UNIFORM STATUTES

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

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

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

S.151 Short Title and Commencement

(1) These Statutes (S.151 to S.249) may be called the "Uniform Statutes Governing the Terms and Conditions of Service of the Teachers working in the Affiliated Colleges, Recognized Institutions, Autonomous Colleges, Community Colleges, Empowered Autonomous Colleges, Empowered Autonomous Cluster Institutions, Empowered Autonomous Skill Development Colleges in Maharashtra".

(2) These Statutes shall come into force with effect from / / 2017

S.152 Definitions

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

(1) 'Act' means the Maharashtra Public Universities Act, 2016

(2) 'Ad hoc appointment' means the appointment of the teacher who has not passed NET/SET examination/s or who has not been exempted from NET/SET examination/s and who has been selected through Selection Committee constituted by the University.

(3) 'Agreement' means the agreement of the service to be executed by the teacher appointed by the Management in the written contract entered into between the teacher and the Competent Authority/Officer or the person authorized by the Management.

(4) 'Annexure' means the annexure appended to these Statutes;

(5) 'Appointing Authority' means the authority competent to make the appointments;

(6) 'Cadre' means the strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time;

(7) "Coaching Classes" means the teaching activities undertaken privately by individual or by a group of teachers other than his/her/their regular duties at any place for any Certificate, Diploma, Degree or any other course of any University/Institution/Board;

(8) "Competent Authority" means the authority competent to exercise different

powers under the Act and in these Statutes;

(9) "Continuous Service" means the service rendered by the teacher, under the Appointing Authority or Authorities, without any break or with condoned break(s);

(10) "Compensatory Allowance" means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;

(11) 'Disciplinary Authority' means the Authority or the Officer authorized to take disciplinary action against the teacher, except otherwise provided in the Act, and the Management in case of the teacher working in the College or Recognized Institution;

(12) 'Duty' means the compliance of the responsibilities the teacher is expected to comply by virtue of his/her taking a job as a teacher or assuming an office as provided in these Statutes;

(13) 'Emolument' means the salary, leave salary, subsistence allowance or compensatory allowance, if any, payable to the teacher and includes any remuneration of the nature of salary received in respect of foreign service;

(14) 'Expert' means and includes any person having attained certain level of recognized excellence and expertise in the form of teaching and/or research in the University and/or Colleges/Recognized Institutions, deemed Universities and such other institutions/organizations recognized by statutory bodies in the country or abroad.

(15) 'Family' means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him/her;

(16) 'First Appointment' means the appointment of a teacher who is not holding any appointment, for the time being, under the College or Recognized Institution, even though he/she may have previously held any such appointment either temporary or on tenure basis;

(17) 'Form' means a form prescribed under these Statutes;

(18) 'Foreign Service' means service in which the teacher receives his/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the Management of the College, Recognized Institution or any other Organization;

(19) 'Government' means the Government of Maharashtra unless otherwise specified as applicable;

(20) 'Grievances Committee' means the Committee constituted as the Grievance Committee under the Act;

(21) 'Holiday' means a Sunday, any weekly off or any other day declared as holiday by the University;

(22) 'Honorarium' means the recurring payment granted to the teacher from the

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

(23) 'Joining Time' means the time limit prescribed for and the period availed of by the teacher to join a new post and includes period of travel to a station to which he/she is posted or transferred;

(24) 'Joint Director' means the Joint Director of Higher Education of the Region concerned;

(25) 'Leave' means permission granted by the Competent Authority to the teacher to remain absent from duty;

(26) 'Leave Salary' means the monthly emoluments paid by the College or Recognized Institution to its teacher on leave;

(27) 'Lien' means title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he/she has been appointed substantively;

(28) 'Medical Authority' means the Medical Board constituted by the Competent Authority or the Registered Medical Practitioner from the panel approved by the Management of the College or Recognized Institution;

(29) 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;

(30) 'NGO' means and includes any non-government organization, registered under State or Central Government Act operating on a secular, non-profit basis and involved in work for well being of the society.

(31) **'**Officiating' means to carry out function/s and/or duties of the post lying vacant to carry out smooth conduct for a specific period of time;

(32) 'Pay' means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;

(33) 'Permanent Post' means the post approved by Government carrying a definite scale of pay, sanctioned without time limit;

(34) 'Pension' means the monthly emoluments payable to the teacher after his/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity, commutation and family pension;

(35) 'Pensionable Pay' means average pay earned by the teacher for the period as may be decided by the Government, from time to time;

(36) 'Pensionable Service' means the service, which qualifies the teacher to receive pension from the Government;

(37) 'Personal Pay' means any additional pay granted to the teacher to save

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

(38) 'Presumptive Pay' means the pay of a post to which the teacher would be entitled, had he/she held the said post and had he/she been performing his/her duties;

(39) 'Qualifying Service' means the service rendered by the teacher for which pension is payable, under these Statutes or otherwise as prescribed by the Government from time to time.

