

Office of the Registrar  
(Councils' Section)  
Aligarh Muslim University  
Aligarh

January 22 , 2019

OFFICE MEMO

University Grant Commission, in exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of 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" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, issued notification dated 18th July, 2018 as "UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018". Further, regulations 1.2 of above mentioned UGC Regulations 2018 also state that "Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations."

Accordingly, the Vice Chancellor had constituted a committee vide D. No. (C) /448 dated July 31, 2018 for adoption and implementation of the above regulations. The committee proposed following two new ordinances and some specific amendments in the existing Leave Rules to the Vice-Chancellor on 15.01.2019:


1. Ordinances (Executive) Governing MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF FOR DIRECT RECRUITMENT
2. Ordinances (Executive) Governing MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME

The Vice-Chancellor has also noted that the consequential amendments in Ordinances (Executive) arising out of UGC Regulations, 2010 was also adopted by the then Vice-Chancellor in exercise of the power vested in him under Section 19(3) of the A.M.U. Act, 1920 (as amended from time to time) and on behalf of the Academic Council and Executive Council vide OM D. No. (C)/ 1838 dated December 6, 2010 and D.No.(C)/4599 dated December 22,2012.

P.T.O.

As the six months time has already expired two days back and there is also an urgent need to issue advertisement of XII plan teaching posts, so that sanctioned XII plan vacant posts may be filled up on or before 31.03.2019, the Vice-Chancellor in exercise of the power vested in him under Section 19(3) of the A.M.U. Act, 1920 (as amended from time to time) and on behalf of the Academic Council and Executive Council has approved the above mentioned two new Ordinances (Executive) and amendments in the existing Leave Rules. Copy of these ordinances along with annexure as well as amendments in Leave Rules are enclosed.

The action of the Vice-Chancellor will be reported to the Academic Council and Executive Council.

  
(Abdul Hamid, IPS)  
22/01/19  
Registrar  
22/01/19

Encl. As above (75 Pages)

D.No.(C)/1112

January 22 , 2019

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**The Ordinances (Executive) governing Minimum Qualifications for Appointment of Teachers and Other Academic Staff for direct recruitment**

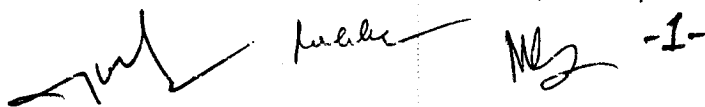
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**WHEREAS**, University Grant Commission, in exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the "UGC Regulations 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" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, issued **notification dated 18th July, 2018 as "UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018"**.

**THEREFORE**, the University is in need to frame new Ordinances (Executive) so that the directives as well as new regulations are incorporated and adopted by the University and hence frames the following Ordinances, namely - **"Ordinances (Executive) Governing MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF FOR DIRECT RECRUITMENT"**:-

**1.0 EXTENT AND APPLICATION:-**

- 1.1 These ordinances shall apply to the candidates for appointment to the Teaching positions and other academic staff positions of this University through direct recruitment other than school teachers.
- 1.2 The ordinances be called **"Ordinances (Executive) Governing MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF FOR DIRECT RECRUITMENT"**
- 1.3 These ordinances shall come into force according to Section 29(5) of the AMU Act, 1920(as amended from time to time) after duly adopted by the Executive Council and notified accordingly. These ordinances shall be applicable for posts of Teaching and other Academic staff advertised after the date of notification of these ordinances by the University. The posts already advertised before 18.07.2018 will be governed by the qualifications as advertised earlier.
- 1.4 These ordinances shall provide the Minimum Qualifications for appointment and other service conditions of University teachers, Librarians, and Director of Physical Education and Sports as a measure for the maintenance of standards in higher education.
- 1.5 For the purposes of direct recruitment to teaching posts in disciplines relating to university *inter alia* in the fields of health, medicine, agriculture, dentistry, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

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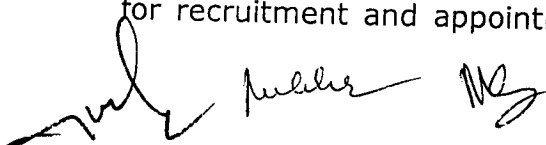
- 1.5.1 Provided that where no such norms and standards have been laid down by any regulatory authority, the ordinances herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
- 1.5.2 Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall remain minimum requirement.
- 1.6 The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these ordinances. Further, SLET/SET of State of Uttar Pradesh only shall be valid as the minimum eligibility for direct recruitment under these ordinances.

## **2.0 Recruitment and Qualifications :**

- 2.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the University shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per Statute 27 of the Statutes of the University.
- 2.2 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 and incorporated in these ordinances.
- 2.3 The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these ordinances.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in the University.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent

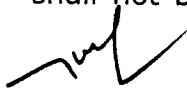
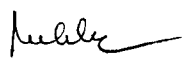



positions in the University subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated for award by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar/Controller of Examinations of the University.

- 2.4 The clearing of NET/SLET/SET shall not be a requirement for candidates in such disciplines for which NET/SLET/SET is not conducted.
- 2.5 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
- 2.5.1 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 2.6. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- 2.7 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 2.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 2.9 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 2.10 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12).
- 2.11 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in the University with effect from 01.07.2021.
- 2.12 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed

for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.

- 2.13 No person shall be appointed to the post of University teacher, Librarian or Director of Physical Education and Sports, if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in these ordinances.

**3.0 DIRECT RECRUITMENT:-**

**3.1 For the Faculty of Arts, Commerce, International Studies, Law, Life Sciences, Social Sciences, Sciences, Theology:-**

**I. Assistant Professor:**

Eligibility (A or B) :

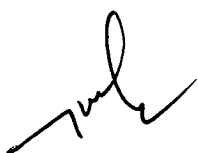
**A.**

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be, are exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in the University subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. *viva voce* of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfillment of above conditions is to be certified by the Registrar/Controller of Examinations of the University.



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**Note:** NET/SLET/SET shall also not be a requirement for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

**B.**

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note:** At present, University is inviting all eligible candidates for interview for the post of Assistant Professor vide O.M. D. No. 1093/SCT dated 08.09.2018 . If the number of candidates for any vacancy become unmanageable in the opinion of the Vice- Chancellor then the University may use short listing criteria as prescribed in the Appendix-I of these ordinances. For this purpose, if required, there will be a committee of Dean, Chairperson of the concerned department and one nominee of the Vice Chancellor.

