



Mahatma Gandhi Vidyamandir's
Maharaja Sayajirao Gaikwad Arts,
Science & Commerce College
Malegaon Camp Dist. Nashik (MS)

Affiliated to Savitribai Phule Pune University, Pune
Re-Accredited with "B" Grade by NAAC

HUMAN RESOURCE
POLICIES
&
ADMINISTRATION
MANUAL



2021
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2022

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CHAPTER 1

1.1 About Mahatma Gandhi Vidyamandir

Mahatma Gandhi Vidyamandir owes its existence to the inspiration, pioneering work and farsightedness of its founder member, Hon'ble Late Karmaveer Bhausaheb Hiray, a staunch freedom fighter, one of the pioneers of forming Maharashtra State and Co-operative movement in Nashik District, an Educationist and Ex-Revenue Minister of then Bombay province. He has founded the two well-known educational institutions in Nashik District, namely "Adivasi Seva Samiti" in 1945 and "Mahatma Gandhi Vidyamandir" in 1952. The major objective of this institution was to provide the educational facilities to the masses from all the spheres urban, rural and tribal. In 1959, he started a senior college at Malegaon. This gave a great boost to all the students in the North Maharashtra to achieve higher educational goals.

The devotional motto of the institution is "Bahujana Hitay Bahujana Sukhay". The Institution has been registered under Society's Registration Act 1860. (No.2766 of 1951 dated 21.2.1952) and Bombay Public Trust Act 1950 m. (No. F-27 dated 23-8-1954).

After the sad demise of Karamveer Bhausaheb Hiray, on 6th November 1961, his elder son Loknete Vyankatrao Hiray took over the responsibility of the institutions. Under his efforts and guidance, Mahatma Gandhi Vidyamandir started other colleges imparting higher education in the faculties of Arts, Commerce, Science, Law, Agriculture, Horticulture, Dental, Pharmacy and Education at Malegaon and later on at Nashik, Manmad, Yeola, Nampur, Surgana, Harsul, Saundane, Nimgaon.

Today Mahatma Gandhi Vidyamandir is progressing under the able leadership of the Hon'ble Samajshree Dr. Prashantdada Hiray, General Secretary and former Minister of State Transport. He has also established professional colleges such as Dental College and Hospital at Nashik and Udaipur (Rajasthan), extension of college of Pharmacy, Institution of Hotel Management and Catering Technology, Institution of Management and Research (MBA) etc., to widen the scope of career selection and to satisfy the growing demands for professional courses in urban areas. His main aim is to enhance the quality of education, right from primary to higher education. His elder son Hon'ble Dr. Apoorva Hiray has also actively involved himself as a Coordinator, Mahatma Gandhi Vidyamandir, in enhancing the quality education in the era of competitive globalization through his dedicated efforts. Presently 87 educational units ranging from primary to post

graduate and from traditional education to current disciplines such as Computer Management, Health Science, Agriculture, Pharmacy, Hotel Management etc. are managed by the Trust.

1.2 About M.S.G. Arts, Science and Commerce College Malegaon-Camp, Tal. Malegaon Dist. Nashik.

Late Karmaveer Bhausaheb Hiray, a visionary educationist and a social reformer with an acute sense of social justice envisioned education as a means of social upliftment. Subsequently, he established the renowned educational institute Mahatma Gandhi Vidyamandir in 1952 at Malegaon. The institute has spread its roots in diverse fields of education. Karmaveer Bhausaheb Hiray founded the Arts, Science and Commerce College, Malegaon in 1959 by giving the name of great visionary educationist Maharaja Sayajirao Gaikwad. The main vision was to provide the students of Malegaon Taluka and nearby rural regions the opportunity to pursue higher education at their doorstep. This provided the students an opportunity to excel in their respective fields of interest and pave way to their hidden potential.

The college runs different courses under Arts, Science and Commerce stream as a part of traditional education. The college has a strong connection between traditional, research based and skilled based education. It has proved by starting six research centres of Ph.D. and nine skills based vocational courses under the umbrella of Bachelor of Vocational (B.Voc).

The college has well qualified faculties to make the process of teaching, learning student oriented. They follow educational research for effective classroom teaching and learning leading to quality education. The college has 9 research centres. These are guiding many research scholars to pursue research to bring out innovation. This will surely help us to build an enriched research culture among students. The college has 09 post graduate departments in arts and 6 post graduate courses in science faculty including commerce.

1.3 Vision Statement

सा विद्या या विमुक्तये

We are dedicated towards imparting quality knowledge and skills to make students professionally independent and socially responsible.

1.4 Mission Statement

Our mission is :-

- To impart quality knowledge and skills contributing to national development.
- To transform students into responsible members of society through value education.
- All round development of students to make them capable of facing global challenges successfully.
- To form a confluence of ethics, conventional education, science and technology, and vocational education.
- To develop creative, productive and independent thinking among students for research, innovation and incubation.

