

# NATIONAL LAW UNIVERSITY, ASSAM



## NATIONAL LAW UNIVERSITY, ASSAM SERVICE REGULATIONS

February, 2015

# NATIONAL LAW UNIVERSITY, ASSAM

## SERVICE REGULATIONS

*To consolidate, define, amend and regulate the procedure of appointments, conditions of service, leave, retirement, conduct, discipline, appeal and other incidental matters relating to management of services at the University.*

### CHAPTER – I

#### General Provisions

- I.1. Name of the Regulations :** These Regulations may be called the 'National Law University, Assam Service Regulations'.
- I.2. Application :** The Regulations shall apply to all employees of the University,
- I.3. Definitions :** The National Law University and Judicial Academy, Assam Act (Act No. xxv of 2009); the University Statutes and the General Clauses Act, 1887 shall provide general interpretational guidance. Unless the context otherwise requires the following terms shall mean as follows:
- (a) '*Academic Council*' means the Academic Council of the University under Section 13 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (b) '*Academy*' means the Judicial Academy, Assam mentioned under Section 3 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (c) '*Act*' means the National Law University and Judicial Academy, Assam Act, 2009.
  - (d) '*Board*' means the Board of Management of the Academy as mentioned under Section 32 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (e) '*Chancellor*' means Chancellor of the University under Section 7 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (f) '*Chairperson*' means the Chairperson of the Board of Management of the Academy.
  - (g) '*Court personnel*' means an employee of the establishment of the Gauhati High Court, a court and a tribunal under the administrative control of the Gauhati High Court.
  - (h) '*Director*' means the Director of the Academy appointed under Section 35 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (i) '*Employee*' means any person employed in any service of the University by the competent authority in the manner prescribed under these Regulations.

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- (j) '*Executive Council*' means the Executive Council of the University under Section 11 of the National Law University and Judicial Academy, Assam Act, 2009.
- (k) '*Finance Committee*' means the Finance Committee of the University under Section 15 of the National Law University and Judicial Academy, Assam Act, 2009.
- (l) '*General Council*' means the General Council of the University under Section 9 of the National Law University and Judicial Academy, Assam Act, 2009.
- (m) '*High Court*' means the High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh.
- (n) '*Judicial Officer*' means a District Judge, a Sessions Judge, an Additional District Judge, an Additional Sessions Judge, a Senior Civil Judge, a Civil Judge, a Judicial Magistrate, a Special Judicial Magistrate or a presiding officer of a court or a tribunal under the administrative control of the Gauhati High Court.
- (o) '*Prescribed*' means Statutes or Regulations or Rules as the case may be prescribed under the National Law University and Judicial Academy, Assam Act, 2009.
- (p) '*Registrar*' means the Registrar under Section 18 of the National Law University and Judicial Academy, Assam Act, 2009.
- (q) '*Regulation*' means the National Law University, Assam Service Regulations.
- (r) '*Rule*' means Rules framed by the Government of Assam under Section 41 of the National Law University and Judicial Academy, Assam Act, 2009.
- (s) '*Service*' means any of the University services as prescribed.
- (t) '*Statute*' means the Statutes as approved by the General Council of the University from time to time.
- (u) '*Temporary Post*' means a post either carrying a scale of pay or consolidated pay for limited period.
- (v) '*Tenure Post*' means a permanent post which an individual may hold for more than a limited period without re-appointment or extension.
- (w) '*University*' means the 'National Law University and Judicial Academy, Assam' established by the National Law University and Judicial Academy, Assam Act, 2009.
- (x) '*Vice-Chancellor*' means the Vice-Chancellor of the University under Section 17 of the National Law University and Judicial Academy, Assam Act, 2009.
- (y) '*Year*' means :
- (a) Academic Year : A 12 month period commencing from first of June to 31<sup>st</sup> of May of the following year during which a cycle of the academic work is to be completed;
  - (b) Financial Year : A 12 month period commencing from first of April to 31<sup>st</sup> March of the following year; and
  - (c) Calendar Year : A 12 month period commencing from first of January to 31<sup>st</sup> of December.

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## CHAPTER – II

### **Qualification, Procedure for Selection, Terms and Conditions of Service, Emoluments, Leave, Amenities and Powers and functions of the Vice-Chancellor (Section 17 of Act No. XXV of 2009)**

#### **II.1. Qualifications :**

1. The Vice-Chancellor of the Law University shall be an academic person and an outstanding scholar in law with published works of high quality to his / her credit or a person who has been a Judge of the High Court.
2. He / she should, in the estimation of the General Council, be capable of providing effective leadership to the Law University community.

#### **II.2. Selection Committee and Procedure for selection :**

1. The identification of a Vice-Chancellor shall be undertaken by a Search Committee through a public notification; or nomination or a talent search process or a combination of all these methods so that a panel of not less than three persons is prepared. While preparing the panel, the Search Committee shall accord proper weightage to scholastic excellence, exposure to the higher education system in the country and abroad and adequate experience in academic and administrative governance. The criteria of selection would be reduced to writing and sent along with the panel of names to be submitted to the Chancellor.
2. The Vice-Chancellor shall be appointed by the Chancellor on the basis of the recommendations of the General Council out of the panel prepared by the Search Committee appointed by the Executive Council.
3. The term of the office of the Vice-Chancellor of the Law University shall initially be for a period of not more than three years and he / she is eligible for re-appointment. On the expiry of his / her term, he / she shall continue in office until his / her successor is appointed or an alternative arrangement is made by the Chancellor, whichever is earlier.  
*Provided* that even after the expiry of term, the Chancellor may require the Vice-Chancellor whose term has not been renewed or who has attained the age of seventy years, to continue in office for such period, not exceeding a total period of one year, as may be specified by him / her.
4. If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if the Vice-Chancellor is unable to perform the duties of office due to ill health or any other cause, the Chancellor shall have the authority to designate a senior Professor of the University to perform the functions of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor resumes the duties of the office, as the case may be. For shorter duration i.e. absence of less than 15 days, the Chancellor may permit the Registrar to look after the routine work of the Office of the Vice-Chancellor.

#### **II.3. Powers and Functions :**

The Vice-Chancellor shall be the Chief Executive and Academic Head of the University. He / she shall have the power to undertake all necessary actions in

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the due discharge of his / her responsibilities. In addition to this general power and responsibility, the Vice-Chancellor shall : -

1. Ensure that the provisions of the Act, Statutes and Regulations are duly observed;
2. Convene the meetings of the General Council, the Executive Council, the Academic Council and the Finance Committee in accordance with the provisions of the Act;
3. Preside over the meetings of the General Council in the absence of the Chancellor;
4. Be the competent authority to appoint the teachers, librarians, finance officer, accounts officer and other officers in consultation with the Chancellor on the recommendations of the Selection Committee appointed by the Executive Council thereof for that purpose in accordance with the prescribed regulations;
5. Take disciplinary action against the University officers in accordance with the prescribed procedure;
6. Take all necessary action against students to maintain proper discipline in the University;
7. Delegate to the Registrar, Heads of the Centres and other employees of the University the responsibility to undertake the day to day activities of the University in accordance with regulations;
8. Ensure that the routine items regarding creation of temporary posts for short duration, sanction of leave, approval of academic calendar, appointment of examiners, grant of annual increments, grant of D.A. increase as announced by the Central / State Governments from time to time and any other ad hoc increase etc. as announced by the Central / State Government from time to time or similar routine matters which are not normally be referred to the Executive Council;
9. Appoint Centre Heads, Co-ordinators, Proctor, Chief Wardens, Wardens, Assistant Wardens, Heads, Members of various Committees etc. or other administrative positions;
10. Suspend a member from the meeting of the authority, body or committee for persistently obstructing or stalling the proceedings or for indulging in behavior unbecoming of a member;
11. Initiate where required disciplinary action against employees or delegate such powers to other officers;
12. Ensure that the university examinations are conducted at the scheduled time; that results of such examinations are published expeditiously and that academic sessions of the University start and end on notified dates;
13. Allocate responsibilities to and audit performances of officers, faculty members, staff and students;
14. Manage the affairs in relation to the people (including students and academic staff), in such manner that the actions are in accordance with the development plans of the University whilst having a positive impact on society;
15. Exercise all administrative and financial powers as defined in the Act, Statutes / Regulations;

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16. Pass such Orders and take such measures that are necessary to implement any of the above;
17. Take such immediate action as may be required in an emergency subject to obtaining confirmation for the same in the next meeting of the authority which in the ordinary course would have dealt with the matter.

- II.4.** (1) In case the Vice-Chancellor is of the opinion that any decision of any authority of the University is *ultra vires* of the provisions of the Act / Statute / Regulations, the Vice-Chancellor would refer back the matter to the authority which has taken the decision for its re-consideration in the light of relevant provisions of the Act / Statute / Regulations. If, after re-consideration the authority sticks to its original decision, the matter shall be referred to the Chancellor, whose decision shall be final and binding on the Vice-Chancellor.
- (2) In case the authorities take any decision which in the opinion of the Vice-Chancellor is not in the best interests of the University, then he could ask the authority concerned to reconsider its decision. Even if subsequent to such review, differences persist, then the matter may be referred to the Chancellor whose decision shall be final and binding on the Vice-Chancellor.