*[The Academic score as specified in Appendix I shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.]*

**II. Associate Professor:**

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in **Appendix II**.

**III. Professor:**

Eligibility (A or B):

**A.**

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total

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research score of 120 as per the criteria given in **Appendix II**.

- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

**B.**

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institution (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

**IV. College Principal and Professor (Professor's Grade):**

A. Eligibility:

- (i) Ph.D. degree  
(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.  
(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.  
(iv) A minimum of 110 Research Score as per **Appendix II**

B. Tenure

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the Vice-Chancellor.  
ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with his substantive post.

Provided that incumbent Principals, not appointed for a fixed tenure of five years as per previous ordinances, shall continue on their posts till their superannuation.

- 3.2 For the Faculty of Agriculture Sciences, Engineering & Technology including Architecture, Management Studies and Research, Medicine, and Unani Medicine, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail as mentioned at point 1.5 of these ordinances.

**3.3 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN**

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**I. UNIVERSITY ASSISTANT LIBRARIAN**

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point - scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:  
Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University subject to the fulfillment of the following conditions:-
  - a) The Ph.D. degree of the candidate has been awarded in the regular mode
  - b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate has been conducted;
  - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
  - e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfillment of these conditions is to be certified by the Controller of Examinations/Registrar of the University.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**II. UNIVERSITY DEPUTY LIBRARIAN**

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point -scale, wherever grading system is followed.

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- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

### **III. UNIVERSITY LIBRARIAN**

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

### **3.4 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**

#### **I. Assistant Director of Physical Education and Sports:**

Eligibility (A or B) :

#### **A.**

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University, subject to the fulfillment of the following conditions:-

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- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

**Note:** The fulfillment of these conditions (a) to (e) is to be certified by the Controller of Examinations/Registrar of the University.

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these ordinances.

**OR**

**B**

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

## **II. Deputy Director of Physical Education and Sports**

Eligibility (A or B) :

**A.**

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these ordinances.

**OR**

**B.**

An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

## **III. Physical Fitness Test Norms**

- (a) Subject to the provisions of these ordinances, all candidates who are required to undertake the physical fitness test are required

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to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>NORMS FOR MEN</b>			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres
<b>NORMS FOR WOMEN</b>			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

**4.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:**

Selection Committee Composition shall be as per Statute 27 of the Statutes of the University. The Committee for assessment to the post of College Principal for second term shall have the following composition:

- i) Nominee of the Vice-Chancellor.
- ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

**4.1 SELECTION PROCEDURE:**

4.1.1 The overall selection procedure shall be on 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-I, II, III, IV and V.

The Selection Committee, if it so decides, 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.

4.1.2 The process of selection of a Professor shall involve inviting of the application based on the Assessment Criteria and Methodology guidelines set out in Appendix II and III and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts of the Selection Committee for their consideration.

4.1.3 In the case of selection of faculty members who are from outside the academic field and are considered under Clause 3.1 (III.B) of these ordinances, the university's statutory bodies must lay down clear and

transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

4.1.4 The Internal Quality Assurance Cell (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 ordinances. 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.

#### 4.2 **Assessment Criteria and Methodology:**

(a) Tables at Appendix I,II,III are applicable to the selection of Assistant Professors/ Associate Professors/ Professors in the University;

(b) Tables at Appendix IV is applicable to the selection of Assistant Professors/ Associate Professors/ Professors in the University;

(C) Tables at Appendix V is applicable to the selection of Assistant Professors/ Associate Professors/ Professors in the University;

(d) The selection process shall be completed on the day/last day of the selection committee meeting, wherein the recommendations recorded on the basis of the performance of the interview are duly signed by all members of the selection committee

#### 5.0 **Pay Scales, Pay Fixation, and Age of Superannuation**

5.1. Pay scales as notified by the Government of India from time to time will be adopted by the University for implementation.

5.2 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC and incorporated in the Clause 26, Chapter - IV of the Ordinances (Executive).

#### 6.0 **Counting of Past Services for Direct Recruitment**

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 organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment 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 may be; 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.

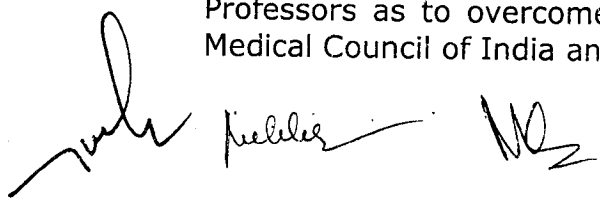
## **7.0 Period of Probation and Confirmation**

- 7.1 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.
- 7.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order.
- 7.3 It is obligatory on the part of the university 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.
- 7.4 The probation and confirmation rules issued from time to time by the Central Government shall be applicable only at the initial stage of recruitment as adopted by the university.
- 7.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

## **8.0 Appointments on Contract Basis**

The University shall make temporary appointments as Assistant Professor( Contractual) against the vacant sanctioned post(s) of Professors, Associate Professors and Assistant Professors in order to meet immediate requirement of students.

Provided that in the faculty of Medicine and Unani Medicine, temporary appointments shall be made as Assistant Professor against the vacant sanctioned posts of Professors, Associate Professors and Assistant Professors as to overcome the deficiency and meet the requirements of Medical Council of India and Central Council of Indian Medicine.



8.1 The qualifications for appointing Contractual teacher should be the same as those applicable to a regularly-appointed teacher. Such appointments shall be made on the recommendations of the Local Selection Committee after having duly advertized the nature and number of the posts, as per composition laid down in Statute 29(b) (ii) of the Statutes of the University. 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 academic performance of any such entrant teacher should be reviewed 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. Their terms and conditions of service shall be governed as per clauses of the Contract entered therewith.

