) one expert in the subject concerned nominated by the Chairperson of the Management out of a panel approved by the Academic Council.
- (e) an academician not below the rank of Associate Professor, representing the reserved category to be nominated by Chairperson of the Management.

**(F) Selection Committee for Part-time Teacher and Teacher Appointed on Clock-hour Basis and Contractual Basis in the College/Institution:**

The Selection committee for the part-time teacher and the teacher appointed on contractual basis for the period exceeding one year shall be the same as that for the post of Assistant Professor. The selection committee for the appointment of teacher on contractual basis for a period less than one year and for the teacher on Clock hour basis shall be the same as that for the temporary teacher.

**S.160 Selection Procedure for Assistant Professor/Associate Professor/Professor/Principal/Director in the College/Institution:**

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidates in different relevant dimensions and his performance on a scoring system proforma based on the API as provided in the relevant Regulations of the University Grants Commission. To ensure the selection procedure of a teacher to be highly objective, and persons with merit are given adequate recognition and to minimize subjective discrimination, the procedure and norms to be followed shall be as under:

- (1) The Office, on the information available from the documents submitted by the candidates, shall prepare a consolidated sheet showing academic record and other details of the candidates called for the interview.
- (2) The selection committee shall interview the candidates and adjudge the merit of each candidate as under:
  - (a) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular , extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate shall undertake mock teaching/presentation.
  - (b) For the post of Associate Professor/Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work,



research project, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate shall have to give presentation.

- (3) The interview process shall be audio-video recorded. Such recording shall be treated as valid evidence and shall be preserved in a sealed packet by the Management for the period of ninety days.
- (4) Evaluation of the performance of the candidates shall be based on the average scores given by the selection committee members as prescribed in the respective Annexures as the case may be.
- (5) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.
- (6) Each member of the selection committee shall give score based on his own judgment of the interviewed candidates. It shall be mandatory on the part of members present for the meeting of the selection committee, to allot due scores to the candidates. After the interviews are over, the Chairperson shall prepare a consolidated statement by taking the average of the scores given by each of the members of the Selection Committee for each of the candidates.
- (7) The selection committee shall, then, take the total of the scores obtained for various applicable parameters as given in the respective Annexure and shall prepare the merit list of the interviewed candidates. Thereafter, the selection committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s) including those for reserved category, women candidates, etc.
- (8) All the selection procedures of the selection committee shall be completed on the day of the meeting of the selection committee, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting.
- (9) The reports of the selection committee duly filled in and individual reports duly filled in of the members of selection committee, along with the necessary credentials/documents of recommended candidates shall, then be sent to the University within three working days.
- (10) If the Management disagrees with the report of selection committee, it shall record its reasons in writing therefore and present a petition before the Vice-Chancellor along with the copy of audio-video recording. The Vice-Chancellor, after scrutinizing the reports, proceedings of the selection committee and audio-video recording, shall take the decision, which shall be final and binding.
- (11) The Pro-Vice-Chancellor shall approve the report of selection committee and the University shall give approval-in-principle to the eligible and

selected candidates and communication in this regard shall be sent to the Management within ten days. Thereafter, within seven days, the Management shall appoint, from amongst the persons so recommended by selection committee as approved-in-principle by the University, the number of persons required to fill in the post strictly as per the order of merit.

- (12) The appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post. A reasonable time not less than fifteen days shall be given to the candidate to join his duties. The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training of at least one week duration within six months from the date of joining. Such trainings shall be organized either by the Board of Deans of the University or by the training institutes recognized by the State Government for this purpose.

### **S.161 Conditions and Procedure for Grant of Approval to The Appointments of the Teachers in Colleges and Recognized Institutions and Suspension and Withdrawal thereof**

#### **(1) Conditions for Grant of Approval to the Appointments of Teachers**

- (i) No approval shall be granted to the appointment of a person as a teacher in any affiliated college or recognized institution, if -
- (a) he does not fulfill the required qualifications for the post, as prescribed by the University Grants Commission and adopted by the State Government, from time to time;
  - (b) his appointment is not made in accordance with the reservation policy of the State Government;
  - (c) his appointment is not made after following the due procedure and as per the recommendation of the Selection Committee as prescribed in the Statutes.
- (ii) Once the appointment of any person as a teacher in the affiliated college or recognized institution is approved by the University, no fresh approval shall be necessary for his appointment in the same cadre in any other affiliated college or recognized institution of that University. However, this shall not be applicable to the teacher who has been dismissed on account of disciplinary action.
- (iii) The approval to the appointment of teachers shall be accorded subject-wise.

#### **(2) Procedure for Grant of Approval to the appointments of Teachers**

- (i) An affiliated college or recognized institution shall submit proposals to the University, for approval to the appointment of the teachers, within fifteen days from the date the teacher concerned joins the post. The

affiliated college or recognized institution shall attach the following documents certified by the Principal or the Secretary of the management, while submitting the proposals, namely:-

- (a) advertisement issued for appointment of the teacher;
  - (b) report of the selection committee;
  - (c) appointment order issued to the teacher;
  - (d) joining report of the teacher;
  - (e) undertaking submitted by the teacher accepting all terms and conditions of his appointment order;
  - (f) documents submitted by the teacher relating to required educational qualifications and experience;
  - (g) caste certificate, caste verification certificate and non-creamy layer certificate, if applicable, in case of candidates belonging to the reserved category;
  - (h) certificate related to change in name, if applicable;
  - (i) any other document as may be required by the University.
- (ii) The concerned Section of the University shall scrutinize the proposal for approval to the appointments of teachers and prepare a report of the scrutiny, and shall also obtain the remarks of the Reservation Section of the University from the reservation point of view, within three days from the date of receipt of the proposal.
- (iii) The concerned Section shall submit the proposal along with the scrutiny report and the remarks of the Reservation Section, to the Dean of the Faculty concerned for his remarks. The Dean of the Faculty concerned shall give specific remarks whether the approval should be accorded or not, within three days from the date of receipt of the proposal by him.
- (iv) After obtaining the remarks of the Dean of the Faculty concerned, the concerned Section of the University shall submit the proposal to the Pro-Vice Chancellor of the University for his approval.
- (v) The Pro-Vice Chancellor shall after taking into consideration all relevant documents and remarks of the Dean of the Faculty concerned, shall decide whether approval should be granted or rejected. The decision of the Pro-Vice-Chancellor of the University shall be communicated to the affiliated college or recognized institution concerned, with copies thereof to the management and to the teacher concerned. The whole process of grant of approval to the appointments of teachers shall be completed by the University within fifteen days from the date of receipt of the proposals by the concerned Section of the University.

**(3) Procedure for Withdrawal of Approval to the Appointment of the Teacher**

- (i) The approval to the appointment of the teacher is liable to be withdrawn, if it is found that the teacher concerned does not fulfill the qualifications and experience required for the post to which he is appointed.

- (ii) The Pro-Vice Chancellor shall, on receiving a complaint or may, *suo motu* issue a notice to the management of the affiliated college or recognized institution and to the teacher concerned to show cause as to why the approval accorded to the appointment of the teacher should not be withdrawn.
- (iii) The Pro-Vice Chancellor of the University shall mention the grounds on which he proposes to take the action of withdrawal of approval and the period being a period which shall not be less than fifteen days within which the management of the affiliated college and recognized institution and the teacher concerned, should file their written statements in reply to the notice.
- (iv) On receipt of such written statements or on expiry of the period specified in the notice issued under Clause (2), the Pro-Vice Chancellor of the University shall offer an opportunity of hearing to the management of affiliated college or the recognized institution, as the case may be, and the teacher concerned and shall also record the statements made by them during the course of hearing.
- (v) After taking into consideration the written statements, if any, to the show cause notice and the statements of the management of affiliated college or recognized institution and the teacher concerned, made and recorded during the course of hearing, the Pro-Vice Chancellor of the University shall decide whether approval granted to the appointment of the teacher should be withdrawn.
- (vi) The Dean of the faculty concerned shall communicate the decision of the Pro-Vice-Chancellor to the management of the affiliated college or recognized institution, as the case may be, and to the teacher concerned, with a copy to the Joint Director of Higher Education of the region.
- (vii) The entire process of withdrawal of approval to the appointment of the teacher shall be completed within a period of forty five days from the date the process is initiated.

**(4) Procedure for Suspension of Approval to the Appointment of Teachers**

- (i) The approval to the appointment of teacher is liable to be suspended for a specified period, if the teacher concerned fails to render necessary assistance and service in respect of examinations of the University.
- (ii) The procedure prescribed in Sub-clauses (ii) to (vii) of Clause (3) of this Statute, shall apply, mutatis mutandis, for suspension of approval to the appointment of the teacher.

**(5) Appeal**

An appeal by a person aggrieved by the decision of the Pro-Vice Chancellor may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor of the University.

**S.162 Career Advancement Scheme Promotion for Teachers of the College/Institution:**

- (1) The Selection Committee as prescribed in Clause 159(B) and 159(C) respectively shall also be applicable to Career Advancement Scheme(CAS) promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor. The merit of the candidate for the promotion to the Associate Professor/Professor shall be decided on the basis of various parameters as prescribed by the University Grants Commission and adopted by State Government, from time to time. The scores shall be obtained by using the prescribed formats provided in the respective Annexure.
- (2) CAS promotion from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid down as API score in Performance Based Appraisal System (PBAS) by the University Grants Commission from time to time.
- (3) The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor/equivalent cadres in Library/Physical Education from one AGP to the other higher AGP shall consist of the following members, namely:-
  - (a) the Principal/Director, as the case may be, Chairperson;
  - (b) Head of the concerned Department in the College/Institution;
  - (c) two subject experts in the concerned subject, nominated by the Pro-Vice-Chancellor from the panel of experts approved by the Academic Council;
  - (d) Joint Director or his nominee not below the rank of Associate Professor in case of grant-in-aid post.

The quorum for this committee shall be three members, including one subject experts.
- (4) The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the respective university based on the University Grants Commission Regulations and as per the minimum requirement specified by the University Grants Commission from time to time, shall recommend to the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
- (5) The procedure outlined above, shall be completed on the day of the meeting of the committee, wherein the minutes are recorded along with API scoring and recommendation made on the basis of merit and duly signed by all present members of the committee.
- (6) CAS promotion being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

- (7) The incumbent teacher shall be on the roll and active in service of the College/Institution on the date of consideration by the selection committee for CAS promotion.
- (8) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores prescribed by the University Grants Commission by submitting an application and the required PBAS proforma. They can do so three months before the due date on which they consider themselves eligible. Candidates who do not consider themselves eligible can apply at a later date when they consider themselves to be eligible. In any event, the concerned university shall send a general circular twice a year calling for applications for CAS promotion from eligible candidates.
- (9) In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates shall be reassessed only after a minimum period of one year, henceforth.
- (10) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (11) If a candidate finds that he fulfills the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.
- (12) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

**S.163 Adoption and Implementation of the Regulations of the University Grants Commission:**

As regards qualifications, recruitment, selection committee, selection process, eligibility criteria for and mode of appointment of Principals/Directors and of appointment/promotion of teachers of colleges/Institutions, the guidelines and directions issued by the University Grants Commission from time to time, and as adopted by the State Government shall be uniformly applicable from the date as prescribed by the State Government and shall supersede the relevant prevailing provisions.

**S.164 Appointment order for teachers**

- (1) The Appointing Authority shall appoint the teacher(s), as required in number and status strictly, as recommended by the Selection Committee and approved by the University.
- (2) The appointment order shall be issued only in the proforma as prescribed.
- (3) The teacher appointed on a post shall produce a Discharge Certificate,



Service Book and Last Pay Certificate from his/her previous employer, if any, before joining the post, in the proforma as prescribed.

- (4) The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of the date of his/her birth within three months after joining the post.
- (5) The teacher appointed if belongs to reserved category, shall submit caste validity certificate within six months from the date of joining, otherwise necessary action shall be initiated as per Government directives.

### **S.165 Joining the Duties**

- (1) The teacher appointed in the service of the College/Recognized Institution shall sign an Agreement.
- (2) The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.
- (3) The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.
- (4) The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.
- (5) If the teacher expires while in service, he/she shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he/she dies.

### **S.166 Probation**

1. The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend. The confirmation at the end of one year shall be automatic, unless extended by a specific order, before expiry of the first year. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
3. a) The Principal shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance based appraisal system (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.

- b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.
  - c) The PBAS for the last six monthly period shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.
4. On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may -
- a) confirm the teacher on probation in the service from a specific date;  
*OR*
  - b) terminate his/her service after giving him/her one month's notice in writing, provided that it will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily.
- If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.
5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.
6. The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

### **S.167 Surplus Teachers**

- (1) (a) Whenever any confirmed teacher working on aided post in the Affiliated College/Recognized Institution is rendered surplus due to reduction in workload, closure of the subject, closure of the faculty, closure of the College or due to any other reason which is beyond the control of the teacher, he/she shall be first absorbed devoid of reservation category in College or Recognized Institution within the same Management and then within Affiliated Colleges/Recognized institutions within the jurisdiction of the parent University and then in the parent University, otherwise within aided affiliated colleges/recognized institutions within the jurisdiction of the other University and then in the other University in the State. In this regard, the mechanism in this regard shall be as prescribed by the Government through *Official Gazette*.
- (b) While absorbing such a teacher in any other University, College or Recognized Institution, the service conditions of the teacher shall not be changed to his/her disadvantage.

- (2) The Principal of the College or Recognized Institution shall send the details of such teacher rendered surplus to the University and the Joint Director, who together shall absorb such surplus teacher, as per the Government rules, made in this respect from time to time,

Provided that no confirmed female teacher could be rendered and declared as surplus. In such a case the last male teacher of the department be rendered as surplus.

#### **S.168 Lien on the original post**

- (1) The teacher who is given a substantive appointment on a permanent approved vacant post shall be entitled to a lien on that post.
- (2) The teacher, seeking appointment in another college/university or any other organization, shall apply for his/her lien through the Principal. The Principal may forward such application to the Management subject to such conditions as may be prescribed in these statutes.
- (3) In case a permanent teacher is selected/appointed, as the case may be, he/she may make specific request to the Management that he/she may be permitted to accept the new assignment on lien. The Management may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the another authority. The lien of such teacher shall be retained on his/her post for a period not exceeding two years, at the end of which he/she may have to rejoin his/her post or resign;

Provided that, if the teacher is appointed, nominated or deputed on tenure statutory post prescribed in the University Act or any other statutory body/Government body, he/she shall be entitled to lien for a period of five years or as the case may be. The lien period is restricted to two years for any other post.

- (4) In case the teacher is on probation at the time of such outside appointment, he/she shall resign his/her position before proceeding on to join the post.
- (5) The lien of the teacher on any post once granted shall not be terminated under any circumstances, prior to expiry of lien period. The lien shall cease to be operative when he/she ceases to be in the service, on account of absorption in foreign service, retirement, resignation, discharge or dismissal.
- (6) The Management may give a provisional substantive appointment to the teacher against the post on which another teacher holds a suspended lien following the procedure prescribed for temporary appointment as and shall cease to be on such appointment as soon as the teacher holding suspended lien joins the post. The teacher on lien can surrender lien by giving one month notice to both the organizations.
- (7) A teacher is entitled to avail lien for maximum of two years in his total service. Provided that in case of teachers on the tenure statutory post the maximum period of lien in his total service shall be accordingly.

### **S. 169 Counting of Duty Period**

- (1) The period spent on duty as specified in these Statutes shall be the duty period and include
  - (a) Service as a probationer
  - (b) Joining time
  - (c) A course of instruction or training authorized by the Competent Authority
  - (d) A course of instruction or training authorized by the Competent Authorities like the Vice-Chancellor, Management of the College or Recognized Institution, Principal, as the case may be.
  - (e) The period spent on : attending Refresher/Orientation Courses/Workshops provided to improve the professional competence, organized by the Government, Government of India, University Grants Commission, NIEPA, and such other bodies, as the case may be.
  - (f) The period of absence from headquarters for attending the meeting(s) convened by the Government, meeting(s) of committee(s) appointed by the Government, University Grants Commission and such other authorities; attending Selection Committee meeting(s) or such other meeting(s) convened by other University, etc. as may be approved by the Competent Authority.
  - (g) The period of absence from headquarters for attending the business of the University, College or Recognized Institution, as the case may be.
- (2) Subject to the provisions of the Act, Statutes, Ordinances and Regulations, the duties of the teacher including the Principal shall be as specified in Statute No.248.

### **S. 170 Transfer of Teachers**

- (1) The Competent Authority may transfer the teacher from one aided College/ Recognized Institution to the other aided College/ Recognized Institution under the same Management. Such teacher may be transferred
  - (a) on administrative exigencies.
  - (b) as a routine periodical transfer.
  - (c) on a specific request of the teacher.
- (2) While making the transfer of the teacher, the Management shall observe the following principles :
  - (a) ordinarily, a teacher on probation shall not be transferred.
  - (b) the transfer shall not be made during the academic year and shall be made only before the summer vacation starts.

- (c) the transfer order shall be issued to the teacher at least one month in advance.
  - (d) the service conditions of the teacher shall not be changed to his/her disadvantage.
  - (e) if both the spouses are in the employment of the same management, transfer of either of them should not be made to their inconvenience.
  - (f) if one of the spouses is in the employment of another employers, his/her transfer should be made considering humanitarian ground.
  - (g) Ordinarily the transfer shall be made not less than a period of seven years.
  - (h) The teacher, if he/she so desires, during the last seven years of his/her service, shall be transferred to his/her native place or a place of his/her choice.
  - (i) Ordinarily, transfer of teacher shall not be made for more than four occasions during his/her entire service.
  - (j) Ordinarily, a physically handicapped teacher shall not be transferred.
- (3) If the teacher is to be transferred to a place outside the University jurisdiction, then the Management shall take prior permission of the University before effecting such transfer.
- (4) Mutual transfers on the express request of the teachers shall be made only at the beginning of the term or at the end of the academic year,  
 Provided that, in case of such mutual and request transfers, teachers shall not be entitled to Travelling, Daily and Transport allowances.
- (5) If the teacher is elected, nominated or co-opted as a member of the authorities or bodies of the University and / or the College Development Committee of the College or Recognized Institution, as the case may be, then he/she shall not be transferred during the period for which he/she is elected, nominated or co-opted.
- (6) If the teacher feels that, the transfer made is by way of harassment, then he/she shall appeal to the Grievances Committee against such transfer. In such case, transfer shall not be effected, unless the Grievances Committee decides the case,  
 Provided further that, until a case of such teacher is decided by the Grievances Committee, the College or Recognized Institution, where the teacher is already working, shall pay his/her salary and allowances admissible to him/her.
- (7) **Joining Time on Transfer :**  
 When the transfer involves change from one station to another, joining time and transport charges shall be granted to the teacher as per Government rules made in this respect, from time to time.

### S.171 Assessing Authority

- (1) Annually, every confirmed teacher/Principal shall submit to the assessing authority, the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective University as prescribed by University Grants Commission and similar Apex Bodies, and accepted by the Government.
- (2) The Assessing Authority shall make available the prescribed PBAS proforma to teachers/Principals and prepare the Assessment Report in the form prescribed by the University for the Academic Year, in respect of each teacher and Principal placed under his/her control. If the teacher/Principal has worked under the Assessing Authority for part of the year, that authority shall write the report for that period only.
- (3) The duly filled PBAS proforma shall be reviewed by the Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position and satisfy himself/herself. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher/Principal.
- (4) The following shall be the Assessing and Reviewing Authorities :

<i>Sr. No.</i>	<i>Category</i>	<i>Assessing Authority</i>	<i>Reviewing Authority</i>
(a)	Principal	Chairman of the Management or his/her nominee	Chairman of the Management or his/her nominee
(b)	Head of the Department / Professor	Principal	Chairman of the Management or his/her nominee
(c)	Assistant Professor/ Associate Professor	Head of the Department	Principal

- (5) The remarks in the PBAS proforma, either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within two months. The adverse remarks not duly communicated within two months to the teacher shall be disregarded and ignored.
- (6) The teacher/Principal, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his/her decision shall be final, shall be recorded in writing and communicated to the concerned teacher/Principal.



### **S. 172 Service Book**

- (1) The Service Book of a teacher, as prescribed by the Government, shall be maintained by the Principal/Director, for every teacher appointed.
- (2) The Service Book shall contain the record of the service of each teacher covering all essential events in his/her official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.
- (3) (a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the College or Recognized Institution and shall be verified with reference to the documentary evidence such as S.S.C. Certificate or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.  
(b) In case of inaccurate entry of the date of birth, the teacher may apply in writing. The Principal/Director shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his/her first joining the service, and no correction shall be made thereafter under any circumstances.
- (4) Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (5) The Principal/Director shall keep the office copy of the Service Book in safe custody and shall not allow it to remain with the teacher.
- (6) The teacher may peruse the entries in his/her Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.
- (7) A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office.

- (8) The Principal/Director may cause to verify periodically the Service Book of each teacher for correctness of entries.
- (9) A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

### **S. 173 Personal File**

The Appointing/Competent Authority may retain the Assessment Report and other reports of the teacher in a separate Personal File. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The Principal/Director shall be the Competent Authority for this purpose.

### **S.174 Seniority of Teachers**

Seniority of the teachers working in the College or Recognized Institution shall be determined as below :

- (1) The Principal/Director of the College or Recognized Institution shall be the senior most teacher.
- (2) The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
- (3) The full-time teacher shall be senior to part-time teacher.
- (4) The Seniority of the teachers working in the College or Recognized Institution shall be decided on the basis of their date of joining the duties in the College or Recognized Institution, under the same category;  
Provided that, in the case of the Management which runs more than one College or Recognized Institution, seniority shall be decided on the basis of the first joining of the duties in the Management.
- (5) In case if more than one teacher from the same cadre join the duties on the same day in the college or Recognized Institution, the seniority shall be decided on date of birth.

### **S.175 Medical Incapacitation**

The teacher shall be considered to be incapacitated to discharge his/her duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority :

- (1) The teacher may be considered to be physically incapacitated
  - (a) due to accident, resulting in loss of a limb or limbs or being seriously injured, etc. so that he/she is unable to perform his/her duties,
  - (b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS, T.B., etc. making him/her unable to perform his/her duties.

- (2) The teacher may be considered mentally incapacitated to render his/her services, if
- (a) he/she has turned and been declared insane,
  - (b) he/she is not capable of meeting with the requirements of the post to which he/she is appointed, despite his/her mental equilibrium having been properly functioning.
- (3) Wherever teacher is to be declared to be incapacitated either physically or mentally, his/her case shall be referred to the Committee constituted by the Competent Authority as per Government Rules from time to time. The Constitution of scrutiny committee shall be :
- (a) Principal - Chairman.
  - (b) Three Registered Medical Practitioners nominated by the Management.
  - (c) Senior-most teacher in the College/Recognized Institution nominated by the Chairman of the Management;
- Provided that, the three Medical Practitioners nominated by the Management shall be with Post-Graduate Degree and Specialists in different fields. The Committee shall scrutinize the case of the teacher and shall submit its report to the Competent Authority.
- (4) After receipt of the report, the Competent Authority shall refer the report to Medical Board of doctors, constituted by the Government for the purpose of their opinion.
- (5) After the receipt of the medical report from the Medical Board, the Competent Authority shall take the final decision with prior permission of the University;
- Provided that, the Competent Authority shall consider such case keeping in view prime interest of the College or Recognized Institution and with sympathetic view towards the teacher.
- (6) The teacher thus declared incapacitated either physically or mentally shall be retired from the service of the College or Recognized Institution by the Competent Authority. The teacher concerned shall be eligible for the post-retirement benefits, provided he/she fulfils the minimum requirements as laid down by the Government, from time to time.
- (7) If the teacher working in the College or Recognized Institution, expires during the active service or retires on medical grounds, one of the relatives of such teacher shall be appointed on compassionate ground in the services of the College or Recognized Institution as the case may be, in the lowest post in the Class III or IV, as per the Government Rules, from time to time, provided he/she fulfils the required qualifications;
- Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment without Government Sanction;

Provided further that, for the purpose of appointment on compassionate ground the term 'relative of employee' means the relative as specified in the Government orders for this purpose, from time to time.

### **S.176 Payment of Salary**

- (1) The teachers of the College or Recognized Institution shall, unless otherwise directed, be entitled to receive the pay, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he/she is appointed, with effect from the commencement up to the cessation of service in College or Recognized Institution under the same or different Managements.
- (2) (a) The scales of pay for the teachers of the various cadres working in the Colleges and Recognized Institution shall be as recommended by the University Grants Commission/the respective Apex Body and accepted by the Government and the University, from time to time.  
(b) Whenever the University Grants Commission /the respective Apex Body revise the scale(s) of pay for the teachers of College or Recognized Institutions, the pay scales of the teachers shall be revised according to the formula(e) prescribed by the University Grants Commission/the respective Apex Body and accepted by the State Government and the University.
- (3) The initial pay of the teacher selected by the College or Recognized Institution shall be at least the minimum of the scale of pay.  
Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of College or Recognized Institution as per the Government rules, issued from time to time.
- (4) In respect of the teacher who expires while in service, his/her pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.
- (5) The officiating pay, deputation allowance and the Pay drawn by the teacher while in foreign service shall be as per the provisions made in the pension scheme of Government.

### **S.177 Additional Charge**

If the teacher is assigned to hold the additional charge of the post of Principal/Director with the approval of the University, he/she shall receive additional pay, based on his/her presumptive pay, as may be prescribed by the Government and accepted by the University, from time to time;

Provided that, this additional pay shall be admissible, if the period of additional charge is more than 15 days, but not more than six months.

### **S.178 Pay Fixation on Personal Promotion**

- (1) On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his/her pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
- (2) If the teacher has reached the maximum of the scale of pay on the lower post, his/her notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.
- (3) If the teacher placed in higher post/scale happens to draw lesser pay than his/her junior, placed in the said post/scale, the pay of the senior teacher shall be stepped up to a figure equal to the pay of his/her junior teacher, as prescribed by the Government, from time to time.

### **S.179 Pay Fixation on Reversion**

- (1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he/she would have drawn, had he/she not been so placed in higher scale.
- (2) If the teacher is reverted by way of major punishment on account of misconduct, the Competent Authority may fix his/her pay at any lower stage in the lower scale of pay under these statutes;  
Provided that, the subsistence allowance already paid to the teacher shall be fully recovered either from the pay and allowances as the case may be or from the leave salary payable to him/her, if it happens to be in excess of his/her revised total emoluments, to the extent of excess pay only.
- (3) When the teacher is reverted on account of misconduct to a post carrying lower scale of pay, and is subsequently reinstated, his/her previous service in the post which he/she was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part;  
Provided however that, the teacher, proceeding to join or returning from the foreign service, shall be entitled to the pay payable to him/her on the post in foreign service.

### **S.180 Pay Protection on New Post**

During the joining time, the teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities.

Provided that, the pay drawn by him/her in the earlier post is as per the pay rules applicable to him/her for the said post or equivalent post as prescribed by the respective Apex Body/Government.

### **S.181 Date of Increment**

- (1) The teacher, having his/her pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the 1<sup>st</sup> date of July, every year or as per Government directives applicable from time to time.
- (2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
- (3) If a teacher is placed in higher grade / post, he/she shall draw the increment on the date he is otherwise entitled.
- (4) The Service rendered, by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :
  - (a) The teacher on probation shall draw first increment on completion of twelve months or As per Government resolutions applicable from time to time
  - (b) The date of increment shall be as prescribed by the Government from time to time.
- (5) Service rendered in the circumstances mentioned below shall count for increment :
  - (a) All duties whether continuous or otherwise in a post on a scale of pay
  - (b) Authorized leave other than extraordinary leave
  - (c) Extraordinary leave on medical grounds with the permission of the Competent Authority;  
Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his/her control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his/her normal date of increment.
  - (d) The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post
  - (e) The period spent on deputation to foreign service
- (6) A teacher on authorized leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
- (7) The Competent Authority may withhold, by an order in writing, the increment of a teacher if his/her conduct has not been found to be



satisfactory, or his/her work has not been satisfactory only after a due inquiry held. The Competent Authority while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his/her future increment(s).