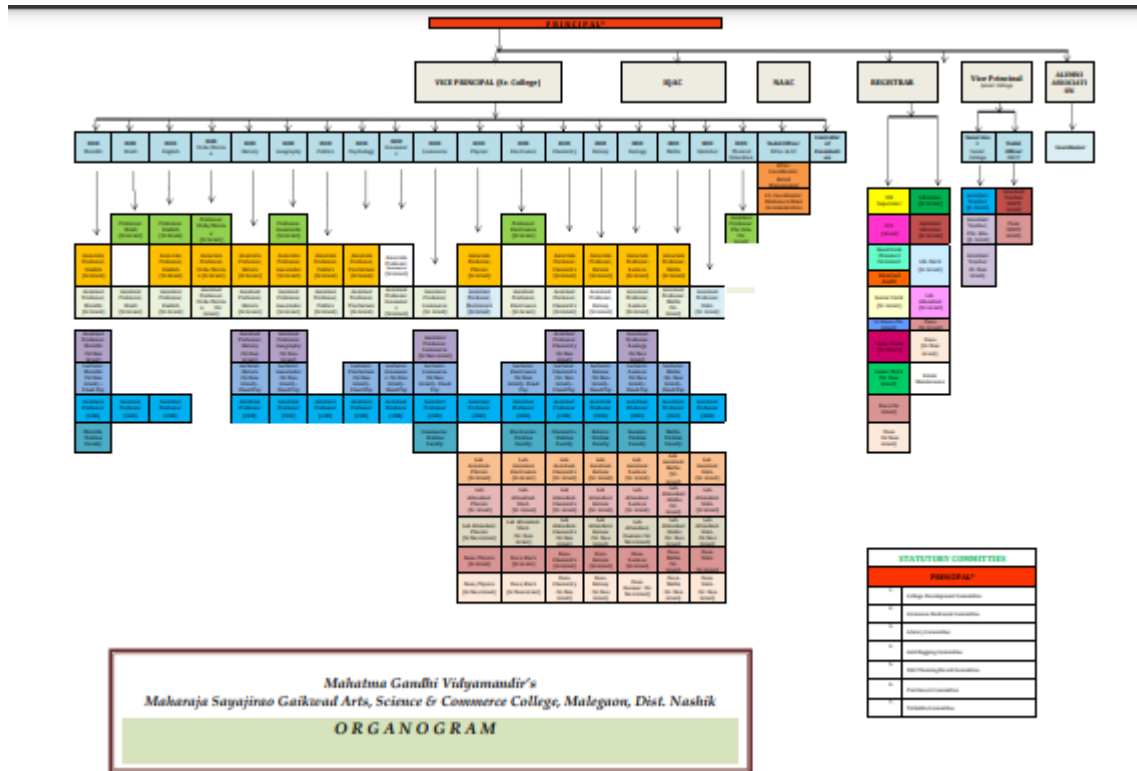
CHAPTER 2

GOVERNANCE

STRUCTURE

CHAPTER 2

2.1 Organisational structure



2.2 College Development Committee

As per guidelines given in Maharashtra Public University Act 2016, section 97 the college development committee is constituted. There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely: -

- 1 Chairperson of the management or his nominee ex-officio Chairperson;
- 2 Secretary of the management or his nominee;
- 3 One head of department, to be nominated by the principal or the head of the Institution
- 4 Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
- 5 One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- 6 four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be

alumnus;

- 7 Coordinator, Internal Quality Assurance Committee of the college;
- 8 President and Secretary of the College Students' Council;
- 9 Principal of the college or head of the institution - Member - Secretary.

Functions of the College Development Committee-

- ❖ Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
- ❖ Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- ❖ Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- ❖ Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- ❖ Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- ❖ Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

2.3 Principal

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the College Development Committee and the Management. He shall accomplish coordination among various statutory committees and non- statutory bodies including Academic Council. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Coordinators, members and other administration functionaries in various committees in college. The Principal is responsible to the duties and responsibilities as directed in Standard Operating Procedure (SOP) by Mahatma Gandhi Vidyamandir, Nashik.

On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by University, UGC and State Government. While On general administrative matters Principal shall be assisted by Secretary, Controller of Examinations, Coordinator IQAC, Heads of Departments, Senior Faculty Members and various committees.

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2.4 Vice Principal

Responsibilities of Vice Principal of the College:

1. In absence of the principal and with his approval, the Vice-Principal shall look-after the affairs of all the meetings.
2. In absence of the Principal, he shall discharge his duties and responsibilities.
3. To advice properly in order to expedite the academic activities of the College.
4. To extend cooperation in all respect for the development of the College.
5. To facilitate Student admission process and other academic pursuit.
6. Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands on Training etc., on the corresponding field/area being organized at other Institutes and informing the faculty for their participation.

2.5 Academic and Examination Supervisor

As per the guidelines given by Mahatma Gandhi Vidyamandir, Nashik the Academic and Examination Supervisor shall look-after the academic and examination affairs in the college. The responsibilities of the Academic and Examination Supervisor are as follows:

1. To assist the Vice-Principal to advice properly in order to expedite the academic activities of the College.
2. To record the academic activities of the college and report the same to higher authorities as and when required.
3. To assist in smooth functioning of all examination work including internal and university examinations.
4. To provide information and instructions to College Examination Officer as and when required.
5. To facilitate the students in online admission process and online examination form submission.
6. To motivate the faculty members for preparation of E-content, course content and verify them.
7. To collect the annual and semester examination Result Analysis from the Head of the Departments.
8. To work as a coordinator between faculty and college authorities for attending programmes in and outside the institutions.

2.6 NAAC Coordinator

The role of the coordinator of the NAAC is mediator between NAAC, Bangalore and the college. The responsibilities of the NAAC Coordinator are as follows:

1. Should always be in contact with the concern NAAC, Bangalore as well as MGV NAAC

Chairman, and carry out the NAAC work of the college.

2. To get the information from NAAC, Bangalore as well as MGV NAAC Chairman and convey the same to college members.
3. To prepare a team for collecting the criteria wise information from the various departments of the college.
4. To assist in preparation of AQAR and Self Study Report of the college.
5. To inform the higher authorities (Principal, Vice-Principal) regarding the NAAC Peer Team visit.
6. To make necessary arrangement of NAAC Peer Team visit to college
7. To submit the AQAR and SSR in prescribed time and submit the necessary fees.
8. To maintain the records of MGV NAAC Team Visits and fulfill the queries in due course of time

2.7 IQAC Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

1. To coordinate the dissemination of information on various quality parameters of higher education
2. To coordinate the documentation of the various programmes / activities leading to quality improvement
3. To coordinate the quality-related activities of the institution
4. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
5. To coordinate the timely and efficient execution of the decisions of IQAC committee.