**9.0 Teaching Days**

9.1 The University must have at least 180 teaching days, 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:

	<b>Number of weeks: 6-days a week pattern</b>
<b>Teaching and Learning Process</b>	30 (180 days) weeks
<b>Admissions, Examinations, and preparation for Examination</b>	12
<b>Vacations</b>	8
<b>Public Holidays (to increase and adjust teaching days accordingly)</b>	2
<b>TOTAL</b>	52

**10.0 Workload**

10.1 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. Teachers shall devote at least Two hours per day for mentoring of students (minimum fifteen students per coordinator) for Community

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Development/ExtraCurricular 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. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

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

### **11.0 Service Agreement and Fixing of Seniority**

- 11.1 At the time of confirmation in the University, a service agreement should be executed between the University and the teacher concerned and a copy thereof shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.

- 11.2 Documents mentioned at 4.2 above shall form part of the service agreement/record.

### **11.3 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. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

### **12.0 Code of Professional Ethics**

#### **12.1 Teachers and their Responsibilities :**

Whosoever 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/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### **I. Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statutes and Ordinances of the University and to respect its ideals, vision, mission, cultural practices and tradition;



- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

### **Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

## **III. Teachers and Colleagues**

### **Teachers should:**

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

## **IV. Teachers and Authorities :**

### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

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- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. Teachers and Non-Teaching Staff :**

##### **Teachers should :**

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

#### **VI. Teachers and Guardians**

##### **Teachers should:**

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

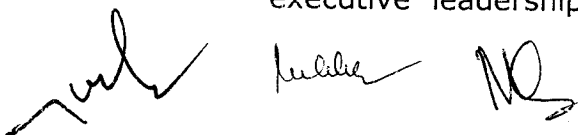
#### **VII. Teachers and Society**

##### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

#### **12.2 The Vice-Chancellor/Pro-Vice-Chancellor should:**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation,



- operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
  - (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
  - (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
  - (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
  - (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### 12.3 College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethicalbehaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### 12.4 Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethicalbehaviour in teaching and research;

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- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### **13.0 Other Terms and Conditions.**

#### **13.1 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 employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
- iv (b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these ordinances 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 not issued, 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 noncompounded 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 noncompounded 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 recognised 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.
- ix.(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 ordinances 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 these ordinances or under the earlier schemes/regulations/ordinances shall not be entitled to the benefit of advance increments under these ordinances.
- 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 ordinances.

- xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/ordinances, 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 ordinances.

#### **14.0 Allowances and Benefits**

- 14.1 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.
- 14.2 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.
- 14.3 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 be placed under Medical Attendance Scheme of the University.







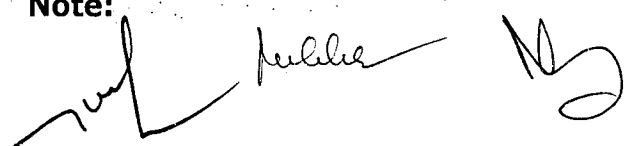
**(Appendix-I)**

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

S.N.	Academic Record	Score			
1.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	<b>Post-Graduation</b>	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% & Above =07	55% to less than 60% =05		
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05			
	<b>SLET/SET</b>	03			
6.	<b>Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)</b>	10			
7.	<b>Teaching / Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	International / National Level (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:**



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- (A) (i) M.Phil + Ph.D Maximum - 30 Marks  
(ii) JRF/NET/SET(U.P state) 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

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**(Appendix -II)**

**Methodology for University 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/Life Sciences /Engineering /Agriculture /Medicine /Unani Medicine/	Faculty of International Studies / Law/ Arts / Social Sciences/ Commerce/ Management/ Theology
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	02 per curricula/	02 per curricula/

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	<b>and courses</b>	course	course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing:</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07

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	<b>(b) *Policy Document (Submitted to an International body/organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	<b>07</b>	07
	International (Within country)	<b>05</b>	05
	National	<b>03</b>	03
	State/University	<b>02</b>	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.

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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.

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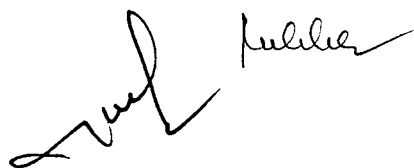
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**(Appendix-III)**

**Assessment Criteria and Methodology for University Teachers**

S.No.	Activity	Grading Criteria
<b>1</b>	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<b>A</b> - 80% & above - Good <b>B</b> - Below 80% but 70% & above-Satisfactory <b>C</b> - Less than 70% - Not satisfactory
<b>2</b>	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.	<b>Good</b> - Involved in at least 3 activities <b>Satisfactory</b> - 1-2 activities <b>Not-satisfactory</b> - Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities
<b>Overall Grading:</b> <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.		



**Not Satisfactory:** If neither good nor satisfactory in overall grading

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

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**(Appendix-IV)**

**Assessment Criteria and Methodology for Librarians**

<b>S.N.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"><li>• Library Resource and Organization and maintenance of books, journals and reports.</li><li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li><li>• Assistance towards updating institutional website</li></ul>	90% and above - <b>Good</b> Below 90% but 80% and above - <b>Satisfactory</b> Less than 80% - <b>Not satisfactory</b>
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<b>Good</b> - 1 National level seminar/workshop + 1 State/institution level workshop/Seminar <b>Satisfactory</b> - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop <b>Unsatisfactory</b> - Not falling in above two categories
3	If library has a computerized database then OR If library does not have a computerized database	<b>Good</b> - 100% of physical books and journals in computerized database. <b>Satisfactory</b> - At least 99% of physical books and journals in computerized database. <b>Unsatisfactory</b> - Not falling under good or satisfactory. OR <b>Good</b> - 100% Catalogue database made up to date <b>Satisfactory</b> - 90% catalogue database made up to date <b>Unsatisfactory</b> - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)

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4	Checking inventory and extent of missing books	<p><b>Good</b> : Checked inventory and missing book less than 0.5%</p> <p><b>Satisfactory</b> - Checked inventory and missing book less than 1%</p> <p><b>Unsatisfactory</b> - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more</p>
5	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p><b>Good</b> : Involved in any two activities</p> <p><b>Satisfactory</b> : At least one activity</p> <p><b>Not Satisfactory</b> : Not involved/undertaken any of the activities.</p>
<b>Overall Grading</b>	<p><b>Good</b> : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p><b>Satisfactory</b> : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p><b>Not satisfactory</b> : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <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>		

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**(Appendix-V)**

**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

<b>S.No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - <b>Good</b> Above 80 but below 90- <b>Satisfactory.</b> Less than 80 - <b>Not satisfactory.</b>
2.	Organizing intra college competition	<b>Good</b> - Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3-5 disciplines. <b>Unsatisfactory</b> - Neither good nor satisfactory.
3.	Institution participating in external competitions	<b>Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. <b>Satisfactory</b> - 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. <b>Unsatisfactory</b> - <b>Neither good nor satisfactory.</b>
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	<b>Good:</b> Involved in any two activities. <b>Satisfactory:</b> 1 activity <b>Not Satisfactory</b> : Not involved/undertaken any of the activities.