**II.5. Emoluments:** The emoluments and other conditions of service of the Vice-Chancellor shall be as prescribed by Regulations or approved by the Chancellor. In addition to the above the Vice-Chancellor shall be entitled to :

1. Such salary as may be notified by the University Grants Commission / Central Government from time to time. However, the Chancellor may fix any higher salary and additional allowance as he may deem fit;
2. Dearness and other allowances as notified by the Central Government from time to time;
3. Reimbursement of all medical expenses including expenses on naturopathy or any other alternative treatment for himself / herself and his / her family;
4. Reimbursement of the expenses on account of T.A., D.A. for himself / herself and his / her family members from his home town to place of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure;
5. Annual leave travel concession;
6. Travelling Allowance at the rates equivalent to the rank of Secretary to Government of India or such higher rates as may be fixed by the Executive Council;
7. If the Vice-Chancellor takes classes in addition to his / her administrative duties, he / she would be paid an amount of Rs. 50,000/- p.m. as teaching allowance.
8. If a person, employed in another institution, is appointed as the Vice-chancellor on Deputation / lien, then such person shall be entitled to Salary, Allowances, Leave and Leave Salary as per UGC scales or as per deputation Rules of Government of India / parent institution and till such time as the person continues to hold lien on his / her post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the institution where the Vice-Chancellor is permanently employed; and





9. The Vice-Chancellor may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/ her appointment as Vice-Chancellor.

**II.6. Leave:** The leave entitlements of the Vice-Chancellor shall be as follows :

1. Casual leave as may be admissible to non-vacation officers of the University;
2. Leave on full pay at the rate of 30 days in the calendar year. Such leave shall be credited in advance in two-half yearly installments of 15 days each on the first day of January and the first day of July every year;  
*Provided* that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service;
3. The Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days;
4. In case a Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term;
5. Leave Salary for the number of days of leave on Full Pay due at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere;
6. Half Pay Leave at the rate of 20 days for each completed year of service;
7. Extra-ordinary Leave without pay for a maximum period of three months during the full term of three years on medical grounds or otherwise;
8. Special casual leave and also duty leave as applicable to the regular faculty of the University;
9. During the period of leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided;
10. The Vice-Chancellor shall be deemed to be on duty for attending:
  - (a) Any meeting called by the Central or State Government, Public Services, UPSC, PSC, UGC, AIU, AICTE, BCI, other Statutory Bodies, NGOs; any other University, or on for any other public purpose; and
  - (b) National and international conferences to represent the University / sign MoUs on behalf of the University.*Provided* that the Chancellor shall be informed in advance about any plans to attend an international conference; and
11. Where an employee of the University is appointed as the Vice-Chancellor, then such employee shall be allowed to avail of any leave credited in his or her leave account before being appointed as the Vice-Chancellor. Similarly, on relinquishing the post of the Vice-Chancellor and in the event of such employee re-joining his / her old post, such employee shall be entitled to carry back to this position the leave accumulated as Vice-Chancellor.



## **II.7. Amenities :**

1. The Vice-Chancellor shall be entitled to the following amenities:
2. A fully furnished residential accommodation with such furniture, as may be approved by the University. The premises of the lodge will be entirely maintained / managed by the University staff without any charge on the Vice-Chancellor.
3. A free car, mobile phone, ipad / Tab etc. and free telephone (with STD and ISD) service at the residence which shall also be used as the Camp Office.

## **CHAPTER – III**

### **University Services, Qualifications, Procedure for appointment, Emoluments, Terms and Conditions of Appointment**

**III.1. University Services :** The University shall have the following faculty and managerial services:

- (a) University Faculty Service;
- (b) University Administrative Service; and
- (c) University Managerial Service which shall be of two categories namely Office Management Service and Supportive Management Service.

**III.2. University Faculty Service (UFS):** The University Faculty Service (UFS) shall include :

1. Professor/ Associate Professor /Assistant Professor
2. Librarian / Deputy Librarian / Assistant Librarian / Placement Officer
3. Research Associate / Research Assistant
4. Any other teaching and research position

**III.3. Tenure Appointments :** The Executive Council shall from time to time create such number of posts in the University Faculty Service as may be necessary and recommended by the Vice-Chancellor for carrying out teaching and research.

**III.4. Procedure for Tenure Appointment :**

- (a) All appointments in tenure position shall be made through advertisement in at least two national dailies and a rolling advertisement on the website of the University. Shortlisted candidates shall be called for interview which may include a written test, PPT presentation and mock classes.
- (b) The appointment in the University Faculty Service shall be subject to such terms and conditions, as may be mutually agreed upon or as recommended by the Selection Committee or as prescribed in the Regulations, as the case may be.

**III.5. Minimum Qualifications for Direct Recruitment :** Minimum Qualifications for Direct Recruitment to the post of Professor, Associate Professor, Assistant Professor including Social Sciences, shall be the same as specified in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 (UGC Notifications dated September 18, 2010 and June 13, 2013) and adopted by the University and included as **Schedule-A** of these Regulations.





### **III.6. Constitution of Selection Committees and Selection Procedures :**

The Selection Committee for Direct Recruitment for the post of Professor, Associate Professor and Assistant Professor and also for Career Advancement Scheme shall consist of the following :

- (a) The Vice-Chancellor, as the Chairperson;
- (b) Three subject experts nominated by the Vice-Chancellor from among the panel of experts approved by the Executive Council;
- (c) One distinguished Professor of law who is or has been the Vice-Chancellor of National Law University for law subjects, whereas for non-law subjects the nominee of the Chancellor shall be the leading academician and preferably the Vice-Chancellor of a university nominated by the Chancellor;
- (d) One academician of good standing, representing the SC / ST / OBC / PWD / Minority / Women to be nominated by the Vice-Chancellor if any of the candidates belong to one or more of the categories mentioned and if any member of the Selection Committee does not belong to any such category.

At least four members, including two subject experts shall constitute the quorum. No Selection Committee meeting shall take place without the requisite quorum.

### **III.7. Pre-selection assessment by Experts both for Direct Recruitment and Promotion under Career Advancement Scheme (CAS)**

1. Before the Selection Committee meets on a designated date(s), the Vice-Chancellor shall appoint a Screening Committee, consisting of the Registrar, two senior Professors of the University and one outside expert from any academic institution who is Member of the IQAC or any academician nominated by the Vice-Chancellor, to evaluate the credentials of all the candidates in a transparent, objective and credible manner. The criteria for such evaluation shall also be incorporated in the advertisement itself and the candidates shall be directed to provide all necessary certificates or documentary proof of their claims. This may include the weightage given to prescribed qualifications, preferred and additional qualifications, experience, publications and involvement in extension, co-curricular and extra-curricular activities and the like. Based on the claims made by the candidates, the Screening Committee shall assess them and mark them (evaluate and assign marks against each and every criteria).
2. Apart from this, if the candidates have claimed and provided copies of their publications, such publications shall be sent to three external experts nominated by the Vice-Chancellor from among the panel of experts approved by the Executive Council. The reports received from such experts along with their comments, if any, shall necessarily be placed before the Selection Committee.
3. As per Appendix-III Table-II(c) of the UGC Regulations dated September 18, 2010 and June 13, 2013, the minimum scores for Academic Performance Indicators for direct recruitment along with other specified eligibility qualifications and Selection Committee criteria is as given in Schedule-B.



4. The Faculty shall be promoted under Career Advancement Scheme as Professors with the condition that they shall continue to publish some research papers every year after such promotion.

**III.8. Proforma for Annual Self-Assessment for the Performance Based Appraisal System (PBAS); PBAS Proforma for Promotion under CAS; and Proforma for Academic Performance Indicators (APIs) in Recruitments and Career Advancement Scheme (CAS)**

1. The PBAS Proforma both for Annual Self-Assessment and for Promotion under CAS along with API scores is given as **Schedules-C and D**.
2. The requirement of Academic Staff College Orientation / Refresher Courses for the promotions to the existing Faculty cannot be waived but the Staff Members may be provided one year's time to fulfill this requirement. The promotion shall be effective from the date of eligibility after all conditions for the promotion have been complied with by the faculty member.

**III.9. Pay and Allowances :** The Pay and Allowances for tenure staff shall be as notified by the U.G.C. and approved by the Executive Council and shall be revised from time to time on the basis of the recommendations of the U.G.C. If the financial health of the University so permits, it may give IITs / IIMs pay scales.

**III.10. Appointment of Librarian / Deputy Librarian / Assistant Librarian / Placement Officer**

1. Minimum Qualifications for Direct Recruitment to the post of Librarian / Deputy Librarian / Assistant Librarian, shall be the same as specified in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 (UGC Notifications dated September 18, 2010 and June 13, 2013) as adopted by the University and included in **Schedule-E** of these Regulations. For the post of Librarian / Deputy Librarian / Assistant Librarian, candidates with the experience of working in Law Libraries would be preferred. For Placement Officer (in the cadre of Associate Professor) the qualifications shall be the same as prescribed by AICTE and adopted by the University and included in **Schedule-E** of these Regulations.
2. The Pay and Allowances for tenure staff shall be such as approved by the Executive Council and shall be revised from time to time on the basis of the recommendations of the U.G.C.
3. The procedure for appointment, the Selection Committee, nature of appointments, leave and all other benefits shall be the same as applicable to the staff in University Administrative Service.