(40) 'Salary' means the total monthly emoluments drawn by the teacher and includes the pay and allowances admissible, from time to time;

(41) 'Salary Grant' means running scale of the grant received from the Government against the salary of approved employees and teachers working in the Colleges, appointed against Government sanctioned teaching posts;

(42) 'Scale of pay' means running scale of pay which, subject to any conditions prescribed in these Statutes, rises by periodical increments from a minimum to a maximum, recommended by UNIVERSITY GRANTS COMMISSION/AICTE/other apex bodies and accepted by Government from time to time;

(43) (a) 'Selection Grade' means the Selection Grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;

(b) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the Government and the University, from time to time;

(44) 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of a teacher granted in consideration of -

a) the specially arduous nature of duties;

b) a specific addition to the work or responsibility.

(45) 'Subsistence Allowance' means the monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his/her suspension;

(46) 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;

(47) 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Statutes to which the teacher is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in the Cadre; but does not include special pay;

(48) 'Surplus Teacher' means the teacher duly declared as surplus by the

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

(49) 'Temporary appointment' means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;

(50) 'Tenure post' means a permanent post which the teacher may not hold, for more than a limited period without reappointment.

(51) 'Transfer' means the transfer of the teacher from one post to another similar post at the same or another station, either to take up the duties of other post or in consequence of change of head-quarter;

(52) 'Transit time' means the actual time required to reach the destination of tour from the headquarter or from one outstation to another outstation by the ordinary mode of travel.

(53) 'Union' means Teachers' union/association registered under Trade Unions Act, 1926/Societies Registration Act 1860 and duly recognized under the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971 and relevant act;

(54) 'University Fund' means the funds of the University as provided by the Act;

(55) 'Working hours' means the working hours prescribed by the University Grants Commission and accepted by the Government and by the University for the teachers working in the Affiliated college/recognized institution, from time to time;

S.153 Classification of Teachers

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

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

S.154 Qualifications for various cadres of teachers

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

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

S.155 Workload of the Teachers and Remission

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

Assistant Professor : 16 hours

Associate Professor and Professor : 14 hours

Principal : 4 hours

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

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

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

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

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

(iii) The condition for minimum number of students per class shall not be applicable to the exceptional subjects like Arabian studies, Pali, 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 candidate**s** duly qualified are appointed and in case such duly qualified candidate is not available, then only the other candidates can be considered for appointment. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

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

157. Advertisement of Vacancies

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

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

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

158. Scrutiny Committees for Direct Recruitment

(1)Scrutiny Committee for the Post of Teacher:

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

(i) the Chairperson of the Management or his nominee, Chairperson;

(ii) the Principal/Director, as the case may be, Member Secretary;

(iii) the Head of the Department of the subject concerned:

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

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

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

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

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

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

(c) For the posts of Associate Professor / Professor (Direct Recruitment),the candidate who satisfies the minimum eligibility norms as per the University Grants Commission but who does not have teaching experience, the scrutiny committee shall scrutinize the credentials of the such candidate on the basis of his contributions in research in terms of quality of publications, patents to his credit, research guidance, experience of undertaking research projects, etc.

(d) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed proforma. For the post of Assistant Professor, the Scrutiny Committee shall short list and shall recommend the names of the candidates to be called for interview on merit basis in the proportion of 1:15.

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

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

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

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

(i) the Chairperson of the Management or his nominee, Chairperson;

(ii) the Secretary of the Management or his nominee, Member Secretary;

(iii)senior Head of the Department of the College /Institution nominated by the Chairperson of the Management.

(b) The Scrutiny Committee shall check the API Score as per the prevailing University Grants Commission norms as adopted by the State Government from time to time. The API score validated and certified by the University, the jurisdiction of which the applicant belongs to, shall be accepted as valid and certified API. However, if the candidate fails to submit such validated and certified API score, his candidature may be considered by the Scrutiny Committee for the purpose of short listing.

(c) The Member Secretary shall prepare a detailed summary report of the Scrutiny Committee in the prescribed proforma and recommend the names of the eligible candidates to be called for the interview.

(d) The merit of the candidates for the post of Principal/Director shall be decided on the parameters as prescribed in Annexure E.

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

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

(1) There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution. The selection committee shall consist of the following members, namely:-

(a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;

(b) the Principal/Director, as the case may be; Member Secretary

(c) the Head of the Department in the concerned subject in the College/Institution. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution;

(d) two nominees of the Pro-Vice-Chancellor of the University, not below the rank of Associate Professor, from the panel approved by the Vice Chancellor, of whom one shall be a subject expert. In case of the College/Institution notified/declared as minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution;

(e) two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Associate Professor recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of Management of the College/Institution, out of the panel of five names, not below the rank of Associate Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution;

(f) an academician representing the reserved category not below the rank of Associate Professor, to be nominated, by the Pro-Vice-Chancellor from the panel approved by the Vice Chancellor;

(g) the Joint Director, Higher Education of the concerned region or his nominee not below the rank of Associate Professor, if the post is on grant-in-aid basis.