2.8 Human Resource Supervisor

Human resource supervisor is the main connection between parent institute and college. The role of HR to upkeep on all activities concern with administration as well as welfare such as Account section, Academic section, Scholarship Section not only administration but also maintain and plane non grant and all things which are necessary to contact with UGC, BOD and DST
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2.9 Estate supervisor

He is appointed by management at college level for overlooking of college estate like land, building and other estate. He is look over all new construction and maintenance of college and preserved all document every year.

2.10 Finance supervisor

Finance supervisor plays important role in management of grants and received from different financial assistance at college level such as planning development, Board of development SPPU for purchasing equipment, MRP, Small budget construction, as well as prepare proposal for grants for different agencies and submitted to financial authority through principal

2.11 Student Development Cell

As per guided by Maharashtra Public University Act 2016 - 56.(1) The Board of Students' Development shall have the following powers and duties, namely :-

- To take necessary steps for promotion of culture and students' development activities in colleges
- To establish links with regional and national bodies in the various cultural activities and to promote various activities jointly with them;
- To take up activities in colleges to promote interest and skills for appreciation in the field of performing arts, pure art and painting skills;
- To hold university level competitions, skills development workshops, interactive activities in order to bring the society closer to the College
- To plan, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Student Exchange Schemes, etc.
- To co-ordinate activities of National Service Scheme (NSS) and National Cadet Corps (NCC) in university and affiliated Colleges.
- To undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Students' Development and Students' Development Cell.

2.12 Head of the Department

1. Academic administration of the departments under his/her control.
2. Assist the Vice Principal and Academic and Examination Supervisor in all matters of academic interest.
3. Contribute in evolving strategies and action plans for the development and quality improvement of the department.
4. Periodic revision of the curriculum suitable for the current trends and demands of the industry and the employment market.
5. Be aware of the various requirements of different courses as per the Savitribai Phule Pune University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.
6. Work out the manpower requirements as per work load of the department and recommend the

staff requirement to the Principal through the Vice Principal.

7. Organize guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
8. Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
9. Ensure effective conduct of extra classes, career guidance and placement programs in coordination with training and placement cell.
10. Interact with students periodically, review the student performance in the internal and Term End and Semester examinations, regularity in attendance and monitor general discipline of the students inside the campus

2.13 Director Physical Education and Sports

Director Physical Education and Sports should:

1. Participate in extension, co-curricular and extra-curricular activities, including the community service.
2. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

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2.14 Librarian

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind.

Responsibilities of Librarian are as follows:

1. To select, develop, catalogue and classify library resources.
2. To ensure that library services meet the requirements of users.
3. To support research and learning process of students and staff.
4. To use digital library systems and specialist computer applications
5. To develop IT facilities for optimum utilization of library resources.
6. To assist readers to use computer equipment, conduct literature searches etc.
7. To promote the library's resources to users
8. To provide information of library resources to higher authorities as and when required.
9. To prepare and manage annual budget of library for required resources of the library
10. To get the membership of recognized institution such as NLIST, INFLIBNET, DELNET etc.

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2.15 Faculty Members (Teacher)

1. Each faculty member should perform all professional activities through proper channel and extend co- operation to his/her colleagues and higher authorities.
2. Each faculty member shall conduct himself/herself with absolute dignity and etiquette in dealing with the superiors, colleagues and students at all times.
3. Each faculty member should attend the college neatly dressed and follow dress regulations. Faculty members should come in formal dress with tie and shoes. Jeans pant & T-Shirts are not allowed.
4. Faculty members must always wear their identity cards while inside the college premises.
5. Faculty members are barred from using cell phones while taking classes, engaging in examination duties and while attending meetings.
6. No faculty member shall absent himself/herself from duty at any time without prior approval.
7. Any instruction issued by the competent authority by way of circulars from time to time must be obey.
8. Faculty members are expected to be punctual in going to the classes, attending meetings, invigilation, college functions and attend National celebrations.
9. Faculty members should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
10. Faculty members shall not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.

2.16 Registrar/Office Superintendent /Head Clerk

1. To check and follow up the letters received from the University Department/Head office/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Principal, as the case may be.
5. To ensure the prompt dispatch of letters and attend to such other work that may be assigned to him with the approval of the Principal.

2.17 Senior Clerk/Junior Clerk and Equivalent Cadres

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc and to acknowledge the letters received.
2. To submit the letters for dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
3. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
4. To open and maintain service book/new file(s) work/rubber stamping and to attend to all types of administrative/clerical work.
5. To maintain different registers, forms etc.
6. To collect the relevant material required for taking action on a receipt *viz.* file on the subject.
7. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
8. To prepare routine letters/replies for approval where noting is not required issue reminders.
9. To maintain daily work sheet, and to submit weekly arrears report to Registrar.
10. Any other work assigned from time to time, with the approval of the Registrar.

2.18 Accountant

1. To ensure that the various payments made from the college funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities.
3. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
4. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
5. To recover grants due to the college from the outside bodies including UGC, University, State and Central Government.
6. To attend to such other works assigned to him with the approval of the Principal of the college.

2.19 Laboratory Assistants

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist HoD in purchase and procurement of laboratory materials.