**III.11. Appointment of Faculty / Research Staff on Contractual Basis :**

**(1) Nature of Contractual Appointments :**

- (a) The Vice-Chancellor, if required for immediate service, may direct the Registrar to appoint such faculty on contractual service for a period not exceeding three years on such terms and conditions as may be agreed upon

- which shall not be less than the last drawn salary of the person concerned.
- (b) In addition to the appointments referred to above the Vice-Chancellor may invite on such terms and conditions as may be mutually agreed upon :
- (i) a person of eminence or having expertise in the relevant field or an internationally acclaimed scholar or a former Vice-Chancellor to take up the post of the Professor at the University;
  - (ii) any person of eminence either in the academia or the Bar or Bench to be appointed as the Professor Emeritus / Scholar-in-Residence; and
  - (iii) any person of eminence to hold the position of Adjunct Professor.
- (c) All the aforementioned appointments shall be made by the Vice-Chancellor depending on university requirement and need and shall be reported to the Executive Council.
- (d) No contractual appointment can be made / extended beyond three years without the approval of the Chancellor.
- (2) **Procedure for Contractual Appointments :** Appointments on contractual basis would ordinarily be made by inviting applications through a rolling advertisement on the University website. Shortlisted candidates would be called for interview which may include a written test, PPT presentation and mock classes. Skype or telephonic interview may also be allowed wherever necessary. The Vice-Chancellor may also appoint people on contractual positions on the basis of mock-classes, if the situation so demands.
- (3) **Qualifications :**
- (a) **Faculty :** LL.M. / M.A. / Master's Degree in the relevant subject with not less than 55% marks in the aggregate from a recognized University. Candidates with UGC NET / SLET / Ph.D. / Foreign Degrees or having experience of teaching at National Law Schools would be preferred. If suitable UGC qualified candidates are not available, Bar Council of India qualified candidates may be recruited for law subjects.
  - (b) **Research Associates / Research Assistants :** Candidates with LL.M. / M.A. / Master's Degree in the relevant subject with not less than 55% marks in the aggregate from a recognized University.
  - (c) The Selection Committee / Vice-Chancellor may however, relax any qualification in respect of any candidate if in the opinion of the Selection Committee / Vice-Chancellor, the candidate is otherwise the most eligible for the post.
- (4) **Selection Committee for contractual appointments :**
- A. The Selection Committee for the appointment of contractual Faculty shall consist of :
- (a) The Vice-Chancellor as Chairperson;
  - (b) One Professor of the University nominated by the Vice-Chancellor;
  - (c) One subject expert as external member nominated by the Vice-Chancellor; and
  - (d) Registrar.





B. The Selection Committee for the appointment of Research staff shall consist of :

- (a) The Vice-Chancellor as Chairperson; and
- (b) Two Professors of the University nominated by the Vice-Chancellor.

**(5) Emoluments**

- I. Remuneration for the Faculty / Research Staff appointed on contractual basis would be as follows:
  - (a) Rs. 1,00,000/- p.m. for Professors, Principals, Eminent Advocates with minimum 15 years of experience, Retired Judges of Supreme Court of India / High Courts;
  - (b) Rs. 80,000/- p.m. for Associate Professors with minimum 10 years of teaching and/or research experience.
  - (c) Rs. 50,000/- p.m. for teachers with UGC NET and/or Ph.D.;
  - (d) Rs. 45,000/- p.m. for other teachers;
  - (e) Rs. 30,000/- p.m. for the Research Associates; and
  - (f) Rs. 25,000/- p.m. for the Research Assistants.
- II. In case of eminent persons who express an interest to join as full-time teachers, the emoluments would be negotiated and fixed by the Vice-Chancellor and placed before the Executive Council for ratification.
- III. Notwithstanding anything in these Regulations, the Vice-Chancellor may negotiate and fix suitable remuneration; and / or give pay protection; or place in pay scales persons who are already in service elsewhere and possess degrees from reputed foreign universities and appoint them as full-time Faculty on contractual basis.

**III.12. Teaching Days, Workload and Teachers Work Load Policy:**

1. **Teaching Days :** The University shall adopt at least 180 working days, i.e., there shall be a minimum of 30 weeks of actual teaching in a six day week. Of the remaining period, ordinarily six weeks may be devoted to examinations, non-instructional days for co-curricular activities, sports, etc.; 12 weeks for internships and four weeks' vacation.
2. **Workload :** The workload of the teachers in full employment would not be less than 40 hours a week for 36 working weeks (180 teaching days) in an academic year as determined by the University in the detailed workload policy. It would be necessary for the teachers to remain available for at least five hours daily in the academic block of the University. Direct teaching-learning hours would ordinarily be as follows:

(a) Assistant Professor	:	16 hours
(b) Associate Professor and Professor	:	14 hours
3. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and / or administration.

**III.13. Internal Quality Assurance Cell (IQAC) :** The Internal Quality Assurance Cell shall consist of the following :

1. The Vice-Chancellor as the Chairperson;

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2. Eight Senior Teachers of the University, which shall include three Professors, three Associate Professors and two Assistant Professors and one Senior Administrative Official;
3. Three External Experts preferably one from local community connected with the profession of Law, one from the Industry and one from academic institutions of high repute; and
4. One Professor of the University as Coordinator.

The members at (2), (3) and (4) shall be nominated by the Vice-Chancellor with the approval of the Academic Council and the Executive Council. The term of the nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members.

**III.14. Code of Professional Ethics :** The Faculty Members shall endeavour to follow the Code of Professional Ethics. The violation of these ethical principles may invite appropriate disciplinary action.

**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 / her 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers shall :**

- a) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b) seek to make professional growth continuously through study and research;
- c) maintain active membership of professional organizations and strive to improve education and profession through them;
- d) perform their duties in the form of teaching, tutorial, clinical courses, seminar and research work conscientiously and with dedication;
- e) co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as : assisting in admissions, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- f) participate in extension, co-curricular and extra-curricular activities including community service.

**2. Teachers and the students :**

**Teachers shall :**

- a) respect the right and dignity of the student in expressing his / her opinion;
- b) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

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- c) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d) encourage students to improve their attainments, develop their personalities and at the same time contribute to the community welfare;
- e) inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- f) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- g) pay attention to only the attainment of the student in the assessment of merit;
- h) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i) aid students to develop an understanding of our composite national heritage and national goals; and
- j) refrain from inciting students against other students, colleagues or administration.

### 3. Teachers and Colleagues :

#### Teachers shall :

- a) treat other members of the profession in the same manner as they themselves wish to be treated;
- b) speak respectfully of the other teachers and render assistance for professional betterment;
- c) refrain from lodging unsubstantiated allegations against colleagues to the higher authorities; and
- d) refrain from allowing considerations of caste, creed, religion, race, sex or sexual orientation in their professional endeavour.

### 4. Teachers and Authorities :

#### Teachers shall :

- a) discharge their professional responsibilities according to the existing regulations and adhere to the procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- b) refrain from undertaking any other employment which is likely to interfere with their professional responsibilities;
- c) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e) co-operate with the authorities for the betterment of the institutions keeping in view the interests and in conformity with dignity of the profession;
- f) strictly comply with the conditions of agreement of service;
- g) give and expect due notice before a change of position is made; and

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- h) 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.

**5. Teachers and non-teaching staff :**

- a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking; and  
b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**6. Teachers and society :**

**Teachers shall :**

- a) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;  
b) work to improve education in the community and strengthen the community's moral and intellectual life;  
c) be aware of social problems and take part in such activities as would be conducive to the progress of the society and hence the country as a whole;  
d) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;  
e) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

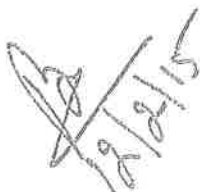
**III.15. University Administrative Service (UAS) :**

The University Administrative Service shall include :

1. Registrar / Deputy Registrar / Deputy Controller of Admissions and Examinations / Assistant Registrar / Assistant Controller of Admissions and Examinations;
2. Finance Officer / Accounts Officer;
3. University Engineer / Assistant Engineer;
4. Library Assistant;
5. System Analyst / Programmer;
6. Medical Officer; and
7. Any other post as may be created by the Executive Council of the University from time to time.

**III.15.1. Qualifications, Procedure for appointment, Emoluments, Terms and Conditions of service and Responsibilities and Duties of the Registrar**

1. **Appointment of the Registrar :** The Registrar shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by the Executive Council and headed by the Vice-Chancellor on such terms and conditions of service as it may specify subject to the provisions of Statues and Regulations.





**2. Qualification :**

A Master's Degree in any discipline from a recognized University / Institution with at least 15 years' of experience as Assistant Professor in the AGP of Rs. 7,000 and above, or with 8 years' of service in the AGP of Rs. 8,000/- and above including as Associate Professor along with experience in educational administration; or comparable experience in research establishment and / or other institutions of higher education; or 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. Persons who have superannuated already from any previous employment shall not be eligible.

**3. Selection Committee :**

- (a) Vice-Chancellor as Chairperson;
- (b) One nominee of the Chancellor; and
- (c) Three experts from out of panel of experts approved by the Executive Council.