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

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

(1) There shall be a selection committee for recommending names of suitable candidates for appointment for the substantive/permanent post of Associate Professor in the College/ Institution. The selection committee shall consist of the following members, namely:-

(a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;

(b) the Principal/Director, as the case may be, Member Secretary;

(c) the Head of the Department in the concerned subject in the College/Institution, not below the rank of Associate Professor. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject not below the rank of Associate Professor in the College/Institution;

(d) two University representatives nominated by the Pro-Vice-Chancellor, in consultation with the Vice-Chancellor, one of whom shall be the Dean/Professor/Principal/Director, and the other shall be a subject expert from the respective lists approved by the Academic Council. In case of the College/Institution notified / declared as the minority educational institution, two nominees of the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Professor/Principal/Director, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the College/Institution, of whom one shall be a subject expert;

(e) two subject-experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution, out of a panel of five names, not below the rank of Professor/Principal/Director recommended by the Pro-Vice-Chancellor from the list of subject experts approved by the Academic Council. In case of the College/Institution notified/declared as the minority educational institution, two subject experts not connected with the College/Institution to be nominated by the Chairperson of the Management of the College/Institution out of the panel of five names, not below the rank of Professor/Principal/Director, preferably from minority communities, recommended by the Pro-Vice-Chancellor from the list of the subject experts approved by the relevant statutory body of the College/Institution;

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

(g) the Director, Higher Education or his nominee not below the rank of Professor/Principal, if the post is on grant-in-aid basis.

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

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

(1) The Selection Committee for the post of Professor in the College Institution shall have the same composition as that for the post of Associate Professor in the College/Institution, Provided that, in case, the Head of the Department in the subject concerned is an Associate Professor, the Chairman of the Management shall nominate Professor of the concerned subject from University/other College;

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

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

(1) There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of Principal/Director. The selection committee shall consist of the following members, namely:-

(a) the Chairperson of the Management of the College/Institution or his nominee from among the members of the Management, Chairperson;

(b) two members of the Management of the College/Institution, to be nominated by the Chairperson of the Management of whom one shall be an expert in academic administration and one of such nominated members shall be designated as a Member Secretary by the Chairperson of the Management;

(c) one nominee of the Pro-Vice-Chancellor, who is an expert in higher education, not below the rank of Principal/Director/Professor from the panel approved by Vice-Chancellor. In case of the College/Institution notified/declared as the minority educational institution, one nominee of the Chairperson of the Management of the College/Institution, from out of a panel of three names, not below the rank of Principal/Director/Professor, preferably from minority communities, recommended by the Pro-Vice-Chancellor of the University from the list suggested by the relevant statutory body of the College/Institution;

(d) three experts consisting of the Principal/Director of College/Institution, a Professor and an accomplished educationist not below the rank of a Professor, to be nominated by the Management of the College/Institution, out of a panel of six experts, recommended by the Pro-Vice-Chancellor in consultation with the Vice-Chancellor, from the respective lists approved by the Academic Council. In case of the College/Institution, notified/declared as the minority educational institution, three experts consisting of the Principal/Director of College/Institution, a Professor and an accomplished educationist not

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

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

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

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

(3) The term of appointment of the Principal/Director, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal/Director, the Management shall initiate the process of external peer review at least six months before. The external peer review committee shall consist of the following members, namely:-

(a) Nominee of the Vice-Chancellor, Chairperson;

(b) Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/NAAC A+ Accredited colleges/Director or Head of the University Department. The report of the above peer review committee shall be the main basis for re-appointment of the Principal/Director.

(4) If the external peer review committee recommends for re-appointment of the existing Principal/Director, the Management shall re-appoint such existing Principal/Director for one more term.

(E) **Selection Committee for the Temporary post of Teacher in the College/Institution:**

(1) Where vacancy of a teacher not exceeding six months is to be filled in temporarily, the Appointing Authority on the recommendation of the Principal/Director of the College/ Institution shall fill in such vacancy.

(2) There shall be a selection committee for recommending names of suitable candidates for the temporary appointment of a teacher for a period more than six months but not exceeding twelve months. The selection committee shall consist of the following members, namely:-

(a) the Chairperson of the Management or his nominee, Chairperson;.

(b) the Principal /Director of the College/Institution concerned, Member Secretary.

(c) the Head of the Department in concerned subject in the College/Institution not below the rank of Associate Professor. If there is no Head of the Department in the subject concerned, the senior most teacher in the subject not below the rank of Associate Professor in the College/Institution. If there is no such teacher in the College/Institution, such nomination shall be from other neighbouring College/Institution.

(d) one expert in the subject concerned nominated by the Chairperson of the Management out of a panel approved by the Academic Council.