### **S.182 Personal Pay**

The Competent Authority may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

### **S.183 Allowances**

- (1) A teacher working on a post in the scale of pay shall be entitled to allowances such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance, Transport Allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.
- (2) For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.
- (3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.
- (4) The House Rent Allowance shall be admissible to teacher at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time;  
When the teacher is provided with residential quarter by the College or Recognized Institution either on rent free basis or on rent basis he/she shall not be entitled to House Rent Allowance. If the residential quarter is provided to the teacher (the College or Recognized Institution) then he/she shall pay the maintenance and other charges as per the Government Rules, changing from time to time.
- (5) In case where both husband and wife are in service under the same College or Recognized Institution, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he/she shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.
- (6) The teachers shall not be entitled to receive any allowances other than the allowances prescribed by the Government,

Provided if the teacher is assigned responsibility in addition to his/her

regular duty as teacher by the competent authority for a period not less than one month, he/she shall be entitled to receive allowances from the college as per the norms prescribed by the competent authority of the University/Government.

#### **S.184 Pay on Leave**

- (1) (a) The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.
  - (b) The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.
  - (c) The teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).
  - (d) The teacher, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.
  - (e) The teacher, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the remaining period.
  - (f) The female teacher on maternity leave shall be entitled to leave salary, admissible as under :
    - (i) clause (a), in case the female teacher is permanent.
    - (ii) clause (a), in case of probationary / temporary female teacher, who has put in at least one year continuous service.
    - (iii) clause (b), in case of probationary / temporary female teacher who has put in less than one year continuous service.
- (2) The teacher on study leave, on special leave or on sabbatical leave shall be entitled to leave salary as per Sub-Clause (a) of Clause (1).

#### **S.185 Travelling Allowance/ Dearness Allowance for Tour & Transfer**

- (1) The teacher, required to undertake tour in the course of discharge of his/her duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.
- (2) The teacher, proceeding to his/her home town or otherwise and back under leave travel scheme, shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.
- (3) The teacher is entitled for the Leave Travel concession to visit any place within the Maharashtra State as prescribed by the Government, from time to time.

- (4) The teacher shall be entitled to Travelling Allowance, Daily Allowance and Transport Allowance to be paid by the Management on transfer from one station to another and to return from place of work to place of his/her residence on retirement, as prescribed by the Government, from time to time.

#### **S.186 Medical Reimbursement**

The teacher working in a College or Recognized Institution shall be eligible for Medical Reimbursement as per Government rules, issued from time to time.

#### **S.187 Vacation Salary**

The teacher shall be entitled to vacation salary as may be specified under these Statutes.

The person who ceases to be a teacher of the College or Recognized Institution either at the end of the first term or at the end of the academic year shall be entitled, for vacation salary in the following manner:

- (1) If the teacher has served for a major part of the first term, then he/she shall be entitled for the following winter vacation salary.
- (2) If the teacher has served for major part of the academic year, then he/she shall be entitled for the salary of both the winter and summer vacations.
- (3) If the teacher has served for the whole of the second term or major part of the second term, then he/she shall be entitled for one month's salary in the summer vacation.
- (4) The teacher may remain absent, with the prior permission of the Principal, at the beginning or at the end of the first and/or second term, as the case may be.

#### **S.188 Leaves**

- (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- (3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- (4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.
- (5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.

- (6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, (not below the rank of M.B.B.S. or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.
- (7) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- (8) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- (9) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- (10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

#### **S.189 Competent Authority to Sanction Leave**

Subject to the overall control of the Appointing Authority, the following shall be the Competent Authority to sanction leave under these rules :

<i>No.</i>	<i>Category</i>	<i>Kind of Leave</i>	<i>Competent Authority</i>
(1)	Principal	All kinds of leave	Chairman of the Management
(2)	Teachers	All kinds of leave	Principal

Provided that, the Competent Authority may further delegate to other subordinate officer, the power to sanction particular kind of leave.

#### **S.190 Kinds of Leave**

All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

The following kinds of leave would be admissible to permanent teachers-

- (i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (*Note* : These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.)
- (ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;.

- (iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;
- (iv) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave
- (v) Leave on ground on health, viz. Maternity leave, Quarantine leave

The Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

#### **S.191 Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **S.192 Special Casual Leave**

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
  - (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.
    - (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
  - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
  - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

#### **S.193 Duty Leave**

- (i) Duty leave not exceeding fifteen days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for attending

conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

#### **S.194 On Duty**

If a teacher performs any other duty assigned/approved by competent authority for the University, he/she shall be treated as on duty. In such case the period of his/her absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following;

- (a) To deliver lectures in colleges/institutions/organizations and universities on invitation.
- (b) To attend meetings in the University Grants Commission, DST, AICTE, such other Apex bodies, MPSC, UPSC and Government agencies.
- (c) To undertake task in another Indian or foreign university, any other agency, institution or organization when so deputed by the university;
- (d) To participate a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission/other Apex bodies or any other academic body.
- (e) To attend refresher courses, orientation programs, short term courses, faculty development programs organized by recognized colleges/institutions/University.
- (f) To attend meetings/visits of various committees constituted by the parent University and other University within the State.
- (g) To attend all examination related duties of the parent University.
- (h) To undertake field work related to academic development and research collaboration, sanctioned research project, survey work, study tours, industrial and educational excursions/visits.
- (i) To attend election duties, if any, related to statutory bodies of University.
- (j) To attend and participate in students related University/ regional/ state/zonal/national/international level sports/cultural /research/ NSS/NCC activities/events approved by the competent authority.
- (k) To attend activities like viva voce as a referee or external examiner at parent and other Universities.



### **S.195 Earned Leave**

- (i) Following earned leaves shall be admissible to teachers without encashment-
- a)  $1/30^{\text{th}}$  of actual service in a year including vacation not exceeding 10 days ; plus
  - b)  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation.

*Note :* For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

*Note 1 :* When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

*Note 2 :* In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

### **S.196 Leave on Half-Pay**

- (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

- (2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

*Note :* A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

### **S.197 Commuted Leave**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions :

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the competent authority to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) In addition, commuted leave may be granted to the extent mentioned below;
  - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
  - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

### **S.198 Extra-ordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave if approved by Competent Authority when;
  - (a) No other leave is admissible; or
  - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his/her credit.
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All

Statutory positions of any University or Institutions.

- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

In such cases all the privileges of the permanent employee shall be retained.

### **S.199 Leave Not Due**

- (i) Leave not due, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

### **S.200 Study Leave**

- (i) Study leave may be granted after a minimum of 5 years of continuous service, to pursue a special line of study or research directly related to his/her work in the college/university/research organization or to make a special study of the various aspects of university organization and methods of education.

The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.

Provided that the Governing Body may, in the special circumstances of a case, waive the condition of five year service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided,

- (a) the person is a teacher on the date of the application; and
  - (b) there is no break in service.
- (ii) Study leave shall be granted by the Governing Body on the recommendation of the concerned Principal. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.
  - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
  - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed three years.
  - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the program of research without the permission of the Governing Body. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of shortfall as ordinary leave has been obtained.
  - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.
  - (vii) The amount of scholarship, fellowship or other financial assistance that his/her being granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation,

Provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the college on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the affiliated college or recognized Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the college, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Governing Body or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the college in accordance with sub clause (xii) above.
- (xiv) The teacher shall submit to the Principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xv) The teacher shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

### **S.201 Sabbatical Leave**

- (i) Permanent, full-time teachers, who have completed seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organization in India or abroad. He/she may be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

*Note - I* The programme to be followed during sabbatical leave shall be submitted to the Head of Department for approval along with the application for grant of leave.

*Note - II* On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

### **S.202 Maternity, Paternity and Adoption Leave**

- (A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 240 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of

maternity leave may be granted if the request is supported by a medical certificate.

(iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

(B) Paternity Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave :

Adoption leave may be provided as per the rules of the State Government.

### **S.203 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery**

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

### **S.204 Special Provisions for the Female Teachers**

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the College :

### **S.205 Code of Conduct for Teachers**

(i) The teacher shall be available for the College/Recognized Institution full-time and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.

(ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,



- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,
- (v) The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

- (vii)(a) The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/Recognized Institution.
- (b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

### **S.206 Misconduct**

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules and Regulations.
- (ii) refusal to accept order or other communication served according to the Statutes,
- (iii) obtaining employment in the College/Recognized Institution, by misrepresenting facts,
- (iv) misappropriation of any amount and/or movable and immovable property of the College/Recognized Institution.
- (v) willful and persistent negligence of duty,
- (vi) insubordination: Refusal to obey the order of controlling Authority, willful act/communication by ignoring immediate controlling authority.
- (vii) indulging in or promoting unfair practices in the conduct of College/Recognized Institution /University examinations,
- (viii) theft, fraud or dishonesty,
- (ix) willful or negligent damage of the College/Recognized Institution property,
- (x) any action, involving moral turpitude and attracting conviction in court of law,
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours,
- (xii) misbehavior with students, another teacher, staff, parents.
- (xiii) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation :

- (1) willful negligence of duty shall among other things include the following:
  - (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
  - (b) negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

### **S.207 Disciplinary Authority**

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management;

Provided that, the Principal of the College or Recognized Institution may impose minor penalties to the teacher.

### **S.208 Penalties**

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself.

(a) Minor Penalties :

- (i) censure,
- (ii) fine,
- (iii) withholding of increment of pay for specific period,
- (iv) recovery from his/her pay, or such other amount as may be due from him/her.

(b) Major penalties :

- (i) stoppage of increment with or without effect on future increments,
- (ii) reduction to a lower scale of pay, grade, post or service,
- (iii) compulsory retirement,
- (iv) removal from service,
- (v) termination of service.
- (vi) dismissal from service,

*Explanation (1)* : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

*Explanation (2)* : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the College/Recognized Institution by negligence or by breach of orders.

*Explanation (3)* : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he/she was reduced, and seniority and pay on such restoration.

*Explanation (4)* : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

*Explanation (5)* : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognized Institution.

*Explanation (6)* : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognized Institution.

### **S.209 Procedure for imposing Minor Penalty**

If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

- (1) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
- (2) give reasonable opportunity to the teacher to furnish explanation;
- (3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
- (4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);
- (5) the appeal against the minor penalty imposed by the Disciplinary Authority shall lie with the Grievances Committee.

### **S.210 Action not Amounting to Penalty**

The following shall not amount to penalty within the meaning of Statute, namely:

- (1) non-placement of teacher in various stages of promotion prescribed by UGC and accepted by the State Government from time to time;
- (2) reversion of the teacher already appointed as the Head of the Department;
- (3) compulsory retirement of the teacher in accordance with the provision relating to his/her superannuation or retirement;
- (4) Termination of Services :
  - (a) the teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;
  - (b) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- (5) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;

- (6) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
- (7) termination of the service due to abolition of the post(s).

### **S.211 Suspension**

- (1) The Disciplinary Authority may, by an order in the form prescribed, place the teacher under suspension under the following circumstances :
  - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
  - (ii) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the College/Recognized Institution and;
  - (iii) where there is a strong reason(s) to believe that his/her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
  - (b) where the case against him/her in respect of any criminal offence is under investigation, enquiry or trial in a court of law.
- (2) The teacher shall be deemed to have been placed under suspension.:
  - (a) with effect from the date of his/her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
  - (b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the teacher shall not be allowed to resign.
- (4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his/her retirement.
  - (1) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service. The competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
  - (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible pending regular enquiry.

- a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
- b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause (a) above.

Explanation :

- 1) While under suspension, the resignation of a teacher shall not be accepted.
  - 2) No leave shall be granted to a teacher while he is under suspension.
  - 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he/she is paid the subsistence allowance : “I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension”;

Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.

- (4) (a) If the teacher under suspension is undergoing a trial in a criminal court or departmental enquiry under these statutes, he/she shall be provided with the subsistence allowance under Clause (2).
  - (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he/she undergoes punishment or till he/she is deemed to be in the service of the University, whichever is earlier.
  - (c) If the teacher under suspension is acquitted in appeal, he/she shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) If the teacher under suspension attains the age of superannuation, he/she shall deem to have been retired and shall not be entitled to any subsistence allowance. If he/she is covered by the Contributory Provident Fund (CPF) scheme, he/she shall be entitled to have his/her own share of contribution but shall not be entitled to the College/Recognized Institution share. If he/she is covered by the Pension scheme, he/she shall be entitled to provisional pension not exceeding the maximum pension

admissible to him/her for qualifying service upto the date of suspension. The University share of CPF or the final pension and the gratuity shall not be paid to him/her as per the final decision of proceedings against him/her.

- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he/she would have been entitled had he/she not been so suspended.

If the person is not fully exonerated, he should be given pay equal to:

- (i) subsistence allowance or
- (ii) certain percentage of pay depending upon the merit of the case.

The period can be converted into leave due and admissible only at the express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state :
- (a) whether the said period be treated as duty leave or leave not due, and
  - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the College/Recognized Institution fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the College/Recognized Institution.

### **S.212 Preliminary Enquiry**

- (1) If a teacher is alleged to be guilty of misconduct as per Statute 205, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee :
- (i) The Principal - Chairman
  - (ii) The member of the Management Council to be nominated by the Vice-Chancellor
  - (iii) Either Head of Department or in his absence one senior faculty member or Head of Department of the same subject from any college to be nominated by Vice-Chancellor.



- (iv) A representative of the teacher whose inquiry is to be conducted.
- (2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher;  
 Provided that, while holding the preliminary enquiry, full opportunity shall be given to the Principal/Teacher, as the case may be, to defend his/her case before the Committee.
- (3) In the preliminary Enquiry committee of the Principal, the Chairman of the Governing Council shall be Chairman of the committee and instead of representative of the teacher, a representative of the Principal shall be on the committee;
- (4) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the Teacher, as the case may be, shall prepare their report and submit the same to the Vice-Chancellor.
- (5) The Vice-Chancellor, after scrutinizing the report of the Committee, may give permission to hold full-fledged Departmental enquiry of the Teacher, as the case may be;  
 Provided that, if the Vice-Chancellor, after scrutinizing the report, does not agree with the findings of the report, he/she shall direct the Management accordingly and the Management shall comply with;  
 Provided further that, if the Vice-Chancellor, after scrutinizing the report, feels that the report is incomplete or requires some more documents/evidences, then he/she shall call for such additional documents/evidences and if necessary may appoint another Committee and after considering the report direct the Management accordingly and the Management shall comply with;

### **S.213 Procedure of Enquiry**

- (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the preliminary enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Officer, who is Retired Judge below the rank of District Judge to enquire into the facts of the case. The appointment order of the Enquiry Officer shall be issued in the Form as prescribed.
- (2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up
  - (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
  - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain

- (i) a statement of all relevant facts including any admission or confession by the teacher, and
  - (ii) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the prescribed form , a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his/her defense and to state whether he/she desires to be heard in person.
  - (4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.
  - (5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
  - (6) Where the Disciplinary Authority appoints the Enquiry Officer, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Officer. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his/her behalf. In case the Enquiry Officer permits the teacher to engage a legal practitioner to represent on his/her behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.
  - (7) The Disciplinary Authority shall forward to the Enquiry Officer :
    - (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
    - (b) a copy of the order appointing the Presenting Officer, if any,
    - (c) copies of the statements of witnesses,
    - (d) evidence proving the delivery of documents to the teacher, and
    - (e) a copy of the written statement of defense by the teacher, if any.
  - (8) The teacher shall appear in person before the Disciplinary Authority or the Enquiry Officer on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Disciplinary Authority or the Enquiry Officer may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Officer may allow.
  - (9) The Disciplinary Authority may, *suo motu* or on being moved by the

teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Officer constituted for the purpose.

- (10) If the teacher, who has not admitted any of the article(s) of charge(s), in his/her written statement of defense or has not submitted any written statement of defense, appears before the Disciplinary Authority or Enquiry Officer, it shall ask him/her whether he/she is guilty or has any defense to make and if he/she pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.
- (11) The Enquiry Officer shall return to the Disciplinary authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he/she pleads not guilty, the Enquiry Officer shall proceed to enquire further.
- (12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Officer shall require the Presenting Officer to produce the evidence by which he/she proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/her defense
  - (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Officer may allow, the documents specified in the list,
  - (b) submit a list of witness(es) to be examined on his/her behalf,
  - (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Officer may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Officer shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.
- (14)
  - (a) The teacher may, by notice to the Enquiry Officer, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Officer, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.
  - (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Officer;  
Provided that, the Enquiry Officer may, for reasons to be recorded in

writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Officer may withdraw the requisition or press for the same;

Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Officer and the Enquiry Officer shall, on being so informed, withdraw the requisition and communicate the information to the teacher.

(15) (a) The enquiry shall commence on the date fixed by the Enquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.

(b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry officer. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.

(c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross-examined by the teacher or his/her assistant. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he/she has been cross-examined. The Enquiry Officer may also put questions to the witnesses.

(d) Before the closure of the case by the Disciplinary Authority, the Enquiry Officer may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

(e) When the part of the inquiry-proceeding of the Disciplinary Authority is closed, the teacher shall state his/her defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the Disciplinary Authority, re-examined by the teacher and examined by the Enquiry Officer.

The Enquiry Officer may also allow the teacher to produce new evidence, if it is necessary in the interest of natural justice.

- (f) After the teacher closes his/her part of the inquiry proceeding and if the teacher has not examined himself, the Enquiry Officer may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.
- (g) The Enquiry Officer may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case
- (16) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Officer or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Officer may hold the enquiry *ex-parte*.
- (17) (a) Wherever the Enquiry Officer, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;  
 Provided that, if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, he/she may recall, examine, cross-examine and re-examine him/her;  
 Provided further that, if the witness is recalled, he/she may be cross-examined and/or re-examined by the teacher or the Presenting Officer.
- (b) Where in the opinion of the Enquiry Officer, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), he/she may record its findings on such article(s) of charge(s);  
 Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

### **S.214 Enquiry Report**

- (1) After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain
- (a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
  - (b) the defense of the teacher in respect of each article of charge;
  - (c) an assessment of the evidence in respect of each article of charge; and
  - (d) the findings on each article of charge and the reasons thereof.

- (2) The Enquiry Officer, shall forward to the Disciplinary Authority the record of enquiry which shall include
- (a) the report prepared by him/her;
  - (b) the written statements of defense submitted by the teacher;
  - (c) the oral and documentary evidence produced in the enquiry;
  - (d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and
  - (e) the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
- (3) The Enquiry Officer may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;
- Provided that, if any witness is so recalled, he/she may be cross-examined by the teacher.

### **S.215 Action on Enquiry Reports**

- (1) The Disciplinary Authority shall consider the report and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Officer, shall consider the enquiry report and if it disagrees with the Enquiry Officer on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Officer for further enquiry and report. The Enquiry Officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.
- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed.
- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
  - (i) furnish to the teacher, a copy of the Enquiry Report and its findings

on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Officer or otherwise, together with brief reasons for its disagreement, if any within a week; and thereafter

- (ii) give to the teacher a show-cause notice in the form as prescribed, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he/she may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.
- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Officer.
- (7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the prescribed format.

### **S.216 Appeal**

- (1) Notwithstanding anything contained in these Statutes no appeal shall lie against
  - (a) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
  - (b) any order passed by an Enquiry Officer in the case of an enquiry under these Statutes.
- (2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :
  - (a) an order of suspension or deemed suspension made under Statutes 211.
  - (b) an order which
    - (i) denies or varies to his/her disadvantage his/her pay, allowances or any other conditions of service;
    - (ii) denies placement to which he/she is otherwise eligible according to the recruitment rules;
    - (iii) interprets to his/her disadvantage the provisions of any such Statutes;
    - (iv) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;



- (v) reduces or withholds the post-retirement benefits, if any;
- (vi) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he/she is deemed to have been under suspension or for any portion thereof;
- (vii) determines his/her pay and allowances, for the period of suspension or for the period of his/her dismissal, removal or compulsory retirement from service, or from the date of his/her reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his/her reinstatement or restoration to his/her service, grade or post, as the case may be;
- (viii) determines the nature of the period from the date of his/her suspension or from the date of his/her dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his/her reinstatement or restoration to his/her service, grade or post, etc., as the case may be.

#### **S.217 Appellate Authority**

The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the Grievances Committee or the tribunal, as the case may be, constituted under the Act. In case the decision of the Grievances Committee is not complied by the concerned authorities, the teacher may forward the appeal to the tribunal as per provisions of the Act.

#### **S.218 Service of Order, Notices, etc.**

Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post. In case the registered post is not effectively served, the notice shall be pasted on the door of his/her residence and published in at least one leading local newspaper.

#### **S.219 Retirement**

- (1) The teacher after confirmation shall continue in the service of the College/Recognized Institution till he/she attains the age of superannuation as prescribed by the Government from time to time.
- (2) The Competent Authority shall require the teacher to cease to be in his/her service, if
  - (a) he/she has reached the age of superannuation.
  - (b) he/she has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 207.

- (c) he/she is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.
- (d) he/she is retired on Voluntary/Compulsory retirement pension.
- (e) he/she is absent from duties for one year without permission of Competent Authority.

### **S.220 Age of Superannuation**

The age of superannuation of the teacher shall be as prescribed by Government on the directives given by University Grants Commission/other Apex Bodies from time to time; however, he/she shall retire from the service on the afternoon of the last day of the month in which he/she attains the age of superannuation.

### **S.221 Extension in Service after superannuation**

The Competent Authority may consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Principal/Director. He/she shall work as a teacher without any kind of statutory administrative responsibility in the college. Such proposal of granting extension to the teacher shall be forwarded by the college to the Management.

Provided further that, if such proposal is accepted by the Management. The salary for the period for which the teacher is given extension shall not be admissible for the Salary Grant. In such case, the re-employed teacher shall be paid such salary which should not exceed the salary drawn by him/her in the last month of superannuation minus amount of pension.

### **S.222 Re-employment**

- (1) Notwithstanding anything contained in these Statutes, the Competent Authority may, grant re-employment to any teacher already retired from anywhere, for five years only after his/her age of Superannuation in the academic interest of the College/Recognized Institution, which shall be recorded in writing. However, only the teacher can avail the benefit of re-employment and not the Principal.

The Salary of such re-employed teacher shall be fixed by the management and same shall be paid by the management from its own funds.

- (2) The teacher who has retired before the age of superannuation voluntarily or for some reasons but not for avoiding any departmental proceedings, may be re-employed by the College/Recognized Institution, if the time-gap between his/her voluntary retirement and re-employment is not more than two years. Such re-employed teacher shall be in the service of the

College/Recognized Institution up to his/her normal age of superannuation and shall be subject to the provisions of these Statutes.

Provided that, appointment of such teacher shall be made on substantive vacant post following the existing recruitment procedure and the Salary of such re-employed teacher shall be fixed as per the Government rules applicable from time to time.

### **S.223 Submission of Pension Proposal**

- (1) The service record of each teacher, shall be taken up for examination at least one year before the date of his/her retirement by the Principal/Director, who shall prepare a list, every six months on 1st January and 1st July each year, of all the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively.
- (2) The Competent Authority shall intimate the teacher one year in advance the date of his/her superannuation along with the forms, related to his/her pension proposal duly filled in, for his/her observations for one month. The Competent Authority shall then scrutinize the same and complete other service record, documents and certificate required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Competent Government Authority, six months prior to the date of superannuation of the said teacher for his/her sanction.

### **S.224 Voluntary Retirement**

- (1) The teacher who has put in at least twenty years of service, may at his/her sole discretion, opt to retire from the services of the College/Recognized Institution, as the case may be, by giving three clear months' notice to the Appointing Authority;

Provided that during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

- (2) The rules governing voluntary retirement as prescribed by Government from time to time shall be made applicable to such teachers.

### **S.225 Retirement on Medical Grounds**

If the teacher who has at least ten years of service is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the teacher shall be retired from the service of the College/Recognized Institution with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits.

### **S.226 Removal or Compulsory Retirement**

- (1) Subject to these Statutes 209, the Competent Authority may remove any teacher from the service of the College/Recognized Institution or may require him/her to retire on grounds of misconduct or inefficiency.
- (2) In respect of the teacher retiring for such reasons other than by way of superannuation, the Principal shall promptly inform the Director, Higher Education, the Joint Director and the Competent Government Authority as soon as the cause thereof arises.
- (3) While forwarding such a case, the Principal shall specifically make a mention whether any dues either to the Government or the College/Recognized Institution, are outstanding in the name of the teacher who is due for retirement.

### **S.227 No Claim for Compensation**

No claim as compensation by the teacher who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed and sanctioned by the Government, from time to time.

### **S.228 Post Retirement Benefits**

- (1) The teacher working in the College or Recognized Institution against the post approved by the Government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.
- (2) The teacher working in the College or Recognized Institution against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his/her account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity, encashment of unutilized leave etc., at the rates applicable to the teacher covered by pension or other schemes of the Government, but all the payment for these benefits shall be made by the Management from its own funds.
- (3) The teacher shall clear all dues payable to the University, College or

Recognized Institution outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.

- (4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his/her duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he/she attended his/her duties regularly, provided the said period qualifies for such benefits.

### **S.229 Holding Public Office**

- (1) (a) In the event of his/her being elected to public offices at the local, district, state or national level, the permanent teacher may apply for leave due and admissible to him/her, and if there is no leave to his/her credit, the extraordinary leave for the period for which he/she is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Statutes;

Provided that, such a period spent on extraordinary leave availed by the teacher shall be counted for increments and post-retirement benefits.

- (b) If the sessions or meetings of the public office are held at intervals he/she may be allowed to avail of leave due and admissible to him/her or the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his/her duties during the remaining periods.
- (2) In the event, a permanent teacher becomes either Minister or an Office bearer in public offices such as Chairman, President, Vice-President etc. which requires full-time attendance or long time absence from normal duties, he/she shall apply for keeping his/her lien on the post which he/she had held and shall be granted the same by the Competent Authority.

### **S.230 Foreign/Home Service**

- (1) The Appointing Authority may, by special resolution, upon requisition by an organization, foreign or home, (herein referred to as Foreign /another Employer, as the case may be,) and on express consent by the teacher, place the services of the teacher at the disposal of the foreign/another employer.
- (2) The position, terms and conditions of the teacher under the foreign/another employer shall be decided by the Competent Authority in consultation with the foreign/another employer.
- (3) The teacher shall be treated to be on deputation from the date he/she relinquishes his/her charge and till he/she resumes the charge on repatriation.

- (4) (a) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years.
- (b) While applying for a lien the teacher shall give in writing to the Appointing Authority that he/she shall serve the College/Recognized Institution at least for three years after his/her foreign assignment is over.
- (5) The teacher shall retain lien on his/her permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits, if the public share of General/contributory Provident Fund of the teacher is paid to the Govt. by either the foreign/another Employer or the teacher.
- (6) (a) The Competent Authority may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to relieve the teacher from that date.
- (b) The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he/she may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher.
- (7) The foreign/another employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/ General Provident Fund, Gratuity, etc. if any, at the rates prescribed by the Government, from time to time.
- (8) The teacher in service of the foreign/another employer shall be entitled to the benefits of Leave, Joining Time, Transfer, Travelling Allowance/ Dearness Allowance, etc.
- (9) (a) The teacher on deputation to any other organization shall have to take prior permission and rejoin his/her parent service before he/she proceeds on deputation to another organization.
- (b) The foreign employer may grant the teacher Study Leave for pursuing studies connected with his/her foreign service and such period shall be treated as foreign service. The foreign service employer shall report the details of such study leave to the Competent Authority.
- (c) The teacher seeking study leave, for studies not directly connected with his/her foreign service but connected with his/her parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall rejoin his/her parent service before proceeding on such study leave.