4. To supervise the work of laboratory attendants working under him.
5. To report about breakages/losses in laboratory, to his superiors.
6. To report to incharge of laboratory about misbehaviors inside the laboratory.
7. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
8. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

2.20 Laboratory Attendants

1. To assist to students and teachers in conducting practical and experiments.
2. To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
3. To provide assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
4. To assist Laboratory Assistant in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
5. To open and to lock cupboards, doors, windows and gates of laboratory.
6. To attend to such other duties which are assigned to him by the Laboratory staff and faculties with the approval of the Head of the Department

2.21 Peons

1. To open doors and windows in morning and switch on fans and lights and to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the HoD.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate cyclostyling machine, if he could operate that, wherever necessary.

8. Carry out any other work of similar nature which the Clerk/ Office Superintendent/ Registrar/ Principal, may instruct.
9. Serve water and beverages, breakfast to employees and to visitors, when required.
10. Dispatch letters including letters by hand delivery and Any other work as may be assigned to him by the concerned officer from time to time.

CHAPTER 3

POLICIES

CHAPTER 3

3.1 Grievance Management Policy

A Grievance Redressal Committee is to be set up and in station to address the grievances of the employees. The Grievance Redressal Committee will consist of at least through staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be appointed by the Principal / Headmaster / Director and the CDC Chairman. In the MGV Trust office it will be set up by CO HR.

Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by the Management or by a colleague or a subordinate may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.

The first step in grievance redressal shall be a verbal report by the grieved employee to his/her immediate superior who should listen to the employee, collect the relevant facts and try to settle the grievance. He/ she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly where the alleged grievance is not settled. The same is forwarded to the Management.

Further, if the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Principal and CDC for redressal. It is only on exhausting this procedure, that an employee may appeal to the CEO/General secretary/Joint secretary of MGV who may consult the Executive Committee if he deems fit.

This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled within the organization as if within a family.

3.2 Consequence of Misconduct

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence. The following steps are to be followed with regards to all disciplinary offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence. The following steps are to be followed with regards to all disciplinary actions:

- i. **Verbal Warning:** For a minor offence, a verbal warning will be issued in a formal meeting between the employee, the HOD, Principal or the college /school HR Department supervisor and / or in the Trust office by the COs. The record of the warning is prepared and retained on the personnel file of the employee.

- ii. **Written Warning (Memo):** If the administration has sufficient grounds to believe that verbal warnings are not heeded or if the administration is satisfied that prima facie the employee is guilty of serious misconduct in office or at his direction the Principal/ Head Master/Director/COs is to issue written warning specifying charges and asking the employee to show cause why disciplinary action may not be initiated against the employee.

If the reply of the employee is found unsatisfactory or if the administration is convinced that the conduct of the employee stands unchanged or is likely to be detrimental to the interests of the organization, the employee will be placed under suspension pending enquiry by the enquiry committee constituted for the purpose provided however, that no such enquiry will be necessary if the employee concerned admits the charges in writing.

If the employee does not answer the show cause notice in writing within a reasonable period (maximum seven days), it will be presumed that he/she must state nothing, and he will be proceeded against him/her. If an employee refuses to accept a charge sheet or any other communication, then he/she may be verbally informed about the charges in the presence of two witnesses

3.3 Policy against Sexual Harassment

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The act provides Protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or Incidental thereto.

The guidelines explicitly state the following:

“It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require.”

Educational institutions are also bound by the Supreme Court’s directive of 1997 and the 2013 Act. The Institutes is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination based on sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction. As directed by the act College has constituted a Committee called “Internal Complaint Committee of Sexual Harassment Prevention & Women’s Grievance Redressal”.

3.4.1 Objectives:

- i. The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:
- ii. To develop a policy against sexual harassment of women in Institute.
- iii. To evolve a permanent mechanism for the prevention and redressal of sexual Harassment cases and other acts of gender- based violence at the Institute.
- iv. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- v. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- vi. To create a secure physical and social environment to deter any act of sexual harassment.
- vii. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

3.4.2 Constitution of the Internal Committee

- i. The Committee shall consist of members, who shall be appointed by the General secretary as under, namely:
- ii. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.
- iii. Two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iv. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- v. The term of each member shall be of three years. The previous committee members will continue till the new committee is constituted at the end of the year's term or as decided by the General Secretary.
- vi. Provided that at least one-half of the total Member so nominated shall be women. In case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.

3.4. Students Grievance (MAHARASHTRA ACT No. VI OF 2017)

Maharashtra Public University Act 2016- 56 (2) (b) Students Grievance Redressal Cell, - There shall be

Students Grievance Redressal Cell at the University and each college and recognized institutions to resolve the Grievances of Students and to suggest to the higher authority's different ways and means to minimize and prevent such grievances. The functional mechanism of working of Students Grievance Redressal Cell shall be as prescribed by Statutes, prepared in accordance with the provisions of the University Grants Commission (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force (the Gazette of India UGC (Grievance Redressal) Regulations, 2012. No. F. 14-4/2012 (CPP-II) dated December, 2012)

(3) College Grievance Redressal Cell (CGRC):

(i) In case of colleges or recognized institutions, all complaints shall first be addressed to College or Recognized Institution Grievance Redressal Cell (CGRC) composition of which shall be as follows.

(a) Principal of the college or head of the recognized Institution-Chairperson;

(b) two senior faculty members nominated by the Principal of the College, or head of the recognized institution

(ii) The tenure of the members shall be two years.

(iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.

(v) The CGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The CGRC shall suggest periodically to the Management and University, as the case may be different ways and means to minimize and prevent such grievances.