(e) an academician not below the rank of Associate Professor, representing the reserved category to be nominated by Chairperson of the Management.

(F) **Selection Committee for Part-time Teacher and Teacher Appointed on Clock-hour Basis and Contractual Basis in the College/Institution:**

The Selection committee for the part-time teacher and the teacher appointed on contractual basis for the period exceeding one year shall be the same as that for the post of Assistant Professor. The selection committee for the appointment of teacher on contractual basis for a period less than one year and for the teacher on Clock hour basis shall be the same as that for the temporary teacher.

S. 160 Selection Procedure for Assistant Professor/Associate Professor/ Professor/Principal/Director in the College/Institution:

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

(1) The Office, on the information available from the documents submitted by the candidates, shall prepare a consolidated sheet showing academic record and other details of the candidates called for the interview.

(2) The selection committee shall interview the candidates and adjudge the merit of each candidate as under:

(a) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular , extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose**,** the candidate shall undertake mock teaching/presentation.

(b) For the post of Associate Professor/Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work,

research project, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose**,** the candidate shall have to give presentation.

(3) The interview process shall be audio-video recorded. Such recording shall be treated as valid evidence and shall be preserved in a sealed packet by the Management for the period of ninety days.

(4) Evaluation of the performance of the candidates shall be based on the average scores given by the selection committee members as prescribed in the respective Annexures as the case may be.

(5) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.

(6) Each member of the selection committee shall give score based on his own judgment of the interviewed candidates. It shall be mandatory on the part of members present for the meeting of the selection committee, to allot due scores to the candidates. After the interviews are over, the Chairperson shall prepare a consolidated statement by taking the average of the scores given by each of the members of the Selection Committee for each of the candidates.

(7) The selection committee shall, then, take the total of the scores obtained for various applicable parameters as given in the respective Annexure and shall prepare the merit list of the interviewed candidates. Thereafter, the selection committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s) including those for reserved category, women candidates, etc.

(8) All the selection procedures of the selection committee shall be completed on the day of the meeting of the selection committee, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting.

(9) The reports of the selection committee duly filled in and individual reports duly filled in of the members of selection committee, along with the necessary credentials/documents of recommended candidates shall, then be sent to the University within three working days.

(10) If the Management disagrees with the report of selection committee, it shall record its reasons in writing therefore and present a petition before the Vice-Chancellor along with the copy of audio-video recording. The Vice-Chancellor, after scrutinizing the reports, proceedings of the selection committee and audio-video recording, shall take the decision, which shall be final and binding.

(11) The Pro-Vice-Chancellor shall approve the report of selection committee and the University shall give approval-in-principle to the eligible and

selected candidates and communication in this regard shall be sent to the Management within ten days. Thereafter, within seven days, the Management shall appoint, from amongst the persons so recommended by selection committee as approved-in-principle by the University, the number of persons required to fill in the post strictly as per the order of merit.

(12) The appointment order shall be given to the selected candidate(s)in the format prescribed by the University. Such appointment order shall be sent by the Registered Post. A reasonable time not less than fifteen days shall be given to the candidate to join his duties. The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training of at least one week duration within six months from the date of joining. Such trainings shall be organized either by the Board of Deans of the University orby 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.

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 if 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 **t**he 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 :

Sr. No.	***Category***	***Assessing Authority***	***Reviewing Authority***
(a)	Principal	Chairman of the Management or his/her nominee	Chairman of the Management or his/her nominee
(b)	Head of the Department / Professor	Principal	Chairman of the Management or his/her nominee
(c)	Assistant Professor/ Associate Professor	Head of the Department	Principal

(5) The remarks in the PBAS proforma, either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within two months. The adverse remarks not duly communicated within two months to the teacher shall be disregarded and ignored.

(6) The teacher/Principal, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his/her decision shall be final, shall be recorded in writing and communicated to the concerned teacher/Principal.

S. 172 Service Book

(1) The Service Book of a teacher, as prescribed by the Government, shall be maintained by the Principal/Director, for every teacher appointed.

(2) The Service Book shall contain the record of the service of each teacher covering all essential events in his/her official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.

(3) (a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the College or Recognized Institution and shall be verified with reference to the documentary evidence such as S.S.C. Certificate or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

(b) In case of inaccurate entry of the date of birth, the teacher may apply in writing. The Principal/Director shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his/her first joining the service, and no correction shall be made thereafter under any circumstances.

(4) Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.

(5) The Principal/Director shall keep the office copy of the Service Book in safe custody and shall not allow it to remain with the teacher.

(6) The teacher may peruse the entries in his/her Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.

(7) A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office.

(8) The Principal/Director may cause to verify periodically the Service Book of each teacher for correctness of entries.

(9) A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

S. 173 Personal File

The Appointing/Competent Authority may retain the Assessment Report and other reports of the teacher in a separate Personal File. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The Principal/Director shall be the Competent Authority for this purpose.