### **S.231 Break Condonation**

The Competent Authority of University or the Director of Higher Education, as the case may be, shall condone the break(s) in service of the teacher for the purpose of protection of the pay last drawn, increments, placements and pensionary benefits, as per the Government rules, amended from time to time.

### **S.232 Discharge Certificate**

The Principal shall issue a Discharge Certificate to the teacher, Librarian and Director of Physical Education, who leaves service after following due procedure as laid down under the Statutes, in the prescribed form.

### **S.233 Head of the Department**

Head of the Department in the College or Recognized Institution shall be by rotation among the teachers of the same cadre as per the seniority.

The Principal of every affiliated college shall nominate a Head of the Department for each subject or group of subjects who shall be a full-time teacher teaching the subject at the special or Principle or Major or Main or the Degree level, having not less than ten years teaching experience in the following manner:

- i) If there are more than one Professors in the Department, then Principal/Director shall appoint one of them as the Head of the Department. Provided that, if in the Department, there is only one Professor, then Principal/Director shall appoint him/her as the Head of the Department.
- ii) If there is no Professor in the Department, but there are more than one Associate Professors, then the Principal/Director shall appoint one of them as the Head of the Department.  
Provided that, if there is only one Associate Professors in the Department, then the Principal/Director shall appoint him/her as the Head of the Department.
- iii) If there is no Professor or Associate Professors in the Department, but there are more than one Assistant Professor, then the Principal/Director shall appoint one of them as the Head of the Department.
- iv) The term of the Head of the Department shall be Five years. However, the Head of the Department who has been nominated/co-opted/elected on Management Council and/or Senate shall continue to be head of the Department till the tenure of the said authority only for one term.
- v) The person nominated as the Head of the Department, shall be replaced during his/her tenure by Principal/Director by giving appropriate opportunity
- vi) The decision of the Principal/Director regarding appointment and removal of Head of the Department shall be final and binding.



### **S.234 Application for Another Post**

- (1) The teacher, seeking appointment in another college, university /recognized institution or any other organization shall apply for his/her lien through proper channel. The Appointing/ Competent Authority may forward such application subject to such conditions as may be prescribed in these statutes.
- (2) In case a permanent teacher is selected/appointed, as the case may be, he/she may make specific request to the Appointing Authority that he/she may be permitted to accept the new assignment on lien. The employer may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the other authority. The lien of such teacher shall be retained on his/her post for a period not exceeding five years, at the end of which he/she may have to rejoin his/her post or resign;  
Provided that, if the teacher is appointed or nominated as the Pro-Vice-Chancellor, Registrar, Director of Board of Examinations and Evaluation, Finance and Accounts Officer, he/she shall be entitled to lien for a further period of five years.
- (3) In case the teacher is on probation at the time of such outside appointment, he/she shall resign his/her position before proceeding on to join the post.

### **S.235 Tenure of Post**

If the teacher is appointed on a post, which is sanctioned/created for a specific period of time, the teacher shall be governed by the specific provisions of the terms of contract, and not by the provisions of these Statutes. He shall have no legal claim on the said or similar post in the College or Recognized Institution, except those specified in the contract;

Provided that, if the post is extended on tenure basis, the teacher already working or the teacher who was working may be given preference. On the expiry of such extended period, the teacher shall be entitled to the terminal benefits as may be admissible;

Provided further that, if any fresh post/a vacancy of an existing post or a sufficient work-load becomes available in the college/institution, after the period of tenure, then the same teacher, only if his/her appointment is made through the proper selection procedure, and work is satisfactory, may be appointed on such post.

### **S.236 Deserting the Service**

The teacher, who is absent from duty without permission and intimation for a period of more than thirty days, shall be deemed to be a deserter and his/her services may be terminated with prior permission of the University.

Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate causes of his/her absence for reasons

beyond his/her control, the Competent Authority may, by a special order condone his/her absence and continue his/her services;

Provided further that, before terminating the services of the deserter, the Competent Authority shall first give thirty days notice to the deserter in local newspaper, send the copy of the said notice to the deserter on permanent address by registered post and paste the copy of the notice on the door of his/her residence. After expiry of the notice period, the Competent Authority shall terminate the services of the deserter.

### **S.237 Notice for Leaving the Service**

- (1) The teacher shall not leave or discontinue his/her service in the College or Recognized Institution without giving prior notice in writing to the Competent Authority of his/her intention to leave or discontinue the service. The period of such notice shall be
  - (a) three calendar months in the case of a permanent teacher.
  - (b) one calendar month in the case of a temporary/ adhoc or probationary teacher.
  - (c) In case of breach of these provisions, the teacher shall pay to the College or Recognized Institution an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.
- (2) If the Disciplinary Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, it shall give three months' notice in case of a permanent teacher or pay the basic pay for the period in lieu thereof.
- (3) The Competent Authority shall not terminate the service of the teacher on probation without giving him/her one month's prior notice in writing or one month basic pay in lieu thereof.

### **S.238 Abolition of Post**

- (1) Post of the teacher shall not be abolished without prior permission of the University.
- (2) In case of the teacher who cannot be protected as surplus, as per the rules of the University and the Government, then the post held by such teacher shall be abolished in the following manner :
  - (a) The Principal shall submit the proposal to the University for abolition of the post for either want of workload or closure of a subject/faculty or a College/Recognized Institution, as the case may be.
  - (b) The University, after scrutinizing the proposal, shall give permission to abolish the post(s).

- (c) The teacher(s), working against such post(s) which is/are to be abolished, shall be entitled to the compensation in the following manner :
  - (i) If the teacher has put in more than ten years of service, he/she shall be entitled to twelve months' total emoluments of the Salary.
  - (ii) If the teacher has put in more than five years service, he/she shall be entitled to six months' total emoluments of the Salary.
  - (iii) If the teacher is confirmed and has put in more than two years but less than five years service, he/she shall be entitled to three months' total emoluments of the Salary.
- (d) In case, the abolished post is again created due to any reason, then the Appointing Authority shall, by registered post (AD) on the address furnished by such teacher from time to time, ask him/her willingness to rejoin the post upon which the teacher will have the first claim.

### **S.239 Resignation**

Any teacher working in the University shall resign his/her post by tendering a resignation letter in his own hand writing to the Competent Authority, which shall be signed as witnesses by two teachers working in College/Institution.

The teacher shall not resign his/her service in the College/Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign the service. The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher. In case of breach of these provisions, the teacher shall pay to the Management an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.

### **S.240 Handing Over the Charge**

- (1) The teacher/Librarian/Director of Physical Education before leaving the service shall handover the charge in the prescribed format, of his/her post to the Principal or the person duly authorized by the Principal on his/her behalf.
- (2) The teacher shall return to the University, College, Recognized Institution all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
- (3) The teacher shall vacate the quarter allotted to him/her before handing over the charge.
- (4) The College or Recognized Institution shall pay under any circumstances all the dues which are payable to the teacher before he/she is relieved.

- (5) The College or Recognized Institution shall handover the discharge certificate in the prescribed form and his Service Book, etc. to the teacher.

#### **S.241 Contributory Provident Fund (C.P.F.)/Defined Contributory Pension Scheme (DCPS)**

The teacher who is not covered under Salary Grant or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund Scheme/Defined Contributory Pension Scheme (DCPS) as prescribed by the Government from time to time.

Provided that, the rate of monthly subscription of the employee's and the Management's share shall be as per the rules of Government of India or the state Government, as the case may be, amended from time to time.

Provided further that, the teacher who is not covered under salary payment scheme and pension scheme shall be entitled for gratuity as per the Government rules, amended from time to time.

#### **S.242 Duties of Teacher**

- (a) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In-service programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- (b) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- (c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.
- (d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.

- (e) In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- (f) The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- (g) In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

### **S.243 Duties of Librarian**

The Librarian shall perform the following among other duties :

- (a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.
- (b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- (c) The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.
- (d) The Librarian shall perform the duties of the teacher as mentioned in the provision (a), (d), (f) and (g) of the Statute 240.

### **S.244 Improper Conduct**

- (1) (a) The teacher shall perform all his/her duties faithfully and will not avoid his/her responsibility. The following lapses would constitute improper conduct on the part of the teacher:
  - (a) Failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
  - (b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
  - (c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his/her right to express his/her differences on principles in seminars or other places where students are present.)
  - (d) Raising or exploiting questions of castes, creed or religion, race or

gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.

- (e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University.

This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the University, College or Recognized Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.

- (f) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- (g) Involvement in non-academic activities directly or indirectly such as
  - i) Writing of questions-answers, guides, key, likely questions, cyclostyled or photocopied notes, etc.
  - ii) Undertaking of any office of profit, agency.
- (h) Intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being;
- (i) Consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his/her duty; and the performance of his/her duties at any time is affected in any way by the influence of any such drink or drug;
- (j) Consuming any intoxicating drink or drug and appearing in a public place in a state of intoxication, unable to control his/her behavior.

*Explanation* : For the purpose of this rule, “Public Place” means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

## **S.245 Code of Professional Ethics**

- (1) Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

- (2) The Code of Professional Ethics :

- (a) The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The

teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

- (i) respect the right and dignity of the student in expressing his/her opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.



- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
  - (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
  - (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
  - (vii) pay attention to only the attainment of the student in the assessment of merit.
  - (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
  - (ix) aid students to develop an understanding of our national heritage and national goals, and
  - (x) refrain from inciting students against other students, colleagues or administration.
- (c) Teachers and Colleagues :
- The teachers shall always
- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
  - (ii) speak respectfully of other teachers and render assistance for professional betterment,
  - (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
  - (iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
  - (v) be thoroughly social and humane, democratic and rational, towards other teachers,
  - (vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.
  - (vi) believe in union and unity of the colleagues.
- (d) Teachers and authorities :
- The teachers shall
- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
  - (ii) not undertake any other employment and commitment including private tuitions and coaching classes;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
  - (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
  - (v) should adhere to the conditions of contract;
  - (vi) give and expect due notice before a change of position is made; and
  - (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (e) Teachers and nonteaching employees :
- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
  - (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.
- (f) Teachers and guardians :
- The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- (g) Teachers and Society :
- The teachers shall
- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
  - (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
  - (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
  - (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
  - (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

**S.246 Statutes for Teachers in Engineering/ Technology/Management/ Pharmacy/ Architecture Colleges :**

Provisions regarding recruitment, workload and CAS Promotion in the AICTE Notification /respective Apex bodies accepted by the State Government and approved by the University, shall be applicable to the teachers of Engineering, Pharmacy, Architecture Colleges.

**S. 247 Duties of Principals/Directors**

Subject to the supervision and general control of the Management, the Principal as the Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for -

- 1) academic growth of the College.
- 2) participation in the teaching, research and training programmes of the College.
- 3) assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- 4) admission of students and maintenance of discipline of the College.
- 5) receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) correspondence relating to the administration of the College.
- 8) administration and supervision of curricular, co-curricular / extra-curricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 11) overall supervision of the University Examinations.
- 12) observance or provisions of Accounts Code.
- 13) maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 14) any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- 15) Preparation of institutional development plan for every five years with action plan of implementation.

- 16) Identification of avenues for resource generation.
- 17) Preparation for assessment, accreditation and academic audit of the college/institution
- 18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
- 19) Working as mentor for teachers and administrative staff of the college.
- 20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
- 21) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
- 22) Connecting college/institution with societal needs.

#### **S.248 Duties of Director of Physical Education and Sports**

The Director of Sports and Physical Education shall,—

- (a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- (b) promote sports, culture and organize activities in the field of sports in college / institution.
- (c) co-ordinate and organize activities related to various sports jointly with regional and national bodies.
- (d) organize university level competitions, sports skill development camps in various sports in the college campus.
- (e) train students for regional, national and international competitions in various sports.
- (f) to prepare the report of the Board of Physical Education to be submitted before the Principal / Director / Management of the concerned college / institute.
- (g) undertake any other task that may be assigned to him by the college / institute authorities, so as to carry out objectives of the Physical education.
- (h) exercise such other powers and perform such other duties as prescribed by or under the Act or assigned by him by the Principal / Director of the concerned college / institute, from time to time.

#### **S.249. Repeal and Saving**

1. All Statutes framed by the Universities relating to the service conditions of the teachers shall stand repealed from the date of commencement of these Statutes.
2. These Statutes shall not alter or change any terms and conditions of service to the disadvantage of the teachers who are already in service of the University.

**For the post of Assistant Professor (Direct Recruitment)**

**A: Academic Record and Research Performance – Maximum Score (50)**

The Academic Record and Research Performance of the candidates shall be evaluated on the basis of following parameters, namely:-

**A-1 :Academic Record(40):** In addition to consideration of the academic performance at UG and PG level, due independent weightage shall be given to,-

- special achievements like rank, Gold Medal, Distinction etc.
- extra /additional qualifications like M.Phil., Ph.D., JRF, Certificate, Diploma, Advanced Diploma, Degree, Specialization etc.
- prizes, Awards, Merit Scholarships, Recognitions etc.
- teaching experience.

**A-2: Research Performance (10)**

- Publications
- Research Projects undertaken (Other than the projects which are integral part of curriculum)
- Paper presentation in Regional/State/National/International conferences
- Participation in Seminar/Workshops/Symposia/Conferences etc.
- Prizes in student research convention

**B: Domain Knowledge and Teaching Skills : Maximum Score (30)**

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Domain Knowledge
- Teaching techniques and skills
- Presentation skills

**C : Interview Performance : Maximum Score( 20)**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills
- Participation in co-curricular, extra-curricular activities, Extension work, etc.
- General knowledge

**For the post of Associate Professor/Professor (Direct Recruitment)**

**A: Academic background – (20)**

- In-service academic achievements
- Dissemination of Subject Knowledge to the stakeholders
- Academic recognition during the previous stage
- Role in designing new courses/recognitions in the Department/College
- Participation in various committees and statutory bodies.

**B: Research Performance based on cumulative API Score and Quality of Publications: (40)**

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
- In addition, weightages to the API scores shall be given as under:
  - up to 10% additional API score over the minimum required API score : 1 to 5
  - More than 10% but up to 25 % over minimum required API score : 6 to 10
  - More than 25% but up to 50 % over minimum required API score : 11 to 15
  - More than 50% over minimum required API score : 16 to 20

**C: Domain Knowledge and Teaching Skills : Maximum Score ( 20)**

During interview, domain knowledge and teaching skills of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

**D : Interview Performance : Maximum Score 20**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- Voice Modulation
- ICT Skills
- Participation in co-curricular, extra-curricular activities, Extension work, etc.

- General knowledge

**Note :**In case of candidate who is satisfying the minimum eligibility norms as prescribed by the University Grants Commission but who does not have teaching experience, the selection committee shall evaluate the credentials of such candidate on the basis of his contributions in research in terms of quality of publications, impact factor, citations, h-index, patents to his credit, research guidance to M.Phil./Ph.D. students, number of research projects ongoing/completed, research collaborations, innovations, consultancy, transfer of technology, association with academic/research/industrial bodies, etc.



**For the promotion of Assistant Professor (stage-3) to Associate Professor/Equivalent Cadre (Stage-4) under Career Advancement Scheme**

**A: Research Contribution- Maximum score (30)**

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 15
- In addition, weightages to the API scores shall be given as under:
  - up to 25% additional API score over the minimum required API score : 1 to 5
  - More than 25% but up to 50 % over the minimum required API score : 6 to 10
  - More than 50% over the minimum required API score : 11 to 15 .

**C: Assessment of Domain Knowledge and Teaching Practices: Maximum Score (50)**

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

**D : Interview Performance : Maximum Score (20)**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular, extra-curricular activities, Extension work etc.
- General knowledge

The incumbent in order to get promotion shall undergo minimum of two-weeks of advanced training/field exposure in the subject or subject related research from the Universities/Institutes recognized by Maharashtra State Commission for Higher Education and Development. Alternatively, the incumbent for acquiring advanced knowledge in the subject shall spend two weeks on deputation at recognized institute of national repute.

**For the promotion of Associate Professor to Professor/Equivalent Cadre under Career Advancement Scheme**

**A: Research Contribution- Maximum score (50)**

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission: 25
- In addition, weightages to the API scores shall be given as under:
  - up to 25% additional API score over the minimum required API score : 1 to 5
  - More than 25% but up to 50 % over the minimum required API score : 6 to 10
  - More than 50% but up to 75 % over the minimum required API score : 15 to 20
  - More than 75% over the minimum required API score : 21 to 25 .

**C: Assessment of Domain Knowledge and Teaching Practices : Maximum Score (30)**

During interview, domain knowledge and teaching practices of the candidate shall be evaluated on the basis of following parameters, namely:-

- Updating of subject contents
- Teaching performance
- Innovative teaching/learning methodologies
- Mentoring, guiding and counseling
- Examination duties
- Students Feedback

**D : Interview Performance : Maximum Score (20)**

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills,
- Voice Modulation,
- ICT Skills ,
- Participation in co-curricular , extra-curricular activities, Extension work etc.
- General knowledge

**For the Post of Principal/Director**

- (A) Aptitude for teaching, research and administration (20)
- (B) Ability to communicate clearly and effectively (10)
- (C) Ability to plan institutional programs, analyze and discuss curriculum development and delivery, research support and college development/administration (20)
- (D) Ability to deliver lecture programs (10)
- (E) Merits and credentials on the basis of API Score (40)
  - Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
  - In addition, weightages to the API scores shall be given as under:
    - up to 10% additional API score over the minimum required API score : 1 to 5
    - More than 10% but up to 25 % over the minimum required API score : 6 to 10
    - More than 25% but up to 50 % over the minimum required API score : 11 to 15
    - More than 50% over the minimum required API score : 16 to 20.

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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****ORDER OF NEW ORDINANCE FOR CAS / 993/ 2019**

Stages of promotion under the career advancement scheme of incumbent and newly-appointed Assistant Professors / Associate Professor/ Professor. The entry level Assistant Professor (level 10) shall be eligible for promotion under the career advancement scheme (CAS) through to all successive levels (level 11, 12, 13A and 14) provided they are assessed to fulfill the eligibility and performance criteria's laid down by UGC notification dated 18<sup>th</sup> July, 2018 and Government of Maharashtra resolution dated 08<sup>th</sup> March, 2019, 08<sup>th</sup> July, 2019 and 10<sup>th</sup> May, 2019.

**WHEREAS** notifications issued by UGC New Delhi dated 18<sup>th</sup> July, 2018 for minimum qualifications for CAS promotion from Assistant Professor to Professor i.e. level 10<sup>th</sup> to level 14<sup>th</sup>. The post of Assistant Professor, Associate Professor & Professor, and other academic teaching staff in affiliated Colleges and revision of 7<sup>th</sup> Pays scales and other service conditions pertaining to such posts. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

**AND**

**WHEREAS** the Govt. of Maharashtra, Higher & Technical Education Department G.R. No. Misc-2018/C.R.56/18/UNI-1 dated 08<sup>th</sup> March, 2019, also issued corrigendum No. Misc-2018/C.R.56/18/UNI-1 dated 10<sup>th</sup> May, 2019 and Circular dated 08<sup>th</sup> July, 2019 of the said department for amendments and addition to give the benefits as per 7<sup>th</sup> central pay commission and to say that the state government may take action to adopted the Government of India's Career Advancement Scheme for state Universities to all affiliated Colleges as per terms & condition laid down by UGC.

**AND**

**WHEREAS** taking in to account of the above notification of UGC and G.R. of the Higher & Technical Education Department, Govt. of Maharashtra, the Board of Dean's has decided that to recommend to the academic council to revise the regulation-1893 in to the form of new ordinance as per the provisions of section 73 & 74 under Maharashtra Public Universities Act, 2016. Therefore, said ordinance shall be implement to all affiliated colleges under CAS promotion.

**AND**

**WHEREAS** the Academic Council & Management Council are not likely to meet at present and therefore on behalf of said authorities as per recommended by Board of Dean's is to be implement to the college teachers for the purpose of Career Advancement Scheme (CAS).





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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****ORDER OF NEW ORDINANCE -993 FOR CAS PROMOTION**

Stages of promotion under the career advancement scheme of incumbent and newly-appointed Assistant Professors / Associate Professor/ Professor. The entry level Assistant Professor (level 10) shall be eligible for promotion under the career advancement scheme (CAS) through to all successive levels (level 11, 12, 13A and 14) provided they are assessed to fulfill the eligibility and performance criteria's laid down by UGC notification dated 18<sup>th</sup> July, 2018 and Government of Maharashtra resolution dated 08<sup>th</sup> March, 2019, 08<sup>th</sup> July, 2019 and 10<sup>th</sup> May, 2019.

Assistant Professor shall be eligible for placement / promotion from Stage 10<sup>th</sup> to Stage 14<sup>th</sup> though the procedure of the screening and evaluation committee for CAS as decided by Government of Maharashtra resolutions dated 08<sup>th</sup> March, 2019.

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through all successive levels (Level 11, 12, 13A and Level 14), provided they are assessed to fulfill the eligibility and performance criteria as laid down by the UGC.

**B. Career Advancement Scheme (CAS) for College teachers**

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11) i.e. Pay Band of Rs. 15,600-39,100 with AGP 6,000 it should be converted as revised rationalized entry pay of Rs. 57,600/- to Rs. 68,900/-

1. An entry level Assistant Professors who have completed six years of University approved service as per laid down by University Ordinance and having NET/ SET/ SLET and equivalent examination in the relevant discipline shall be eligible for promotion Assistant Professor Stage 10<sup>th</sup> to Stage 11<sup>th</sup> after completion of duly qualification.

**OR**

1. An entry level Assistant Professors who have completed four years of University approved service as per laid down by ordinance and having a Ph.D. degree in the relevant discipline shall be eligible for promotion Assistant Professor Stage 10<sup>th</sup> to Stage 11<sup>th</sup> after completion of duly qualification.

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**OR**

1. An entry level Assistant Professor who have completed five years of University approved service as per laid down by ordinance and having a M. Phil. Degree in the relevant discipline shall be eligible for promotion Assistant Professor Stage 10<sup>th</sup> to Stage 11<sup>th</sup> after completion of duly qualification.

**OR**

1. An entry level Assistant Professor who have possess Post Graduate degree in Professional courses such as LL.M., M.Tech./M.E., M.Pharm., who have completed six years University approved service in relevant discipline shall eligible for promotion Assistant Professor Stage 10<sup>th</sup> to Stage 11<sup>th</sup> without M.Phil. / Ph.D. after completion of duly qualification.
2.
  - (i) Attended one Orientation Course of 21 days' duration on teaching methodology; and
  - (ii). **Any one of the following:**
    - Completed one Refresher / Research Methodology Course

**OR****Any two of the following:**

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

**OR**

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

**CAS Promotion Criteria:**

A teacher shall be promoted if;

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

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

**Assistant Professor (Academic Level 11) to Assistant Professor (Senior Scale/ Academic Level 12 ) i.e. Pay Band of Rs. 15,600-39,100 with AGP 7,000 it should be converted as revised rationalized entry pay of Rs. 68,900/- to Rs. 79,800/-**

- a. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- b. Any two of the following in the last five years of Academic Level-11/ Senior Scale:

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

**CAS Promotion Criteria:**

A teacher shall be promoted if;

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



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

**Assistant Professor (Academic Level 12) to Associate Professor (Senior Scale/ Academic Level 13A ) i.e. Pay Band of Rs. 15,600-39,100 with AGP 8,000 it should be converted as revised rationalized entry pay of Rs. 79,800/- to Rs. 1,31,400/-**

- i) Assistant Professor who has completed three years of approved service in Academic Level 12/ Selection-Grade.
- ii) Possess a Ph.D. degree in relevant concerned subject /allied / relevant discipline should be compulsory.

Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher may be promoted if;

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

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

**Associate Professor (Academic Level 13A) to Professor (Senior Scale/ Academic Level 14 ) i.e. Pay Band of Rs. 37,400-67,000 with AGP 9,000 it should be converted as revised rationalized entry pay of Rs. 1,31,400/- to Rs. 1,44,200/-**

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

**CAS Promotion Criteria:**

A teacher shall be promoted if;

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

**V. The "Screening-cum-Evaluation Committee" for CAS promotions of Assistant Professors an equivalent cadres/ Librarians/ Physical Director/ Physical Education from one level to other varies higher level (Level 10<sup>th</sup> to 11<sup>th</sup>, 12<sup>th</sup>, 13A and 14<sup>th</sup> shall consist of:**

**A. For College Teachers:**

- i. The Principal of the college shall be the Chairperson of the CAS committee;
- ii. Head /Teacher-In charge of the department concerned from the college shall be the secretary of the CAS committee;
- iii. Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts; and

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- iv. Joint Director of Higher Education or his /her nominee not below the rank of Associate Professor.

**B. for College Librarian :**

- i. The Principal of the college shall be the Chairperson of the CAS committee;
- ii. The Librarian, University Library shall be secretary of the CAS committee /
- iii. Two expert who are working Librarians nominated by the Vice-Chancellor from the University panel of experts;
- iv. Joint Director of Higher Education or his /her nominee not below the rank of Associate Professor.

**C. for College Physical Director and Physical Education Teacher:**

- i. The Principal shall be the Chairperson of the CAS Committee;
- ii. The University Director/ Physical Education Teacher shall be the Secretary of the CAS Committee;
- iii. Two experts in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts;
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

***NOTE: The quorum for these committees in all categories shall be three which will include the Government nominee one subject expert/ University nominee.***

**VI. Composition of CAS Promotion committee for Associate Professor from stage 12<sup>th</sup> to 13A:**

- (a) The CAS Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges shall consist of the following members :
- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
  - ii) The Principal of the College shall be secretary of committee.
  - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.



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

**VII. Composition of CAS Promotion committee for Professor from stage 13A to 14<sup>th</sup> :**

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

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

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

**NOTE:**

2. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college. The University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. The University can be considered for promotion from the date, on which they fulfill these eligibility conditions.
3. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

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4. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
5. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
6. महाराष्ट्र शासनाने दि. ०८ जुलै, २०१९ अन्वये निर्गमित केलेले शासन परिपत्रक मुद्दा क्र. ३ नुसार नमुद तरतुद पहाता/ अवलोकन केले असता अद्यापकांना सेवा अंतर्गत प्रगती योजना (CAS) च्या अर्हता व पात्रता पुर्ण करेल त्या दिनांकास पदोनतीची प्रक्रिया पूर्ण करुन पदोनती देने आवश्यक आहे, अशी प्रस्तुत शासन परिपत्रकामध्ये तरतुद करण्यात आलेली आहे. तद्अनुषंगाने सर्व संबंधीतांनी आपआपल्या स्थरावरील यथायोग्य कार्यवाही करण्यात यावी.
7. Teacher shall be promoted if;
  - i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and Table 2 shall be applicable under CAS promotion 10<sup>th</sup> to 11<sup>th</sup>, 11<sup>th</sup> to 12<sup>th</sup>, 12<sup>th</sup> to 13A and 14<sup>th</sup> respectively as laid down by University Grand Commission notification dated 18<sup>th</sup> July, 2018 and Government resolution dated 08<sup>th</sup> March, 2019.
  - ii. The promotion is recommended by the screening-cum-evaluation committee.
7. This Ordinance shall be applicable to all affiliated colleges under CAS promotion from the date of G.R. issued by the Government of Maharashtra dated 08<sup>th</sup> March, 2019 for the entry level Assistant Professor (10<sup>th</sup> Level to Professor (14<sup>th</sup> Level).