(vi) The CGRC shall provide a copy of the order to the aggrieved persons

- 1) **Late coming policy** - Attendance sheet for teachers and administrative staff as well as biometric attendance machine has been arranged in this college. The arrival and departure times of the employees are recorded in the biometric machine. Employees who arrive late for duty and leave early are also recorded. A casual leave is considered for three consecutive days of delay in duty.
- 2) **Mobile policy** - As per government and university rules, the use of mobile is prohibited in the college premises. A separate committee of college level lecturers has been appointed to curb the use of mobiles. NCC officers, NSS officers, sports teachers, student welfare program officers etc. have been appointed in this disciplinary committee.
- 3) **Code of conduct policy** - A code of conduct has been prepared for the conduct of teachers and non-teaching staff in this college. These rules are implemented as per the government order. The Government of Maharashtra has implemented these rules from 12 July 1979. The rules are as follows.

- 1) Integrity at work and devotion to duty.
 - 2) Prohibition of employees from participating in politics and elections.
 - 3) Protests, prohibition to strike.
 - 4) Rules regarding participation of government employees in unions.
 - 5) Providing office information to others is a crime.
 - 6) Prohibition of contact with newspapers, radio and television.
 - 7) Prohibition of consumption of alcoholic beverages or drugs.
- 4) **Attendance Policy** - As per the order of Government of Maharashtra, biometric attendance machine has been installed in every college since 2011. Entries are made in this machine according to the working hours of the teachers and non-teaching staff. Biometric attendance report is sent to the office of the organization every week or every month as per the order of the organization. Similarly, action is taken against employees who are absent without permission.
- 5) **Performance Appraisal Policy** - The evaluation report of the teaching and non-teaching staff working in this college is taken in written form with the signature of the nearest senior officer. Assessment reports are submitted to the institute office with the self-explanatory feedback of the principal as per the order of the institute. Similarly, appraisal reports of teachers are sent from time to time as per the guidelines given by the education department of the institute.
- 6) **Internet Policy** - Internet facility is provided in every department of this college. At present the college has about two hundred computer sets in operation. The computer science department has three well-equipped laboratories and the entire department has internet facility. There is a separate IT department for the junior department and it also has a separate well equipped laboratory. Internet facility is provided in the IT laboratory. Similarly, every laboratory of the science department has internet facility. Also, the main administrative office, library, examination department etc. have been fully computerized and internet facility has been provided.
- 7) **Leave Policy** - All teachers and non-teaching staff working in this college are entitled to the following leave as per government rules.
- 1) Casual leave
 - 2) Committed leave
 - 3) Earned leave
 - 4) Unearned leave
 - 5) Extra ordinary leave
 - 6) Extradition of earned leave
 - 7) Maternity leave
 - 8) Disability leave
 - 9) Tuberculosis Cancer Leprosy Paralysis Leave
 - 10) Study leave etc.

8) **Dress Code Policy**- The dress code policy is implemented in this college as per the order of the institute. It is mandatory for all teachers and non-teaching staff to follow the following rules regarding dress code as per the order of the organization.

- 1) No employee should wear jeans pants and T-shirt while on duty.
- 2) It is forbidden to use slippers in college premises.
- 3) The color of the clothes should not be too full.
- 4) Women employees should wear salwar-kurta or sari etc.

9) **Public Holiday Policy** - The Public Administration Department of the Government of Maharashtra announces public holidays for government employees for the calendar year from January to December every year. Savitribai Phule Pune University announces holidays for the colleges under its purview. Accordingly, giving public holidays to employees is mandatory on colleges. Similarly, some more holidays are announced as per the order of Nashik Divisional Commissioner. Similarly, the principals have been given the right to make slight changes in the leave taking into account the local conditions.

10) **Flag Code Policy** - As per the government rules, the national flag of Tiranga is hoisted at the college on 26th January, Independence Day, 15th August and Maharashtra Day, 1st May. In addition, the flag of Savitribai Phule Pune University is hoisted on the occasion of University Day on 10th February.

October 2 is the foundation day of Mahatma Gandhi Vidya Mandir Sanstha. Therefore, the flag of the organization is hoisted. Similarly, the flag of the organization is hoisted on March 1 on the occasion of the birth anniversary of the founder of the organization Karmaveer Bhausaheb Hiray. Since the first session of the academic year of the college starts on 15th June, the flag of the institute is hoisted on this day and the date on which the second session starts.

CHAPTER 4

CODE OF

CONDUCT

CHAPTER 4

4.1 Code of Professional Ethics for Teachers:

I. Teachers and their Responsibilities:

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

Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing Rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such Rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and

- coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
 4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
 5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
 6. Adhere to the terms of contract;
 7. Give and expect due notice before a change of position takes place; and
 8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities

of public offices;

5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

4.2 Code of conduct for Non-teaching staff:

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned colleges, from time to time.

The Principal assign duties to the employees in respect of conduct of University examination/admissions etc., during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.

- Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
- Every non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
- Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff must always wear their identity cards during working hours.
- Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
- The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.
- Non-Teaching Staff shall avoid personal calls and social networking sites such as Facebook, WhatsApp, etc. during the working hours.

4.3 Code of conduct for students:

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to

the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

1. Every student of the college shall abide by the rules of college discipline.
2. Students must keep their terms strictly in accordance with rules of college / university and UGC.
3. Students are advised to come to the College 10 minutes before commencement of their Classes or Practical's.
4. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
5. Students must help to keep the institute campus neat and clean.
6. Students should wear Institute uniform or the formal dress as decided by the competent authority.
7. Use of Mobile phones in college premises is strictly prohibited. Any violation of this will lead disciplinary action.
8. Students are expected to read notices/circulars displayed on the notice board.
9. Spitting, smoking and throwing bits of paper in the premises should be avoided.
10. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse, Laboratory misuse etc. should lead to disciplinary & penalize action.
11. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
12. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
13. No outsider is allowed to enter the college premises without permission of the Principal. Trespassers are liable for prosecution

4.3.1 Student Campus Code of Conduct

1. BEHAVIOUR

The foremost objective of education is molding the character. The college lays great emphasis on decent behaviour of every student.