S.174 Seniority of Teachers

Seniority of the teachers working in the College or Recognized Institution shall be determined as below :

(1) The Principal/Director of the College or Recognized Institution shall be the senior most teacher.

(2) The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.

(3) The full-time teacher shall be senior to part-time teacher.

(4) The Seniority of the teachers working in the College or Recognized Institution shall be decided on the basis of their date of joining the duties in the College or Recognized Institution, under the same category;

Provided that, in the case of the Management which runs more than one College or Recognized Institution, seniority shall be decided on the basis of the first joining of the duties in the Management.

(5) In case if more than one teacher from the same cadre join the duties on the same day in the college or Recognized Institution, the seniority shall be decided on date of birth.

S.175 Medical Incapacitation

The teacher shall be considered to be incapacitated to discharge his/her duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority :

(1) The teacher may be considered to be physically incapacitated

(a) due to accident, resulting in loss of a limb or limbs or being seriously injured, etc. so that he/she is unable to perform his/her duties,

(b) due to severe illness such as Paralysis, Cancer, Leprosy, AIDS, T.B., etc. making him/her unable to perform his/her duties.

(2) The teacher may be considered mentally incapacitated to render his/her services, if

(a) he/she has turned and been declared insane,

(b) he/she is not capable of meeting with the requirements of the post to which he/she is appointed, despite his/her mental equilibrium having been properly functioning.

(3) Wherever teacher is to be declared to be incapacitated either physically or mentally, his/her case shall be referred to the Committee constituted by the Competent Authority as per Government Rules from time to time. The Constitution of scrutiny committee shall be :

(a) Principal - Chairman.

(b) Three Registered Medical Practitioners nominated by the Management.

(c) Senior-most teacher in the College/Recognized Institution nominated by the Chairman of the Management;

Provided that, the three Medical Practitioners nominated by the Management shall be with Post-Graduate Degree and Specialists in different fields. The Committee shall scrutinize the case of the teacher and shall submit its report to the Competent Authority.

(4) After receipt of the report, the Competent Authority shall refer the report to Medical Board of doctors, constituted by the Government for the purpose of their opinion.

(5) After the receipt of the medical report from the Medical Board, the Competent Authority shall take the final decision with prior permission of the University;

Provided that, the Competent Authority shall consider such case keeping in view prime interest of the College or Recognized Institution and with sympathetic view towards the teacher.

(6) The teacher thus declared incapacitated either physically or mentally shall be retired from the service of the College or Recognized Institution by the Competent Authority. The teacher concerned shall be eligible for the post-retirement benefits, provided he/she fulfils the minimum requirements as laid down by the Government, from time to time.

(7) If the teacher working in the College or Recognized Institution, expires during the active service or retires on medical grounds, one of the relatives of such teacher shall be appointed on compassionate ground in the services of the College or Recognized Institution as the case may be, in the lowest post in the Class III or IV, as per the Government Rules, from time to time, provided he/she fulfils the required qualifications;

Provided that, such appointment shall be made only against approved and clear vacant post. In no case, a new post shall be created for such appointment without Government Sanction;

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

S.176 Payment of Salary

(1) The teachers of the College or Recognized Institution shall, unless otherwise directed, be entitled to receive the pay, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he/she is appointed, with effect from the commencement up to the cessation of service in College or Recognized Institution under the same or different Managements.

(2) (a) The scales of pay for the teachers of the various cadres working in the Colleges and Recognized Institution shall be as recommended by the University Grants Commission/the respective Apex Body and accepted by the Government and the University, from time to time.

(b) Whenever the University Grants Commission /the respective Apex Body revise the scale(s) of pay for the teachers of College or Recognized Institutions, the pay scales of the teachers shall be revised according to the formula(e) prescribed by the University Grants Commission/the respective Apex Body and accepted by the State Government and the University.

(3) The initial pay of the teacher selected by the College or Recognized Institution shall be at least the minimum of the scale of pay.

Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of College or Recognized Institution as per the Government rules, issued from time to time.

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

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

S.177 Additional Charge

If the teacher is assigned to hold the additional charge of the post of Principal/Director with the approval of the University, he/she shall receive additional pay, based on his/her presumptive pay, as may be prescribed by the Government and accepted by the University, from time to time;

Provided that, this additional pay shall be admissible, if the period of additional charge is more than 15 days, but not more than six months.

S.178 Pay Fixation on Personal Promotion

(1) On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his/her pay in the lower post by one increment at the stage at which such pay reached, whichever is more.

(2) If the teacher has reached the maximum of the scale of pay on the lower post, his/her notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.

(3) If the teacher placed in higher post/scale happens to draw lesser pay than his/her junior, placed in the said post/scale, the pay of the senior teacher shall be stepped up to a figure equal to the pay of his/her junior teacher, as prescribed by the Government, from time to time.

S.179 Pay Fixation on Reversion

(1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he/she would have drawn, had he/she not been so placed in higher scale.