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**Dr. Babasaheb Ambedkar Marathwada University,**  
**Aurangabad-431 004**



**ORDINANCE**

**ORDINANCE RELATING TO THE REVISION OF PAY SCALES WITH EFFECT FROM  
01/01/2016 : MINIMUM QUALIFICATION FOR APPOINTMENT/CAREER ADVANCEMENT  
SCHEME(CAS) OF TEACHERS AND OTHER ACADEMIC STAFF IN  
UNIVERSITY/COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF  
STANDARD IN HIGHER EDUCATION AS PER Maharashtra Public University act 2016 , UGC  
regulation 2018 and Maharashtra Government Resolution dated 08/3/2019 and 10/5/2019**

**With Effect From**

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## Accompaniment to Government Resolution,

Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.

### Appendix II

Table 1

#### Assessment Criteria and Methodology for University/College Teachers

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good  Below 80% but 70% & above- Satisfactory  Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies.	Good - Involved in at least 3 activities  Satisfactory - 1-2 activities  Not-satisfactory - Not involved/ undertaken any of the activities.  <b>Note:</b> Number of activities can be within or across the broad categories of activities



	<p>(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>	
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**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at S.No.2.

Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at S.No.2.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by:</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper/Research Notes/Research Articles in newspapers or magazines from International Journals	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

(a) Development of Innovative pedagogy	05	05
(b) Design of new curricula and courses (CBCS/OBE)	02 per curricula/course	02 per curricula/course
<b>(c) MOOCs</b>		
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
MOOCs (developed in 4 quadrant) per module/lecture	05	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded	10 per degree awarded
		05 per thesis submitted	05 per thesis submitted
	M.Phil.	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5.	<b>(a) Patents/ Copyrights through Central Govt. (Music/Dramatics/Fine Arts/Languages)</b>		
	International	20	20
	National	15	15
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04

(c) Awards/Fellowship		
International	07	07
National	05	05



6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- |      |  |   |           |
|------|--|---|-----------|
| i)   | Paper in refereed journals without impact factor | - | 5 Points  |
| ii)  | Paper with impact factor less than 1             | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2         | - | 15 Points |
| iv)  | Paper with impact factor between 2 and 5         | - | 20 Points |
| v)   | Paper with impact factor between 5 and 10        | - | 25 Points |
| vi)  | Paper with impact factor > 10                    | - | 30 Points |
- a) Two authors: 70% of total value of publication for each author.
- b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A

**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
		1.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13
2.	<b>Post Graduation</b>	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% and above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05			
	<b>SET</b>	03			
6.	<b>Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC- listed Journals)</b>	10			
7.	<b>Teaching/Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			



*#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.*

**Note:**

- |    |                           |   |                    |
|----|---------------------------|---|--------------------|
| A) | (i) M.Phil + Ph.D         | : | Maximum - 30 Marks |
|    | (ii) JRF/NET/SET          | : | Maximum - 07 Marks |
|    | (iii) In awards category: |   | Maximum - 03 Marks |

B) Number of candidates to be called for interview shall be decided by the concerned universities.

C) Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
<b>TOTAL</b>	-	<b>100</b>

**Table: 3 B**

**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
		1.	<b>Graduation</b>	80% & Above = 21	60% to less than 80% = 19
2.	<b>Post Graduation</b>	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% and above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	25			
5.	<b>NET with JRF</b>	10			
	<b>NET</b>	08			
	<b>SET</b>	05			
6.	<b>Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC- listed Journals)</b>	06			
7.	<b>Teaching/Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				

International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03
State Level (Awards given by State Government)	02

*#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.*

**Note:**

- A) (i) M.Phil + Ph.D : Maximum - 25Marks  
(ii) JRF/NET/SET : Maximum - 10Marks  
(iii) In awards category: Maximum - 03Marks

B) Number of candidates to be called for interview shall be decided by the college.

C) Academic Score	-	84
Research Publications	-	06
Teaching Experience	-	10

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<b>TOTAL</b>	-	<b>100</b>
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Table 4

## Assessment Criteria and Methodology for Librarians

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

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

v) Design and offer short-term courses for users.

vi) Publications of at least one research paper in UGC approved journals.



**Overall Grading:**

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Not satisfactory: If neither good nor satisfactory in overall grading.

**Note:**

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Table 5

## Assessment Criteria and Methodology for Directors of Physical Education and Sports

Sr. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines.  Satisfactory - Intra college competition in 3-5 disciplines.  Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.  Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  Or District level competition in at least 5 Disciplines  Unsatisfactory – neither good nor satisfactory

4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs.  Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.  ii) Being invited for coaching at state/national level.  iii) Organizing at least three workshops in a year.  iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular college activities.	Good: Involved in any two activities.  Satisfactory: 1 activity  Not Satisfactory: Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</li> <li>2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</li> <li>3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</li> </ol>		

### Accompaniment to Government Resolution,

Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.

### Appendix III

TABLE – A

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

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ss assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – B

(Minimum API requirement for the promotion of teachers under CAS in colleges UG &amp; PG))

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)	Deputy Librarian (Stage4/ AGP Rs. 9000) to Deputy Librarian (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee



TABLE – D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee



TABLE – E

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

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)	Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – F

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

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

**Accompaniment to Government Resolution,**

Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 / UNI-

**Appendix IV**

**Form of Option**

I, \_\_\_\_\_ substantive / officiating  
holder of the post \_\_\_\_\_ in the scale of Rs. \_\_\_\_\_,  
AGP \_\_\_\_\_, in the College/Institution \_\_\_\_\_ hereby:

\*(i) elect the revised scale of the post with effect from 1st January, 2016.

\*(ii) elect to continue on the existing scale of pay of my substantive / officiating post mentioned  
below until:

\* the date of my next increment

\* the date of my subsequent increment

\* raising my pay to Rs. \_\_\_\_\_

\* I vacate or cease to draw pay in that scale.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date:

Signature :

Place:

Signed before me

Signature

(Principal of College)

(Received the above declaration)

Date:

Signature

( Head of the Institution)

\*To be scored out, if not applicable.

### UNDERTAKING

[As per Ministry of Finance (Department of Expenditure) order O.M. No. 1-5/2016-IC dated 29<sup>th</sup> July, 2016]

I hereby undertake that any excess payment that may be found to have been made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made to me shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date:-

Signature:

Station:-

Name:

Designation:

College/Institution:

**AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ two thousand nineteen between Shri/Smt/Kum \_\_\_\_\_ Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/ Principal of \_\_\_\_\_ College/University. Established by \_\_\_\_\_ hereinafter referred to as "the Employee" (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and \_\_\_\_\_ College/University hereinafter referred to as "the said College/University" of the other part.

WHEREAS the Employee has been working as an Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/ Principal of the said college/University from the \_\_\_\_\_ day of.

AND WHEREAS the Government of Maharashtra has by Government Resolution, Higher and Technical Education Department, being No. \_\_\_\_\_ (herein after referred to as "the said Resolution : a copy whereof is annexed here to) sanctioned a scheme for revision of the pay-scales of the University and College teachers and other measures for improving standards in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revised the pay scale of the Employee on the Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Maharashtra by the said resolution which the Employee has agree to do.

Now this Agreement witness and it is hereby agreed and decided by and between Parties hereto as follows:-

1. Agree, accept and duly comply with the terms and conditions specified in the said Government Resolution;

2. Agree to have these conditions, inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter;

3. Agree that in the event of his failure to abide by these conditions he shall ceased to derive benefits of revised pay scales.

In witness whereof Shri/Smt/Kum \_\_\_\_\_ the employee above named has hereto set his/her hand and seal of University has been un to affixed.

Members of the Managing Committee/Governing Body of \_\_\_\_\_ have set their respective hands the day and year first herein above written.

Signed and Delivered by

Shri/Smt/Kum \_\_\_\_\_ the Employee above named in the presence of

1. \_\_\_\_\_ 2. \_\_\_\_\_

OR

Signed and delivered by

1. \_\_\_\_\_  
\_\_\_\_\_

4. Etc. the present Members \_\_\_\_\_ of the Managing Committee/Governing  
body of \_\_\_\_\_

In the presence of-----

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

**Dean of the Faculty**



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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.  
431 004.**

Name of College :- \_\_\_\_\_

**Self-Assessment-Cum-Performance Appraisal Forms  
API-PBAS Proforma**

**CAS Promotion for Assistant Professor / Associate Professor / Professor and Direct  
Recruitment of Associate Professor/Professor in Unioversities and Colleges.**

**For**

***Faculty of Humanities / Sciences & Technology / Commerce & Management /  
Interdisciplinary/***

Reference : i) The Gazette of India : Extraordinary, Part III Section 4 dated 18<sup>th</sup> July,2018.  
ii) Government of Maharashtra Misc -2018.CR 56/18/UNI date 8<sup>th</sup> March.2019.

**ACADEMIC YEAR :- \_\_\_\_\_**

**PART – A : GENERAL INFORMATION AND ACADEMIC BACKGROUND.**

- 1 Name (in Block Letters) :
- 2 Department :
- 3 Current Designation & Academic Level :
- 4 Date of last Promotion :
- 5 Which position and Academic Level : :
- 6 Date of eligibility for promotion :  
Address (with Pin Code)

Telephone /Mobile No.

E-mail

**8. Academic Qualifications (UG & PG) :**

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks obtained.	Division / Class / Grade	Subject
U.G. ( )					
P.G. ( )					
Other examination, if any					

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## 09. Research Degree(s) :

Degree	Title	Date of award	Name of University
M.Phil			
Ph.D. /D.Phil.			
NET/SET			
D.Sc./D.Litt./Any other			

## 10. Appointment held prior – joining this institution : (Please attach relevant certificates of service / experience)

Designation	Name of Employer	Essential Qualifications for the post at the time of Appointment	Nature of Appointment (Regular / Fixed term / Temporary / Adhoc)	Date of Joining	Date of Leaving	Salary with Grade	Reason of leaving

## 11. Posts held after appointment at this institution :

Designation	Department	Date of Joining		Grade Pay / Pay Matrix Level.
		From	To	

## 12. Period of teaching experience :

P.G. Classes (In Years) :

U.G. Classes (In Years) :

## 13. Research Experience excluding years spent in M.Phil./ Ph.D. (In Years) :

## 14. Fields of Specialization under the Subject / Discipline :

## 15. Human Resource Development Center Orientation / Refresher Course /FDP/ MOOC / One-

Two week courses attended so far :

Name of the Course	Date of Courses	Duration (Period)	Name of Organizer

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### PART B : ACADEMIC PERFORMANCE INDICATORS (API) :

Based on the teacher's self-assessment, API Scores are proposed for (1) teaching related activities, domain knowledge (2) Involvement in University / College student's related activities / research activities. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the Screening cum Evaluation / Selection Committee. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API Scores required under this category.

**Table 1**

**Assessment Criteria and Methodology for University / College Teachers.**

Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading For Assistant Professor/ Associate Professor / Professor	Verified API Grading by Committee.
		Actual Class spent per year	% of Teaching		
	(1)	(2)	(3)	(4)	
	Teaching : (Number of Classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			i) Good : 80% & above.  ii) Satisfactory : Below 80% but 70% & above. iii) Not satisfactory : Less than 70%	
1	Teaching Black Board				
	Teaching ICT based.				
	Practical / Laboratory				
	Tutorials /Assignments/ Project.				
	Field Work				
	Group Discussion				
	Seminars				
	Remedial Teaching Clarifying doubts within and outside the class hours				

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	Additional teaching to support counseling and mentoring				
	<b>Total Actual hours Spent</b>				
<b>2. Involvement in the University / College students related activities / research activities.</b>					
<b>2</b>	<b>Activities</b>	<b>Specify Actual participation in year</b>	<b>Total days Spent per year</b>	<b>Self-Appraisal Grading For Assistant Professor/ Professor</b>	<b>Verified API Grading by Committee</b>
	<b>Involvement in the University / College students related activities / research activities.</b>			i) <b>Good</b> : Involved in at least 3 activities. ii) <b>Satisfactory</b> : 2 activities. iii) <b>Not-satisfactory</b> : Not involved / undertaken any of the activities. <b>Note</b> : Number of activities can be within or across the broad categories of activities.	
	(a) Administrative responsibilities such as Head, Chairperson /Dean/ Director/ Coordinator, Warden, etc.				
	(b) Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.				
	i) Question Paper Setting				
	ii) Invigilation / Supervision				
	iii) Flying Squad				
	iv) CS/ACS/ Custodian				
	v) CAP Director Assistant Director				
	vi) Unfair Menace Committee				
	vii) Grievance Committee				
	viii) Internal Assessment				
	ix) External Assessment				
	x) Re-valuation				
	ix) External Assessment				



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	x) Re-valuation.				
	xi) Result Preparation (College Level for Internal Assessment)				
	xii) M.Phil. Ph.D. Thesis evaluation / any other.				
	( c ) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
	( d ) Organizing seminars / conferences/ Workshops, etc and other college / university activities.				
	(e) Evidence of actively involved in guiding Ph.D students. i) No. of Registered candidate : ii) No. of Awarded Candidates :				
	(f) Conducting Minor Or Major Research Project sponsored by national or international agencies. i) Above 10 Lacs. ii) Below 10 Lacs.				
	(g) At least one single or joint publication in peer-reviewed or UGC list of Journals. i) No of Papers Published (Single author) : ii) No of Papers Published (Joint author) :				
<b>Overall Grading (Attached List)</b>					
<b>Good</b> : Good in teaching and satisfactory or good in activity at S.No.2 Or <b>Satisfactory</b> : Satisfactory in teaching and good or satisfactory in activity at S.No.2 <b>Not Satisfactory</b> : If neither good nor satisfactory in overall grading.					

**Note** : For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of

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assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave /deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statues and ordinances of the parent institution.

**Table 2**

Methodology for University and College Teachers for calculating Academic / Research Score.

**CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS.**

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 and Professor.

(Assessment must be based on evidence produced by the teacher such as : copy of publications, project sanction letter, utilization and completion certificate issued ffby the University and acknowledgement for patent filing and approval letters, students Ph.D. award letter, etc.,

(1) Research Papers in Peer-Reviewed or UGC listed Journals : (Please refer points as per UGC notification).

Sr. No.	Title of Paper	Journal Name, Page nos, Vol. no., Year of publication	ISSN / ISBN No.	Impact Factory if any (with if agency)	No. of Co. Authors	Whether Principal Author / Supervisor/ Co.supervisor	Self Appraisal Score	API Score Verified	Page No. of Relevant Documents.
<b>Total (1)</b>									

(2) (a) Publications (other than Research papers) (Books, Chapters in Books)

(i) Books published with ISSN/ISBN number

International publisher : 12 points per Book for Single Author

National Publisher : 10 points per Book for Single Author.

Sr. No.	Title of Book with no. of papers	Publishers name with ISSN/ ISBN / No.	International/ National Publisher	No. of Co. Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
<b>Total (2)(a)(i):</b>								

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**(2) (a) (ii) Chapter in Edited Book with ISSN/ ISBN****(5 points per Chapter)**

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN/ISBN NO.	No. of Co-Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
1								
2								
					<b>Total (2)(a)(i):</b>			

**(2) (a) (iii) Editor of Book with ISSN/ ISBN****Editor of Book by International Publisher : 10 points per Book for Single Author****Editor of Book by National Publisher : 8 points per Book for Single Author**

Sr. No.	Title of Book with page Nos.	Publisher Name & ISSN / ISBN NO.	International Publisher	No. of Co-Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
1								
2								
					<b>Total (2)(a)(i):</b>			

**(2) (b) Translation works in Indian and Foreign Languages by qualified faculties****(3 points per Chapter or Research paper****(8 points per Book**

Sr. No.	Title of Book with page Nos.	Publisher Name & ISSN / ISBN NO.	International Publisher	No. of Co-Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
1								
2								
						<b>Sub Total (2)(b)</b>		
						<b>Total (2) : (2)(a)(i)+ (2)(a)(ii)+ (2)(a)(iii)+(2)(b)</b>		



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**(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new****and innovative courses and curricula****(3) (a) Development of Innovative pedagogy : (5 points per Innovative pedagogy)**

Sr. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments : Face-to-face/ Networked/ Open and distance/Virtual /if any	Specify ICTs resources web link : You Tube Videos- Audios/ Smart Classroom / Simulation Game / Blogging / Online Discussion Forums / Virtual Laboratories / Telecast /Picture/ Model /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3)(a)</b>									

**(3) (b) Design of new curricula and courses : (02 points per curricula / Course)**

Sr. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents	
1									
2									
<b>Subtotal (3)(a)</b>									

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**(3) (c) MODCs:****(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course) (20 per curricula/ course)****(In case of MOOCs of lesser credits 05 marks/ Credit )**

Sr. No.	Name of Programme where curricula introduced	Course Credits	Title of new MOOC Curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3)(a)</b>									

**(3) (c) (ii) MOOCs (Developed in 4 quadrants) per module/Lecture (5 points per module /lecture)**

Sr. No.	Name of Programme where curricula introduced	Course Credits	Title of new MOOC Curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3) (c)(a)</b>									

**(3) (c)(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)****(2 points per curricula / Course)**

Sr. No.	Name of Programme & Course where Content is introduced	Course Credits	Title of new MOOC Content curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents

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				/Charts if any					
1									
2									
								<b>Subtotal (3) (c)(a)</b>	

**(3) (c)(iv) Course Coordinator for MOOCs (4 credit course) (8 Points per curricula / Course)  
(In case of MOOCs of lesser credits 02 marks /credit)**

Sr. No.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
								<b>Subtotal (3) (c)(a)(iv)</b>	
<b>Total (3) (c) :(3)(c)(i)+(3)(ii)+(3)(c)(iii)+(3)(c)(iv)</b>									

**(3) (c)(iv) Course Coordinator for MOOCs (4 credit course) (8 Points per curricula / Course)  
(In case of MOOCs of lesser credits 02 marks /credit)**

Sr. No.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
								<b>Subtotal (3) (c)(a)(iv)</b>	
<b>Total (3) (c) :(3)(c)(i)+(3)(ii)+(3)(c)(iii)+(3)(c)(iv)</b>									

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**(3) (d)e-Content****(3) (d) (i) Development of e-Content in 4 quadrants for a complete course / e-book****(12 points per curricula / Course)**

Sr. No.	Title of e-Content course /e-book with no. of pages, ISSN / ISBN NO.if any	Name of Programme & Course to which introduced	Specify ICTs resources : web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author/ Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3) (c)(d)(i)</b>									

**(3) (d) (ii) e-Content (developed in 4 quadrants) per module (5 points per module / Course)**

Sr. No.	Title of e-Content course /e-book with no. of pages, ISSN / ISBN NO.if any	Name of Programme & Course to which introduced	Specify ICTs resources : web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author/ Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3) (c)(d)(ii)</b>									

**(3) (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book****(at least one quadrant)****(2 points per module / Course)**

Sr. No.	Title of e-Content course /e-book with no. of pages, ISSN / ISBN NO.if any	Name of Programme & Course to which introduced	Specify ICTs resources : web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author/ Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (3) (c)(d)(iii)</b>									

**(3) (d) (iv) Editor of e-content for complete course / paper/e-book (10 points per Course/paper)**

Sr. No.	Title of e-Content course /e-	Name of Programme	Specify ICTs	Whether Peer	No. of Co-	Whether Principal	Self-Appraisal	API Score	Page No. of Relevant



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	book with no. of pages, ISSN / ISBN NO.if any	& Course to which introduced	resources : web link	reviewed	Authors	Author/ Co-Author	Score	Verified	Documents
1									
2									
<b>Subtotal (3) (d)(iv)</b>									
<b>Total (3) (d): (3)(d)(i)+ (3)(d)(ii)-(3)(iii)+(3)(d) (iv)</b>									
<b>Total (3) : (3)(a)+(3)(b)+(3)(c)+(3)(d)</b>									

**(4) Research Score:**

**(4) (a) Research guidance: (Ph.D.: 10 points per degree awarded & 5 per thesis submitted)**

**(M.Phil./PG dissertation: 2 points per degree awarded)**

Sr. No.	Sr. No.	Number of Candidate Enrolled	No. of thesis submitted with dates	No. f Candidate Degree Awarded with dates	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
	M.Phil. /P.G. Dissertation						
	Ph.D						
<b>Sub Total: (4)(a)</b>							

**(4) (b) Research Projects Completed: A: More than 10 lakhs (10 points per Project)**

**B: Less than 10 lakhs (5 Points per Project)**

Sr. No.	Type of Project : A/B	Title of Project	Sponsored agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Subtotal (4) (b)</b>									

**(4) (C) Research Projects Ongoing : A: More than 10 lakhs (5 points per Project)**

**B: Less than 10 lakhs (2 Points per Project)**

Sr. No.	Type of Project : A/B	Title of Project	Sponsored agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
<b>Sub Total (4) (c)</b>									

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**(4) (d) Consultancy:**

Sr. No.	Title of Consultancy Project	Sponsored agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
<b>Sub Total (4) (d)</b>							
<b>Total (4) : (4) (a)+(4)(b)+(4)(c)+ (4)(d)</b>							

**(5) (a) Patents: (10 points per International Patent and 7 points per National Patent)**

Sr. No.	Title of patent Project	Patent Number	Sponsored agency if any	Date of Award	International National	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total (5) (b)</b>								

**(5) (b)\* Policy Document (Submitted to an International Body / Organization like UNO/UNESCO/****World Bank/International Monetary Fund etc. or Central Government or State Government)****A: International (10 Points per Policy Document)****B: National (07 Points per Policy Document)****C: Sate (05 points per policy Document)**

Sr. No.	Title of Policy Document	Name of Submitted Agency	International / National State	Policy Document Nuber	Date of Acceptan	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total (5) (b)</b>								

**(5) (c)\* Awards /Fellowship:****A: International (07 Points per Policy Document)****B: National (05 Points per Policy Document)**

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents

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1							
2							
<b>Sub Total (5) (b)</b>							
<b>Total (5) : (5)(a)+(5)(b)+(5)(C)</b>							

**(5) (b)\* Invited lectures / Resource Person / paper presentation in Seminars / Conferences / Full**

**Paper in Conference Proceedings (Paper presented in Seminars/Conferences and also**

**published as full paper in conference Proceedings will be counted only once)**

**International (Abroad) : (07 Points per seminars / Conferences)**

**International (within Country): (05 Points per seminars / Conferences)**

**National : (3 Points per Seminars / Conferences)**

**State / University Level : (2 points per Seminars / Conferences)**

Sr. No.	Title of Persentation in Academic Session	Title of Conference Seminar	Mode of Presentation Invited Lectures/ Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad) International (within Country) / National /State / University Level	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Total (6)</b>								

**Note: The Research score for research papers would be augmented as Follows:** peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list): i) Paper in refereed journals without impact factor -5 Points ii) Paper with impact factor less than 1 -10 Points iii) Paper with impact factor between 1 and 2-15 Points iv) Paper with impact factor between 2 and 5 -20 Points v) Paper with impact factor between 5 and 10-25 Points vi) Paper with impact factor 10 -30 Points

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

**Joint Projects:** Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and co-supervisor, both shall get 7 marks each.



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- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures / Resource person / paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

### Summary 7 (Category III)

#### Academic / Research Score

Details of Academic & Research activities	Self- Appraisal Score	API Score Verified by Committee	Remarks
(1) Research Papers in Peer-Reviewed or UGC listed Journals			
(2) Publications (other than Research Papers)			
(3) Creation of ICT mediated Teaching learning pedagogy and content and development of new and innovative courses and curricula			
(4) Research guidance / Projects Completed/ Projects Ongoing / Consultancy			
(5) Patents / Policy Document Awards / Fellowship			
(6) Invited lectures / Resource person / paper presentation in Seminars Conferences /full paper in Conference Proceedings			
<b>Grand Total of Table 2</b>			

#### IV SUMMARY OF API SCORES:

Category	Criteria	Annual API Score
Category II	<b>Activities: Overall Grading</b> <b>1. Teaching</b> <b>2. Involvement in the University / College students related activities / research activities</b>	

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<b>2 Category III)</b>	<b>Academic / Research Score</b>	
------------------------	----------------------------------	--

**List of Enclosures: (Please attach copies of certificates and / or letters sanction orders, papers etc. wherever Necessary)**

### UNDERTAKING

I Dr/Mr./ Mrs \_\_\_\_\_ undertakes that the information provided is correct as per records submitted by me to college / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.