1. Students should attend college neatly and decently dressed. Boys can wear T-Shirts with collar. Girl students should come in Sarees / Salwar Kameez / Churidhar. They should not come in any other dress.
2. Any student found guilty of offending a staff member will be dealt with seriously and if necessary,

the punishment may lead to suspension or dismissal from the college.

3. In the intervals or during the unexpected absence of the teacher concerned, students should remain silent in the class rooms.
4. Students are not allowed to roam about the campus when a class is cancelled. They should remain in the class room or in the library reading silently.
5. Smoking is prohibited inside the college premises.
6. Students should park their vehicles in the space meant for parking.
7. For any function, conference, meeting or any gathering of the kind, students should get prior permission of the Principal.
8. The Principal has the absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
9. Students should attend classes well on time.
10. Scribbling on the walls & desks or doing any other kind of damage to the college property is strictly prohibited. Students will be held responsible for any such wanton damage and they will be severely penalized.
11. Students are directed to keep their mobile phones in switch off mode in classrooms.
12. Students are not allowed to bring mobile phones to the examination hall.

2. **IDENTITY CARDS**

1. Students should wear their identity card duly signed by the Principal. The cards will be issued to them immediately after admission in the college.
2. They should wear the ID cards in the college premises. They must be able to produce the ID cards on demand by the Principal or Teachers.

3. **LIBRARY**

1. The Library will be kept open on all working days from 8.30 am to 5.30 pm
2. Strict silence should be maintained inside the library premises.
3. No personal belongings of the students like bags, books and bound notebooks will be allowed inside the library.
4. Using **Mobile Phones** shall not be entertained inside the library premises.
5. Students from UG will be issued 2 books, Students from PG will be issued 3 books and Research Scholars will be issued 4 books, for their ID Card.
6. Magazines, Dailies, Booklets and Reference Materials are not for Issue.
7. Students should not tamper with / highlight / underline / write in the books.
8. Books should be returned on or before the due date. If a student fails to return the book on time,

s/he will have to pay a fine of one rupee for each day of delay.

9. Students should take great care of the library books. If a student happens to lose any book s/he should pay the current price of the book and a fine decided by the Librarian.
10. Students before going on vacation should return the library books.
11. Upon completion of the course students must return all the borrowed library books and get the **No Dues** form duly signed by the Librarian.

4.4 Flag Code Policy

Flag Hoisting Ceremony Policy:

The National Flag or the MGV Trust Flag may be hoisted in educational institutions (schools, colleges, sports camps, scout camps, NCC, NSS, etc.) to inspire respect for the Flag.

Instructions for guidance on the same are given below:

1. The School / College / Trust employees will assemble in open square formation with students / employees forming the sides and the Flagstaff at the centre of the fourth side. It is also important to know that, during the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all people present should face the Flag and stand at attention. No one should be standing behind the flag.
2. Only the designated person unfurling the Flag will stand the paces behind the Flagstaff. No other person will stand behind the flagpole.
3. The employees / students will fall according to classes and in squads of ten (or other number according to strength). These squads will be arranged one behind the other. 30 inches will be the gap between each row. The senior most staff / students of the Trust or college will be on the right side.
4. The Flag will be unfurled only when all the people are standing in front of the flag. One person may assist in the flag unfurling, at the dais.
5. The Person in charge of the parade (or assembly) will call the parade to attention, just before the unfurling, and he will call them to the salute when the National Flag flies. The parade will keep at the salute for a brief interval, and then on the command “order”, the parade will come to the attention position.
6. The Flag Salutation will be followed by the National Anthem. The parade will be kept at the attention during this part of the function.
7. On all occasions when the pledge is taken, the pledge will follow the National Anthem. When taking the pledge, the Assembly will stand to attention and the Designated Person will administer

the pledge ceremoniously and the Assembly will repeat it after him

8. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them.
9. Indian flag is the symbol of national pride. It is the responsibility of every citizen of India to know the do's and don'ts with respect to the National Flag. The same respect is to be given to the MGV Trust Flag.

CHAPTER 5

CLASSIFICATION OF

HUMAN RESOURCE

CHAPTER 5

Classification of Human Resource

Institute recognizes the following classification of its staff.

a. Regular Employee: One who holds permanent post in the organization and whose appointment have been confirmed in writing by the appointing authority. Categories of Employees are divided into:

i. Teaching Staff: Professors, Associate Professor, Asst. Professors, Librarian, Director of Physical education

ii. Technical Support Staff: Lab Assistants and Lab Attendants

iii. Administrative: Principal, Registrar, Office Superintendent, Head Clerk, Accountant, Senior and Junior Clerks, Library staff.

iv. Administrative Support Staff: Peons, All other support staff.

b. Temporary Employee: One who is appointed either to fill a regular position, which is temporarily vacant, or for work which is essentially of a temporary nature and likely to be completed within a limited period. Temporary employees are not eligible for any benefits other than agreed wages unless expressly stated otherwise.

c. Contract Employee: One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work on a specified project/ program not exceeding two years on the completion of which the contract shall stand terminated. The contract can be renewed for a mutually agreed upon period based on the performance evaluations review and the needs of at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

d. Part-time Employee: One who is appointed to work for specified hours in a day or in a week, which is less than the normal hours of work of the organization. The benefits of Part-time employees shall be governed by the terms of their employment.

e. Visiting Faculty: Any faculty engaged from time to time as visiting faculty.

f. Any other class of Employee: Any other category of employees can be engaged from time to time as requirements of the institution and are governed as per the terms given.