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	governance related work including work done during admissions, examinations and extracurricular college activities.	
Overall   Grading	<p><b>Good:</b> Good in Item 1 and satisfactory/good in any two other items.</p> <p><b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.</p>	
<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>		

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**The Ordinances (Executive) governing Minimum Qualifications for Appointment of Teachers and Other Academic Staff for promotion under Career Advancement Scheme**

.....

**WHEREAS**, University Grant Commission, in exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of 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" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, issued **notification dated 18th July, 2018 as "UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018"**.

**THEREFORE**, the University is in need to frame new Ordinances (Executive) so that the directives as well as new regulations are incorporated and adopted by the University and hence frames the following Ordinances, namely - "**Ordinances (Executive) Governing MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME**":-

**1.0 EXTENT AND APPLICATION:-**

- 1.1 These ordinances shall apply to the University Teachers other than school teachers, Librarians, and Directors of Physical Education and Sports of the University.
- 1.2 These ordinances be called "**Ordinances (Executive) Governing MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME**"
- 1.3 These ordinances shall come into force according to Section 29(5) of the AMU Act, 1920(as amended from time to time). The criteria for promotions under Career Advancement Scheme laid down under these ordinances shall be effective from 18.07.2018. The candidates who become eligible for promotion under Career Advancement Scheme (CAS) on or after 18.07.2018 shall be governed by the provisions of these Ordinances. However, to avoid hardship to those faculty members who have already qualified under the previous ordinances, a choice is hereby given to them, for being considered for promotions under the existing ordinance. This option can be exercised only within three years from 18.07.2018.
  - 1.3.1 Provided further that notwithstanding anything contained in these ordinances, in the event of any candidate being eligible for promotion under Career Advancement Scheme prior to 18.07.2018, the promotion of such a candidate under Career Advancement

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Scheme shall be governed by the previous Ordinances framed by the University as per clause 2.1.7 of these ordinances.

1.4 These ordinances shall provide the Minimum Qualifications for promotion and other service conditions of University teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education under Career Advancement Scheme.

1.5 For the purposes of promotion for the teaching posts in disciplines relating to university *interalia* in the fields of health, medicine, special education, agriculture, dentistry, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail;

1.5.1 Provided that where no such norms and standards have been laid down by any regulatory authority, the ordinances shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority and adopted by the University.

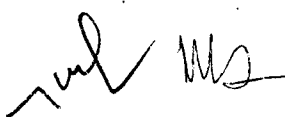

1.5.2 The requirement of Ph.D for promotion under these ordinances for the teachers in the Medical and Dental Subjects in the faculty of Medicine and Unani Medicine shall not be mendatory.

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

2.1 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 fulfil the eligibility and performance criteria laid down as under:

2.1.1. A teacher who wishes to be considered for promotion under the CAS is required to submit in writing to the Joint/Deputy Registrar (Selection Committees- Teaching), within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submits to the university the Assessment Criteria and Methodology Proforma (as prescribed by the University) supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in These ordinances. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University 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 ordinances, as on and till the date on which These ordinances are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

2.1.2 The Composition of the Selection Committee shall be as per Statute 27 of the Statutes of the University as applicable to all direct recruitments of faculty positions and equivalent cadres and Career

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Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor.

2.1.3 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 as:

Table 1  
Assessment Criteria and Methodology for University 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 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 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 and other 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 peerreviewed 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><b>Overall Grading:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at SI.No.2.  Or  <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at SI.No.2.    <b>Not Satisfactory:</b> 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 ordinances and as per the acts, statutes and ordinances of the parent institution.</p>		

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- 2.1.4 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.
- 2.1.5 For the promotion under the CAS, the applicant teacher must be on the rolls and in active service of the University on the date of consideration by the Selection Committee.
- 2.1.6 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.
- a) 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.
  - b) If, however, the candidate finds that he/she fulfils 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.
  - c) 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 eligibility.
  - d) The candidate who does not succeed in the second and subsequent assessments, he/she shall have to be re-assessed after second or subsequent years. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be extended accordingly from the date of eligibility.
- 2.1.7 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 previous ordinances (the UGC Regulations 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 ordinances.
- 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 previous ordinance based on 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 relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto 18.07.2018.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto 18.07.2018 for the promotion from one Academic Level/Grade Pay to another under CAS as provided in the previous ordinance based on 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, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned previous ordinance based on 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 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 previous ordinance based on 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.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

**TABLE-A**

**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

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**Table-B**  
**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

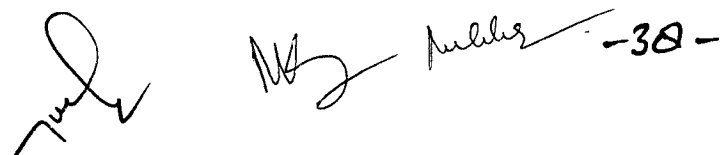
S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Table-C**

**(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)**

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/- to Assistant Director (Selection Grade)/ Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection committee	Selection Committee

2.1.8 The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.





### 3.0 Career Advancement Scheme (CAS) for University teachers:

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

##### Eligibility:

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.S/M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
  - a. Attended one Orientation course of 21 days duration on teaching methodology;
  - b. Any one of the following: Completed Refresher Course/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOC's course during the assessment period; and
  - c. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

##### CAS Promotion Criteria :


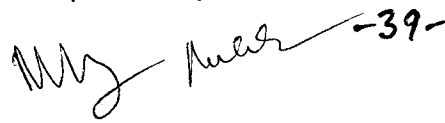
A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in **Appendix I** of These ordinances), and;
- ii) The promotion is recommended by the Screening-cum Evaluation committee.