**4. Terms and Conditions :**

- (a) The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure not exceeding five years, which can be renewed for a similar term by the Chancellor on the recommendations of the Vice-Chancellor and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.  
*Provided* that the Registrar retires on attaining the age of sixty-two years.  
*Provided* further that notwithstanding his attaining the age of sixty two years, he / she continues in office until his / her successor is appointed and enters upon his / her office. Such extended period in no case shall be more than one year.
- (b) Where an employee of this University or any other Institution / Government and its organisations is appointed as Registrar, he / she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund / Contributory Provident Fund / Pension / Gratuity / Transfer TA) to which the employee was entitled prior to appointment as Registrar till such time that the employee continues to hold lien on the parent post.
- (c) The terms and conditions of service of Registrar shall be such as prescribed for other non-vacational employees of the University.
- (d) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absent or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- (e) If the services of the Registrar are borrowed from Government of Assam or any other Organization / Institution, the terms and conditions of service shall be governed by the Deputation Rules of the Government of Assam / parent institution.
- (f) A Registrar on Deputation may be repatriated earlier than the stipulated period by the Chancellor on the recommendation of the Vice-Chancellor.







**5. Amenities :**

- (a) The Registrar shall be entitled to residential accommodation and also to a free mobile phone, ipad / Tab etc. and free telephone (with STD and ISD) service at his / her residence.

*Provided* that if the University is not able to provide residential accommodation to the Registrar, then off campus residence would be permissible and in such case the Registrar would be entitled to H.R.A. like any other employee of the University.

- (b) The Registrar shall be entitled to the facility of staff car for travel between the office and residence.

**6. Leave and other allowances :**

- (a) The Registrar shall be entitled to such Leave, Allowances, Medical Re-imburement, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacation employees.

- (b) A University Registrar who in addition to the administrative duties of Registrar also discharges the teaching duties of a Professor would be paid an amount of Rs.25,000/-p.m. or if a University Professor is appointed as Registrar and he discharges the duties of the Registrar in addition to his own duties as the Professor of the University, he would be paid an amount of Rs. 25,000/- p. m.

**7. Responsibilities and Duties :**

- (1) The Registrar shall be the principal administrative officer of the Vice-Chancellor of the Law University in all matters pertaining to the administration of the Law University. The Executive Council may entrust to him special responsibilities and powers;

- (2) The Registrar shall comply with all directions and orders of the Executive Council and the Vice-Chancellor;

- (3) The Registrar shall be *ex-officio* Member Secretary of all the authorities, Committees and other bodies of the University and shall also be the Convenor of all the meetings and to that end shall :

- (a) Issue all notices convening meetings of the Executive Council, the Academic Council, the Finance Committee and of any other Committees appointed by those authorities;

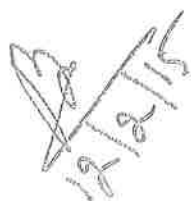
- (b) Maintain the minutes of all the meetings of the Executive Council, the Academic Council, the Finance Committee and of any Committees appointed by those authorities;

- (c) Conduct the official correspondence of the Executive Council, the Academic Council and the Finance Committee;

- (d) Be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge;

- (e) Represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

- (f) Perform such other duties as may be specified in the Act, Statutes and the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.





- (4) The Registrar on the recommendations of the Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice-Chancellor shall have the power to appoint the Supportive Management Service (SMS) and Office Management Service (OMS), contingent and daily wage staff. He shall be competent authority to take disciplinary action against such employees in accordance with the prescribed procedure
- (5) The Registrar shall have the power to take disciplinary action against such employees, excluding teachers and other academic staff, as may be specified by the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.  
*Provided* that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (6) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified above.
- (7) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor.  
*Provided* that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

### III.15.2. Finance Officer : (Rs.37,400-67,000/-) GP-10,000/-

#### 1. Qualifications :

A Master's Degree in the relevant discipline with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from a recognized University / Institute.

Chartered Accountant with a minimum of fifteen years of experience as Accounts Officer in the AGP of Rs. 7,000 and above or with eight years of service in the AGP of Rs. 8,000 or in an equivalent post in any reputed University or reputed educational institution.

Government Officers working in the area of finance and accounts for 20 years may be appointed as Finance Officer either on deputation or for a term.

#### 2. Selection Committee :

- Vice-Chancellor as Chairperson;
- One nominee of the Chancellor; and
- Three experts from out of a panel of experts approved by the Executive Council.

#### 3. Terms, Conditions, Duties and Responsibilities :

- The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendations of a Selection Committee constituted for the purpose for a tenure not exceeding five years, which may be renewed for similar terms by the Vice-Chancellor, on such terms and conditions as may be prescribed.

*Provided* that the term of appointment of Finance Officer shall not be continued beyond the date of his attaining the age of sixty two years;





*Provided* further that notwithstanding attaining the age of sixty two years, such officer shall continue in office until his successor is appointed and enters upon office. Such extended period in no case shall be more than one year.

- (b) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absent or any other cause, unable to perform the duties of his office, the duties of the Office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (c) The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Vice-Chancellor or as may be prescribed by the Regulations.
- (d) Subject to the control of the Executive Council and the Vice-Chancellor the Finance Officer shall :
  - (i) hold and manage the property and investments including trust and endowed property;
  - (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended on the purposes for which they are granted or allotted;
  - (iii) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the University Authorities;
  - (iv) keep a constant watch on the state of the cash and bank balances and on the state of investments;
  - (v) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (vi) have the accounts of the University regularly audited as per the Financial Regulation of the University;
  - (vii) ensure that the registers of building, lands, furniture and equipment are maintained up to-date and that the stock checking is conducted, of equipment and other consumable materials in all offices and centres maintained by the University;
  - (viii) call for explanation for unauthorized expenditure from any employee of the finance office and for other financial irregularities and suggest disciplinary action against the persons at fault; and
  - (ix) call from any office, or centre under the University, any information or returns that he considers necessary for the performance of his duties.
- (e) The receipt from the Finance Officer or from the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

### **III.15.3. Other Staff in University Administrative Service :**

#### **(1) Creation of Posts :**

The Executive Council shall from time to time create such number of posts in the University Administrative Service including technical and non-technical posts as may be necessary and recommended by the Vice-Chancellor.



*Provided* that the Vice-Chancellor may appoint such staff on contractual service on such terms and conditions as may be agreed upon and the same shall be placed before the Executive Council for ratification.

**(2) Nature of Appointment :**

The appointment in the University Administrative Service shall be subject to such terms and conditions, as may be recommended by the Selection Committee or by the Vice-Chancellor as the case may be.

**(3) Tenure Appointments :**

The Vice-Chancellor can make appointments to the tenure positions created by the Executive Council with the pay scales in consultation with the Chancellor on the recommendations of the Selection Committee.

a. Selection Committee for the tenure positions shall consist of the following:

- (i) Vice-Chancellor as Chairman;
- (ii) One nominee of the Chancellor;
- (iii) Registrar;
- (iv) One Professor of the University nominated by the Vice-Chancellor; and
- (v) One external expert nominated by the Vice-Chancellor from out of the panel of experts approved by the Executive Council.

b. The Notification for the tenure positions should be published in at least one national daily and a rolling advertisement on the website.

**(4) Contractual Appointments with Consolidated Pay :**

The Vice-Chancellor can make appointments on contractual basis for a period not exceeding three years at a time with a consolidated pay as mutually agreed. All such appointments shall be reported to the Executive Council.

**(5) Qualifications and Pay Scale: (Rs.37,400-67,000) GP-8,700/-**

**(a) Deputy Registrar :**

A Master's degree with at least 55% of marks or its equivalent Grade of 'B' in the UGC 7 point scale from a recognized University / Institution along with nine years of experience as Assistant Professor in the AGP of Rs. 6,000/- and above with experience in educational administration or comparable experience in a Research Establishment and / or other institutions of higher education, or five years of administrative experience as Assistant Registrar or in an equivalent post.

**(b) Assistant Registrar (Admin) : (Rs.15,600-39,100) GP-5,400/-**

A Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University / Institution. Five years of experience of supervisory nature in administrative matter in a University / Research Establishment / other reputed institutions of higher education.

Preference will be given to the candidates having adequate knowledge and experience in the use of state of the art tools of communication, computer proficiency, capability of working in multi-tasking environment and having knowledge of administrative / establishment matters.

- (c) **Assistant Registrar (Academic) :** (Rs.15,600-39,100) GP-5,400/-  
A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale from a recognized University / Institution.  
Five years of experience of supervisory nature in administrative matter in a University / Research Establishment / other reputed institutions of higher education.  
Preference will be given to the candidates having adequate knowledge and experience in the use of state of the art tools of communication, computer proficiency, capability of working in multi-tasking environment and having knowledge of administrative / establishment matters.
- (d) **University Engineer :** PB-4 (Rs.12,000-40,000) GP-6,300/-  
A Bachelor's Degree in Civil Engineering from a recognized University / Institution with a minimum of ten years of experience in quality control, QS and State Government procedures to supervise the construction works of the University or Engineer with more than ten years of experience in senior positions.  
Retired State Government Engineers having experience in the field can also apply. Candidates with 10 years of experience in big projects / governmental experience / international experience would be preferred.
- (e) **University Doctor :** PB-4 (Rs.12,000-40,000) GP-5,400/-  
M.B.B.S. from a recognized University which is recognized by Medical Council of India (MCI). Candidates having M.D. degree would be preferred.
- (f) **Principal Private Secretary to the Vice-Chancellor :** PB-4 (Rs.15,600-39,100) GP-5,400/-  
Master's Degree in any subject from a recognized University with at least 55% marks, at least 10 years of experience as Personal Secretary or Senior Stenographer. English Shorthand-140 wpm and 40 words in typewriting of English, knowledge in Computer presentation, communication and decision making skills, Fluency in English, Hindi and Local Languages.
- (g) **Personal Secretary to the Vice-Chancellor :** PB-4 (Rs.12,000-40,000) GP-6,400/-  
Graduation in any subject from a recognized University with at least 55% marks and five years of experience as Personal Assistant in any reputed educational institution, or Postgraduate in any subject from a Recognized University with 55% marks and 3 years experiences as Personal Assistant in any reputed educational institution. Candidates must excel in shorthand with minimum speed of 80 words and have adequate computer proficiency, Fluency in English, Hindi and Local Language.
- (h) **Personal Secretary to the Registrar:** PB-4 (Rs.12,000-40,000) GP-6,400/-  
Graduation in any subject from a recognized University with 55% marks. Experience - 5 years for Graduate / 3 years for postgraduate. Shorthand

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with minimum speed of 80 words presentation, communication and decision making skills, Fluency in English, Hindi and Local Language.