CHAPTER 6
PAY RULES
AND
EMPLOYMENT
TERMS AND
CONDITIONS

CHAPTER 6

Pay Rules and Employment Terms and Conditions

Employment Terms —

Qualification and Experience-

Employee services will be governed by the provisions of the Affiliating Universities Act / Government Norms and the Statutes, Ordinances, Regulations and the Rules of the University / State Government and as will be amended from time to time by the University/Government.

Minimum qualifications for the posts of Professors and Teachers, and other Academic Staff in Colleges and revision of pay scales and other Service Conditions pertaining to such posts. For the Disciplines of Arts, Commerce, Humanities, Sciences.

6.1 Recruitment and Qualifications

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

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

6.2 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

6.3 Constitution of Selection Committees and Guidelines on Selection Procedure:

1. Assistant Professor, Associate Professor in Colleges:

(a) The Selection Committee for the post of Assistant Professor in Colleges shall consist of the following persons:

i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.

ii) The Principal of the College.

iii) Head of the Department/Teacher-Incharge of the subject concerned in the College.

iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

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

2. College Principal and Professor

A. Selection Committee

(a) The Selection Committee for the post of College Principal and Professor shall have the following composition:

i) Chairperson of the Governing Body to be the Chairperson.

ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.

iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the

Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.

iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).

v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

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

(c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).

(e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

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

(a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;

(b) In Appendix II, Table 4 for each of the cadre of Librarian; and

(c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

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

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

6.4 Selection Procedure:

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

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

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

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

i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university

as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC 's, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co- curricular and Extra-Curricular Activities.**

B. Assessment Process

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

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

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

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

6.1 Assessment Criteria and Methodology:

(a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;

(b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

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

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

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

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

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in Table1 of Appendix II.

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

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

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three

months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

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

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

OR

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

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

i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in

Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other

Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

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

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement

Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

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

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

i. Attended one Orientation course of 21 days' duration on teaching methodology; and

ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

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

OR

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

CAS Promotion Criteria:

A teacher shall be promoted if;

i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

ii. The promotion is recommended by the screening-cum-evaluation committee.

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

Eligibility:

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

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and

ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least

two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

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

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

Eligibility:

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

CAS Promotion Criteria:

A teacher shall be promoted if;

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

Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the

UGC for Assistant Professor, Associate Professor and Professor, as the case may be.

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

(d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

(e) The previous appointment was not as guest lecturer for any duration.

(f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:

(i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be

(ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;

(iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case maybe; and

(g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

Seniority of Teachers:

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

1. (a) Seniority of the teacher in the University in a cadre shall be determined on the basis of the date of continuous appointment.

(b) Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College /Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.

2. The Life Member or Life Worker, if any, shall be treated on par with other teachers while determining their seniority.
3. The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.
4. As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.
5. (a) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
(b) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
6. In respect of teachers whose length of continuous service is the same the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior.
7. However, the seniority of teachers who have changed the College/Institutions before 04.10.1975, shall not be disturbed provided they have been duly appointed and confirmed in their respective posts.
8. Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Reader, a Reader senior to a Lecturer, a Lecturer senior to a Demonstrator/Tutor/Master of Methods.

6.6 LEAVES RULES

DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

6.6.1 DUTY LEAVE:

- i. Duty leave up to 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university/College;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

(e) For performing any other duty assigned to him/her by the university/college.

ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

6.6.2 STUDY LEAVE:

i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient 's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly

related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.

iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

vi. The study leave shall be granted not more than twice during one 's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as Extra-Ordinary leave has been obtained.

ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leaves granted has been so cancelled. The teacher may apply again for such leave.

xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

xiii. A teacher -

(a) Who is unable to complete his/her studies within the period of study leave granted to him/her or

(b) Who fails to rejoin the services of the University on the expiry of his/her study leave or

(c) Who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

(d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned; he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations. Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfilment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.

xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the

Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period.

A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

6.6.3 Sabbatical Leave:

i) The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher 's returns from previous study leave or any other kind of training programme of duration of one year or more.

iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

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

6.6.4 Other Kinds of Leave Rules for Permanent Teachers of the Colleges

The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, *viz.* casual leave, special casual leave, and duty leave;
 - (ii) Leave earned by duty, *viz.* earned leave, half-pay leave, and commuted leave;
 - (iii) Leave not earned by duty, *viz.* extraordinary leave; and leave not due;
 - (iv) Leave not debited to leave account
 - (v) Leave for academic pursuits, *viz.* study leave, sabbatical leave and academic leave;
 - (vi) Leave on grounds of health, *viz.*, maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

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

II. Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution;
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leaves to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.

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

For removal of doubt, it may be clarified:

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

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

3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

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

Note: Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

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

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

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. 'Leave Not Due'

(i) 'Leave not due', may, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

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

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leaves for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

6.7 Declared Holidays

The college including its office will remain closed on Government declared holidays.

Commencement and Conclusion Dates: The dates for the commencement and the conclusion of both the First and Second terms in all the Faculties shall be determined by the SPPU.