Date: \_\_\_\_\_

Designation

Signature of the faculty with

Place: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature Head of Department

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature Director- IQAC

Place: \_\_\_\_\_

Signature of Principal

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# भारत का राजपत्र The Gazette of India

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विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 11 जुलाई, 2016

**मि० सं० 1-2/2016 (पी० एस०/संशोधन).**— विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) के अनुभाग 26 के उप-अनुभाग (1)की धारा (ई) एवं (जी) के अन्तर्गत प्रदत्त अधिकारों के अनुपालन में विश्वविद्यालय अनुदान आयोग एतद्द्वारा निम्न संशोधित विनियम सृजित कर रहा है, नामतः

**1. लघु शीर्ष, अनुप्रयोग एवं प्रारम्भ**

1.1 ये विनियम विश्वविद्यालय अनुदान आयोग (शिक्षकों एवं अन्य अकादमिक स्टाफ की विश्वविद्यालयों एवं महाविद्यालयों में नियुक्ति संबंधी न्यूनतम अर्हताएँ एवं उच्च शिक्षा में मानकों के अनुरक्षण संबंधी उपाय) (चतुर्थ संशोधन) विनियम, 2016 कहलायेंगे।

1.2 ये ऐसे प्रत्येक विश्वविद्यालय पर लागू होंगे जो किसी केन्द्रीय अधिनियम, प्रांतीय अधिनियम अथवा राज्य अधिनियम के अन्तर्गत स्थापित अथवा निगमित हैं तथा साथ ही ऐसे प्रत्येक संस्थान, संघटक अथवा संबद्ध महाविद्यालय पर लागू होंगे जो सम्बद्ध विश्वविद्यालय के परामर्श से विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 के अनुभाग 2 की धारा (एफ) के अन्तर्गत एवं उक्त अधिनियम के अनुभाग 3 के अन्तर्गत प्रत्येक मानित विश्वविद्यालय, जो विश्वविद्यालय अनुदान आयोग द्वारा मान्यता प्राप्त हैं।

1.3 ये विनियम सरकारी राजपत्र में प्रकाशन की तिथि से तुरन्त प्रभावी रूप से लागू होंगे।

2. विश्वविद्यालय अनुदान आयोग में (विश्वविद्यालयों एवं महाविद्यालयों में शिक्षकों एवं अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हताएँ एवं उच्च शिक्षा मानकों के अनुरक्षण के अन्य उपाय) विनियम 2010 के निम्नलिखित विनियम निम्नवत् पठनीय एवं संशोधित माने जाएँगे:—

विनियम	शिक्षकों एवं अकादमिक स्टाफ की विश्वविद्यालयों एवं महाविद्यालयों में नियुक्ति संबंधी एवं उच्च शिक्षा के मानकों के अनुरक्षण के उपाय विनियम 2010 के मौजूदा प्रावधान	शिक्षकों एवं अन्य अकादमिक स्टाफ की विश्वविद्यालयों एवं महाविद्यालयों में नियुक्ति संबंधी न्यूनतम अर्हता एवं उच्च शिक्षा में मानकों के अनुरक्षण संबंधी उपाय विनियम 2010 के संशोधित प्रावधान
3.4.1	अनुसूचित जाति/अनुसूचित जनजाति/विभिन्न शारीरिक विकलांगताओं वाली (शारीरिक एवं चाक्षुष तौर से पृथक् रूप से विकलांग) श्रेणियों के व्यक्तियों को स्नातक स्तर पर तथा स्नातकोत्तर स्तर पर 5 प्रतिशत की छूट उपलब्ध कराई जा सकती है शिक्षण संबंधी स्थानों/पदों पर भर्ती की प्रक्रिया में पात्रता एवं श्रेष्ठ अकादमिक रिकॉर्ड को निर्धारित करने के उद्देश्य से होगी। पात्रता के लिए आवश्यक 55 प्रतिशत अंक (अथवा ऐसी कोई स्थिति जहाँ ग्रेडिंग प्रणाली का अनुसरण किया जा रहा है, वहाँ पर किसी भी "पॉइन्ट स्केल" की समकक्ष श्रेणी में) तथा 5 प्रतिशत की छूट जिन उपरोक्त श्रेणियों के लिए व्यक्त की गई है—वे अनुमत होंगी—जो कि अर्हकारी अंकों पर आधारित रहेगी—और जिनमें अनुग्रहांक के सम्मिलित करने की विधि लागू नहीं होगी।	अनुसूचित जाति/अनुसूचित जनजाति/ पृथक् रूप से सक्षम (शारीरिक एवं चाक्षुष तौर से पृथक् रूप से सक्षम)अन्य पिछड़ा वर्ग (ओबीसी) (गैर समृद्ध श्रेणियों)में स्नातक एवं स्नातकोत्तर स्तर पर पात्रता एवं श्रेष्ठ अकादमिक रिकॉर्ड के उद्देश्य से शैक्षिक पदों पर प्रत्यक्ष भर्ती के दौरान 5%तक की छूट प्रदान की जा सकती है। पात्रता संबंधी 55% अंक (अथवा एक समस्तरीय ग्रेड एक प्वाइंट स्केल में जहाँ भी ग्रेडिंग प्रणाली का अनुसरण किया जा रहा हो) तथा उपरोक्त श्रेणियों के लिए दी जाने वाली 5% की छूट की अनुमति केवल अर्हकारी अंकों पर आधारित, अनुग्रहांक सम्मिलित किये बिना, होगी।
8.2.1 जोकि धारा 6.8.0 की अनुसूची का है	कुलपति के पदों पर रु075,000/-के नियत वेतन के साथ रु0 5,000/-प्रतिमाह का विशेष वेतन देय होगा। वेतन के अतिरिक्त कुलपति की अन्य समस्त पात्रता एवं सुविधाएं सम्बद्ध विश्वविद्यालय के अधिनियम/सांविधियों के प्रावधानों के अनुसार लागू होंगी।	कुलपति के पदों पर रु075,000/-के नियत वेतन के साथ रु0 5,000/-प्रतिमाह का विशेष भत्ता देय होगा। वेतन के अतिरिक्त कुलपति की अन्य समस्त पात्रता एवं सुविधाएं सम्बद्ध विश्वविद्यालय के अधिनियम/सांविधियों के प्रावधानों के अनुसार लागू होंगी।

5.1.6 (डी)	महाविद्यालय के प्राचार्य की नियुक्ति अवधि पाँच वर्ष की होगी तथा समतुल्य चयन समिति की प्रक्रिया के पश्चात ही वे एक और सत्र के लिए पुनः नियुक्ति के पात्र होंगे।	महाविद्यालय के प्राचार्य की नियुक्ति अवधि 5वर्ष की होगी तथा समतुल्य चयन समिति की प्रक्रिया के पश्चात ही वे एक और सत्र के लिए पुनः नियुक्ति के पात्र होंगे, जिस प्रक्रिया के अन्तर्गत वाह्य समकक्षों के पुनरीक्षण को तथा उसकी अनुशंसाओं एवं उसके परिणामों को ध्यान में रखा जाएगा। वाह्य समकक्ष पुनरीक्षण के ढाँचे को विश्वविद्यालय अनुदान आयोग द्वारा विनिर्दिष्ट किया जाएगा।
6.0.5(i)	विभिन्न विशिष्ट विषयों के डाटाबेस द्वारा प्रलेखीकृत सूचीबद्ध प्रकाशनों के अतिरिक्त, सम्बद्ध विश्वविद्यालय अपने विषय विशेषज्ञों एवं ISBN/ISSN विशेषज्ञों की सहायता से (a) सम्बद्ध विषयों में गुणवत्तायुक्त राष्ट्रीय/क्षेत्रीय स्तर की पत्रिकाओं की सुविस्तृत सूची जारी करेगा एवं (b) विभिन्न भाषा निकायों की भारतीय भाषाओं की पत्रिकाओं जर्नल/पाक्षिक/सरकारी प्रकाशन के खण्डों को तैयार करेगा तथा उन्हें विश्वविद्यालय की वेबसाइट पर अपलोड करेगा तथा उन्हें आवधिक रूप से अद्यतन कराएगा।	विश्वविद्यालय विषय विशेषज्ञ समितियों के माध्यम से पत्रिकाओं को विषयवार रूप से चिन्हित करेगा तथा अनुशंसायें यूजीसी द्वारा निर्धारित प्रारूप में यूजीसी की स्थायी समिति की स्वीकृति हेतु अग्रसारित करेगा। यूजीसी स्थायी समिति द्वारा जिन पत्रिकाओं को ऐसी सूची में से स्वीकृत किया जाए, उन्हें यूजीसी की अधिसूचित "पत्रिका सूची" में सम्मिलित किया जाएगा। विश्वविद्यालय से ऐसी सूची प्राप्त होने के 60 कार्यकारी दिवसों के भीतर यूजीसी स्थायी समिति उसकी अनुशंसायें प्रस्तुत कर देगी। "पत्रिका सूची" में सम्मिलित किये जाने के लिए यूजीसी स्थायी समिति अपने आपसे भी पत्रिकाओं की अनुशंसा कर सकती है।

3. विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों एवं महाविद्यालयों में शिक्षकों एवं अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हता एवं उच्च शिक्षा मानकों के अनुरक्षण के अन्य उपाय)(तृतीय संशोधन) विनियम 2016 के अन्तर्गत विनियम 3.3.1.4.4.1.4.4.2.4.2.2, 4.4.2.3, 4.5.3 एवं 4.6.3 में निर्धारित प्रावधान जो 11 जुलाई, 2009 से पूर्व पीएच0डी0 पाठ्यक्रमों में पंजीकृत अभ्यर्थियों को छूट दिये जाने के विषय में हैं, वे निम्नवत् संशोधित एवं पठनीय माने जाएँगे:—

बशर्ते, दिनांक 11 जुलाई, 2009 से पूर्व एम. फिल./पीएच0डी0 हेतु पाठ्यक्रमों के लिए पंजीकृत अभ्यर्थियों को प्रदान की जाने वाली डिग्री, संबंधित संस्थान के तत्कालीन अध्यादेश/उपबंधों/विनियमों के द्वारा अभिशासित होगी और पीएच0डी0 डिग्रीधारक

अभ्यर्थियों को निम्नवत् शर्तों पर खरा उतरने के अध्याधीन विश्वविद्यालय/महाविद्यालय/संस्थानों में सहायक आचार्य अथवा समकक्ष पदों पर भर्ती एवं नियुक्ति हेतु उन्हें नेट/स्लैट/सैट की न्यूनतम पात्रता शर्तों की अनिवार्यता से छूट प्राप्त होगी:-

(क) अभ्यर्थी को केवल नियमित (Regular)पद्धति से पीएच0 डी0 डिग्री प्रदान की गई हो।

(ख) कम से कम दो बाहरी परीक्षकों द्वारा शोध प्रबंध का मूल्यांकन किया गया हो।

(ग) अभ्यर्थी का मुक्त मौखिक साक्षात्कार किया गया हो।

(घ) अभ्यर्थी ने अपने पीएच0डी0 शोध कार्य में से दो शोध पत्र प्रकाशित किये हैं जिनमें से कम से कम एक पत्र संदर्भित (Refereed) पत्रिका में प्रकाशित हुआ हो।

(ङ) अभ्यर्थी ने अपने पीएच0डी0 शोध कार्य में से दो प्रस्तुतियां सम्मेलनों/संगोष्ठियों में दी हैं।

उपरोक्त (क) से लेकर (ङ) कुलपति/सम कुलपति/अध्यक्ष (अकादमिक मामले)/अध्यक्ष(विश्वविद्यालय अनुदेश) द्वारा प्रमाणित किया जाना चाहिए।

4. विश्वविद्यालय अनुदान आयोग (शिक्षकों एवं अन्य अकादमिक स्टाफ की विश्वविद्यालयों एवं महाविद्यालयों में नियुक्ति संबंधी न्यूनतम अर्हताओं एवं उच्च शिक्षा के मानकों के अनुरक्षण के उपायों) (द्वितीय संशोधन) विनियम 2013 के विनियम 6.0.1 का द्वितीय प्रावधान निम्न द्वारा प्रतिस्थापित होगा:-

**“बशर्त श्रेणी III (शोध एवं अकादमिक योगदान) के अन्तर्गत इन उप-श्रेणियों में, लैक्चर्स/पेपर्स की उप श्रेणी के अलावा, प्रत्येक की एपीआई (API) प्राप्तांक की दावेदारी पर सीमा नहीं होगी।**

परिणामतः, विश्वविद्यालय अनुदान आयोग (शिक्षकों एवं अन्य अकादमिक स्टाफ की विश्वविद्यालयों एवं महाविद्यालयों में नियुक्ति संबंधी न्यूनतम अर्हता एवं उच्च शिक्षा के मानकों के अनुरक्षण संबंधी उपायों) (द्वितीय संशोधन) विनियम 2013 के विनियम 6.0.1 की तालिका विलोपित मानी जायेगी।

5. गुणवत्ता पोषित करने के लिए, छात्र “फीडबैक”, उच्च शैक्षिक संस्थानों के अकादमिक विकास का एक अभिन्न अंग है। छात्र “फीडबैक” एवं शिक्षकों द्वारा दिया गया अनुत्तर, अध्यापन-शिक्षा प्राप्ति एवं संस्थागत विकास में सुधार के प्रति एक उत्प्रेरक की भूमिका अदा करते हैं। संकल्पनाओं की स्पष्टता, विषयगत एवं अकादमिक विषयों में रुचि को विकास एवं गहन रूप से सर्वर्धित करने के लिए छात्र फीडबैक जो अध्यापन, संप्रेषण, प्रविधि एवं शिक्षा शास्त्र से संबद्ध है, वह प्रमुख है। विश्वविद्यालयों एवं महाविद्यालयों को अध्यापन- अधिगम पर रचनात्मक फीडबैक उपलब्ध कराने में छात्रों को प्रोत्साहित करना चाहिए ताकि गुणवत्ता पूर्ण शिक्षा सर्वर्धित हो सके तथा फीडबैक पर अनुक्रिया प्राप्त हो सके।

6. परिशिष्ट III की तालिका-I, II(A), II(B), III, IV, V(A), V(B), VI, VII, VIII(A), VIII(B) एवं IX जो कि विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों एवं महाविद्यालयों में शिक्षकों एवं अन्य अकादमिक स्टाफ की नियुक्ति संबंधी न्यूनतम अर्हताएं एवं उच्च शिक्षा के मानकों के अनुरक्षण संबंधी अन्य उपाय) (तृतीय संशोधन) विनियम 2016 के विषय में है, वह परिशिष्ट-III: तालिका- I, II(A), II(B), III, IV, V(A), V(B), VI, VII, VIII(A), VIII(B) एवं IX जो कि इन चतुर्थ संशोधन विनियमों से संलग्न है, उनके द्वारा प्रतिस्थापित होगी।

प्रो. (डा.) जसपाल सिंह सन्धू, सचिव

[ विज्ञापन III/4/असा./113(165)]

#### परिशिष्ट-III: तालिका-I

विश्वविद्यालयों और महाविद्यालयों में सहायक आचार्य, सह-आचार्य, और आचार्य के लिए करियर प्रगति योजना (सीएस) पदोन्नति हेतु अकादमिक प्रदर्शन संकेतांक (एपीआई) तथा सह-आचार्य और आचार्य की सीधी भर्ती हेतु प्रास्तावित अंक शिक्षकों के विभिन्न स्तरों के लिए प्रत्यक्ष शिक्षण कार्यभार और अधिमान दिया जाए

प्रति सप्ताह प्रत्यक्ष शिक्षण घंटे	
सहायक आचार्य	16
सह-आचार्य	14
आचार्य	14

शिक्षक के स्व-आकलन पर आधारित, एपीआई अंकों को निम्नलिखित के लिए प्रस्तावित किया जाता है (क)शिक्षण संबंधित क्रियाकलाप कार्यक्षेत्र की जानकारी (ख) परीक्षा और मूल्यांकन में भागीदारी और (ग) नवोन्मेषी शिक्षण, नये पाठ्यक्रमों के प्रति योगदान आदि। इस श्रेणी के शिक्षकों द्वारा जरूरी न्यूनतम एपीआई अंक पदोन्नति के विभिन्न स्तरों हेतु अलग-अलग हैं। स्व-आकलन अंक तटस्थ रूप से सत्यापनीय अभिलेख पर आधारित होने चाहिए। इसे छानबीन सह मूल्यांकन/चयन समिति द्वारा अंतिम रूप दिया जाएगा। विश्वविद्यालय क्रियाकलापों का ब्यौरा अथवा, यदि संस्थानिक विनिर्दिष्टता की आवश्यकता हो, इस श्रेणी के अंतर्गत आवश्यक न्यूनतम कुल एपीआई अंकों को परिवर्तित किए बिना अधिमानों को समायोजित कर सकते हैं।

#### श्रेणी I: शिक्षण, ज्ञानार्जन और मूल्यांकन संबंधी क्रियाकलाप

श्रेणी	क्रियाकलाप की प्रकृति	सहायक आचार्य		सह-आचार्य		आचार्य	
		अधिकतम अंक	वास्तविक अंक	अधिकतम अंक	वास्तविक अंक	अधिकतम अंक	वास्तविक अंक
1.	क. प्रत्यक्ष शिक्षण	70	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷7.5	60	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷7.75	60	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷7.75
	ख. परीक्षा ड्यूटी (प्रश्न पत्र तैयार करना, पर्यवेक्षण, उत्तर पुस्तिकाओं का मूल्यांकन) आबंटन अनुसार	20	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10	20	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10	10	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10
	ग. नवोन्मेषी शिक्षण-ज्ञानार्जन प्रणालियाँ, विषय वस्तु/पाठ्यक्रमों आदि को अद्यतन करना, परामर्श इत्यादि	10	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10	15	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10	20	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10

\*नोट:

1. प्रति सप्ताह 16/14/14 घंटे में व्याख्यान/अनुशिक्षण/प्रेक्टिकल्स/प्रोजेक्ट पर्यवेक्षण/क्षेत्रीय कार्य शामिल हैं।
2. विश्वविद्यालय न्यूनतम 75% कट-ऑफ निर्धारित कर सकता है, जिसके नीचे इन उप-श्रेणियों में कोई भी प्राप्तांक सम्मिलित नहीं किये जा सकते हैं।
3. स्थापित अकादमिक एवं शिक्षण परम्पराओं के अनुरूप तथा छात्र केन्द्रित, देख-रेख को प्रतिपुष्ट करने के उद्देश्य से अध्यापकों को, कक्षागत अध्यापन की संरचना के अतिरिक्त, छात्रों के साथ मिलकर कार्य करने के लिए प्रोत्साहित किया जाना चाहिए। प्रत्यक्ष रूप से इस प्रक्रिया में छात्रों की सुरक्षा, मार्गदर्शन एवं परामर्श को सम्मिलित किया जा सकता है। पृथक रूप से अशक्त छात्रों की आवश्यकताओं को चिन्हित करने के लिए अथवा उनकी आवश्यकताओं एवं उनके अकादमिक निष्पादन के लिए अथवा उनकी असमर्थता दूर करने के लिए अध्यापकसर्वाधिक उपयुक्त हैं। ऐसे प्रयासों के लिए कोई समय अवधि निर्धारित नहीं है और न ही उसे एपीआई प्राप्तांकों के परिप्रेक्ष्य में अथवा परिकलन में सप्ताहों अथवा महीनों के रूप में आंकलित किया जा सकता है। तथापि अध्यापकों द्वारा ऐसे कार्यों द्वारा आवश्यक एवं महत्वपूर्ण गतिविधियों को पूरा किया जाना चाहिए।

### श्रेणी II: व्यावसायिक विकास, सह-पाठ्यक्रम और विस्तारण क्रियाकलाप

शिक्षक के स्व-आकलन पर आधारित, श्रेणी दो एपीआई अंकों को व्यावसायिक विकास, सह-पाठ्यक्रम और विस्तारण क्रियाकलापों और संबंधित योगदानों के लिए प्रस्तावित किया जाता है। पदोन्नति की पात्रता हेतु शिक्षकों द्वारा आवश्यक न्यूनतम एपीआई को तालिका II-ए में निर्धारित किया गया है। मर्दों और अंकों की एक सूची नीचे दी गई है। स्व-आकलन अंक तटस्थ रूप से सत्यापनीय अभिलेखों पर आधारित होने चाहिए और इसे छानबीन सह मूल्यांकन समिति द्वारा सहायक आचार्य से उच्चतर पदों हेतु तथा चयन समिति द्वारा सहायक आचार्य से सह-आचार्य और सह-आचार्य से आचार्य पद पर पदोन्नति हेतु तथा सह-आचार्य और आचार्य के पद पर सीधी भर्ती हेतु अंतिम रूप दिया जाएगा।

नीचे दी गई नमूना तालिका में क्रियाकलापों और एपीआई अंकों के समूह दिये गये हैं। विश्वविद्यालय क्रियाकलापों का ब्यौरा अथवा, यदि संस्थानिक विनिर्दिष्टता की आवश्यकता हो तो इस श्रेणी के अंतर्गत आवश्यक न्यूनतम कुल एपीआई अंकों को परिवर्तित किए बिना अधिमानों को समायोजित कर सकते हैं।

श्रेणी दो	क्रियाकलाप की प्रकृति	अधिकतम एपीआई अंक	वास्तविक अंक
क	(i) छात्र संबंधी सह-पाठ्यक्रम, विस्तारण और क्षेत्र आधारित क्रियाकलाप। विषय संबंधी सह-पाठ्येत्तर गतिविधियाँ (उदाहरणार्थ उपचारात्मक कक्षाएँ, करियर परामर्श, अध्ययन दौरा, छात्र संगोष्ठी और अन्य आयोजन, आदि) (ii) अन्य सह-पाठ्येत्तर गतिविधियाँ (सांस्कृतिक, खेलकूद, राष्ट्रीय सेवा योजना, एन.सी.सी. आदि) (iii) विस्तारण और प्रसारण क्रियाकलाप (सार्वजनिक/प्रसिद्ध व्याख्यान/चर्चा/संगोष्ठियाँ आदि)	15	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷ 10
	(i) कारपोरेट जीवन के प्रति योगदान और शैक्षिक और प्रशासनिक समितियों तथा उत्तरदायित्वों में भागीदारी के माध्यम से विभाग और संस्था का प्रबंधन प्रशासनिक उत्तरदायित्व (इसमें डीन/प्राचार्य/सभापति/संयोजक/प्रभारी	15	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे



ख.	(ii)	शिक्षक/अन्य समान ड्यूटी जिनके निस्तारण हेतु नियमित कार्यालय आने की आवश्यकता होती है वे शामिल हैं) अध्ययन, बोर्ड, अकादमिक एवं प्रशासनिक समितियों में भागीदारी		÷ 10
ग.		व्यावसायिक विकास क्रियाकलाप (यथा संगोष्ठियों/सम्मेलनों, लघु अवधि के प्रशिक्षण पाठ्यक्रमों, औद्योगिक अनुभव, चर्चा में भाग लेना, पुनश्चर्चा/संकाय विकास पाठ्यक्रमों में व्याख्यान देना, प्रसार, और सामान्य लेख तथा अन्य कोई योगदान)	15	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷ 10

### श्रेणी-III: शोध और शैक्षिक योगदान

शिक्षक के स्व-आकलन पर आधारित, एपीआई अंकों को शोध और शैक्षिक योगदान हेतु प्रस्तावित किया जाता है। इस श्रेणी के शिक्षकों द्वारा जरूरी न्यूनतम एपीआई अंक, विश्वविद्यालयों और महाविद्यालयों में पदोन्नति के विभिन्न स्तरों हेतु अलग-अलग हैं। स्व-आकलन अंक सत्यापनीय कसौटी पर आधारित होने चाहिए और इसे छानबीन-सह-मूल्यांकन समिति द्वारा सहायक आचार्य से उच्चतर पदों हेतु तथा चयन समिति द्वारा सहायक आचार्य से सह-आचार्य और सह-आचार्य से आचार्य पद पर पदोन्नति हेतु तथा सह-आचार्य और आचार्य के पद पर सीधी भर्ती हेतु अंतिम रूप दिया जाएगा।

श्रेणी	क्रियाकलाप	विज्ञान/इंजीनियरिंग/कृषि/चिकित्सा/पशु विज्ञान	भाषा/मानविकी/कला/सामाजिक विज्ञान/पुस्तकालय/शारीरिक शिक्षा/प्रबंधन के संकाय	विश्वविद्यालय/महाविद्यालय के शिक्षक हेतु अधिकतम अंक*
III(क)	जिनमें शोध पत्रों का प्रकाशन किया गया है	वि.अ.आ. द्वारा यथा अधिसूचित संदर्भित(Refereed) पत्रिकाएं#	वि.अ.आ. द्वारा यथा अधिसूचित संदर्भित पत्रिकाएं#	25 प्रति प्रकाशन
		वि.अ.आ. द्वारा यथा अधिसूचित अन्य प्रतिष्ठित पत्रिकाएं#	वि.अ.आ. द्वारा यथा अधिसूचित अन्य प्रतिष्ठित पत्रिकाएं#	10 प्रति प्रकाशन
III(ख)	पत्रिका लेखों के अतिरिक्त अन्य प्रकाशन (पुस्तकें, पुस्तकों में अध्याय)	अन्तर्राष्ट्रीय प्रकाशकों द्वारा विश्वविद्यालय से अनुमोदित एवं उसकी वेबसाइट पर दर्शायी गईआईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित पाठ्य/संदर्भ पुस्तकें। सूची को विश्वविद्यालय अनुदान आयोग की जानकारी हेतु प्रेषित किया जाएगा।	अन्तर्राष्ट्रीय प्रकाशकों द्वारा विश्वविद्यालय से अनुमोदित एवं उसकी वेबसाइट पर दर्शायी गई आईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित पाठ्य/संदर्भ पुस्तकें। सूची को विश्वविद्यालय अनुदान आयोग की जानकारी हेतु प्रेषित किया जाएगा।	एकल लेखक हेतु प्रति पुस्तक 30
		राष्ट्रीय स्तर के प्रकाशकों द्वारा प्रकाशित विश्वविद्यालय से अनुमोदित राज्य/केन्द्र सरकार के प्रकाशन एवं उस विश्वविद्यालय की वेबसाइट पर दर्शायी गई आईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित विषयगत पुस्तकें। सूची को विश्वविद्यालय अनुदान आयोग की जानकारी हेतु प्रेषित किया जाएगा।	राष्ट्रीय स्तर के प्रकाशकों द्वारा प्रकाशित विश्वविद्यालय से अनुमोदित राज्य/केन्द्र सरकार के प्रकाशन एवं उस विश्वविद्यालय की वेबसाइट पर दर्शायी गई आईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित विषयगत पुस्तकें। सूची को विश्वविद्यालय अनुदान आयोग की जानकारी हेतु प्रेषित किया जाएगा।	एकल लेखक हेतु प्रति पुस्तक 20
		विश्वविद्यालय द्वारा अनुमोदित एवं उसकी वेबसाइट पर अन्य स्थानीय रचनाकारों द्वारा प्रकाशित पुस्तकें जोआईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित हैं।सूची को विश्वविद्यालय अनुदान आयोग की जानकारी हेतु प्रेषित किया जाएगा।	विश्वविद्यालय द्वारा अनुमोदित एवं उसकी वेबसाइट पर अन्य स्थानीय रचनाकारों द्वारा प्रकाशित पुस्तकें जो आईएसबीएन/आईएसएसएन (ISBN/ISSN) संख्या सहित हैं। सूची को विश्वविद्यालय अनुदान आयोग की जानकारी हेतु प्रेषित किया जाएगा।	एकल लेखक हेतु प्रति पुस्तक 15
		विश्वविद्यालय द्वारा अनुमोदित एवं अपनी वेबसाइट पर दर्शायी गयी आईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित पुस्तकों के अध्याय जो राष्ट्रीय एवं अन्तर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित किये गये हैं।	दर्शायी गयी आईएसबीएन/आईएसएसएन (ISBN/ISSN)संख्या सहित पुस्तकों के अध्याय जो राष्ट्रीय एवं अन्तर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित किये गये हैं।	अन्तर्राष्ट्रीय-प्रति अध्याय 10 राष्ट्रीय-प्रति अध्याय 5
III (ग)	<b>शोध परियोजनाएं</b>			
III(ग) (i)	प्रायोजित परियोजनाएं	(क) रुपए 30.0 लाख से अधिक अनुदान वाली बड़ी परियोजनाएं	रु 5.0 लाख से अधिक अनुदान वाली बड़ी परियोजनाएं	20 प्रति परियोजना
		(ख) रुपए 5.0 लाख से रुपए 30.0 लाख	रु 3.0 लाख से रुपए 5.0 लाख	15 प्रति परियोजना

		तक अनुदान वाली बड़ी परियोजनाएं	तक अनुदान वाली बड़ी परियोजनाएं	
		(ग) रूपए 1.0 लाख से रूपए 5.0 लाख तक वाली लघु परियोजनाएं	रु0 1.0 लाख रूपए से रु0 3.0 लाख तक वाली लघु परियोजनाएं	10 प्रति परियोजना
III (ग) (ii)	परामर्शी परियोजनाएं	न्यूनतम रूपए 10.0 लाख की राशि के साथ अन्य राशि को जुटाया गया	न्यूनतम रु0 2.0 लाख की राशि के साथ अन्य राशि को जुटाया गया	प्रतिरु0 10.0 लाख और रु0 2.0 लाख हेतु क्रमशः 10
III (ग) (iii)	परियोजना निष्कर्ष / निर्गत	पेटेंट/प्रौद्योगिकी हस्तांतरण/उत्पाद/प्रक्रिया	प्रमुख अन्तर्राष्ट्रीय निकाय जैसे डब्ल्यू एचओ/यूएनओ/यूनेस्को/यूनिसेफ (WHO/UNO/UNESCO/UNICEF) इत्यादि एवं केन्द्रीय/राज्य सरकार/स्थानीय निकायों के लिए तैयार प्रमुख नीति संबंधी दस्तावेज	प्रति अंतर्राष्ट्रीय स्तर के निर्गत अथवा पेटेंट के लिए 30 तथा राष्ट्रीय स्तर के निर्गत अथवा पेटेंट के लिए 20 प्रमुख नीति संबंधी दस्तावेज: अन्तर्राष्ट्रीय निकायों-30 केन्द्रीय सरकार- 20 राज्य सरकार- 10 स्थानीय निकाय-5
III (घ)	<b>शोध मार्गदर्शन</b>			
III (घ) (i)	एम. फिल	उपाधि प्रदान की गई	उपाधि प्रदान की गई	5 प्रति उम्मीदवार
III (घ) (ii)	पीएच. डी.	उपाधि प्रदान की गई/शोध प्रबंध प्रस्तुत किया गया	उपाधि प्रदान की गई/शोध प्रबंध प्रस्तुत किया गया	15/10 प्रति उम्मीदवार
III (ङ)	अध्येतावृत्तियों, पुरस्कार और सम्मेलनों/संगोष्ठियों में दिए गए आमंत्रण व्याख्यान			
III (ङ) (i)	अध्येतावृत्तियों / पुरस्कार	अकादमिक निकायों से प्राप्त अन्तर्राष्ट्रीय पुरस्कार/अध्येतावृत्ति	अकादमिक निकायों/सभाओं से प्राप्त अंतर्राष्ट्रीय पुरस्कार/अध्येतावृत्ति	15 प्रति पुरस्कार/15 प्रति अध्येतावृत्ति
		अकादमिक निकायों से प्राप्त राष्ट्रीय पुरस्कार/अध्येतावृत्ति	अकादमिक निकायों/सभाओं से प्राप्त राष्ट्रीय पुरस्कार/अध्येतावृत्ति	10 प्रति पुरस्कार/10 प्रति अध्येतावृत्ति
		अकादमिक निकायों से प्राप्त राज्य/विश्वविद्यालय स्तर के पुरस्कार	अकादमिक निकायों/सभाओं से प्राप्त राज्य/विश्वविद्यालय स्तर के पुरस्कार	5 प्रति पुरस्कार
III (ङ) (ii)	आमंत्रण व्याख्यान/पत्र	अंतर्राष्ट्रीय	अंतर्राष्ट्रीय	7 प्रति व्याख्यान/ 5 प्रति प्रस्तुत पत्र
		राष्ट्रीय स्तर	राष्ट्रीय स्तर	5 प्रति व्याख्यान/ 3 प्रति प्रस्तुत पत्र
		राज्य/विश्वविद्यालय स्तर	राज्य/विश्वविद्यालय स्तर	3 प्रति व्याख्यान/ 2 प्रति प्रस्तुत पत्र
	इस उप-श्रेणी के अंतर्गत अंकों को किसी भी आकलन अवधि हेतु श्रेणी तीन के लिए निर्धारित न्यूनतम के 20% तक सीमित कर दिया जाएगा।			
III (च)	ई-लर्निंग परिदान प्रक्रिया /सामग्री का विकास			10 प्रतिमापांक