- (i) **Assistant Engineer** : PB-4 (Rs.12000-40,000) GP-5,400/-  
B. Tech. / B.E. Degree from a recognized University with a minimum two years of experience in the field. Junior Engineer working in any government department for five years may be taken on deputation or retired Junior Engineer / Assistant Engineer may also be considered.
- (j) **System Administrator** : PB-4 Pay (Rs.12,000-40,000) GP-6,300/-  
B.E. / B.Tech. Degree in Computer Science and Engineering / Information Technology or MCA or M.Sc. in Computer Science / Information Technology from a recognized University with at least 60% marks or its equivalent in the CGPA scale with five years of experience in computing at the level of a System Analyst.
- (k) **System Operator** : PB-2 Pay (Rs.5,200 -20,200) GP-3,300/-  
Diploma in Computer Science and Engineering (Three Years) or BCA or Graduate with DOEACC 'A' Level (Diploma) or equivalent from recognized institution.  
The candidate shall have exposure in using hardware, software and networking in office environment.  
Minimum three years' work experience in any reputed and recognized Educational Institution/ Computer Centre.

The Vice-Chancellor / Selection Committee as the case may be, relax any qualification in respect of any candidate if in the opinion of the Selection Committee / the Vice-Chancellor, the candidate is otherwise most eligible for the post.

#### III.15.4. University Managerial Service :

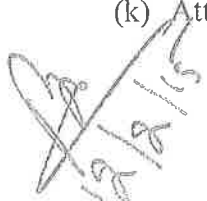
University Managerial Service shall be of two categories namely Office Management Service and Supportive Management Service.

##### 1. Office Management Service :

- (a) Principal Private Secretary / Private Secretary to Vice-Chancellor / Private Secretary to Registrar / Superintendent / Senior Stenographer / System Administrator / Junior Stenographer /  
(f) Staff Nurse

##### 2. Supportive Management Service :

- (b) Junior Superintendent  
(c) Record Keeper  
(d) Electrician Grade-I / Electrician Grade-II  
(e) Plumber Grade-I / Plumber Grade-II  
(f) Carpenter Grade-I / Carpenter Grade-II  
(g) Mason Grade-I / Mason Grade-II  
(h) Head Cook / Cook  
(i) Driver (HV) / Driver (LV)  
(j) Gardener  
(k) Attendant / Cleaner





**3. Creation of Posts :**

The Executive Council shall from time to time create such number of posts in Office Management Service (OMS) and Support Management Service (SMS) as may be necessary and recommended by the Vice-Chancellor including technical and non-technical for general management of the office and other assignments.

*Provided that, if required for immediate service, the Registrar may appoint such staff on contractual basis with the prior approval of the Vice-Chancellor on such terms and conditions as may be agreed upon.*

**4. Nature of Appointment :**

The appointment in the OMS and SMS shall be subject to such terms and conditions, as may be recommended by the Selection Committee or by the Vice-Chancellor as the case may be.

**5. Tenure Appointments :**

The Vice-Chancellor can make appointments to the tenure positions created by the Executive Council with the pay scales on the recommendations of the Selection Committee.

**(a) Selection Committee for the tenure positions :**

- (i) Registrar as Chairperson;
  - (ii) Two teachers of whom one shall be in the cadre of Professor nominated by the Vice-Chancellor;
  - (iii) One external expert nominated by the Vice-Chancellor; and
  - (iv) Librarian / Finance Officer / Deputy Registrar / University Engineer.
- (b) The Notification for the tenure positions should be published in at least one national daily and a rolling advertisement shall also be placed on the university website.

**6. Contractual appointments with Consolidated Pay :**

The Registrar with the approval of the Vice-Chancellor can make appointments on contractual basis with a consolidated pay for a period not exceeding three years at a time with a consolidated pay as is mutually agreed. The consolidated pay may ordinarily be the basic pay of the said post. Higher amount may be fixed as consolidated salary for reasons to be recorded in writing. Based on the performance, further extensions may be given with the approval of the Vice-Chancellor.

**7. Qualifications and Pay Scale :**

The following shall be the qualification and pay scale for each category of posts :

**i. Superintendent : PB-3 (Rs.8,000-35,000) GP-4,600/-**

A Bachelor's Degree in any subject from a recognized University / Institution with a Minimum of five years of experience of which three years shall be as Junior Assistant in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidates must have adequate computer proficiency.

- ii. **Accountant:** PB-3 (Rs.8,000-35,000) GP-4,600/-  
A Master's Degree in Commerce from a recognized University / Institution with minimum experience of two years as Junior Accountant in any University / Central or State Government Organization. The candidates must have adequate computer proficiency in Talley ERP.  
Or a qualified Chartered Accountant with Article ship experience or B.Com. from a recognized University / Institution with minimum 3 years' experience as a Junior Accountant.
- iii. **Junior Accountant :** PB-3 (Rs.8,000-35,000) GP-4,400/-  
A Bachelor's Degree in Commerce from a recognized University / Institution with a Minimum five years of experience of which three years shall be as Account Assistant in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidates must have adequate computer proficiency.
- iv. **Account Assistant :** PB-2 (Rs.5,200 -20,200) GP-2,900/-  
A Bachelor's Degree in Commerce from a recognized University / Institution with a Minimum three years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer in Talley ERP.
- v. **Library Assistant :** PB-2 Pay (Rs.5,200 -20,200) GP-2,900/-  
A Bachelor's Degree in any discipline from a recognized University / Institution with Bachelor's Degree in Library Science with good academic records. Knowledge of computerization of Library is essential.  
Preference will be given to candidate having Post Graduate degree with previous experience in this line of work.
- vi. **Junior Superintendent :** PB-2 Pay (Rs.5,200-20,200) GP-2,900/-  
A Bachelor's Degree in any discipline from a recognized University / Institution with minimum three years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer.
- vii. **Senior Stenographer :** PB-4 (Rs.12,000-40,000) GP-6,000/-  
A Bachelor's Degree in any subject from a recognized University / Institution with 55% marks having a minimum eight years of experience for graduate / five years for postgraduate and shorthand with a minimum speed of 140 words. The candidate must have adequate knowledge of computer.
- viii. **Junior Stenographer** (Rs.8,000-35,000) GP-4,600/-  
A Bachelor's Degree from a recognized University / Institution having minimum of two years of experience.



A Bachelor's Degree / one year for postgraduate and shorthand with a minimum speed of 80 words. Presentation, communication and decision making skills fluency in English, Hindi and Local Languages. The candidate must have adequate knowledge of computer.

- ix. **Staff Nurse** : (Rs.5,200- 20,200) GP-2,900/-  
Diploma in General Nursing and Midwifery or B.Sc. Nursing degree from a recognized University / Institution and registered as a Nurse in the State Nursing Council Register. Candidates should have at least two years of experience in a reputed hospital or nursing home.
- x. **Record Keeper** : PB-2 (Rs.5,200-20,200) GP-2,300/-  
10<sup>th</sup> Standard pass and a minimum two years of working experience in an equivalent position in any University / Institutions / Central or State Government Organization / Higher Secondary Council or Board of Secondary Education.
- xi. **Electrician : (Grade-I)** PB-2 Pay (Rs.5,200-20,200) GP-2,900/-  
Matriculate with ITI certificate in the relevant trade and having at least five years of experience in the field or candidates having adequate skills in the relevant field with eight years of experience.
- xii. **Plumber** : PB-2 Pay (Rs.5,200-20,200) GP-2,300/-  
8<sup>th</sup> Standard pass and demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.
- xiii. **Carpenter** : PB-2 Pay (Rs.5,200-20,200) GP-2,300/-  
8<sup>th</sup> Standard pass and demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.
- xiv. **Guest House Caretaker** : PB-2 Pay (Rs.5,200-20,200) GP-2,900/-  
A Bachelor's Degree in any discipline from a recognized University / Institution with a minimum three years working experience in an equivalent position in any University / Institutions / Central or State Government Organization. The candidate must have an adequate knowledge of computer.
- xv. **Head Cook** : PB-2 Pay (Rs.5,200-20,200) GP-2,000/-  
8<sup>th</sup> Standard pass and having at least ten years of experience as Cook in a Guest House / Canteen or a mess attached to a hostel in any institution of higher learning having experience in the preparation of vegetarian and non-vegetarian food items including South Indian, North Indian, Mughlai and Western food.
- xvi. **Cook** : PB-1 Pay (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass and having two years of experience as Cook in a Hostel / Guest House / Canteen or a mess attached to a hostel in any institution of

higher learning having experience in preparation of vegetarian and non-vegetarian food items.