(2) If the teacher is reverted by way of major punishment on account of misconduct, the Competent Authority may fix his/her pay at any lower stage in the lower scale of pay under these statutes;

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

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

Provided however that, the teacher, proceeding to join or returning from the foreign service, shall be entitled to the pay payable to him/her on the post in foreign service.

S.180 Pay Protection on New Post

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

Provided that, the pay drawn by him/her in the earlier post is as per the pay rules applicable to him/her for the said post or equivalent post as prescribed by the respective Apex Body/Government.

S.181 Date of Increment

(1) The teacher, having his/her pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the **1st** date of July, every year or as per Government directives applicable from time to time.

(2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.

(3) If a teacher is placed in higher grade / post, he/she shall draw the increment on the date he is otherwise entitled.

(4) The Service rendered, by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :

(a) The teacher on probation shall draw first increment on completion of twelve months or As per Government resolutions applicable from time to time

(b) The date of increment shall be as prescribed by the Government from time to time.

(5) Service rendered in the circumstances mentioned below shall count for increment :

(a) All duties whether continuous or otherwise in a post on a scale of pay

(b) Authorized leave other than extraordinary leave

(c) Extraordinary leave on medical grounds with the permission of the Competent Authority;

Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his/her control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his/her normal date of increment.

(d) The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post

(e) The period spent on deputation to foreign service

(6) A teacher on authorized leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.

(7) The Competent Authority may withhold, by an order in writing, the increment of a teacher if his/her conduct has not been found to be

satisfactory, or his/her work has not been satisfactory only after a due inquiry held. The Competent Authority while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his/her future increment(s).

S.182 Personal Pay

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

S.183 Allowances

(1) A teacher working on a post in the scale of pay shall be entitled to allowances such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance, Transport Allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.

(2) For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.

(3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.

(4) The House Rent Allowance shall be admissible to teacher at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time;

When the teacher is provided with residential quarter by the College or Recognized Institution either on rent free basis or on rent basis he/she shall not be entitled to House Rent Allowance. If the residential quarter is provided to the teacher (the College or Recognized Institution) then he/she shall pay the maintenance and other charges as per the Government Rules, changing from time to time.

(5) In case where both husband and wife are in service under the same College or Recognized Institution, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he/she shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.

(6) The teachers shall not be entitled to receive any allowances other than the allowances prescribed by the Government,

Provided if the teacher is assigned responsibility in addition to his/her

regular duty as teacher by the competent authority for a period not less than one month, he/she shall be entitled to receive allowances from the college as per the norms prescribed by the competent authority of the University/Government.

S.184 Pay on Leave

(1) (a) The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.

(b) The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.

(c) The teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).

(d) The teacher, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.

(e) The teacher, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the remaining period.

(f) The female teacher on maternity leave shall be entitled to leave salary, admissible as under :

(i) clause (a), in case the female teacher is permanent.

(ii) clause (a), in case of probationary / temporary female teacher, who has put in at least one year continuous service.

(iii) clause (b), in case of probationary / temporary female teacher who has put in less than one year continuous service.

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

S.185 Travelling Allowance/ Dearness Allowance for Tour & Transfer

(1) The teacher, required to undertake tour in the course of discharge of his/her duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.

(2) The teacher, proceeding to his/her home town or otherwise and back under leave travel scheme, shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.

(3) The teacher is entitled for the Leave Travel concession to visit any place within the Maharashtra State as prescribed by the Government, from time to time.

(4) The teacher shall be entitled to Travelling Allowance, Daily Allowance and Transport Allowance to be paid by the Management on transfer from one station to another and to return from place of work to place of his/her residence on retirement, as prescribed by the Government, from time to time.

S.186 Medical Reimbursement

The teacher working in a College or Recognized Institution shall be eligible for Medical Reimbursement as per Government rules, issued from time to time.

S.187 Vacation Salary

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

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

(1) If the teacher has served for a major part of the first term, then he/she shall be entitled for the following winter vacation salary.

(2) If the teacher has served for major part of the academic year, then he/she shall be entitled for the salary of both the winter and summer vacations.

(3) If the teacher has served for the whole of the second term or major part of the second term, then he/she shall be entitled for one month's salary in the summer vacation.

(4) The teacher may remain absent, with the prior permission of the Principal, at the beginning or at the end of the first and/or second term, as the case may be.

S.188 Leaves

(1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.

(2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

(3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.

4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.

(5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.

(6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, (not below the rank of M.B.B.S. or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.

(7) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.

(8) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

(9) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

(10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S.189 Competent Authority to Sanction Leave

Subject to the overall control of the Appointing Authority, the following shall be the Competent Authority to sanction leave under these rules :

No.	***Category***	***Kind of Leave***	***Competent Authority***
(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) $1/30^{th}$ of actual service in a year including vacation not exceeding 10 days ; plus

b) $^{1}/_{3}^{rd}$ 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/ sheagrees 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 precribed, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he/she may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.