\* जहां कहीं भी किसी विशेष विषय से प्रासंगिक हो, संदर्भित (Refereed) पत्रिकाओं में पत्र हेतु एपीआई अंकों को निम्न प्रकार जोड़ा जाएगा: जो (एक) 1 से कम प्रभाव कारक वाले पत्र- 5 अंकों द्वारा (दो) 1 और 2 के बीच प्रभाव कारक वाले पत्र-10 अंकों द्वारा (तीन) 2 और 5 के बीच प्रभाव कारक वाले पत्र-15 अंकों द्वारा (चार) 5 और 10 के बीच प्रभाव कारक वाले पत्र-20 अंकों द्वारा (पांच) 10 से अधिक प्रभाव कारक वाले पत्र-25 अंकों द्वारा। संयुक्त प्रकाशनों हेतु एपीआई की गणना निम्नलिखित तरीके से की जाएगी संबंधित शिक्षक द्वारा प्रकाशन की प्रासंगिक श्रेणी हेतु कुल अंकों के, प्रथम और प्रमुख/अनुरूप (Corresponding) लेखक/पर्यवेक्षक/मार्गदर्शक कुल अंकों के 70% को समान रूप से साझा करेंगे और शेष 30% शेष अन्य लेखकों द्वारा समान रूप से साझा किए जाएंगे।

#विश्वविद्यालय पत्रिकाओं को विषयवार रूप से विशेषज्ञ समिति के द्वारा चिन्हित करायेगा, तथा अपनी अनुषंसायें यूजीसी स्थायी समिति की स्वीकृति हेतु, यूजीसी द्वारा निर्धारित प्रारूप में आयोग को अग्रसारित करेगा। इस सूची में से जो पत्रिकायें यूजीसी की स्थायी समिति द्वारा स्वीकृत की गयी हैं, उन्हें यूजीसी द्वारा अधिसूचित "पत्रिकाओं की सूची" में सम्मिलित किया जाएगा। विश्वविद्यालय से सूची प्राप्त होने के 60 कार्य दिवस के भीतर यूजीसी की स्थायी समिति अपनी अनुषंसायें प्रस्तुत करेगी। यूजीसी की स्थायी समिति स्वयंमेव, "पत्रिकाओं की सूची" में सम्मिलित करने के लिए पत्रिकाओं की अनुषंसा करेगी। विश्वविद्यालय द्वारा धारा 6.0.5 (i) का कड़ाई से अनुपालन किया जाएगा।

परिशिष्ट-III तालिका-II(क)

परिशिष्ट-III तालिका-I में दर्शाए गए न्यूनतम एपीआई, जिन्हें विश्वविद्यालय विभागों और महाविद्यालयों में करियर उन्नति योजना (सीएएस) के अन्तर्गत शिक्षकों की पदोन्नति एवं विशेषज्ञों के आकलन हेतु अधिमान के लिए लागू किया जाना है।

श्रेणी	क्रियाकलाप	सहायक आचार्य/समकक्ष संवर्ग	सहायक आचार्य/समकक्ष	सहायक आचार्य (चरण 3) से	सह-आचार्य (चरण 4) से	आचार्य (चरण 5) से
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		(चरण 1 से चरण 2) तक	संवर्ग (चरण 2 से चरण 3) तक	सह-आचार्य/समकक्ष संवर्ग (चरण 4) तक	आचार्य/समकक्ष 1 संवर्ग (चरण 5) तक	आचार्य (चरण 6) तक
I	शिक्षण-ज्ञानार्जन, मूल्यांकन संबद्ध क्रियाकलाप	80/वर्ष	80/ वर्ष	75/ वर्ष	70/ वर्ष	70/ वर्ष
II	व्यावसायिक विकास और विस्तारण क्रियाकलाप-न्यूनतम अंकों का आकलन कुल मिलाकर किया जाना आवश्यक है	50/आकलन अवधि	50/आकलन अवधि	50/आकलन अवधि	50/आकलन अवधि	100/आकलन अवधि
III	शोध और शैक्षिक योगदान- न्यूनतम अंकों का आकलन कुल मिलाकर किया जाना आवश्यक है	20/आकलन अवधि	50/आकलन अवधि	75/आकलन अवधि	100/आकलन अवधि	400/आकलन अवधि
II+I	श्रेणी II और III के अंतर्गत न्यूनतम कुल एपीआई अंक*	90/आकलन अवधि	120/आकलन अवधि	150/आकलन अवधि	180/आकलन अवधि	600/आकलन अवधि
IV	विशेषज्ञ आकलन प्रणाली	छानबीन-सह-आकलन समिति	छानबीन-सह-आकलन समिति	चयन समिति	चयन समिति	विशेषज्ञ समिति
V	विशेषज्ञ आकलन में अधिमान अंकों का प्रतिशत वितरण (कुल अधिमान= 100. पदोन्नति हेतु न्यूनतम 50 की आवश्यकता है)	अलग से कोई अंक नहीं। छानबीन समिति को एपीआई प्राप्तांक का सत्यापन करना है।	अलग से कोई अंक नहीं। छानबीन समिति को एपीआई प्राप्तांक का सत्यापन करना है।	30%शोध योगदान 50% विषय क्षेत्र के ज्ञान और शिक्षण अभ्यास का आकलन 20%साक्षात्कार में प्रदर्शन	50%शोध योगदान 30% विषय क्षेत्र के ज्ञान और शिक्षण अभ्यास का आकलन 20%साक्षात्कार में प्रदर्शन	50%शोध योगदान 50% प्रदर्शन मूल्यांकन और संप्रेक्षण प्रक्रिया द्वारा अन्य प्रत्यय पत्र

\* शिक्षक श्रेणी II + III के अंतर्गत आवश्यक न्यूनतम प्राप्तांकों को प्राप्त करने के लिए श्रेणी II अथवा श्रेणी IIIमें से किसी से भी अंकों का शेषप्राप्त कर सकते हैं।

#### परिशिष्ट-III तालिका-II (ख)

विश्वविद्यालय विभागों/महाविद्यालयों में शिक्षकों की सीधी भर्ती हेतु एपीआई के लिए न्यूनतम प्राप्तांक और विनियम में वर्णित अन्य विनिर्दिष्ट पात्रता अर्हताओं के साथ अधिमानों पर चयन समितियों में विचार किये जाने हेतु

	सहायक आचार्य (चरण 1)	सह-आचार्य (चरण 4)	आचार्य (चरण 5)
न्यूनतम एपीआई प्राप्तांक	इन विनियमों में यथावर्णित न्यूनतम अर्हताएँ	एपीआई की श्रेणी II और III से 300 अंकों के कुल एपीआई प्राप्तांकों की संघटित आवश्यकता (कुल मिलाकर)	एपीआई की श्रेणी II और III से 400 अंकों के कुल एपीआई प्राप्तांकों की संघटित आवश्यकता (कुल मिलाकर)
चयन समितिमानदण्ड/अधिमान (कुल अधिमान= 100)	(क) शैक्षिक रिकार्ड और शोध प्रदर्शन (50%) (ख) विषय की जानकारी और शिक्षण कौशल का आकलन (30%) (ग) साक्षात्कार में प्रदर्शन (20%)	(क) शैक्षिक पृष्ठभूमि (20%) (ख) एपीआई प्राप्तांक और प्रकाशनों की गुणवत्ता पर आधारित शोध प्रदर्शन (40%) (ग) विषय की जानकारी और शिक्षण कौशल का आकलन (20%) (घ) साक्षात्कार में प्रदर्शन (20%)	(क) शैक्षिक पृष्ठभूमि (20%) (ख) एपीआई प्राप्तांक और प्रकाशनों की गुणवत्ता पर आधारित शोध प्रदर्शन (40%) (ग) विषय की जानकारी और शिक्षण कौशल का आकलन (20%) (घ) साक्षात्कार में प्रदर्शन (20%)

#### परिशिष्ट-III तालिका-III

विश्वविद्यालयों और महाविद्यालयों में शिक्षकों की पदोन्नति हेतु न्यूनतम शैक्षिक प्रदर्शन और सेवा संबंधी अपेक्षाएं

क्रम संख्या	सीएस के माध्यम से शिक्षकों की पदोन्नति	सेवा आवश्यकताएं	न्यूनतम शैक्षिक प्रदर्शन और छानबीन/चयन मानदण्ड
1	सहायक	चरण 1 में सहायक आचार्य और	(i) वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का

	आचार्य/समकक्ष संवर्ग चरण 1 से चरण 2 तक	पीएचडी के साथ चार वर्ष की सेवा पूरी कर ली हो अथवा जिन्होंने एम.फिल/एलएल.एम, एम.टेक, एम.वी.एससी., एम.डी. जैसे व्यावसायिक पाठ्यक्रमों में स्नातकोत्तर डिग्री के साथ पांच वर्ष की सेवा पूरी कर ली हो अथवा जिन्होंने पीएच.डी./एम. फिल./व्यावसायिक पाठ्यक्रमों के बिना छह वर्ष की सेवा पूरी कर ली हो।	उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक जो तालिका II (क) में दिए गए मानदण्डों के अनुसार है (ii) 2/3 सप्ताह की अवधि का एक प्रबोधन और एक पुनश्चर्या/शोध प्रणाली पाठ्यक्रम (iii) पदोन्नति की अनुशंसा हेतु छानबीन सह सत्यापन प्रक्रिया
2	सहायक आचार्य/समकक्ष संवर्ग चरण 2 से चरण 3 तक	चरण 2 में पांच वर्ष की पूरी सेवा वाले सहायक आचार्य	(i) वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक जो तालिका II (क) में दिए गए मानदण्डों के अनुसार है (ii) पुनश्चर्या पाठ्यक्रमों, प्रविधि कार्यशालाओं, प्रशिक्षण, शिक्षण-ज्ञानार्जन-मूल्यांकन तकनीकी पाठ्यक्रमों, सरल कौशल विकास कार्यक्रमों और संकाय विकास कार्यक्रमों की श्रेणियों में से 2/3 सप्ताह की अवधि की एक पाठ्यचर्या/पाठ्यक्रम (iii) पदोन्नति की अनुशंसा हेतु छानबीन सह-सत्यापन प्रक्रिया
3	सहायक आचार्य(चरण 3) से सह-आचार्य (चरण 4) तक	चरण 3 में तीन वर्ष की पूरी सेवा वाले सहायक आचार्य	(i) वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक जो तालिका II (क) में दिए गए मानदण्डों के अनुसार है (ii) सहायक आचार्य के तौर पर संपूर्ण अवधि (बारह वर्ष) में कम से कम तीन प्रकाशन हों। तथापि, महाविद्यालय के शिक्षकों के मामले में एम.फिल. धारकों को एक प्रकाशन और पीएच.डी. धारकों को दो प्रकाशनों की छूट प्रदान की जा सकती है। (iii) प्रविधि कार्यशालाओं, प्रशिक्षण, शिक्षण-ज्ञानार्जन-मूल्यांकन तकनीक पाठ्यक्रमों, सरल कौशल विकास पाठ्यक्रम और संकाय विकास कार्यक्रम की श्रेणियों में से कम से कम एक सप्ताह की अवधि का एक पाठ्यक्रम / पाठ्यचर्या हो। (iv) तालिका II (क) में निर्धारित विनियम के अनुसार एक चयन समिति प्रक्रिया
4	सह-आचार्य(चरण 4) से आचार्य (चरण 5) तक	चरण 4 में तीन वर्ष की पूरी सेवा वाले सह-आचार्य	(i) वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक जो तालिका II (क) में दिए गए मानदण्डों के अनुसार है, यदि आवश्यक हो तो शिक्षक न्यूनतम प्राप्तांक उपलब्ध करने के लिए (चरण 2 और 3 के अन्तर्गत) दो आकलन अवधियों को संयोजित कर सकते हैं। (ii) शिक्षक के चरण 3 में आने के बाद से कम से कम पांच प्रकाशन। (iii) तालिका II (क) में निर्धारित विनियम के अनुसार एक चयन समिति प्रक्रिया
5	आचार्य(चरण 5) से आचार्य (चरण 6) तक	दस वर्ष की पूरी सेवा वाले आचार्य (केवल विश्वविद्यालय)	(i) वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक जो तालिका II (क) में दिए गए मानदण्डों के अनुसार है (ii) अतिरिक्त प्रत्यायकों के साक्ष्य रूप में निम्न को प्रस्तुत किया जाना चाहिए। (क) उच्च स्तरीय पोस्टडॉक्टोरल शोध परिणाम (ख) पुरस्कार/सम्मान/प्रमाणन/उत्पादों पर पेटेंट और

			आईपीआर जो कि उन विकसित एवं उपलब्ध हस्तांतरित प्रौद्योगिकी से संबंधित प्रक्रियाओं पर है एवं (ग) डी.एस.सी., डी.लिट., एल.एल.डी., आदि जैसी अतिरिक्त शोध उपाधियां। (iii) तालिका II (क) में निर्धारित विनियम के अनुसार एक चयन समिति प्रक्रिया, यथा विनिर्दिष्ट एक चयन विशेषज्ञ समिति द्वारा पुनरीक्षण प्रक्रिया।
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## परिशिष्ट-III: तालिका IV

शारीरिक एवं खेलकूद शिक्षा में करियर उन्नति योजना (सीएएस) के लिए, सहायक निदेशक, महाविद्यालय निदेशक की पदोन्नति हेतु तथा विश्वविद्यालयों में उप निदेशक और निदेशक की सीधी भर्ती के लिए अकादमिक प्रदर्शन संकेतांक (एपीआई)

शारीरिक शिक्षा कार्मिकों के विभिन्न स्तरों के लिए प्रत्यक्ष कार्यभार और दिया जाने वाला अधिमान

	प्रति सप्ताह प्रत्यक्ष कार्य घंटे	अधिमान
सहायक निदेशक, शारीरिक शिक्षा	40	100
उप निदेशक, शारीरिक शिक्षा	36+4*	90
निदेशक, शारीरिक शिक्षा	32+8*	80

शारीरिक शिक्षा कार्मिकों के स्व-आकलन पर आधारित, एपीआई अंकों को निम्नलिखित के लिए प्रस्तावित किया जाता है (क) व्याख्यान सह अभ्यास आधारित एथलीट/खेल कक्षाएं, अनुशिक्षण और प्रशिक्षण संबंधी क्रियाकलाप (ख) खेलकूद और खेल प्रतियोगिताओं का आयोजन करना तथा प्रबंधन संबंधी क्रियाकलाप और (ग) खेल अवसंरचना और विस्तारण सेवाओं आदि का उन्नयन। इस श्रेणी के शारीरिक शिक्षा कार्मिकों द्वारा जरूरी न्यूनतम एपीआई अंक पदोन्नति के विभिन्न स्तरों हेतु अलग-अलग हैं। स्व-आकलन अंक तटस्थ रूप से उद्देश्य परक सत्यापन योग्य अभिलेखों पर आधारित होने चाहिए। इसे छानबीन सह मूल्यांकन/चयन समिति द्वारा अंतिम रूप दिया जाएगा। यदि संस्थानिक विनिर्दिष्टता की आवश्यकता हो, तो विश्वविद्यालय क्रियाकलापों का ब्यौरा इस श्रेणी के अंतर्गत आवश्यक न्यूनतम कुल एपीआई अंकों को परिवर्तित किए बिना अधिमानों को समायोजित कर सकते हैं।

\* प्रशासनिक उत्तरदायित्वों, नवोन्मेष, सुविधाओं का उन्नयन, सेवा का विस्तार आदि के संबंध में उपयोग किए गए घंटे

## श्रेणी I: शिक्षण, प्रशिक्षण, अनुशिक्षण, खिलाड़ी विकास और खेल प्रबंधन से जुड़े क्रियाकलाप

क्रियाकलाप की प्रकृति	सहायक निदेशक/महाविद्यालय निदेशक		उप निदेशक		निदेशक	
	अधिकतम अंक	वास्तविक अंक	अधिकतम अंक	वास्तविक अंक	अधिकतम अंक	वास्तविक अंक
क. आर्वाटिट घंटों के अनुसार व्याख्यान सह अभ्यास आधारित एथलीट/खेल कक्षाएं, संगोष्ठियां करना/प्रशिक्षण शिविरों का आयोजन करना/खिलाड़ी विकास/प्रशिक्षण वृत्ति (50 अंक) खेल प्रतिभाओं की पहचान करना और छात्रों के बीच खेल उत्कृष्टता का सर्वधन करना (20 अंक) खेल के मैदानों का विकास और रख-रखाव, अन्य खेल सुविधाओं की खरीद और रख-रखाव (10 अंक)	80	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷17.5	70	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷17.25	60	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷16.75
ख. खिलाड़ियों हेतु शारीरिक शिक्षा और खेल वृत्ति का प्रबंधन (आयोजनों, निष्पादन	10	प्रति शैक्षिक वर्ष उपयोग किए गए	10	प्रति शैक्षिक वर्ष उपयोग किए गए	10	प्रति शैक्षिक वर्ष उपयोग किए गए

और शारीरिक शिक्षा तथा खेलों में नीतियों का मूल्यांकन) (10 अंक) अंतर्राष्ट्रीय/ राष्ट्रीय/ राज्य/ अंतर-विश्वविद्यालय/ अंतर जोन स्तरों पर खेलकूद और खेल प्रतियोगिताओं का आयोजन कराना (10 अंक)		वास्तविक घंटे ÷10		वास्तविक घंटे ÷10		वास्तविक घंटे ÷10
ग. शारीरिक शिक्षा और खेलों में वैज्ञानिक और तकनीकी ज्ञान का उन्नयन (10 अंक) अवकाश के दिनों में संस्थाओं और संगठनों में सेवाएं, खेल सुविधाएं और प्रशिक्षण संबंधी सेवाओं का विस्तारण करना (10 अंक)	10	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10	10	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10	10	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10

### श्रेणी II: व्यावसायिक विकास, सह-पाठ्यक्रम और विस्तारण क्रियाकलाप

शारीरिक शिक्षा संवर्ग के स्व-आकलन पर आधारित, श्रेणी II एपीआई प्राप्तांकों को सह-पाठ्यक्रम, विस्तारण क्रियाकलापों और व्यावसायिक विकास से संबंधित योगदानों के लिए प्रस्तावित किया जाता है। मर्दों और प्राप्तांकों की एक सूची नीचे दी गई है। स्व-आकलन प्राप्तांक तटस्थ रूप से सत्यापनीय कसौटी पर आधारित होने चाहिए और इसे छानबीन सह मूल्यांकन समिति द्वारा सहायक निदेशक शारीरिक शिक्षा/महाविद्यालय निदेशक से उच्चतर पदों हेतु तथा चयन समिति द्वारा सहायक निदेशक शारीरिक शिक्षा से उप निदेशक शारीरिक शिक्षा तथा उप निदेशक शारीरिक शिक्षा से निदेशक शारीरिक शिक्षा पद पर पदोन्नति हेतु तथा उप निदेशक शारीरिक शिक्षा और निदेशक शारीरिक शिक्षा के पद पर सीधी भर्ती हेतु अंतिम रूप दिया जाएगा।

नीचे दी गई नमूना तालिका में क्रियाकलापों और एपीआई प्राप्तांकों के समूह दिये गये हैं। विश्वविद्यालय क्रियाकलापों का ब्यौरा अथवा, यदि संस्थानिक विनिर्दिष्टता की आवश्यकता हो, इस श्रेणी के अंतर्गत आवश्यक न्यूनतम कुल एपीआई प्राप्तांकों को परिवर्तित किए बिना अधिमानों को समायोजित कर सकते हैं।

क्रियाकलाप की प्रकृति	अधिकतम प्राप्तांक	एपीआई	वास्तविक प्राप्तांक
(क) छात्र संबंधी सह-पाठ्येतर, विस्तारण और क्षेत्र आधारित क्रियाकलाप (i) विषय संबंधी पाठ्येतर क्रियाकलाप (सांस्कृतिक, खेलकूद, रा.से.यो., एनसीसी आदि) (विभिन्न स्तर के भीतरी और बाहरी कार्यक्रम) (ii) विस्तारण और प्रसार क्रियाकलाप (सार्वजनिक/प्रसिद्ध व्याख्यान/चर्चाएं/संगोष्ठियां आदि)	15		प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10
(ख) कारपोरेट जीवन के प्रति योगदान और खेल और प्रशासनिक समितियों तथा उत्तरदायित्वों में भागीदारी के माध्यम से खेल इकाइयों और संस्था का प्रबंधन (जिसमें प्राचार्य/निदेशक/संयोजक/अन्य समान ज्युटी जिनके निस्तारण हेतु नियमित कार्यालय घण्टों की आवश्यकता है, वे सब शामिल हैं)	15		प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10
(ग) व्यावसायिक विकास क्रियाकलाप (यथा संगोष्ठियों/सम्मेलनों, लघु अवधि के प्रशिक्षण पाठ्यक्रमों, शिविरों और आयोजनों, चर्चा में भाग लेना, पुनर्चर्चा/संकाय विकास पाठ्यक्रमों में व्याख्यान देना, संघों की सदस्यता, प्रसार, और सामान्य लेख तथा अन्य कोई योगदान)	15		प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10

### श्रेणी-III: शोध और अकादमिक योगदान

स्व-आकलन पर आधारित, एपीआई प्राप्तांकों को शोध और खेल योगदान हेतु प्रस्तावित किया जाता है। इस श्रेणी में जरूरी न्यूनतम एपीआई प्राप्तांक विश्वविद्यालयों और महाविद्यालयों में पदोन्नति के विभिन्न स्तरों के लिए अलग-अलग हैं। स्व-आकलन प्राप्तांक सत्यापनीय कसौटी पर आधारित होंगे और इसे छानबीन सह-मूल्यांकन समिति द्वारा शारीरिक शिक्षा एवं खेलकूद के सहायक निदेशक के पद से उच्चतर पदों पर पदोन्नति हेतु, शारीरिक शिक्षा एवं खेलकूद की चयन समिति द्वारा सहायक निदेशक के पद से उप निदेशक के पद पर पदोन्नति हेतु, तथा उप निदेशक शारीरिक शिक्षा एवं खेलकूद और निदेशक शारीरिक शिक्षा एवं खेलकूद के पद के लिए सीधी भर्ती हेतु अंतिम रूप दिया जाएगा।

श्रेणी	क्रियाकलाप	शारीरिक शिक्षा एवं खेलकूद संकाय	विश्वविद्यालय/महाविद्यालय के निदेशक, शारीरिक शिक्षा, हेतु अधिकतम प्राप्तांक*
III(क)	जिनमें शोध पत्रों का प्रकाशन	वि.अ.आ. द्वारा यथा अधिसूचित संदर्भित	25 प्रति प्रकाशन

	है:	(Refereed) पत्रिकाएँ#	
		वि.अ.आ. द्वारा यथा अधिसूचित अन्य प्रतिष्ठित पत्रिकाएँ#	10 प्रति प्रकाशन
III(ख)	पत्रिका लेखों के अतिरिक्त अन्य प्रकाशन (पुस्तकें, पुस्तकों में अध्याय)	अन्तर्राष्ट्रीय प्रकाशकों द्वारा पाठ्य/संदर्भ पुस्तकें जिनमें आइएसबीएन/आइएसएसएन (ISBN/ISSN) संख्या विश्वविद्यालय द्वारा स्वीकृत है, वह दर्शाई गई है तथा उनकी वेबसाइट पर स्थापित की गई है। यह सूची यूजीसी को प्रेषित की जाएगी।	प्रति पुस्तक 30, एकल लेखक हेतु
		राष्ट्रीय स्तर के प्रकाशकों द्वारा प्रकाशित विषयवार पुस्तकें जो आइएसबीएन/आइएसएसएन (ISBN/ISSN) संख्या सहित हैं अथवा राज्य/केन्द्रीय सरकार प्रकाशन हैं जो विश्वविद्यालय द्वारा स्वीकृत हैं और उनकी वेबसाइट पर स्थापित हैं। यह सूची यूजीसी को प्रेषित की जाएगी।	प्रति पुस्तक 20, एकल लेखक हेतु
		अन्य स्थानीय प्रकाशकों द्वारा विषयवार पुस्तकें जो आइएसबीएन/आइएसएसएन (ISBN/ISSN) संख्या सहित हैं जैसा कि विश्वविद्यालय द्वारा स्वीकृत है और उनकी वेबसाइट पर स्थापित है। यह सूची यूजीसी को प्रेषित की जाएगी।	प्रति पुस्तक 15, एकल लेखक हेतु
		राष्ट्रीय और अंतर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित पुस्तकों के अध्याय जिनमें आइएसबीएन/आइएसएसएन (ISBN/ISSN) संख्या सहित हैं जैसा कि विश्वविद्यालय द्वारा स्वीकृत है और उनकी वेबसाइट पर स्थापित है। यह सूची यूजीसी को प्रेषित की जाएगी।	अंतर्राष्ट्रीय- 10 प्रति अध्याय राष्ट्रीय-5 प्रति अध्याय
III (ग)	<b>शोध परियोजनाएँ</b>		
III(ग)(i)	प्रायोजित परियोजनाएँ	(क) रु0 5.0 लाख से अधिक अनुदान वाली बड़ी परियोजनाएँ	20 प्रति परियोजना
		(ख) रु0 3.0 लाख से रु0 5.0 लाख तक अनुदान वाली बड़ी परियोजनाएँ	15 प्रति परियोजना
		(ग) रु0 1.0 लाख से रु0 3.0 लाख तक वाली लघु परियोजनाएँ	10 प्रति परियोजना
III(ग)(ii)	परामर्शकार्य परियोजनाएँ	न्यूनतम रु0 2.0 लाख की राशि से संचालित करना	प्रति रु0 2.0 लाख की राशि पर 10
III (ग)(iii)	परियोजना के परिणाम/निष्कर्ष	प्रमुख अंतर्राष्ट्रीय निकाय, जैसे डब्ल्यूएचओ/यूएनओ/यूनेस्को/यूनिसेफ (WHO/UNO/UNESCO/UNICEF)इत्यादि एवं केन्द्रीय/राज्य सरकार/स्थानीय निकायों के लिए तैयार प्रमुख नीति संबंधी दस्तावेज	अंतर्राष्ट्रीय निकायों के नीति विषयक दस्तावेज -30 केन्द्रीय सरकार- 20 राज्य सरकार- 10 स्थानीय निकाय- 5
III(घ)	<b>शोध मार्गदर्शन</b>		
III (घ)(i)	एम.फिल.	उपाधि प्रदान की गई	5 प्रति उम्मीदवार
III(घ)(ii)	पीएच.डी.	उपाधि प्रदान की गई/शोध प्रबंध प्रस्तुत किया गया	15/10 प्रति उम्मीदवार 10 प्रति उम्मीदवार
III (ङ)	सम्मेलनों/संगोष्ठियों में प्रदान किये गये पुरस्कार/अध्येतावृत्तियों/आमंत्रण व्याख्यान/प्रस्तुत किए गए पत्र		
III (ङ)(i)	पुरस्कार/अध्येतावृत्ति	सरकारी/मान्य अंतर्राष्ट्रीय खेलकूद निकायों/अंतर्राष्ट्रीय खेलकूद संगठनों से प्राप्त अंतर्राष्ट्रीय पुरस्कार/अध्येतावृत्ति	15 प्रति पुरस्कार/15 प्रति अध्येतावृत्ति