#### 3.2 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

##### Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a

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- course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- a. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in **Appendix I** of These ordinances) and;
- b. The promotion is recommended by the Screening-cum-evaluation committee.

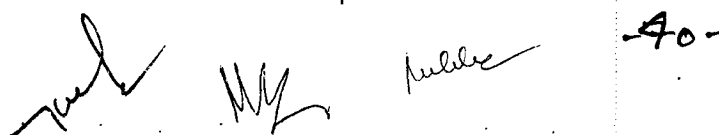
**3.3 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided(**submitted**) at least one Ph.D. candidate.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in **Appendix I** of These ordinances, and has a research score of at least 70 as per **Appendix II** of These ordinances.
- ii) The promotion is recommended by a selection committee constituted as per Statutes of the University.

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### **3.4 Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

#### **Eligibility:**

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided(**awarded**)doctoral candidate.
- 5) A minimum of 110 Research Score as per **Appendix II** of These ordinances.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

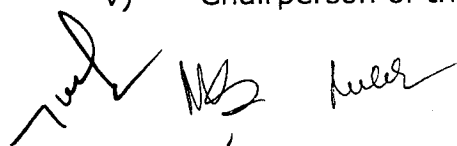
- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per **Appendix I** of These ordinances and at least 110 research score, as per **Appendix II** of These ordinances.
- ii) The promotion is recommended by a selection committee constituted as per Statutes of the University.

### **3.5 Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted as follows:

#### **Senior Professor**

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
  - i) Vice Chancellor who shall be the Chairperson of the Committee.
  - ii) PRO-Vice-Chancellor(if any);
  - ii) One nominee of the Visitor;
  - iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/ concerned field,nominated by the Vice-Chancellor out of the panel of names approved by the Board of Studies of the university.
  - iv) Dean of the Faculty.
  - v) Chairperson of the Department.



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

**Eligibility:**

- i) Ten years' experience as a Professor.  
ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**4.0 Career Advancement Scheme (CAS) for Librarians**

**Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers of the Department of Library and Information Sciences of this University where Library Science is a teaching department shall be covered by the provisions given under 2 and 3 of these ordinances.  
ii) The Deputy Librarian in the University shall have two levels i.e. Academic Level 13A and Academic Level 14.

**4.1 From University Assistant Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11):**

**Eligibility:**

An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and  
(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per **Appendix -III** of these ordinances.

**CAS Promotion Criteria:**

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix III of These ordinances, and  
ii) The promotion is recommended by a screening-cum-evaluation committee.

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**4.2 From University Assistant Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/Academic level 12/)**

**Eligibility:**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:  
(i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and other activities as per Appendix III of these ordinances of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix III of These ordinances, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**4.3 From University Assistant Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)**

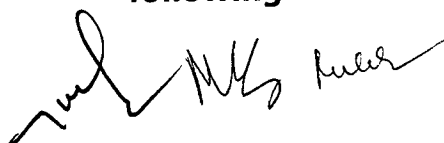
- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:  
(i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix III of these ordinances of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix III of these ordinances; and
- ii) The promotion is recommended by a Selection Committee constituted for this purpose on the basis of the interview performance.

**4.4 The criteria for CAS Promotions from University Deputy Librarian (Academic Level 13 A) to University Deputy Librarian (Academic Level 14) shall be the following:**



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- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix III of these ordinances of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix III of These ordinances; and
- ii) The promotion is recommended by a Selection Committee constituted for this purpose and on the basis of the interview performance.

**5.0 Career Advancement Scheme (CAS) for Directors of Physical Education and Sports**

**Note:**

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers of the Department of Physical Education of this University where Physical Education and Sports is a teaching department shall be covered by the provisions given under 2 and 3 of these ordinances.
- ii) The Deputy Director Physical Education and Sports in the University shall have two levels i.e. Academic Level 13A and Academic Level 14.

**5.1 From Assistant Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

**Eligibility:**

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and

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- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix IV of these ordinances; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**5.2 From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

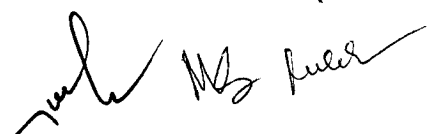
**CAS Promotion Criteria:**

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix IV of These ordinances, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**5.3 From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)**

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration or completed two courses of



at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix IV of These ordinances, and;
- ii) The promotion is recommended by a selection committee constituted for this purpose on the basis of the interview performance.

**5.4 The criteria for CAS Promotions from University Deputy Director Physical Education and Sports to University Deputy Director Physical Education and Sports (Academic Level 14) shall be the following:**

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/interuniversity/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS Promotion Criteria:**

**An individual may be promoted if;**

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix IV of These ordinances, and;
- ii) The promotion is recommended by a selection committee constituted for this purpose and on the basis of the interview performance.



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**6.0 The "Screening-cum-Evaluation Committee" for CAS promotion of equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:**

**6.1 For University teachers:**

- i) The Vice-Chancellor/ Pro Vice Chancellor or a nominee of the Vice Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Chairperson of the Department/Director as the case may be; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

**6.2 For University Assistant Librarian:**

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Pro-Vice-Chancellor (if any)
- iii) The Librarian, University Library; and
- iv) One expert who is working as Librarian nominated by the Vice-Chancellor.

**6.3 For University Assistant Director, Physical Education and Sports:**

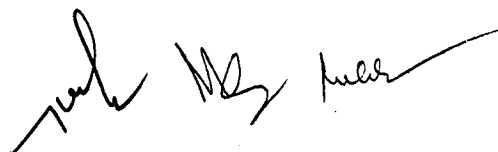
- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Pro-Vice-Chancellor (if any)
- ii) Secretary, Games Committee
- iii) A nominee of the Vice-Chancellor from the relevant field.
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor.

**Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.**

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

- (a) In Appendix I of These ordinances for each of the cadre of Assistant Professor;
- (b) In Appendix III of These ordinances for each of the cadre of Librarian; and
- (c) In Appendix IV of These ordinances for each of the cadre of Physical Education and Sports

shall recommend to the Executive Council about the suitability for the promotion of the candidate(s) under CAS for implementation.

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- 6.4 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.