(b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.

(6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Officer.

(7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the prescribed format.

S.216 Appeal

(1) Notwithstanding anything contained in these Statutes no appeal shall lie against

(a) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;

(b) any order passed by an Enquiry Officer in the case of an enquiry under these Statutes.

(2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :

(a) an order of suspension or deemed suspension made under Statutes 211.

(b) an order which

(i) denies or varies to his/her disadvantage his/her pay, allowances or any other conditions of service;

(ii) denies placement to which he/she is otherwise eligible according to the recruitment rules;

(iii) interprets to his/her disadvantage the provisions of any such Statutes;

(iv) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;

(v) reduces or withholds the post-retirement benefits, if any;

(vi) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he/she is deemed to have been under suspension or for any portion thereof;

(vii) determines his/her pay and allowances, for the period of suspension or for the period of his/her dismissal, removal or compulsory retirement from service, or from the date of his/her reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his/her reinstatement or restoration to his/her service, grade or post, as the case may be;

(viii) determines the nature of the period from the date of his/her suspension or from the date of his/her dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his/her reinstatement or restoration to his/her service, grade or post, etc., as the case may be.

S.217 Appellate Authority

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

S.218 Service of Order, Notices, etc.

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

S.219 Retirement

(1) The teacher after confirmation shall continue in the service of the College/Recognized Institution till he/she attains the age of superannuation as prescribed by the Government from time to time.

(2) The Competent Authority shall require the teacher to cease to be in his/her service, if

(a) he/she has reached the age of superannuation.

(b) he/she has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 207.

(c) he/she is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.

(d) he/she is retired on Voluntary/Compulsory retirement pension.

(e) he/she is absent from duties for one year without permission of Competent Authority.

S.220 Age of Superannuation

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

S.221 Extension in Service after superannuation

The Competent Authority may consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Principal/Director. He/she shall work as a teacher without any kind of statutory administrative responsibility in the college. Such proposal of granting extension to the teacher shall be forwarded by the college to the Management.

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

S.222 Re-employment

(1) Notwithstanding anything contained in these Statutes, the Competent Authority may, grant re-employment to any teacher already retired from anywhere, for five years only after his/her age of Superannuation in the academic interest of the College/Recognized Institution, which shall be recorded in writing. However, only the teacher can avail the benefit of re-employment and not the Principal.

The Salary of such re-employed teacher shall be fixed by the management and same shall be paid by the management from its own funds.

(2) The teacher who has retired before the age of superannuation voluntarily or for some reasons but not for avoiding any departmental proceedings, may be re-employed by the College/Recognized Institution, if the time-gap between his/her voluntary retirement and re-employment is not more than two years. Such re-employed teacher shall be in the service of the

College/Recognized Institution up to his/her normal age of superannuation and shall be subject to the provisions of these Statutes.

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

S.223 Submission of Pension Proposal

(1) The service record of each teacher, shall be taken up for examination at least one year before the date of his/her retirement by the Principal/Director, who shall prepare a list, every six months on 1st January and 1st July each year, of all the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively.

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

S.224 Voluntary Retirement

(1) The teacher who has put in at least twenty years of service, may at his/her sole discretion, opt to retire from the services of the College/Recognized Institution, as the case may be, by giving three clear months' notice to the Appointing Authority;

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

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

S.225 Retirement on Medical Grounds

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

S.226 Removal or Compulsory Retirement

(1) Subject to these Statutes 209, the Competent Authority may remove any teacher from the service of the College/Recognized Institution or may require him/her to retire on grounds of misconduct or inefficiency.

(2) In respect of the teacher retiring for such reasons other than by way of superannuation, the Principal shall promptly inform the Director, Higher Education, the Joint Director and the Competent Government Authority as soon as the cause thereof arises.

(3) While forwarding such a case, the Principal shall specifically make a mention whether any dues either to the Government or the College/Recognized Institution, are outstanding in the name of the teacher who is due for retirement.

S.227 No Claim for Compensation

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

S.228 Post Retirement Benefits

(1) The teacher working in the College or Recognized Institution against the post approved by the Government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.

(2) The teacher working in the College or Recognized Institution against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his/her account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity, encashment of unutilized leave etc., at the rates applicable to the teacher covered by pension or other schemes of the Government, but all the payment for these benefits shall be made by the Management from its own funds.

(3) The teacher shall clear all dues payable to the University, College or

Recognized Institution outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.

(4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his/her duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he/she attended his/her duties regularly, provided the said period qualifies for such benefits.

S.229 Holding Public Office

(1) (a) In the event of his/her being elected to public offices at the local, district, state or national level, the permanent teacher may apply for leave due and admissible to him/her, and if there is no leave to his/her credit, the extraordinary leave for the period for which he/she is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Statutes;

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

(b) If the sessions or meetings of the public office are held at intervals he/she may be allowed to avail of leave due and admissible to him/her or the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his/her duties during the remaining periods.