	पुरस्कार/अध्येतावृत्ति	सरकारी/मान्य राष्ट्रीय खेलकूद निकायों/राष्ट्रीय खेलकूद संगठनों से प्राप्त राष्ट्रीय पुरस्कार/अध्येतावृत्ति	10 प्रति पुरस्कार/10 प्रति अध्येतावृत्ति
	पुरस्कार/अध्येतावृत्ति	सरकारी/मान्य राज्य खेलकूद निकायों/राज्य सरकारी संगठनों से प्राप्त/राज्य/विश्वविद्यालय पुरस्कार/अध्येतावृत्ति	5 प्रति पुरस्कार
III (इ)(ii)	आमंत्रित व्याख्यान/प्रस्तुत किए गए पत्र	अंतर्राष्ट्रीय	7 प्रति व्याख्यान/5 प्रति प्रस्तुत पत्र
		राष्ट्रीय स्तरीय	5 प्रति व्याख्यान/3 प्रति प्रस्तुत पत्र
		राज्य/विश्वविद्यालय स्तरीय	3 प्रति व्याख्यान/2 प्रति प्रस्तुत पत्र
	इस उप-श्रेणी के अंतर्गत प्राप्तियों को किसी भी आकलन अवधि हेतु श्रेणी III के लिए निर्धारित न्यूनतम के 20% तक सीमित कर दिया जाएगा।		
III (इ)(iii)	ई-लर्निंग परिदान प्रक्रिया /सामग्री का विकास		10 प्रति इकाई

\* जहां कहीं भी प्रासंगिक हो, संदर्भित (Refereed) पत्रिकाओं में पत्रों हेतु एपीआई प्राप्तियों को निम्न प्रकार से जोड़ा जाएगा: (ii) 1 से कम प्रभाव कारक वाले पत्र— 5 अंकों द्वारा (ii) 1 और 2 के बीच प्रभावकारक (Impact) वाले पत्र— 10 अंकों द्वारा (iii) 2 और 5 के बीच प्रभाव कारक (Impact) वाले पत्र— 15 अंकों द्वारा (iv) 5 और 10 के बीच प्रभाव कारक (Impact) वाले पत्र— 20 अंकों द्वारा (v) 10 से अधिक प्रभाव कारक (Impact) वाले पत्र— 25 अंकों द्वारा। संयुक्त प्रकाशनों/पुस्तकों हेतु एपीआई की गणना निम्नलिखित तरीके से की जाएगी: संबंधित शिक्षक द्वारा प्रकाशन की प्रासंगिक श्रेणी हेतु कुल प्राप्तियों के, प्रथम और प्रमुख/अनुरूप (Corresponding) लेखक/पर्यवेक्षक/शिक्षक के मार्गदर्शक कुल प्राप्तियों के 70% को समान रूप से साझा करेंगे और शेष 30% बाकी अन्य लेखकों द्वारा समान रूप से साझा किए जाएंगे।

#विश्वविद्यालय अनुदान आयोग की स्वीकृति हेतु विषय विशेषज्ञ समिति विश्वविद्यालय विषयवार पत्रिकाएँ चिन्हित करेगा तथा यूजीसी द्वारा निर्धारित प्रारूप में अपनी अनुशंसाएँ प्रेषित करेगा। इस सूची के अन्तर्गत अनुमोदित पत्रिकाएँ जो कि यूजीसी स्थायी समिति ने स्वीकृत की हैं, वे "पत्रिका सूची" — जो यूजीसी द्वारा अधिसूचित है—उसमें सम्मिलित किया जाएगा। विश्वविद्यालय से यह सूची प्राप्त होने से 60 कार्यकारी दिवसों के भीतर यूजीसी स्थायी समिति अपनी अनुशंसाएं प्रस्तुत कर देगी। "पत्रिका सूची" में सम्मिलित करने के लिए यूजीसी स्थायी समिति स्वमेव ही पत्रिकाओं की अनुशंसा कर सकती है। विश्वविद्यालय द्वारा धारा 6.0.5 (i) का कड़ाई से अनुपालन किया जाएगा।

#### परिशिष्ट—III तालिका—V (क)

विश्वविद्यालय और महाविद्यालयों में सहायक/महाविद्यालय निदेशक और उप निदेशक, शारीरिक शिक्षा की करियर उन्नति योजना (सीएएस) के अन्तर्गत पदोन्नति हेतु परिशिष्ट—तीन तालिका—I में दिए गए न्यूनतम एपीआई को लागू किया जाए, और चयन समितियों में विशेषज्ञ आकलन हेतु अधिमानता प्रोन्नत करने के लिए।

श्रेणी	क्रियाकलाप	शारीरिक शिक्षा में सहायक/महाविद्यालय निदेशक (चरण 1 से चरण 2) तक	शारीरिक शिक्षा में सहायक/महाविद्यालय निदेशक (चरण 2 से चरण 3) तक	शारीरिक शिक्षा में सहायक/महाविद्यालय निदेशक (चरण 3) से उप/महाविद्यालय निदेशक (चरण 4) तक	शारीरिक शिक्षा में उप निदेशक (चरण 4) से निदेशक, शारीरिक शिक्षा (चरण 5) तक
I	शिक्षण, प्रशिक्षण, कोचिंग, खिलाड़ियों का विकास और खेल प्रबंधन क्रियाकलाप	80/वर्ष	80/वर्ष	75/वर्ष	70/वर्ष
II	व्यावसायिक विकास और विस्तारण क्रियाकलाप—न्यूनतम प्राप्तियों का आकलन कुल मिलाकर किया जाना आवश्यक है	50/आकलन अवधि	50/आकलन अवधि	50/आकलन अवधि	50/आकलन अवधि
III	शोध और शैक्षिक योगदान— न्यूनतम अंकों का आकलन कुल मिलाकर किया जाना आवश्यक है	20/आकलन अवधि	50/आकलन अवधि	75/आकलन अवधि	100/आकलन अवधि

II + III	श्रेणी II और III के अंतर्गत न्यूनतम कुल एपीआई प्राप्तांक*	90/आकलन अवधि	120/आकलन अवधि	150/आकलन अवधि	180/आकलन अवधि
	विशेषज्ञ आकलन प्रणाली	छानबीन सह आकलन समिति	छानबीन सह आकलन समिति	चयन समिति	चयन समिति
V	विशेषज्ञ आकलन में अधिमान अंकों का प्रतिशत वितरण (कुल अधिमान = 100.न्यूनतम 50 आवश्यक)	अलग से कोई अंक नहीं। छानबीन समिति को एपीआई अंक का सत्यापन करना है।	अलग से कोई अंक नहीं। छानबीन समिति को एपीआई अंक का सत्यापन करना है।	30%शोध योगदान 50% विषय क्षेत्र के ज्ञान और शिक्षण अनुभव का आकलन 20%साक्षात्कार प्रदर्शन	50%शोध योगदान 30% विषय क्षेत्र के ज्ञान और शिक्षण अनुभव का आकलन 20%साक्षात्कार प्रदर्शन

\* श्रेणी II+III के अंतर्गत आवश्यक न्यूनतम प्राप्तांक प्राप्त करने के लिए श्रेणी II अथवा श्रेणी III किसी से भी प्राप्तांकों के अंकों का शेष प्राप्त कर सकते हैं।

### परिशिष्ट-III तालिका-V (ख)

विश्वविद्यालयों/महाविद्यालयों में शारीरिक शिक्षा संवर्ग की सीधी भर्ती हेतु एपीआई के लिए न्यूनतम प्राप्तांक और विनियम में वर्णित अन्य विनिर्दिष्ट पात्रता अर्हताओं के साथ अधिमानों पर चयन समितियों में विचार किया जाना।

	सहायक निदेशक शारीरिक शिक्षा (चरण 1)	उप निदेशक शारीरिक शिक्षा (चरण 4)	निदेशक शारीरिक शिक्षा (चरण 5)
न्यूनतम एपीआई प्राप्तांक	इन विनियमों में यथा वर्णित न्यूनतम योग्यता	संघटित एपीआई की श्रेणी II और III से 300 प्राप्तांकों के कुल एपीआई प्राप्तांकों की आवश्यकता (कुल मिलाकर)	संघटित एपीआई की श्रेणी II और III से 400 प्राप्तांकों के कुल एपीआई प्राप्तांकों की आवश्यकता (कुल मिलाकर)
चयन समिति मानदण्ड/अधिमान (कुल अधिमान= 100)	(क) जीती गई प्रतियोगिता का रिकार्ड (30%) (ख) खेल और एथलीट कौशल (40%) (ग) साक्षात्कार में प्रदर्शन (30%)	(क) शोध पत्र (3) मूल्यांकन (40%) (ख) संगठनात्मक कौशल/खेलों की आयोजना (30%) (ग) साक्षात्कार में प्रदर्शन (30%)	(क) शोध पत्र (5) मूल्यांकन (50%) (ख) संगठनात्मक सतत् रूप से निरीक्षण की जाने वाली योजना(25%) (ग) साक्षात्कार में प्रदर्शन (25%)

### परिशिष्ट-III-तालिका-VI

विश्वविद्यालयों और महाविद्यालयों में शारीरिक शिक्षा संवर्गों की पदोन्नति हेतु न्यूनतम शैक्षिक प्रदर्शन और सेवा संबंधी अपेक्षाएं

क्रम संख्या	सीएएस के माध्यम से शारीरिक शिक्षा संवर्गों की पदोन्नति	सेवा आवश्यकताएं (मानव संसाधन विकास मंत्रालय की अधिसूचना द्वारा यथा निर्धारित)	न्यूनतम शैक्षिक प्रदर्शन आवश्यकताएं और छानबीन /चयन मानदण्ड
1	सहायक निदेशक शारीरिक शिक्षा/महाविद्यालय निदेशक शारीरिक शिक्षा से सहायक निदेशक शारीरिक शिक्षा (वरिष्ठ वेतनमान)/महाविद्यालय निदेशक शारीरिक शिक्षा (वरिष्ठ वेतनमान)(चरण 1 से चरण 2)	चरण 1 में सहायक निदेशक शारीरिक शिक्षा /महाविद्यालय निदेशक शारीरिक शिक्षा और पीएच.डी. के साथ चार वर्ष की सेवा पूरी कर ली हो अथवा जिन्होंने एम.फिल के साथ पांच वर्ष की सेवा पूरी कर ली हो अथवा जिन्होंने पीएच.डी./एम.फिल. के बिना छह वर्ष की सेवा पूरी कर ली हो।	(i) तालिका V(क) में दिए गए मानदण्डों के अनुसार विश्वविद्यालय अनुदान आयोग द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक (ii) 3/4 सप्ताह की अवधि का एक प्रबोधन और एक पुनर्चर्चा/शोध प्रणाली पाठ्यक्रम (iii) पदोन्नति की अनुशंसा हेतु छानबीन सह सत्यापन प्रक्रिया
2	सहायक निदेशक शारीरिक शिक्षा (वरिष्ठ)	चरण 2 में पांच वर्ष की पूरी सेवा वाले सहायक निदेशक शारीरिक शिक्षा (वरिष्ठ)	(i) तालिका V(क) में दिए गए मानदण्डों के अनुसार विश्वविद्यालय अनुदान आयोग द्वारा विकसित पीबीएस

	वेतनमान)/महाविद्यालय निदेशक शारीरिक शिक्षा (वरिष्ठ वेतनमान)से उप निदेशक शारीरिक शिक्षा /सहायक निदेशक शारीरिक शिक्षा (सलेक्शन ग्रेड)/महाविद्यालय निदेशक शारीरिक शिक्षा (सलेक्शन ग्रेड)(चरण 2 से चरण 3)	वेतनमान)/महाविद्यालय निदेशक शारीरिक शिक्षा (वरिष्ठ वेतनमान)	गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक (ii) पुनर्चर्चा पाठ्यक्रमों, प्रविधि कार्यशालाओं, प्रशिक्षण, शिक्षण-ज्ञानार्जन-मूल्यांकन तकनीकी पाठ्यक्रमों, सरल कौशल विकास पाठ्यक्रमों और संकाय विकास पाठ्यक्रमों की श्रेणियों में से 3/4 सप्ताह की अवधि का एक पाठ्यचर्या/पाठ्यक्रम (iii) पदोन्नति की अनुशंसा हेतु छानबीन सह सत्यापन प्रक्रिया
3	सहायक निदेशक शारीरिक शिक्षा (सलेक्शन ग्रेड)/महाविद्यालय निदेशक शारीरिक शिक्षा (सलेक्शन ग्रेड) से उप निदेशक शारीरिक शिक्षा / महाविद्यालय निदेशक शारीरिक शिक्षा सलेक्शन ग्रेड) (चरण 3 से चरण 4)	चरण 3 में तीन वर्ष की पूरी सेवा वाले सहायक निदेशक शारीरिक शिक्षा (सलेक्शन ग्रेड)/महाविद्यालय निदेशक शारीरिक शिक्षा (सलेक्शन ग्रेड)	(i) तालिका V(क) में दिए गए मानदण्डों के अनुसार विश्वविद्यालय अनुदान आयोग द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक (ii) सहायक/महाविद्यालय निदेशक शारीरिक शिक्षा के तौर पर संपूर्ण अवधि (बारह वर्ष) में कम से कम तीन प्रकाशन। तथापि, महाविद्यालय निदेशक शारीरिक शिक्षा के मामले में एम.फिल. धारकों को एक प्रकाशन और पीएच.डी. धारकों को दो प्रकाशनों की छूट प्रदान की जा सकती है। (iii) टीमों/एथिलीट्स को तैयार करने का प्रमाण। (iv) विनियम और तालिका V (क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया।
4	विश्वविद्यालय निदेशक शारीरिक शिक्षा (चरण 5) (केवल विश्वविद्यालयों हेतु)	विश्वविद्यालयों में चरण 4 में तीन वर्ष की पूरी सेवा वाले उप निदेशक शारीरिक शिक्षा	(ii) तालिका V(क) में दिए गए मानदण्डों के अनुसार विश्वविद्यालय अनुदान आयोग द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक हासिल करने के लिए (चरण 2 और 3 में) शिक्षक दो आकलन अवधियां संयोजित कर सकते हैं। (ii) कार्मिक के चरण 3 में आने के बाद से कम से कम पांच प्रकाशन। (iii) ) टीमों/एथिलीट्स को तैयार करने का प्रमाण। (iv) विनियम और तालिका V (क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया।

**नोट:** शिक्षकों हेतु सीएएस के लिए तालिका II(क) हेतु उपलब्ध विवरणात्मक नोट इस संवर्ग हेतु विनिर्दिष्ट एपीआई प्राप्तांकों के अनुसार शारीरिक निदेशक संवर्गों पर भी लागू हैं।

### परिशिष्ट-III: तालिका VII

विश्वविद्यालयों में सहायक पुस्तकालयाध्यक्ष/महाविद्यालय पुस्तकालयाध्यक्ष/की करियर उन्नति योजना (सीएएस) के अन्तर्गत पदोन्नति एवं विश्वविद्यालयों में उप-पुस्तकालयाध्यक्ष एवं पुस्तकालयाध्यक्ष की सीधी भर्ती के लिए अकादमिक प्रदर्शन संकेतांक (एपीआई)

पुस्तकालयाध्यक्षों के विभिन्न स्तरों के लिए प्रत्यक्ष कार्यभार और अधिमान दिया जाए

	प्रति सप्ताह प्रत्यक्ष कार्य घंटे	अधिमान
सहायक पुस्तकालयाध्यक्ष/ महाविद्यालय पुस्तकालयाध्यक्ष	40	100
उप पुस्तकालयाध्यक्ष	36+4*	90
पुस्तकालयाध्यक्ष	32+8*	80

पुस्तकालयाध्यक्ष संवर्ग के स्व-आकलन पर आधारित, एपीआई प्राप्तांकों को निम्नलिखित के लिए प्रस्तावित किया जाता है (क) पुस्तकालय संसाधनों का आयोजन और पुस्तकों, पत्रिकाओं, रिपोर्टों, विकास, आयोजना और ई-संसाधनों का प्रबंधन उपयोगकर्ता जागरूकता और निर्देश; (ख) पुस्तकालय सेवाओं के उन्नयन हेतु आईसीटी और अन्य नई तकनीकों का उपयोग और (ग) अतिरिक्त सेवाएं जैसे अवकाश के दिनों में पुस्तकालय सुविधाएं प्रदान करना, शेल्फ ऑर्डर का रख-रखाव, पुस्तकालय उपयोग

पुस्तिका, भवन और बाहरी सदस्यता मानकों के माध्यम से बाहरी लोगों को संस्थागत पुस्तकालय सुविधाएं प्रदान करना। इस श्रेणी के पुस्तकालय कार्मिकों द्वारा जरूरी न्यूनतम एपीआई प्राप्तांक पदोन्नति के विभिन्न स्तरों हेतु अलग-अलग हैं। स्व-आकलन प्राप्तांक उद्देश्यपरक रूप से सत्यापनीय कसौटी पर आधारित होने चाहिए। इसे छानबीन सह मूल्यांकन/चयन समिति द्वारा अंतिम रूप दिया जाएगा। विश्वविद्यालय क्रियाकलापों का ब्यौरा अथवा, यदि संस्थानिक विनिर्दिष्टता की आवश्यकता हो, इस श्रेणी के अंतर्गत आवश्यक न्यूनतम कुल एपीआई प्राप्तांकों को परिवर्तित किए बिना अधिमानों को समायोजित कर सकते हैं।

\* प्रशासनिक उत्तरदायित्वों, नवोन्मेष, सुविधाओं का उन्नयन, विस्तारित सेवाओं आदि के संबंध में उपयोग किए गए घंटे

**श्रेणी I: पुस्तकालय सेवाओं के माध्यम से ज्ञान और सूचना की उपलब्धि, संयोजन एवं उसका समन्वय**

क्रियाकलाप की प्रकृति	विश्वविद्यालय सहायक पुस्तकालयाध्यक्ष/महाविद्यालय पुस्तकालयाध्यक्ष		उप-पुस्तकालयाध्यक्ष		पुस्तकालयाध्यक्ष	
	अधिकतम प्राप्तांक	वास्तविक प्राप्तांक	अधिकतम प्राप्तांक	वास्तविक प्राप्तांक	अधिकतम प्राप्तांक	वास्तविक प्राप्तांक
क. पुस्तकालय संसाधनों का आयोजन और पुस्तकों, पत्रिकाओं, रिपोर्टों का रख-रखाव, पुस्तकालय पाठक-सेवाओं का प्रावधान, शोधार्थियों के लिए उनके साहित्य संबंधी सेवाओं को पुनः उपलब्ध कराना और रिपोर्टों का विश्लेषण, रिपोर्टों, पुस्तिकाओं और संबंधित दस्तावेजों को तैयार करने के लिए आवश्यक जानकारी के साथ विश्वविद्यालय/महाविद्यालय के विभागों के लिये सहायता का प्रावधान, क्रियाकलाप संबंधी जानकारी के साथ संस्थानिक वेबसाइट को अद्यतन करने और संस्थानिक समाचार पत्रों आदि का प्रकाशन करने हेतु सहायता (40 अंक)	70	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷20	60	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷20	55	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷20
ई-संसाधनों का विकास, व्यवस्था और प्रबंधन के साथ-साथ इंटरनेट पर उन तक पहुंच/इंटरनेट, पुस्तकालय संसाधनों का डिजिटलीकरण, सूचना का ई-परिदान आदि(15 अंक)						
उपयोगकर्ता जागरूकता और निर्देशन वृत्ति (प्रबोधन व्याख्यान, ओपेक, ज्ञान संसाधन, पुस्तक प्रदर्शनियों का आयोजन करने जैसे उपयोगकर्ता प्रोत्साहन वृत्ति,अन्य नवीनतम पारस्परिक ज्ञानार्जन संसाधन आदि) (15अंक)						
ख. पुस्तकालय सेवाओं का उन्नयन करने के लिए आईसीटी और नई तकनीकों जैसे कैंटलॉग का ऑटोमेशन,	15	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10	15	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे	15	प्रति शैक्षिक वर्ष व्यतीत वास्तविक घंटे ÷10

ज्ञानार्जन संसाधनों की खरीद प्रणाली, सदस्यता रिकॉर्ड सहित परिचालन कार्यवाही, कमवार अंशदान प्रणाली, संदर्भ और सूचना सेवाएं, पुस्तकालय सुरक्षा (तकनीक आधारित तरीके जैसे आरएफआईडी और सीसीटीवी), पुस्तकालय प्रबंधन साधनों का विकास (साफ्टवेयर), इन्ट्रानेट प्रबंधन				÷10		
ग. अतिरिक्त सेवाएं जैसे अवकाश के दिनों में पुस्तकालय सुविधाएं प्रदान करना, शेल्फ ऑर्डर का रख-रखाव, पुस्तकालय उपयोग पुस्तिका, भवन और बाहरी सदस्यता मानकों के माध्यम से बाहरी लोगों को संस्थागत पुस्तकालय सुविधाएं प्रदान करना	15	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10	15	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10	10	प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10

### श्रेणी II: व्यावसायिक विकास, सह-पाठ्यचर्या और विस्तारण क्रियाकलाप

पुस्तकालयाध्यक्ष संवर्ग के स्व-आकलन पर आधारित, श्रेणी II एपीआई प्राप्तांकों को सह-पाठ्यचर्या, विस्तारण क्रियाकलापों और व्यावसायिक विकास से संबंधित योगदानों के लिए प्रस्तावित किया जाता है। मदों और प्राप्तांकों की एक सूची नीचे दी गई है। स्व-आकलन प्राप्तांक तटस्थ रूप से सत्यापनीय कसौटी पर आधारित होने चाहिए और इसे छानबीन सह मूल्यांकन समिति द्वारा सहायक पुस्तकालयाध्यक्ष/महाविद्यालय पुस्तकालयाध्यक्ष से उच्चतर पदों हेतु तथा चयन समिति द्वारा सहायक पुस्तकालयाध्यक्ष से उप पुस्तकालयाध्यक्ष तथा उप पुस्तकालयाध्यक्ष से पुस्तकालयाध्यक्ष पद पर पदोन्नति हेतु तथा उप पुस्तकालयाध्यक्ष और पुस्तकालयाध्यक्ष के पद पर सीधी भर्ती हेतु अंतिम रूप दिया जाएगा। नीचे दी गई नमूना तालिका में क्रियाकलापों और एपीआई प्राप्तांकों के समूह दिये गये हैं। विश्वविद्यालय क्रियाकलापों का ब्यौरा अथवा, यदि संस्थानिक विनिर्दिष्टता की आवश्यकता हो, इस श्रेणी के अंतर्गत आवश्यक न्यूनतम कुल एपीआई प्राप्तांकों को परिवर्तित किए बिना अधिमानों को समायोजित कर सकते हैं।

क्रियाकलाप की प्रकृति	अधिकतम प्राप्तांक	एपीआई	वास्तविक प्राप्तांक
(क) छात्र संबंधी सह-पाठ्यचर्या, विस्तारण और क्षेत्र आधारित क्रियाकलाप (सांस्कृतिक आदान-प्रदान और पुस्तकालय सेवावृत्ति) (बाह्य और अंतःसंस्थानिकवृत्ति के विभिन्न स्तर), विस्तारण, विभिन्न प्रणालियों के माध्यम से पुस्तकालय-साहित्यिक कार्य	15		प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10
(ख) पुस्तकालय और प्रशासनिक समितियों तथा उत्तरदायित्वों में भागीदारी के माध्यम से पुस्तकालय इकाइयों और संस्था का प्रबंधन में कॉर्पोरेट जीवन के प्रति योगदान,	15		प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10
(ग) व्यावसायिक विकास क्रियाकलाप (यथा संगोष्ठियों/सम्मेलनों, लघु अवधि के ई-पुस्तकालय प्रशिक्षण पाठ्यक्रमों, कार्यशालाओं और आयोजनों, चर्चा में भाग लेना, व्याख्यान, संघों की सदस्यता, प्रसार, और सामान्य लेख, जो नीचे श्रेणी II में शामिल नहीं हैं)	15		प्रति शैक्षिक वर्ष उपयोग किए गए वास्तविक घंटे ÷10

### श्रेणी-III: शोध और अकादमिक योगदान

स्व-आकलन पर आधारित, एपीआई प्राप्तांकों को शोध और खेल योगदान हेतु प्रस्तावित किया जाता है। इस श्रेणी में जरूरी न्यूनतम एपीआई प्राप्तांक विश्वविद्यालयों और महाविद्यालयों में पदोन्नति के विभिन्न स्तरों हेतु अलग-अलग हैं। स्व-आकलन प्राप्तांक सत्यापनीय कसौटी पर आधारित होंगे और वे छानबीन सह-मूल्यांकन समिति द्वारा सहायक पुस्तकालयाध्यक्ष/महाविद्यालय पुस्तकालयाध्यक्ष से उच्चतर पदों हेतु तथा चयन समिति द्वारा सहायक पुस्तकालयाध्यक्ष से उप पुस्तकालयाध्यक्ष तथा उप

पुस्तकालयाध्यक्ष से पुस्तकालयाध्यक्ष पद पर पदोन्नति हेतु तथा उप पुस्तकालयाध्यक्ष और पुस्तकालयाध्यक्ष के पद पर सीधी भर्ती हेतु अंतिम रूप दिया जाएगा।