## 7.0 SELECTION PROCEDURE:

- 7.1 The process of selection of a Professor shall involve the inviting of the application based on the Assessment Criteria and Methodology guidelines set out in Appendix I and II of these ordinances and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- 7.2 The Internal Quality Assurance Cell (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 ordinances. 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.

## 8.0 Assessment Criteria and Methodology:

The Assessment of the performance of 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 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, organising 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.**



## 9.0 Assessment Process

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

**Step 1:** The university teachers shall submit to the Registrar of the university an annual self-appraisal report in the prescribed Proforma to be designed based on Annexure I to IV. The report should be submitted at the end of every academic year, **within 30 days** from the last working day. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the Chairperson/Director etc. (as the case may be). The submission should be through the Dean of the concerned faculty.

**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 per these ordinances.

## 10.0 Assessment:

(a) Appendix I, II of These ordinances is applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities;

(b) Appendix-III is applicable to Assistant Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Appendix IV is applicable to Assistant Directors of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

**10.1** The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the Career Advancement Scheme, shall be in accordance with these ordinances.

## 11.0 Pay Scales, Pay Fixation, and Age of Superannuation

11.1. Pay scales as notified by the Government of India from time to time will be adopted by the University for implementation.

11.2 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, up to the age of seventy years. Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC and incorporated in the Clause 26, Chapter - IV of the Ordinances (Executive).

## 12 Teaching Days

The University must have at least 180 teaching days, 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.

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The above provision is summarized as follows:

	Number of weeks: 6-days a week pattern
<b>Teaching and Learning Process</b>	30 (180 days) weeks
<b>Admissions, Examinations, and preparation for Examination</b>	12
<b>Vacations</b>	8
<b>Public Holidays (to increase and adjust teaching days accordingly)</b>	2
<b>TOTAL</b>	52

### 13.0 Workload

13.1 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. Teachers shall devote at least Two hours per day for mentoring of students (minimum fifteen students per coordinator) for Community Development/ExtraCurricular 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. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

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

### 14.0 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. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

### 15.0 Code of Professional Ethics

#### 15.1 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.

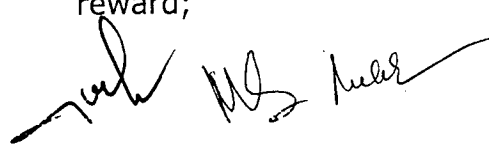
**I. Teacher should:**

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

**II. Teachers and Students**

**Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;



- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **III. Teachers and Colleagues**

#### **Teachers should:**

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

### **IV. Teachers and Authorities :**

#### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place;
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **V. Teachers and Non-Teaching Staff :**

#### **Teachers should :**

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

### **VI. Teachers and Guardians**

#### **Teachers should:**

- (i) 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

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purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. Teachers and Society**

### **Teachers should:**


- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

### **15.2 The Vice-Chancellor/Pro-Vice-Chancellor should:**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### **15.3 College Principal should;**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

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- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**15.4 Director Physical Education and Sports (University/College)/Librarian (University/College) should;**

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethicalbehaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**16.0 Other Terms and Conditions**

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

16.1.1. (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 ordinances 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.

16.1.2 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.

16.1.3 Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three noncompounded increments fixed at increment applicable at entry level only on award of Ph.D.

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, 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.

- 16.1.4 Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- 16.1.5 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.
- 16.1.6(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.
- 16.1.7 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.
- 16.1.8 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.
- 16.1.9 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.
- 16.1.10 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

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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.

- 16.1.11. 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 ordinances.
- 16.1.12. 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.
- 16.1.13. 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.

#### **17.0 Allowances and Benefits**

- 17.1 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.
- 17.2 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.
- 17.3 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, Library and Physical Education Cadres be placed under Medical Attendance Scheme of the University.

#### **18.0 Counting of Past Services for Promotion**

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 organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment 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.

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- (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 after the notification of these ordinances.
- (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 may be; 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.

18.1 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.

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**(Appendix-I)**

**Assessment Criteria and Methodology for University 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)	<b>A</b> - 80% & above - Good <b>B</b> - Below 80% but 70% & above-Satisfactory <b>C</b> - 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.	<b>Good</b> - Involved in at least 3 activities <b>Satisfactory</b> - 1-2 activities <b>Not-satisfactory</b> - Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities
<b>Overall Grading:</b> <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.		



**Not Satisfactory:** If neither good nor satisfactory in overall grading

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

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**(Appendix –II)**

**Methodology for University 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/Life Sciences /Engineering / Agriculture / Medicine /Unani Medicine/	Faculty of International Studies / Law/ Arts / Social Sciences/ Commerce/ Management/ Theology
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	02 per curricula/	02 per curricula/

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	<b>and courses</b>	course	course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing:</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07

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	<b>(b) *Policy Document (Submitted to an International body/organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	<b>07</b>	07
	International (Within country)	<b>05</b>	05
	National	<b>03</b>	03
	State/University	<b>02</b>	02

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

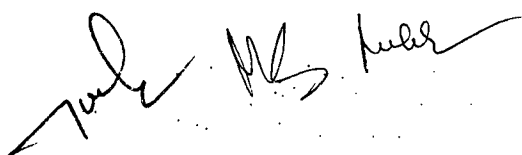
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- 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.

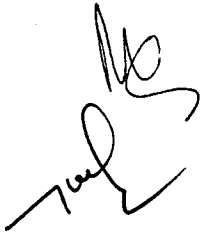
Joint Projects: Principal Investigator and Co-investigator would get 50% each.





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 Cosupervisor. Supervisor and Cosupervisor, 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.