- xvii. **Driver (HV) :** PB-2 Pay (Rs.5,200-20,200) GP-2,300/-  
10<sup>th</sup> Standard pass, shall possess a valid driving license for heavy motor vehicles, knowledge of motor mechanism and having at least three years of experience in driving heavy motor vehicles / motor cars.
- xviii. **Driver (LV) :** PB-2 Pay (Rs.5,200-20,200) GP-2,100/-  
10<sup>th</sup> Standard pass and shall possess a valid driving license for light motor vehicles, knowledge of motor mechanism and having at least three years of experience in driving light motor vehicles / motor cars.
- xix. **Gardener :** PB-1 Pay (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass and having adequate skills in the relevant field with at least two years of experience.
- xx. **Attendant :** PB-1 (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass and shall have the ability to read, write and communicate with at least two years of experience in any University / Central or State Government Organization / Higher Secondary Council or Board of Secondary education.
- xxi. **Cleaner :** PB-1 (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass with at least two years of experience.
- xxii. **Sweeper :** PB-1 (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass with at least two years of experience.

However, the Vice-Chancellor / Selection Committee as the case may be, relax any age and qualification in respect of any candidate if in the opinion of the Selection Committee / the Vice-Chancellor, the candidate is otherwise most eligible for the post.

#### CHAPTER – IV Conditionality of Service

##### IV.1. Pay :

- (i) The pay and allowances of the Faculty appointed on tenure basis shall be as per the pay and allowances notified by the UGC from time to time and approved by the Executive Council. The pay and allowances of the staff appointed on contractual basis shall be such as may be decided by the Executive Council / the Vice-Chancellor from time to time.
- (ii) The pay and allowances of the non-teaching staff appointed on tenure basis and those appointed on contractual basis with pay scale shall be as per the pay and allowances notified by the State Government from time to time and approved by the Executive Council. The consolidated pay of the non-teaching staff shall be fixed by the Vice-Chancellor.

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**IV.2. Minimum age of appointment:**

No person below the age of 18 shall be appointed in any post in the University.

**IV.3. Proof of date of birth :**

Every person appointed in the University shall produce Matriculation / S.S.C. certificate containing therein the date of birth in the absence of birth certificate, which shall be treated as conclusive proof of the age of the person.

**IV.4. Service Agreement:**

All the staff members appointed by the University shall sign the service agreement as approved by the Executive Council / the Vice-Chancellor. University being a fully residential institution, any employee may be asked to stay on campus.

**IV.5. Date of increment:**

- (a) Unless directed otherwise by specific order of the Vice-Chancellor preventing the increment, the tenure staff shall receive the increment by way of rule on the completion of the period of service as indicated in the time scale.
- (b) The following periods shall be counted for earning increments to the employees:
  - (i) All periods of duty in the time scale;
  - (ii) All periods of leave including extra-ordinary leave for prosecuting higher studies;
  - (iii) All periods spent in foreign service or for higher studies and research in foreign universities or institutes; and
  - (iv) All periods of joining time on transfer.
- (c) The Vice-Chancellor shall be the competent authority to sanction the increment to the employees drawing pay scales.
- (d) Every year, in addition to the regular increment, performance based increments may be awarded by the Vice-Chancellor on the recommendation of the Screening Committee.

**IV.6. Probation :**

- (1) Every person appointed in a tenure position shall hold the appointment on probation for a period not less than one year in order to test the competence and moral stature the employee demonstrates in the performance of the duties; and
- (2) The Registrar shall submit the confidential report on the question of suitability with his recommendation to the Vice-Chancellor. The Vice-Chancellor may on the basis of this recommendation and the evaluation reports either confirm the staff or extend the period of probation.

**IV.7. Age of superannuation :**

- (1) Employees in SMS and OMS shall retire at the age of 60 years;
- (2) Officers of the University Administrative Service shall retire at the age of 60 years except Registrar and Finance Officer who shall retire at the age of 62 years;
- (3) The members of the University Faculty Service shall retire at the age of 65 years.
- (4) There shall be no age restriction for persons appointed on contractual basis.

**IV.8. System of evaluation :**

- (1) **University Faculty Services :** The evaluation of the Faculty members shall be based upon the self-assessment, peer group assessment, students' assessment of the subjects taught and administrative assessment. The Committee constituted by the Vice-Chancellor may design special proforma for assessment. There shall be a half-yearly student's evaluation and annual self-evaluation.

- (2) **University Administrative Service (UAS), Office Management Service (OMS) and Supportive Management Service (SMS)** : The evaluation shall be by the immediate Superior and a Review by the Registrar / Vice-Chancellor.
- (3) The Vice-Chancellor shall appoint a Committee of three members for evaluating the services of the members of the staff. The Evaluation Report shall be kept in the personal file of the Faculty / Staff member concerned. Any negative point must be communicated and the response shall be placed before the Vice-Chancellor whose decision shall be final.

**CHAPTER – V**  
**Allowances and other Benefits**

**V.1. Provident Fund** : The employees of the University who are appointed with pay scale or with consolidated pay shall be entitled for the benefit of Provident Fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The employees appointed on part-time or daily wage basis or those who join the University after their superannuation and / or have completed the age of superannuation shall not be entitled for the benefit of Provident Fund.

- (1) 12% of the salary, i.e. Basic + D.A., shall be deducted every month from the salary of an employee as employee's share who is drawing pay scale. In case of employees who are drawing consolidated pay, the 12% shall be calculated on the basis of the minimum basic + D.A. for the said post or of the consolidated pay whichever is less.
- (2) Equal amount of employer share and the administrative charges as per the Provident Fund Commission Rules shall be contributed by the University.
- (3) The Provident Fund deductions from the employee along with the University's contribution shall be deposited with the Provident Fund Commission and the details of the same shall be made available to the employees.
- (4) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he / she has read the Regulations and agrees to abide by them, and shall hand in for registration in the University Office the names of the person or persons to whom he / she wishes the balance at his / her credit to be paid in the event of his / her death.

*Provided* that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of his / her family.

*Provided* further that the nomination made by the subscriber in respect of any other person Provident Fund to which he / she was subscribing before joining the Fund shall, if the amount to his / her credit in such other fund has been transferred to his / her credit in the Fund, be deemed to be a nomination under these Regulations until he / she makes a nomination in accordance with these Regulations.

- (5) The subscriber may, from time to time, add or change his / her nominee by written application to the Vice-chancellor.
- (6) A register of such nominees shall be kept in the University office.



## V.2. Gratuity :

- (1) The payment of gratuity shall be from the date of joining of service by the teaching and non-teaching employees of the University.
- (2) Where Regulations on payment of gratuity are silent, the payment of gratuity Rules as applicable to the Central Government employees shall apply to the employees drawing the UGC / Central Government pay scales and the Rules of State Government of Assam shall be applicable to the employees drawing the pay scales of the State Government of Assam.
- (3) Gratuity shall be paid as per Rules of Central Government to the employees the drawing the UGC / Central Government Pay Scales.
- (4) Gratuity shall be paid as per the Rules of the Assam State Government to the employees drawing the Assam State Government Pay Scales.
- (5) Gratuity shall be paid to the contractual employees also. The calculation of gratuity in case of contractual employees with consolidated pay shall be on the minimum of the scale which the post carries or the consolidated salary whichever is less.
- (6) Gratuity shall be payable to an employee on :
  - (a) superannuation; or
  - (b) compulsory or voluntary retirement; or
  - (c) death or permanent total disablement due to accident or disease.
- (7) Gratuity shall be paid to the employees provided that a continuous service of not less than five years has been rendered. Any service in excess of six months shall be counted as one year service. However, the completion of continuous service of five years shall not apply in case of death or permanent total disablement of an employee. In case of permanent partial disablement, gratuity shall be paid in proportion to the extent / percentage of such disability.
- (8) The gratuity payable to an employee shall be wholly forfeited :
  - (a) if the services of such employee have been terminated for his / her riotous or disorderly conduct involving use of or threat of violence on his / her part; or
  - (b) if the services of such employee have been terminated for any act involving moral turpitude.
  - (c) if the employee has been convicted by a criminal court for any criminal offence.
  - (d) in case services of an employee have been terminated for any willful act, omission or negligence causing any damage or loss or destruction of property of the employer, gratuity shall be forfeited to the extent of such damage or loss.

## V.3. Encashment of Earned Leave :

- (1) Earned Leave encashment shall be allowed to regular members of the faculty in UGC Scales and non-teaching contractual employees who have been appointed with State of Assam Pay Scales.
- (2) Earned Leave encashment shall not be available to any past employees who are not in service on date.
- (3) Earned Leave shall not be admissible to contractual, ad hoc employees, contractual employees with consolidated salary, daily wage workers, research associates, employees of contractors under outsourcing system.

  
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- (4) Earned Leave encashment shall be available to the employee who has put in minimum of five years' service in cases of :
- Retirement;
  - Voluntary Retirement;
  - Resignation;
  - Death or Disability; and
  - Discharge from NLUJAA Service.