(2) In the event, a permanent teacher becomes either Minister or an Office bearer in public offices such as Chairman, President, Vice-President etc. which requires full-time attendance or long time absence from normal duties, he/she shall apply for keeping his/her lien on the post which he/she had held and shall be granted the same by the Competent Authority.

S.230 Foreign/Home Service

(1) The Appointing Authority may, by special resolution, upon requisition by an organization, foreign or home, (herein referred to as Foreign /another Employer, as the case may be,) and on express consent by the teacher, place the services of the teacher at the disposal of the foreign/another employer.

(2) The position, terms and conditions of the teacher under the foreign/another employer shall be decided by the Competent Authority in consultation with the foreign/another employer.

(3) The teacher shall be treated to be on deputation from the date he/she relinquishes his/her charge and till he/she resumes the charge on repatriation.

(4) (a) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years.

(b) While applying for a lien the teacher shall give in writing to the Appointing Authority that he/she shall serve the College/Recognized Institution at least for three years after his/her foreign assignment is over.

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

(6) (a) The Competent Authority may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to relieve the teacher from that date.

(b) The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he/she may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher.

(7) The foreign/another employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/ General Provident Fund, Gratuity, etc. if any, at the rates prescribed by the Government, from time to time.

(8) The teacher in service of the foreign/another employer shall be entitled to the benefits of Leave, Joining Time, Transfer, Travelling Allowance/ Dearness Allowance, etc.

(9) (a) The teacher on deputation to any other organization shall have to take prior permission and rejoin his/her parent service before he/she proceeds on deputation to another organization.

(b) The foreign employer may grant the teacher Study Leave for pursuing studies connected with his/her foreign service and such period shall be treated as foreign service. The foreign service employer shall report the details of such study leave to the Competent Authority.

(c) The teacher seeking study leave, for studies not directly connected with his/her foreign service but connected with his/her parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall rejoin his/her parent service before proceeding on such study leave.

S.231 Break Condonation

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

S.232 Discharge Certificate

The Principal shall issue a Discharge Certificate to the teacher, Librarian and Director of Physical Education, who leaves service after following due procedure as laid down under the Statutes, in the prescribed form.

S.233 Head of the Department

Head of the Department in the College or Recognized Institution shall be by rotation among the teachers of the same cadre as per the seniority.

The Principal of every affiliated college shall nominate a Head of the Department for each subject or group of subjects who shall be a full-rime 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.

Annexure -I

For the post of Assistant Professor (Direct Recruitment)

A: Academic Record and Research Performance – Maximum Score (50)

The Academic Record and Research Performance of the candidates shall be evaluated on the basis of following parameters, namely:-

A-1 :Academic Record(40): In addition to consideration of the academic performance at UG and PG level, due independent weighatage shall be given to,-

- special achievements like rank, Gold Medal, Distinction etc.
- extra /additional qualifications like M.Phil., Ph.D., JRF, Certificate, Diploma, Advanced Diploma, Degree, Specialization etc.
- prizes, Awards, Merit Scholarships, Recognitions etc.
- teaching experience.

A-2: Research Performance (10)

- Publications
- Research Projects undertaken (Other than the projects which are integral part of curriculum)
- Paper presentation in Regional/State/National/International conferences
- Participation in Seminar/Workshops/Symposia/Conferences etc.
- Prizes in student research convention

B: Domain Knowledge and Teaching Skills : Maximum Score (30)

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

- Domain Knowledge
- Teaching techniques and skills
- Presentation skills

C : Interview Performance : Maximum Score(20)

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

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

Annexure –II

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

A: Academic background – (20)

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

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

- Satisfaction of minimum eligibility condition as prescribed by the University Grants Commission : 20
- In addition, weightages to the API scores shall be given as under:
  - up to 10% additional API score over the minimum required API score : 1 to 5
  - More than 10% but up to25 % over minimum required API score : 6 to 10
  - More than 25% but up to 50 % over minimum required API score : 11 to 15
  - More than 50% over minimum required API score : 16 to 20

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

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

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

D : Interview Performance : Maximum Score 20

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

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

- General knowledge

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

Annexure -III

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

A: Research Contribution- Maximum score (30)

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

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

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

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

D : Interview Performance : Maximum Score (20)

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

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

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

Annexure -IV

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

A: Research Contribution- Maximum score (50)

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

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

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

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

D : Interview Performance : Maximum Score (20)

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

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

Annexure-V

For the Post of Principal/Director

(A) Aptitude for teaching, research and administration (20)

(B) Ability to communicate clearly and effectively (10)

(C) Ability to plan institutional programs, analyze and discuss curriculum development and delivery, research support and college development/administration (20)

(D) Ability to deliver lecture programs (10)

(E) Merits and credentials on the basis of API Score (40)

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

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