**(Appendix-III)**

**Assessment Criteria and Methodology for Librarians**

<b>S.N.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"><li>• Library Resource and Organization and maintenance of books, journals and reports.</li><li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li><li>• Assistance towards updating institutional website</li></ul>	90% and above - <b>Good</b> Below 90% but 80% and above - <b>Satisfactory</b> Less than 80% - <b>Not satisfactory</b>
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<b>Good</b> - 1 National level seminar/workshop + 1 State/institution level workshop/Seminar <b>Satisfactory</b> - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop <b>Unsatisfactory</b> - Not falling in above two categories
3	If library has a computerized database then OR If library does not have a computerized database	<b>Good</b> - 100% of physical books and journals in computerized database. <b>Satisfactory</b> - At least 99% of physical books and journals in computerized database. <b>Unsatisfactory</b> - Not falling under good or satisfactory. OR <b>Good</b> - 100% Catalogue database made up to date

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		<p><b>Satisfactory</b>- 90% catalogue database made up to date</p> <p><b>Unsatisfactory</b> - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotlon Committee)</p>
4	Checking inventory and extent of missing books	<p><b>Good</b> : Checked inventory and missing book less than 0.5%</p> <p><b>Satisfactory</b> - Checked inventory and missing book less than 1%</p> <p><b>Unsatisfactory</b> - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more</p>
5	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p><b>Good</b> : Involved in any two activities</p> <p><b>Satisfactory</b> : At least one activity</p> <p><b>Not Satisfactory</b> : Not involved/undertaken any of the activities.</p>
<b>Overall Grading</b>	<p><b>Good</b> : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p><b>Satisfactory</b> : Satisfactory in Item 1 and satisfactory /good In any other two items including Item 4.</p> <p><b>Not satisfactory</b> : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <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</p>		

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redressal details may also be made available to the CAS promotion committee.

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**(Appendix-IV)**

**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

<b>S.No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - <b>Good</b> Above 80 but below 90- <b>Satisfactory.</b> Less than 80 - <b>Not satisfactory.</b>
2.	Organizing intra college competition	<b>Good</b> - Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3-5 disciplines. <b>Unsatisfactory</b> - Neither good nor satisfactory.
3.	Institution participating in external competitions	<b>Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. <b>Satisfactory</b> - 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. <b>Unsatisfactory</b> - <b>Neither good nor satisfactory.</b>
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	<b>Good:</b> Involved In any two activities. <b>Satisfactory:</b> 1 activity <b>Not Satisfactory :</b> Not involved/undertaken any of the activities.

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	governance related work including work done during admissions, examinations and extracurricular college activities.	
Overall I Grading	<p><b>Good:</b> Good in Item 1 and satisfactory/good in any two other items.</p> <p><b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.</p>	
<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>		

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**CHANGES TO BE MADE IN THE EXISTING LEAVE RULES AS PER UGC REGULATIONS, 2010**

**8.1 DUTY LEAVE**

<b>Existing</b>	<b>Regulations- 2018</b>	<b>Proposed Amendment</b>	<b>Final after amendment</b>
Attending Conference, Congress, Symposia, Seminars, Workshop, Refresher/ Short Term Courses, Orientation Programme, Guest Lecture and Invited Talk with prior permission of the University"	i. (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congress, Symposia and Seminar, as a delegate nominated by the University or with the permission of the University/ College	Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congress, Symposia, Seminar, and Short Term Courses and Invited Talk as a delegate nominated by the University or with the permission of the University/ College	Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congress, Symposia, Seminar, and <b>Short Term Courses</b> and Invited Talk as a delegate nominated by the University or with the permission of the University/ College
The above would be subject to the condition that the maximum duration of the grant of Duty Leave would remain for 30 days in an academic year irrespective of the duration of course/ programme or event	(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion	The above would be subject to the condition that the maximum duration of the grant of Duty Leave would remain for 30 days in an academic year irrespective of the duration of course/ programme or event	The above would be subject to the condition that the maximum duration of the grant of Duty Leave would remain for 30 days in an academic year irrespective of the duration of course/ programme or event

**8.2 STUDY LEAVE**

<b>Existing</b>	<b>Regulations- 2018</b>	<b>Proposed Amendment</b>	<b>Final after amendment</b>
Ordinary the total period of Study Leave which may be granted to an individual for pursuing research in India shall not exceed three years, and for conducting research abroad for three years, on full pay. It shall, however, be extended for one year in each case by the Executive Council on the recommendation of the Academic Council on half pay, but it shall not be extended beyond the aforementioned	(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 <b>more than three years in one spell</b> , save in exceptional cases, in which the Executive Council/ Syndicate is satisfied that such extension is unavoidable on academic grounds	Ordinary the total period of Study Leave which may be granted to an individual for pursuing research in India shall not exceed three years, and for conducting research abroad for three years, on full pay. It shall, however, be extended for one year in each case by the Executive Council on the recommendation of the Academic Council on half pay, but it shall not	Ordinary the total period of Study Leave which may be granted to an individual for pursuing research in India shall not exceed three years, and for conducting research abroad for three years, on full pay. It shall, however, be extended for one year in each case by the Executive Council on the recommendation of the Academic Council on half pay, but it shall not

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periods in each case and any further leave in each category may be governed by rules of earned leave, detention leave and extra-ordinary leave, but in no case the total period of study leave and Extraordinary leave shall exceed five years. If a teacher fails to rejoin service on the expiry of study leave and other leaves which he has been granted, he will be deemed to have failed to re-join service on the expiry of his leave for the purposes of recovery of dues under the study leave rules.

► \*Provided that the staff sponsored for M. Tech. or Ph.D. degree **under the 'Quality Improvement Programme'** the period of leave should be 1½ (extendable by six months in case of specific circumstances brought out by the teacher concerned) and 3 years respectively.

► \*Provided further that the teachers of the Faculty of Engineering and Technology sponsored for Ph.D. degree will be entitled to 60 days additional leave on full pay to be taken either in piece-meal or at one stretch for completing the requirement of stay at the institution where Ph.D. work is to be pursued, before the actual commencement of three years study leave under Quality Improvement Programme.

► \*Note 1: In the case of staff sponsored for M. Tech. or Ph.D. degree under 'Quality Improvement Programme' they will be entitled to pay and allowances

and necessary in the interest of the University/ College/ Institution.

be extended beyond the aforementioned periods in each case and any further leave in each category may be governed by rules of earned leave, detention leave and extra-ordinary leave, but in no case the total period of study leave and Extraordinary leave shall exceed five years. If a teacher fails to rejoin service on the expiry of study leave and other leaves which he has been granted, he will be deemed to have failed to re-join service on the expiry of his leave for the purposes of recovery of dues under the study leave rules.

\*Provided that the staff sponsored for M. Tech. or Ph.D. degree **under the 'Quality Improvement Programme'** the period of leave should be 1½ (extendable by six months in case of specific circumstances brought out by the teacher concerned) and 3 years respectively.