1. Term can be kept by only duly admitted students in the College. Terms to be kept for any University Examination shall normally be consecutive except when otherwise prescribed for the Course.
2. The total number of terms, however, shall be kept to the satisfaction of the authorities concerned.
3. For keeping a term in any Class in a College a student shall attend at least 75% of lectures delivered per term.
4. The Principal of the College may, on account of bonafide illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the Maximum.
5. In case a student is permitted to participate in the N.C.C./N.S.S. camps or to undergo a training or military duties/Inter-University/Inter-Collegiate Competitions/Sports and Games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance of the student.
6. The Principals and Heads of Institutions shall keep a Register of the daily attendance of duly admitted students.
 - (a) To keep a term at a College, a student must complete to the satisfaction of the Principal the course of studies at the College prescribed for such terms for the Class to which the student belongs.
 - (b) In Colleges where facilities for N.C.C. Training are available, N.C.C. Training will be obligatory for Under-Graduate student of that College who has joined such training. Such a candidate shall have to produce, along with his application for admission to the examination, a Certificate from the Principal to the effect that he has undergone satisfactorily the required N.C.C. Training during the year.
7. This Certificate shall be issued by the Principal in consultation with the N.C.C. Authorities.

6.8 Period of Probation and Confirmation

11.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

11.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

11.3 Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.

11.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.

11.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

6.9 Creation and Filling-up of Teaching Posts

12.1 Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

12.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

6.10 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

6.11 Teaching Days

The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:

Number of weeks: 6-days a week pattern

Categorization	College
Teaching and Learning Process	30 weeks (180 days)
Admissions, Examinations, and preparation for Examination	10
Vacations	10
Public Holidays (to increase and adjust teaching days accordingly)	2
Total	52

14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

6.12 Workload

15.1 The workload of the teachers in full employment should not be less than Forty hours a week for thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum fifteen students per coordinator) for Community Development/Extra-

Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

6.13 Service Agreement and Fixing of Seniority

16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

16.2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

6.14 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

6.15 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centre of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programme as per their mandate.
- viii. These induction programme shall be treated at par with the Orientation Programs already being run by the Human Resource Development Centre of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs),

Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

6.16 Other Terms and Conditions

1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch. / M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv. a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.

vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.

viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.

(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.

x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.

xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry

level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian

and those in higher positions acquiring M.Phil. degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.

xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil. at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

6.17 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

6.18 Allowances and Benefits

I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent

Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.

II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.

III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

Appendices

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

SANJEEV KUMAR NARAYAN, Under Secy.
[ADVT.-III/4/Exty./147/18]

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2018-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University-2 Section

Shastri Bhawan, New Delhi
Dated 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2018-U.II(1) dated 2.11.2017 in the Annexure (Page 8) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 8 may be read as "84,700" instead of "84,100"
- (b) Cell Academic level 13, row 10 may be read as "1,04,700" instead of "1,04,100"
- (c) Cell Academic level 14, row 8 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy
(Dr. K.K. Tripathy) Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi -110 002.
2. Vice-Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhawan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Shastri Bhawan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	8,000	7,000	6,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,750	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.)	57,700	68,520	78,800	1,31,400	1,44,200	1,92,200
2	58,400	71,080	82,000	1,35,500	1,48,500	1,97,700
3	61,200	78,158	84,780	1,38,400	1,58,000	1,98,800
4	63,000	83,300	87,200	1,42,800	1,67,500	1,98,100
5	64,800	77,600	88,800	1,47,800	1,62,300	2,05,100
6	66,800	78,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,59,000	1,72,200	2,17,800
8	70,600	84,800	98,300	1,61,800	1,77,400	2,24,100
9	72,000	87,300	1,01,100	1,68,400	1,82,700	
10	75,300	98,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,800	1,07,200	1,76,600	1,93,500	
12	79,800	95,400	1,10,400	1,81,800	1,98,800	
13	82,200	98,300	1,18,700	1,87,900	2,05,900	
14	84,700	1,01,300	1,17,100	1,92,000	2,11,800	
15	87,300	1,04,200	1,20,300	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,600	1,10,600	1,27,900	2,10,800		

K. K. Tufankar
21/10

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,900	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,36,800	1,57,300			
25	1,17,100	1,39,800	1,62,900			
26	1,20,800	1,44,100	1,68,600			
27	1,24,200	1,48,400	1,74,500			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,800	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,98,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,98,500				
38	1,71,800	2,05,500				
39	1,77,100					
40	1,82,400					

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Table 1
Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

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

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

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

Note:

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

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score
1.	Graduation	80% & Above = 15 60% to less than 80% = 13
2.	Post-Graduation	80% & Above = 25 60% to less than 80% = 23
3.	M.Phil.	60% & above = 07 55% to less than 60% = 05
4.	Ph.D.	30
5.	NET with JRF	07
	NET	05
	SLET/SET	03
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10
7.	Teaching / Post Doctoral Experience (2 marks for one year each)*	10
8.	Awards	
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03
	State-Level (Awards given by State Government)	02

**However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.*

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table: 3 B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
6.	SLET/SET	05			
	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)*	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

* However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A)

- | | | | | |
|-------|--------------------|---------|---|----------|
| (i) | M.Phil. + Ph.D. | Maximum | - | 25 Marks |
| (ii) | JRF/NET/SET | Maximum | - | 10 Marks |
| (iii) | In awards category | Maximum | - | 03 Marks |

- (B) Number of candidates to be called for interview shall be decided by the college.
- (C) Academic Score 84
 Research Publications - 06
 Teaching Experience - 10
 TOTAL 100
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory - Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good - 100% of physical books and journals in computerized database.</p> <p>Satisfactory - At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory - Not falling under good or satisfactory.</p> <p>OR</p> <p>Good - 100% Catalogue database made up to date</p> <p>Satisfactory - 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
<p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90 Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.

3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii)Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
<p>Note:</p> <p>i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		