(5) Entitlement of Earned Leave :

- Earned Leave to Faculty Members drawing UGC pay scales shall be available as per UGC Rules.
- Earned Leave to contractual non-teaching employees with minimum of five years' service and appointed with State of Assam Pay Scales shall be available as per State of Assam Rules.

*Provided* that earned leave shall be credited in advance in two half-year installments on the first day of January and first day of July every year. In case, any employee joins / leaves any time during the calendar year, his / her earned leave shall be credited on pro rata monthly basis. Such a leave shall be credited only for the completed month. Fraction of a month in excess of 15 days shall be counted as one month. While calculating the number of days of leave, fraction of half a day or more days shall be rounded off to nearest one day.

- The earned leave of each teaching and non-teaching employee shall be calculated from the date of his / her joining service as per entitlement mentioned in Regulation (V.3) above, and entry in the earned leave register shall be made accordingly.
- If accumulated earned leave exceeds the maximum encashable limit prescribed and revised from time to time by UGC (in case of faculty) or by State of Assam (in case of Non-teaching), the employee may avail of any excess earned leave during his / her service.
- Calculation of cash equivalent of Earned Leave :

- The cash equivalent of earned leave shall be calculated on the basic pay and dearness allowance and shall be payable in one lump sum as a one-time settlement as below :

Basic Pay +D.A.	
Cash equivalent =(last drawn)	No. of days
X	of unutilized
30	earned leave

subject to the max. limit as prescribed by the UGC / Assam State Government Regulations, as the case may be.

- The authority competent to grant leave may withhold the whole or part of cash equivalent of the earned leave in case of an employee under suspension or while disciplinary or criminal proceedings are pending against him / her, if in the view of such authority, there is a possibility of some money becoming recoverable from him / her on conclusion of the proceedings against him / her. On conclusion of the proceedings, he / she will become eligible to the amount so withheld after adjustment of dues, if any.
- These Regulations on encashment of earned leave shall come into force immediately and shall apply with retrospective effect for the existing teaching and

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non-teaching employees from the date of their appointment with UGC pay scales in case of faculty and State of Assam pay scales in case of non-teaching staff.

**V.4. LTC Travel to Home Town :**

All the teaching and non-teaching employees of the University including Officers shall be entitled for grant of LTC Travel to Home Town as per conditions mentioned below :

- (1) LTC travel to Home Town three times in a four year block, not exceeding once in a year.
- (2) It shall be available only to those employees whose native place / parental home / permanent address in India is at a distance of more than 80 kms. from NLUJAA.
- (3) The concession shall be available for reimbursement of air / railway / bus fares actually paid by the employee and his dependent family members. Travel by Air shall be allowed only in respect to travel outside State. Family would include his / her spouse, dependent parents and up to two dependent children. In case of children, the concession shall be available in respect of unmarried or widowed daughter(s) and son(s) below the age of 21 years.
- (4) Expenses on travel by taxi or by own car shall be reimbursed as per the University Financial Regulations.
- (5) The concession shall be by way of reimbursement of expenses actually incurred on the submission of the relevant tickets. No advance shall be paid.
- (6) The reimbursement shall be granted in respect of travel by air (economy class), train or bus, as per the entitlement of the employee in terms of Central Government / Central Universities / State Government Rules as the case may be. Air Travel would ordinarily be by Air India. However, to save financial resources of the University, the Vice-Chancellor may permit travel by any other airlines which is offering lower fare than Air India.
- (7) Reimbursement shall be made for journeys by shortest route.

**V.5. Allowances :**

The regular employees of the University will be eligible to the dearness allowance, travelling allowance, house rent allowance, city compensatory allowance and all other allowances normally as sanctioned by the Central Government for those employees drawing UGC pay scales and for other employees as per the State Government Rules. They would also be entitled to teaching / administrative allowance in accordance with the Financial Regulations of the University.

**V.6. Children Education Allowance :**

- (1) The University staff drawing UGC Pay Scales shall be eligible for a grant of Children Education Allowance at par with Central Government employees as indicated below :
  - (a) Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
  - (b) Under the Scheme of Children Education Allowance reimbursement can be availed by Government Servants up to a maximum of 2 children.





- (c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only, i.e., for children from nursery to twelfth standard, including eleventh and twelfth standards held by junior colleges or schools affiliated to Universities or Boards of Education.
  - (d) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his / her class. In other words, even if a child fails in a particular class, the reimbursement of the Children Education Allowance shall not be stopped.
  - (e) Reimbursement for the following items can be claimed under this scheme:
  - (f) Tuition Fee, Admission Fee, Laboratory Fee, Special Fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games / sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year.
  - (g) The annual ceiling fixed for reimbursement of Children Education Allowance is an amount of Rs. 12,000/-.
  - (h) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs. 3,000/- and in another quarter less than Rs. 3,000/-, subject to the annual ceiling of Rs. 12,000/- per child being maintained.
  - (i) In case both the spouses are University servants, only one of them can avail reimbursement under Children Education Allowance.
  - (j) Hostel subsidy will be reimbursed up to the maximum limit of Rs. 3,000/- p.m. per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.
  - (k) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
  - (l) Reimbursement should be made on submission of original receipts on the basis of self-certification by the University servant.
- (2) The non-teaching staff drawing State of Assam Pay Scales shall be entitled for reimbursement of tuition fee to the extent of Rs. 1,200/- per annum per pupil, to the children not exceeding to studying in all the classes from LKG to 12<sup>th</sup> Classes, subject to the other usual conditions regarding the submission of receipts, certificates etc.

#### V.7. Medical Reimbursement :

Each employee shall be entitled to a maximum payment of Rs. 10,000/- (Rupees Ten Thousand only) towards medical expenses. Such claim shall include Medi-claim policy or naturopathy or other alternative treatment or other allopathic medical expenses.

*Provided* that the reimbursement shall be made on submission of the original receipt of the premium paid for medical insurance; or the prescription and bill of the naturopathy and the alternative treatment practitioner; or bills along with the

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prescription by either Chief Medical Officer of a Government Hospital or M.D/M.S. Doctor working in a Reputed Private Hospital or University Doctor.

## CHAPTER – VI Leave Regulations

### VI.1. Leave Regulations for Teachers :

#### A. Duty Leave:

- (1) Duty leave of the maximum of 30 days in an academic year to regular teachers and 12 days in an academic year to the teachers appointed on contractual basis may be granted for the following :
  - (a) attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-chancellor;
  - (c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC or a sister university or any other academic body; and
  - (e) for performing any other duty for the university.
- (2) The duration of leave should be such as may be considered necessary by the sanctioning authority on such occasion.
- (3) The leave may be granted on full pay. *Provided* that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he / she may be sanctioned duty leave on reduced pay and allowances.
- (4) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (5) Duty leave may also be given for attending meetings in the UGC, Public Service Commission, AICTE, BCI etc. where a teacher is invited to share expertise with academic bodies, government or NGOs.
- (6) The leave may be granted only when the University can afford the absence of a concerned teacher from the University.

#### B. Study Leave :

- (1) Study leave may be granted for the entry level appointees on regular basis as Assistant Professor / Assistant Librarian after a minimum of three years of continuous services, to pursue a special line of study or research directly related to his / her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (2) Subject to the terms contained in VI/1/B, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university Regulations concerned, keeping in mind the availability of vacant positions for teachers and other cadres, so that a teacher and other cadres entering service without Ph.D. or

higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

- (3) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide/Supervisor. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department/centre. *Provided* that the Executive Council of the university may, in the special circumstances of a case, waive the condition of two years' service being continuous.

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

- (a) the person is a teacher on the date of the application;
- (b) there is no break in service; and
- (c) the leave is requested for undertaking the Ph.D. Research work.

- (4) Study leave shall be granted by the Executive Council. Study leave shall not be granted for more than two years in one spell, in exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university, may grant one more year as study leave.
- (5) Study leave shall not be granted to a teacher who is due to retirement within five years of the date on which he / she is expected on duty after the expiry of study leave.
- (6) Study leave may be granted not more than twice during one's career. *Provided* that, under no circumstances, the maximum of study leave admissible during the entire service should exceed three years.
- (7) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
- (8) Subject to the provisions of sub-clauses 9 below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Executive Council.
- (9) The amount of scholarship, fellowship or other financial assistance that a teacher, who has been granted study leave, has been awarded will not preclude his / her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship / fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian





fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (10) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher is availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and shall get the higher scale only after joining the post.
- (11) A teacher granted study leave shall on his / her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he / she would have earned in the course of time if he / she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (12) Study leave shall count as service for pension / contributory provident fund, provided that the teacher joins the university on the expiry of his / her study leave.
- (13) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within four months of its sanction.  
*Provided* that where study leave granted has been so cancelled. The teacher may apply again for such leave.
- (14) A teacher availing himself / herself of study leave shall undertake that he / she shall serve the university for a continuous period of at least three years to be calculated from the date of his / her resuming duty on expiry of the study leave.
- (15) After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the university, binding himself / herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause 14 above.
- (16) The teacher shall submit to the Registrar, six monthly reports of progress in his / her studies from his / her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (17) The leave may be granted only when university can afford absence of the concerned teacher from the University.

**C. Sabbatical Leave :**

- (1) Permanent whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.