\*Provided further that the teachers of the Faculty of Engineering and Technology sponsored for Ph.D. degree will be entitled to 60 days additional leave on full pay to be taken either in piece-meal or at one stretch for completing the requirement of stay at the institution where Ph.D. work is to be pursued, before the actual commencement of three years study leave under Quality Improvement Programme.

be extended beyond the aforementioned periods in each case and any further leave in each category may be governed by rules of earned leave, detention leave and extra-ordinary leave, but in no case the total period of study leave and Extraordinary leave shall exceed five years. If a teacher fails to rejoin service on the expiry of study leave and other leaves which he has been granted, he will be deemed to have failed to re-join service on the expiry of his leave for the purposes of recovery of dues under the study leave rules.

\*Provided that the staff sponsored for M. Tech. or Ph.D. degree **under the 'Quality Improvement Programme'** the period of leave should be 1½ (extendable by six months in case of specific circumstances brought out by the teacher concerned) and 3 years respectively.

\*Provided further that the teachers of the Faculty of Engineering and Technology sponsored for Ph.D. degree will be entitled to 60 days additional leave on full pay to be taken either in piece-meal or at one stretch for completing the requirement of stay at the institution where Ph.D. work is to be pursued, before the actual commencement of three years study leave under Quality Improvement Programme.

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<p>which they would have drawn had they remained in their posts during the period of study leave not exceeding 2 years in case of M. Tech. and three in case of Ph.D. degree.</p> <p><b>*Note 2:</b> The teachers granted Study Leave for availing scholarship will be given the same benefits of pay and allowances as are admissible to the teachers of Faculty of Engineering and Technology during Study Leave under Quality Improvement Programme.</p>		<p><b>*Note 1:</b> In the case of staff sponsored for M. Tech. or Ph.D. degree under 'Quality Improvement Programme' they will be entitled to pay and allowances which they would have drawn had they remained in their posts during the period of study leave not exceeding 2 years in case of M. Tech. and three in case of Ph.D. degree.</p> <p><b>*Note 2:</b> The teachers granted Study Leave for availing scholarship will be given the same benefits of pay and allowances as are admissible to the teachers of Faculty of Engineering and Technology during Study Leave under Quality Improvement Programme.</p>	<p><b>*Note 1:</b> In the case of staff sponsored for M. Tech. or Ph.D. degree under 'Quality Improvement Programme' they will be entitled to pay and allowances which they would have drawn had they remained in their posts during the period of study leave not exceeding 2 years in case of M. Tech. and three in case of Ph.D. degree.</p> <p><b>*Note 2:</b> The teachers granted Study Leave for availing scholarship will be given the same benefits of pay and allowances as are admissible to the teachers of Faculty of Engineering and Technology during Study Leave under Quality Improvement Programme.</p>
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#### 8.4.II SPECIAL CASUAL LEAVE

Existing	Regulations- 2018	Proposed Amendment	Final after amendment
<p>Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:</p> <p>(a) To conduct examination of a University/ Public Service Commission/ board of examination or other similar bodies/ institutions; and</p> <p>(b) To inspect academic institutions attached to a statutory board, etc.</p>	<p>i. Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:</p> <p>(a) To conduct examination of a University/ Public Service Commission/ board of examination or other similar bodies/ institutions; and</p> <p>(b) To inspect academic institutions attached to a statutory board,</p>	<p>i. Same</p> <p>(a) Same</p> <p>(b) Same</p>	<p>i. Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:</p> <p>(a) To conduct examination of a University/ Public Service Commission/ board of examination or other similar bodies/ institutions; and</p> <p>(b) To inspect academic</p>

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	etc.	<p>(c) Special Casual Leave may be granted to serve as Juror or Assessor or to give evidence before a Court Law as a witness in a Civil or Criminal case in which his private interests are not at issue. It may also be granted for participation or accompany a team in an event of National/ International repute particularly sports which bring laurel to the University subject to production of invitation with a complete schedule of the event in the name of employee and accepted by the Vice-Chancellor.</p>	<p>institutions attached to a statutory board, etc.</p> <p>(c) Special Casual Leave may be granted to serve as Juror or Assessor or to give evidence before a Court Law as a witness in a Civil or Criminal case in which his private interests are not at issue. It may also be granted for participation or accompany a team in an event of National/ International repute particularly sports which bring laurel to the University subject to production of invitation with a complete schedule of the event in the name of employee and accepted by the Vice-Chancellor.</p>
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#### 8.4.VI EXTRAORDINARY LEAVE

Existing	Regulations- 2018	Proposed Amendment	Final after amendment
<p>A permanent teacher may be granted extraordinary leave when:</p> <p>(a) No other leave is admissible; or</p> <p>(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.</p>	<p>i. A permanent teacher may be granted extraordinary leave when:</p> <p>(a) No other leave is admissible; or</p> <p>(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.</p>	<p>i. Same</p> <p>(a) Same</p> <p>(b) Same</p>	<p>i. A permanent teacher may be granted extraordinary leave when:</p> <p>(a) No other leave is admissible; or</p> <p>(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary</p>

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<p>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.</p> <p>i. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.</p>	<p>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.</p> <p>ii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.</p>	<p>ii. Same</p> <p>iii. The female employees working in temporary/ adhoc and have completed eighty days in the twelve months immediately preceding the date of her expected delivering, is eligible for Maternity Leave.</p>	<p>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.</p> <p>ii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.</p> <p>iii. The female employees working in temporary/ adhoc and have completed eighty days in the twelve months immediately preceding the date of her expected delivering, is eligible for Maternity Leave.</p>
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OTHER KIND OF LEAVES EXIST AS PER EXISTING LEAVE RULES LAST MODIFIED ON THE RECOMMENDATIONS OF SIXTH  
PAY COMMISSIONS

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Part 'B' - Leave Regulations application to Teaching Staff (i.e. Teachers)

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|------------------------------------|-------|---|-----------------|
| 11. Quarantine Leave               | ----- | } | (Annexure- VI)  |
| 12. Hospital Leave                 | ----- |   |                 |
| 13. Detention Leave                | ----- |   |                 |
| 16. Leave for Academic Pursuits    | ----- | } | (Annexure- VII) |
| 17. Leave on Compassionate Grounds | ----- |   |                 |

*[Handwritten signatures]*