श्रेणी	क्रियाकलाप	विश्वविद्यालय/महाविद्यालय पुस्तकालयाध्यक्ष	अधिकतम अंक*
III(क)	शोध पत्रों का प्रकाशन:	वि.अ.आ. द्वारा यथा अधिसूचित संदर्भित पत्रिकाएं	25 प्रति प्रकाशन
		वि.अ.आ. द्वारा यथा अधिसूचित अन्य प्रतिष्ठित पत्रिकाएं	10 प्रति प्रकाशन
III(ख)	पत्रिका लेखों के अतिरिक्त अन्य प्रकाशन (पुस्तकें, पुस्तकों में अध्याय)	अन्तर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित पाठ्य/संदर्भित पुस्तकें जिनमें विश्वविद्यालय द्वारा स्वीकृत पुस्तकें एवं अपनी वेबसाइट पर प्रदर्शित आईएसबीन/आईएसएसएन संख्या सहित है	30 प्रति पुस्तक एकल लेखक हेतु
		जैसा कि विश्वविद्यालय द्वारा स्वीकृत एवं अपनी वेबसाइट पर प्रदर्शित है, विषयगत पुस्तकें जो राष्ट्रीय स्तर पर आईएसबीएन/आईएसएसएन संख्या सहित है अथवा राज्य/केन्द्रीय सरकार प्रकाशन है। सूची जानकारी हेतु यूजीसी को भेजी जाएगी।	20 प्रति पुस्तक एकल लेखक हेतु
		विश्वविद्यालय द्वारा स्वीकृत एवं अपनी वेबसाइट पर प्रदर्शित अन्य स्थानीय प्रकाशकों द्वारा प्रकाशित विषयगत पुस्तकें जिन पर आईएसबीएन/आईएसएसएन संख्या सहित है। सूची जानकारी हेतु यूजीसी को भेजी जाएगी।	15 प्रति पुस्तक एकल लेखक हेतु
		राष्ट्रीय एवं अन्तर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित पुस्तकों के अध्याय जिनमें आईएसबीएन/आईएसएसएन संख्या सहित है और जो विश्वविद्यालय द्वारा स्वीकृत एवं उनकी वेबसाइट पर प्रदर्शित हैं। सूची जानकारी हेतु यूजीसी को भेजी जाएगी।	अन्तर्राष्ट्रीय-10 प्रति अध्याय राष्ट्रीय- 5 प्रति अध्याय
III (ग)	शोध परियोजनाएं		
III(ग) (i)	प्रायोजित परियोजनाएं	(क) रु0 5.0 लाख से अधिक अनुदान वाली बड़ी परियोजनाएं	20 प्रति परियोजना
		(ख) रु0 3.0 लाख से अधिक रु0 5.0 लाख तक अनुदान वाली बड़ी परियोजनाएं	15 प्रति परियोजना
		(ग) रु0 1.0 लाख से अधिक रु0 3.0 लाख तक वाली लघु परियोजनाएं	10 प्रति परियोजना
III(ग) (ii)	परामर्श हेतु परियोजनाएं	न्यूनतम रु0 2.0 लाख की राशि को संघटित करना	10 प्रत्येक रु0 2.0 लाख हेतु
III(ग) (iii)	परियोजना परिणाम/निष्कर्ष	अन्तर्राष्ट्रीय निकाय जैसे कि डब्ल्यू एच ओ/यूएनओ/यूनेस्को/यूनिसेफ इत्यादि निकायों एवं केन्द्रीय/राज्य सरकार/स्थानीय निकायों के लिए मुख्य नीति दस्तावेज	अन्तर्राष्ट्रीय निकायों के प्रमुख नीति दस्तावेज-30 केन्द्रीय सरकार- 20 राज्य सरकार- 10 स्थानीय निकाय- 5
III(घ)	<b>शोध मार्गदर्शन</b>		
III(घ)(i)	एम.फिल.	उपाधि प्रदान की गई	5 प्रति उम्मीदवार
III (घ) (ii)	पीएच.डी.	उपाधि प्रदान की गई/शोध प्रबंध प्रस्तुत किया गया	15 /10प्रति उम्मीदवार
III(ङ)	अवार्ड/फैलोशिप/प्रदान किये गये आमंत्रित व्याख्यान/सम्मेलनों/संगोष्ठियों में प्रस्तुत पत्र		
III(ङ) (i)	पुरस्कार/अध्येतावृत्ति	अकादमिक निकायों/संघों से प्राप्त अन्तर्राष्ट्रीय पुरस्कार/अध्येतावृत्ति	15 प्रति पुरस्कार/15 प्रति अध्येतावृत्ति
	पुरस्कार/अध्येतावृत्ति	अकादमिक निकायों/संघों से प्राप्त राष्ट्रीय पुरस्कार/अध्येतावृत्ति	10 प्रति पुरस्कार/10 प्रति अध्येतावृत्ति

	पुरस्कार/फैलोशिप	अकादमिक निकायों/संघों से प्राप्त राज्य/विश्वविद्यालय पुरस्कार/अध्येतावृत्ति	5 प्रति पुरस्कार
III (ii)	आमंत्रण व्याख्यान/प्रस्तुत पत्र	अंतर्राष्ट्रीय	7 प्रति व्याख्यान/ 5 प्रति प्रस्तुत पत्र
		राष्ट्रीय स्तरीय	5 प्रति व्याख्यान/ 3 प्रति प्रस्तुत पत्र
		राज्य/विश्वविद्यालय स्तरीय	3 प्रति व्याख्यान/ 2 प्रति प्रस्तुत पत्र
	इस उप-श्रेणी के अंतर्गत प्राप्तांक को किसी भी आकलन अवधि हेतु श्रेणी (III) के लिए निर्धारित न्यूनतम के 20% तक सीमित कर दिया जाएगा।		
III (iii)	ई-परिधान प्रक्रिया /सामग्री का विकास प्रविधि 10		प्रति

\*जहां कहीं भी प्रासंगिक हो, संदर्भित पत्रिकाओं में पत्र हेतु एपीआई प्राप्तांकों को निम्न प्रकार जोड़ा जाएगा: (i) 1 से कम प्रभाव कारक वाले पत्र— 5 अंकों द्वारा (ii) 1 और 2 के बीच प्रभाव कारक वाले पत्र— 10 अंकों द्वारा (iii) 2 और 5 के बीच प्रभाव कारक वाले पत्र— 15 अंकों द्वारा (iv) 5 और 10 के बीच प्रभाव कारक वाले पत्र— 20 अंकों द्वारा (v) 10 से अधिक प्रभाव कारक वाले पत्र— 25 अंकों द्वारा। संयुक्त प्रकाशनों/पुस्तकों हेतु एपीआई की गणना निम्नलिखित तरीके से की जाएगी: संबंधित शिक्षक द्वारा प्रकाशन की प्रासंगिक श्रेणी हेतु कुल प्राप्तांकों के, प्रथम और प्रमुख/अनुरूप (Corresponding) लेखक/पर्यवेक्षक/शिक्षक के मार्गदर्शक कुल अंकों के 70% को बराबर रूप से साझा करेंगे और शेष 30% बाकी अन्य लेखकों द्वारा बराबर रूप से साझा किए जाएंगे।

# विश्वविद्यालय एक विषय विशेषज्ञ समिति के माध्यम से विषयवार पत्रिकाओं को चिन्हित करेगा तथा अपनी अनुशंसायें यूजीसी द्वारा निर्धारित प्रारूप में यूजीसी की स्थायी समिति की स्वीकृति के लिए आयोग को भेजेगा। इस सूची में से यूजीसी स्थायी समिति द्वारा स्वीकृत पत्रिकाओं को यूजीसी द्वारा अधिसूचित "पत्रिकाओं की सूची" में सम्मिलित किया जाएगा। विश्वविद्यालय से इस सूची की प्राप्ति के 60 कार्यकारी दिवसों के भीतर यूजीसी की स्थायी समिति अपनी अनुशंसायें प्रस्तुत करेगा। यूजीसी स्थायी समिति स्वयं अपने से ही "पत्रिकाओं की सूची" में सम्मिलित करने की अनुशंसा कर सकता है। विश्वविद्यालय द्वारा धारा 6.0.5 (i) का कड़ाई से अनुपालन किया जाएगा।



## परिशिष्ट-III तालिका-VIII(क)

विश्वविद्यालयों और महाविद्यालयों में सहायक पुस्तकालयाध्यक्ष/महाविद्यालय पुस्तकालयाध्यक्ष और उप पुस्तकालयाध्यक्ष की करियर उन्नति योजना (सीएएस) पदोन्नति हेतु न्यूनतम एपीआई और चयन समितियों में विशेषज्ञ आकलन हेतु अधिमान

श्रेणी	क्रियाकलाप	सहायक/महाविद्यालय पुस्तकालयाध्यक्ष (चरण 1 से चरण 2)	सहायक/महाविद्यालय पुस्तकालयाध्यक्ष (चरण 2 से चरण 3)	सहायक/महाविद्यालय पुस्तकालयाध्यक्ष से उप/महाविद्यालय पुस्तकालयाध्यक्ष (चरण 3 से 4)	उप पुस्तकालयाध्यक्ष से पुस्तकालयाध्यक्ष (चरण 4 से 5)
I	पुस्तकालय सेवाओं के माध्यम से ज्ञान और सूचना की उपलब्धि, संयोजन एवं सम्प्रेषण	80/वर्ष	80/वर्ष	75/वर्ष	70/वर्ष
II	व्यावसायिक विकास और विस्तारण क्रियाकलाप-न्यूनतम अंकों का आकलन कुल मिलाकर किया जाना आवश्यक है	50/आकलन अवधि	50/आकलन अवधि	50/आकलन अवधि	50/आकलन अवधि
III	शोध और शैक्षिक योगदान- न्यूनतम आवश्यक अंकों का आकलन कुल मिलाकर किया जाना आवश्यक है	20/आकलन अवधि	50/आकलन अवधि	75/आकलन अवधि	100/आकलन अवधि
II+ III	श्रेणी II और III के अंतर्गत न्यूनतम कुल एपीआई प्राप्तांक*	90/आकलन अवधि	120/आकलन अवधि	150/आकलन अवधि	180/आकलन अवधि
IV	विशेषज्ञ आकलन प्रणाली	छानबीन सह आकलन समिति	छानबीन सह आकलन समिति	चयन समिति	चयन समिति
V	विशेषज्ञ आकलन में अधिमान अंकों का प्रतिशत वितरण (कुल अधिमान= 100 .न्यूनतम 50 अनिवार्य)	अलग से कोई अंक नहीं। छानबीन समिति को एपीआई प्राप्तांकका सत्यापन करना है।	अलग से कोई अंक नहीं। छानबीन समिति को एपीआई प्राप्तांक का सत्यापन करना है।	30%पुस्तकालय संबंधी शोध पत्रों का मूल्यांकन 50%पुस्तकालय स्वचालन संबंधी विषय क्षेत्र के ज्ञान और संगठनात्मक कौशल का आकलन 20%साक्षात्कार प्रदर्शन	50%पुस्तकालय प्रकाशन कार्य 30% नवोन्मेशी पुस्तकालय सेवा और डिजिटल पुस्तकालय सेवाओं की व्यवस्था का आकलन 20%साक्षात्कार प्रदर्शन

\* श्रेणी II+ IIIके अंतर्गत आवश्यक न्यूनतम प्राप्तांक प्राप्त करने के लिए श्रेणीII अथवा श्रेणी IIIकिसी से भी प्राप्तांकों का शेष प्राप्त कर सकते हैं।

## परिशिष्ट- III तालिका-VIII (ख)

विश्वविद्यालय विभागों/महाविद्यालयों में पुस्तकालयाध्यक्ष के पदों की सीधी भर्ती हेतु न्यूनतम एपीआई और अन्य मानक तथा विनियम में वर्णित अन्य विनिर्दिष्ट पात्रता योग्यताओं के साथ अधिमानों पर चयन समितियों में विचार किया जाना

न्यूनतम मानक / मानदण्ड	सहायक विश्वविद्यालय पुस्तकालयाध्यक्ष / महाविद्यालय पुस्तकालयाध्यक्ष (चरण 1)	विश्वविद्यालयों में उप पुस्तकालयाध्यक्ष (चरण 4)	पुस्तकालयाध्यक्ष (केवल विश्वविद्यालय) (चरण 5)
न्यूनतम एपीआई प्राप्तांक (शोध और अकादमिक योगदान—श्रेणी III)	विनियमों में यथा वर्णित न्यूनतम योग्यता	एपीआई की श्रेणी II और III से 300 प्राप्तांकों के कुल एपीआई प्राप्तांकों की आवश्यकता (कुल मिलाकर)	एपीआई की श्रेणी II और III से 400 प्राप्तांकों के कुल एपीआई प्राप्तांकों की आवश्यकता (कुल मिलाकर)
चयन समिति मानदण्ड / अधिमान (कुल अधिमान = 100)	(क) एक व्याख्यान प्रदर्शन द्वारा शिक्षण / कंप्यूटर और संपर्क कौशल (50%) (ख) पुस्तकालय प्रबंधन कौशल (20%) (ग) साक्षात्कार में प्रदर्शन (30%)	(क) पुस्तकालय संबंधी शोध / विषय पत्र (सं० 3) मूल्यांकन (50%) (ख) पुस्तकालय ऑटोमेशन कौशल और संगठनात्मक योजनाएं (20%) (ग) साक्षात्कार में प्रदर्शन (30%)	(क) पुस्तकालय शोध पत्र (5) मूल्यांकन (60%) (ख) नवोन्मेशी पुस्तकालय सेवाओं का संगठनात्मक ट्रैक रिकॉर्ड और विजन योजना (20%) (ग) साक्षात्कार में प्रदर्शन (20%)

## परिशिष्ट—III तालिका—IX

विश्वविद्यालयों और महाविद्यालयों में पुस्तकालयाध्यक्ष संवर्गों की पदोन्नति हेतु न्यूनतम शैक्षिक प्रदर्शन और सेवा संबंधी अपेक्षाएं

क्रम संख्या	सीएस के माध्यम से पुस्तकालयाध्यक्ष संवर्गों की पदोन्नति	सेवा आवश्यकताएं (मानव संसाधन विकास मंत्रालय की अधिसूचना द्वारा यथा निर्धारित)	न्यूनतम शैक्षिक प्रदर्शन आवश्यकताएं और छानबीन / चयन मानदण्ड
1	सहायक पुस्तकालयाध्यक्ष / महाविद्यालय पुस्तकालयाध्यक्ष से सहायक पुस्तकालयध्यक्ष (वरिष्ठ वेतनमान) / महाविद्यालय पुस्तकालयाध्यक्ष (वरिष्ठ वेतनमान) (चरण 1 से चरण 2) तक	चरण 1 में सहायक पुस्तकालयाध्यक्ष / महाविद्यालय पुस्तकालयाध्यक्ष और पीएच.डी. के साथ चार वर्ष की सेवा पूरी कर ली हो अथवा जिन्होंने एम.फिल. के साथ पांच वर्ष की सेवा पूरी कर ली हो अथवा जिन्होंने पीएच.डी./एम.फिल. के बिना छह वर्ष की सेवा पूरी कर ली हो।	(i) परिशिष्ट III की तालिका VIII (क) में विश्वविद्यालयों में पुस्तकालयाध्यक्ष संवर्गों और महाविद्यालय पुस्तकालयाध्यक्ष संवर्गों हेतु दिए गए मानदण्डों के अनुसार विश्वविद्यालय द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम एपीआई प्राप्तांक प्रारूप जो विश्वविद्यालय द्वारा विकसित किया गया है। (ii) 3/4 सप्ताह की अवधि का एक प्रबोधन और एक पुनश्चर्या पाठ्यक्रम (iii) पदोन्नति की अनुशंसा हेतु छानबीन सह सत्यापन प्रक्रिया
2	सहायक पुस्तकालयाध्यक्ष (वरिष्ठ वेतनमान) / महाविद्यालय पुस्तकालयध्यक्ष (वरिष्ठ वेतनमान) से सहायक पुस्तकालयाध्यक्ष (चयन ग्रेड) / महाविद्यालय पुस्तकालयाध्यक्ष (चयन ग्रेड) (चरण 2 से चरण 3) तक	चरण 2 में 5 वर्ष की पूरी सेवा वाले सहायक पुस्तकालयाध्यक्ष (वरिष्ठ वेतनमान) / महाविद्यालय पुस्तकालयाध्यक्ष (वरिष्ठ वेतनमान)	(i) परिशिष्ट III की तालिका VIII (क) में विश्वविद्यालयों में पुस्तकालयाध्यक्ष संवर्गों और महाविद्यालय पुस्तकालयाध्यक्ष संवर्गों हेतु दिए गए मानदण्डों के अनुसार विश्वविद्यालय द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम एपीआई प्राप्तांक प्रारूप जो विश्वविद्यालय द्वारा विकसित किया गया है। (ii) साथ ही, आकलन अवधि के दौरान न्यूनतम 3 से 4 सप्ताह अवधि के दो पुनश्चर्या पाठ्यक्रमों में भाग लिया हो। (iii) पदोन्नति की अनुशंसा हेतु छानबीन सह सत्यापन प्रक्रिया
3	सहायक पुस्तकालयाध्यक्ष (चयन ग्रेड) / महाविद्यालय पुस्तकालयाध्यक्ष (चयन ग्रेड) से उप पुस्तकालयाध्यक्ष /	चरण 3 में 3 वर्ष की पूरी सेवा वाले सहायक पुस्तकालयाध्यक्ष (चयन ग्रेड) / महाविद्यालय पुस्तकालयाध्यक्ष (चयन ग्रेड)	(i) परिशिष्ट III की तालिका VIII (क) में विश्वविद्यालयों में पुस्तकालयाध्यक्ष संवर्गों और महाविद्यालय पुस्तकालयाध्यक्ष संवर्गों हेतु दिए गए मानदण्डों के अनुसार

	महाविद्यालय पुस्तकालयाध्यक्ष (चयन ग्रेड) (चरण 3 से चरण 4) तक		विश्वविद्यालय द्वारा विकसित पीबीएस गणना प्रारूप। 12 वर्षों की अवधि में 3 प्रकाशन होने चाहिए, और महाविद्यालयों में 1 प्रकाशन की छूट एम.फिल. धारकों को दी जाएगी तथा 2 प्रकाशनों की छूट पीएच.डी. धारकों को दी जाएगी। (ii) साथ ही, पुस्तकालय ऑटोमेशन/अकादमिक प्रलेखीकरण हेतु विश्लेषणात्मक साधन विकास की श्रेणियों में एक पाठ्यक्रम/प्रशिक्षण (iii) विनियम और तालिका VIII(क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया
4	विश्वविद्यालय पुस्तकालयाध्यक्ष (चरण 5) (केवल विश्वविद्यालयों हेतु)	विश्वविद्यालयों में चरण 4 में 3 वर्ष की पूरी सेवा वाले उप-पुस्तकालयाध्यक्ष	(i) तालिका VIII(क) में दिए गए मानदण्डों के अनुसार वि.अ.आ. द्वारा विकसित पीबीएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्त। न्यूनतम एपीआई प्राप्तांक प्राप्त करने के लिए पुस्तकालयाध्यक्ष दो आकलन अवधियों (चरण 3 और 4 में) को जोड़ सकते हैं, यदि आवश्यक हो। (ii) कार्मिक के चरण 3 में आने के बाद से कम से कम 5 प्रकाशन। (iii) नवोन्मेषी पुस्तकालय सेवाओं और प्रकाशित कार्य की आयोजना का प्रमाण। (iv) विनियम और तालिका VIII (क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया

नोट: शिक्षकों हेतु सीएस के लिए तालिका II (क) हेतु उपलब्ध विवरणात्मक नोट इस संवर्ग हेतु विनिर्दिष्ट एपीआई प्राप्तांकों के अनुसार पुस्तकालयाध्यक्ष संवर्गों पर भी लागू है।

## UNIVERSITY GRANTS COMMISSION

### NOTIFICATION

New Delhi, the 11th July, 2016

**No.F.1-2/2016(PS/Amendment)** -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby frames the following amendment Regulations, namely :-

#### 1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016.
- 1.2 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under clause (f) of Section 2 of the University Grants Commission Act, 1956 (3 of 1956) and every Institution Deemed to be a University under Section 3 of the said Act.
- 1.3 They shall come into force with immediate effect from the date of their publication in the Official Gazette.
2. The following regulations in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) Regulations, 2010 shall stand amended and be read as under:-

Regulation	Existing provisions in Principal Regulations on Minimum Qualifications for	Amended provisions in principal Regulations on Minimum Qualifications for
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	<b>Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010</b>	<b>Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010</b>
3.4.1	A relaxation of 5% may be provided at the graduate and Master's level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) 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.	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.
8.2.1 of Schedule for clause 6.8.0	The posts of Vice-Chancellor shall carry a fixed pay of Rs.75,000/- alongwith a special pay of Rs.5,000/- per month. All other eligibility and facilities for the Vice-Chancellor as provided in the Act/Statutes of the University concerned shall be applicable besides the pay.	The post of Vice-Chancellor shall carry a fixed pay of Rs.75,000/- alongwith a <b>special allowance</b> of Rs.5,000/- per month. All other eligibility and facilities for the Vice-Chancellor as provided in the Act/Statutes of the University concerned shall be applicable besides the pay.
5.1.6 (d)	The term of appointment of the College Principal shall be FIVE years with eligibility for reappointment for one more term only after a similar Selection Committee process.	The term of appointment of the College Principal shall be five years with eligibility for reappointment for one more term only after a similar Selection Committee process which shall take into account an external peer review, its recommendations and its outcomes. The framework of the external peer review shall be specified by the UGC.
6.0.5(i)	Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN/ISSN experts : (a) a comprehensive list of National/Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals/periodicals/official publication volumes of language bodies and upload them on the University website which are to be updated periodically.	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".

3. The proviso prescribed under Regulation 3.3.1, 4.4.1, 4.4.2, 4.4.2.2, 4.4.2.3, 4.5.3 and 4.6.3 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) (**3th Amendment**) Regulations, 2016 regarding exemption to the candidates registered for Ph.D. programme prior to July 11, 2009 shall stand amended and be read as under:-

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

- a) 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) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate **has** published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate **has** made at least two presentations in conferences/seminars, based on his/her Ph.D work.

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

4. The second proviso prescribed under Regulation 6.0.1 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (2<sup>nd</sup> Amendment) Regulations, 2013 shall be substituted with the following: -

**“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.”**

As a consequence, the table at Regulation 6.0.1 of the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (2<sup>nd</sup> Amendment) Regulations, 2013 stands deleted.

5. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. 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 of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) (3<sup>th</sup> Amendment) Regulations, 2016 shall be 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 4<sup>th</sup> Amendment Regulations.

Prof. (Dr.) JASPAL SINGH SANDHU, Secy.  
[ADVT III/4/Exty./113(165)]

#### 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 promotion. 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
<b>I</b>	a. Direct Teaching	<b>70</b>	Actual hours spent per	<b>60</b>	Actual hours spent per	<b>60</b>	Actual hours spent per

			academic year ÷7.5		academic year ÷7.75		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	10	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.

**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 below. 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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures	15	Actual hours spent per

	in refresher / faculty development courses, dissemination and general articles and any other contribution)		academic year ÷ 10
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### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs,



				respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# 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-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

#### APPENDIX - III TABLE - II (A)

#### MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent	Assistant Professor / equivalent	Assistant Professor (Stage 3) to Assoc. Professor/equivalent	Associate Professor (Stage 4) to	Professor (Stage 5) to
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		cadres: (Stage 1 to Stage 2)	cadres: (Stage 2 to Stage 3)	cadres (Stage 4)	Professor /equivalent cadres (Stage 5)	Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

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.**

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API	Minimum	Consolidated API score requirement	Consolidated API score

Scores	Qualification as stipulated in these regulations	of 300 points from categories II & III of APIs (cumulative)	requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance:(20%)

**APPENDIX-III - TABLE: III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	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	(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.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(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 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) 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. (iii) 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. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage	Associate Professor with three years of completed	(i)Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided

	4) to Professor (Stage 5)	service in Stage 4.	in Table II (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 that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / 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., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A)..

#### APPENDIX – III: TABLE IV

#### ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS AND FOR COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS AND FOR DIRECT RECRUITMENT OF DEPUTY DIRECTOR AND DIRECTOR OF PHYSICAL EDUCATION & SPORTS IN UNIVERSITIES.

Direct Workload and weightage to be given to different levels of Physical Education Personnel

	Direct working hours per week	Weightage
Assistant Director of Physical Education	40	100
Deputy Director of Physical Education	36+4*	90
Director of Physical Education	32+8*	80

Based on the Physical Education Personnel's self-assessment, API scores are proposed for (a) Lecture cum practice based athlete / sports classes coaching and training related activities; (b) Organizing and conducting sports and games competitions and management related activities; and (c) upgradation of sports infrastructure and extension services etc. The minimum API score required by Physical Education Personnel from this category is different for different levels of promotion. 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.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

#### CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Nature of Activity	Assistant Director / College Director		Deputy Director		Director	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes (50 Points) Identifying sports talents and Mentoring sports excellence among students (20 Points) Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 Points)	80	Actual hours spent per academic year ÷ 17.5	70	Actual hours spent per academic year ÷ 17.25	60	Actual hours spent per academic year ÷ 16.75

b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points) Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels (10 Points)	10	Actual hours spent per academic year ÷ <b>10</b>	10	Actual hours spent per academic year ÷ <b>10</b>	10	Actual hours spent per academic year ÷ <b>10</b>
c) Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points) Extending services, sports facilities and training on holidays to the institutions and organizations (10 Points)	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

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

Based on the Physical Education Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. 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 Director of Physical Education / College Director of Physical Education & Sports to higher grades and selection committee for the promotion of Assistant DPE&S to Deputy DPE&S and for direct recruitment of Deputy DPE&S and DPE&S.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ <b>10</b>
b) Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities(including as Principal / Director / Convener / similar other duties that require regular office hrs for its discharge)	15	Actual hours spent per academic year ÷ <b>10</b>
c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ <b>10</b>

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion in universities/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 Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports and for direct recruitment of Deputy Director of Physical Education & Sports and Director of Physical Education & Sports.

Category	Activity	Faculties of Physical Education& Sports	Max.score for University/College DPE*
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III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate 10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/International Sports Organizations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	10 per Award / 10 per Fellowship
	Award /Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III(E)	Development of e-learning delivery process/material		10 per module

(iii)		
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\* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# 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-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

#### APPENDIX - III TABLE - V (A)

#### MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE DIRECTOR AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Director of Physical Education (Stage 1 to Stage 2)	Assistant / College Director of Physical Education (Stage 2 to Stage 3)	Assistant/College Director of Physical Education(Stage 3) to Deputy/College Director of Physical Education (Stage 4)	Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5)
I	Teaching, training, coaching, sports person development and sports management activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions - Minimum score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period)	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period)	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research contribution 50% - Assessment of domain knowledge & teaching practices. 20%- Interview performance	50%- Research contribution. 30%- Assessment of domain knowledge and teaching practices. 20 %- Interview



					performance
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**\* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

#### APPENDIX - III TABLE - V(B)

**Minimum Scores for APIs for direct recruitment of Physical Education Cadres in Universities / Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	Assistant DPE (Stage 1)	Deputy DPE (Stage 4)	DPE (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in the 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 / weightages (Total Weightages = 100)	a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%)	a) Research papers (3 nos) evaluation:(40%) b) Organisational skills / Plans of sports (30%) c) Interview performance (30%)	a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan: (25%) c) Interview performance (25%)

#### APPENDIX-III - TABLE VI

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES**

Sl.No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). (ii) One Orientation and one Refresher / Research Methodology Course of 3/4 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE (selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) College DPE (senior scale) with completed service of five years in Stage 2	(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.
3.	Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / College DPE (Selection Grade) (Stage 3 to Stage 4).	Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	(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).
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(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 IIA for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

#### APPENDIX- III TABLE VII

#### ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. 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.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

Nature of Activity	Univ.Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)  Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library	70	Actual hours spent per academic year ÷ <b>20</b>	60	Actual hours spent per academic year ÷ <b>20</b>	55	Actual hours spent per academic year ÷ <b>20</b>

resources, e-delivery of information, etc (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)						
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	15	Actual hours spent per academic year ÷ <b>10</b>	15	Actual hours spent per academic year ÷ <b>10</b>	15	Actual hours spent per academic year ÷ <b>10</b>
c).Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	15	Actual hours spent per academic year ÷ <b>10</b>	15	Actual hours spent per academic year ÷ <b>10</b>	10	Actual hours spent per academic year ÷ <b>10</b>

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

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. 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 Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ <b>10</b>
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ <b>10</b>
c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷ <b>10</b>

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/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 Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max.score *
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 /10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship
	Award/Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			

III(E) (iii)	Development of e-delivery process/material	10 per module
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\* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# 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". The clause 6.0.5 (i) will be strictly followed by the University.

#### APPENDIX - III TABLE - VIII (A)

#### MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and	50% Library publication work 30% Assessment of innovative Library service and organization of digital library

	Minimum required 50))			Organizational skills 20 % - Interview performance	services 20% Interview performance
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**\* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**

#### APPENDIX - III TABLE – VIII (B)

**Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the 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/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance(30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) .b) Library automation skills and Organizational Plans (20%) .c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

#### APPENDIX-III - TABLE IX

#### MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

Sl.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(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)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(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 promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	(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

	to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	(Selection Grade) with three years of completed service in Stage 3.	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)	Deputy Librarian in universities with three years of completed service in Stage 4.	(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 IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.