- (2) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (3) A teacher, who has availed himself / herself of full study leave of three years, would not be entitled to sabbatical leave.  
*Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
- (4) A teacher shall, during the period sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his / her proceeding on sabbatical leave.
- (5) A teacher on sabbatical leave shall not take up, during the period of the leave, any regular appointment with any organization in India or abroad. He / she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.  
*Provided* that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (6) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for the purposes of pension / contributory provident fund.  
*Provided* that the teacher rejoins the university on the expiry of his / her leave.
- (7) The leave may be granted only when university can afford absence of the concerned teacher from the university.

#### D. Other Kinds of Leaves :


The following kinds of leave would be admissible :

- (a) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (b) Leave earned by duty, viz. earned leave, half pay leave, and commuted leave;
- (c) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (d) Leave not debited to leave account;
- (e) Leave for academic pursuits, viz. study leave and sabbatical leave / academic leave; and
- (f) Leave on grounds of health, viz. maternity leave and quarantine leave.

The Executive Council may grant in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

#### E. Casual Leave :

- (a) Total casual leave granted to a regular teacher shall not exceed eight (8) days and for the teachers and to the research staff appointed on contractual basis shall not exceed twelve (12) days in an academic year.



- (b) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. The total period of continuous absence on casual leave and public holidays / Sundays put together should not exceed ten (10) days. If it exceeds, then the entire period of leave shall be counted as earned leave in case of regular teacher and loss of pay in case of teachers and research staff appointed on contractual basis. In special circumstances, the Vice-Chancellor may relax the condition of loss of pay.

**F. Special Casual Leave :**

- (1) Special casual leave, not exceeding ten (10) days in an academic year may be granted to a regular teacher.
- (a) to conduct examination of a university / public Service Commission / board of examination or other similar bodies / institutions; and
- (b) to inspect academic institutions attached to a statutory board, etc.
- (2) In computing the ten (10) days' leave admissible, the days of actual journey, if any to and from the places where activities specified above, take place, will be excluded.
- (3) In addition, special casual leave to the extent mentioned below may also be granted :
- (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six (6) working days; and
- (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen (14) days.
- (4) Special casual leave neither be accumulated nor it be combined with any other kind of leave except casual leave, it may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

**G. Earned Leave :**

- (1) Earned leave admissible to a regular teacher shall be :
- (a)  $1/30^{\text{th}}$  of actual service including vacation; plus
- (b)  $1/3^{\text{rd}}$  of the period, if any, during which he / she is required to perform duty during Vacation.
- For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed sixty (60) days. Earned leave exceeding sixty (60) days may, however, be sanctioned in the case of higher study, or training or leave with medical certificate, or when the entire leave, or a portion thereof is spent outside India.
- (3) For avoidance of doubt, it may be noted that :





- (a) when a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (b) in case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
- (c) encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central / State Governments.

**H. Half-pay Leave :**

Half-pay leave admissible to a permanent teacher shall be twenty (20) days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for an academic purposes.

*Explanation :* A "Completed year of service" means continuous service of specified duration in the university and includes periods, of absence from duty as well as leave including extraordinary leave.

**I. Commuted Leave :**

Commutated leave not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate issued by the Chief Medical Officer of the Government Hospital or CMO of a reputed Hospital or University Doctor to a permanent teacher subject to the following conditions :

- (a) commuted leave during the entire service be limited to a maximum of 240 days;
- (b) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (c) the total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

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

**J. Extraordinary Leave :**

- (1) A permanent teacher may be granted extraordinary leave when :
  - (a) no other leave is admissible; or
  - (b) other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases :
  - (a) leave taken on the basis of medical certificates;
  - (b) cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to

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join or rejoin duty due to civil commotion or a natural calamity;  
*Provided* that the teacher has no other kind of leave to his credit;

- (c) leave taken for pursuing higher studies; and
  - (d) leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (3) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (4) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (5) The leave may be granted only when university can afford absence of the concerned teacher from the University.

**K. Leave not Due :**

- (1) 'Leave not due' may at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him / her subsequently.
- (2) 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (3) A teacher to whom 'leave not due' is granted shall not be permitted to tender his / her resignation from service so long as the debit balance in his / her leave account is not wiped off by active service, or he / she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitation the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, in any other exceptional for reasons to be recorded in writing the refund of leave salary for the period of leave still to be earned.

**L. Maternity Leave :**

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

- (2) 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.

**M. Child Care Leave :**

Regular female teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees.

**N. Paternity Leave :**

Paternity leave of fifteen (15) days may be granted to male teachers (regular / contractual) during the confinement of their wives, and such leave shall be granted only up to two children.

**O. Adoption Leaves :**

Adoption leave may be provided to the regular teachers as per the rules of the Central Government.

**VI.2. Leave Regulations for Non-Teaching Staff (UAS/ OMS/SMS)**

**A. Earned Leave :**

- (1) It will be credited in advance at the rate of 15 days for each half year as on 1<sup>st</sup> January and 1<sup>st</sup> July of every year to all regular employees / employees drawing pay scales. While doing so, if any employee is granted extraordinary leave during the previous half year, 1/10<sup>th</sup> of such period of extraordinary leave, subject to a maximum of 15 days shall be deducted from the amount of earned leave to be credited. If any employee joins in the middle of the half year, the leave account shall be credited at the rate of 2½ days for each completed calendar month of service in that half year. Any fraction of a day shall be rounded off to one day. Similarly, if any employee quits service on his / her own accord in the middle of the half year, the advance credit given on 1<sup>st</sup> January / 1<sup>st</sup> July shall be cancelled and his / her leave account for that half year shall be recast at the rate of 2½ days for each completed calendar month of service (duly rounding off any fraction of a day to next day). Consequent on such recasting of the leave account, if it is noticed that the excess earned leave was already granted to him / her (based on the advance credit) such excess earned leave should be cancelled and the leave salary and allowances paid shall be recovered.
- (2) The maximum accumulation of this leave shall be 300 days and this leave cannot be sanctioned for more than 150 days continuously.
- (3) The temporary employees appointed on *ad hoc* (contractual) basis, on a consolidated pay, shall be entitled for the grant of earned leave at the rate of 4 days for every completed three months of service excluding periods of extraordinary leave subject to a maximum period of 30 days.



  
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- (4) During the period of earned leave, the employees are eligible for full pay and usual allowances as admissible to them while on duty except such of the allowances which are sanctioned for discharging specific duties while on duty.

**B. Leave on Half-pay :**

- (1) Every regular employee / employee drawing pay scales is eligible for this leave. It will be credited at the rate of 20 days for every completed year of service. This leave can be sanctioned either on private affairs or on medical grounds. There is no maximum limit of accumulation. This leave can be sanctioned at a time up to the credit of leave available.
- (2) This leave can be commuted to full pay for a maximum period of 240 days in the entire service. The commutation is permissible only if the leave is applied for on medical grounds. When the leave is commuted, twice the number of days commuted shall be debited in the leave on half pay account. After the expiry of leave, the employee should return to duty failing which the commuted leave sanctioned shall be cancelled and the period shall be treated as leave on half pay. In such case, the excess payment of leave salary (i.e. difference between full pay and half pay) and proportionate allowances thereon shall be recovered from the employee. However, if the employees dies, or is compulsorily retired (either due to medical invalidation from further service or in the public interest) the recovery of excess payment of leave salary and allowances may be waived.
- (3) If the employee is granted leave on half pay, he is eligible for half of the monthly rate of pay for such period of leave. If the half pay on MC is granted for the treatment of T.B., Cancer, Leprosy, Mental Illness, Renal Failure or Heart diseases, all employees may be paid full pay and allowances for a maximum period of six months (including the period of earned leave sanctioned if any, for those purposes). However, if the employee is granted commuted leave, he / she is eligible for the payment of leave salary and allowances at full rates for such periods.
- (4) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 180 days.  
*Provided that no commuted leave may be granted under this regulation unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on its expiry.*

**C. Leave not Due :**

- (1) This leave is admissible only to the regular employees. This leave can only be sanctioned if there is no credit of earned leave or leave on half pay. This leave shall be sanctioned only on medical grounds. The total period of this leave shall not exceed 180 days in the entire service. The period of this leave should be limited to the number of days of leave on half pay, that an employee is likely to earn in future service up to the date of retirement on superannuation. The period of this leave shall be debited in the leave on half pay account as a minus entry to be wiped out as and

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when additional credit of twenty (20) days is added after completion of one year of service.

- (2) If any employee intends to retire on personal grounds or resign either at the end of this leave or before completely wiping off the minus balance in the leave on half pay account, the period of leave not due or the minus balance of leave not due (not wiped out) shall be cancelled and the leave salary and allowances for that period already paid, if any, shall be recovered. However, in cases where the employee dies or is compulsorily retired (either on account of medical invalidation from future service or in the public interest) the recovery of excess payment of leave salary and allowances shall be waived.
- (3) During the period of this leave the employee is eligible for leave salary and allowances as if he / she was sanctioned leave on half pay.

**D. Extra-ordinary Leave :**

- (1) When the employee is not having credit of earned leave or leave on half pay, this leave can be sanctioned. However, even if there is credit of earned leave or leave on half pay, it can be sanctioned at the specific request of the employee. This leave can be sanctioned either on private affairs or on medical grounds.
- (2) During the period of this leave, the employees are not eligible for any pay and allowances. But, if the leave is sanctioned for the treatment of T.B., Leprosy, Cancer, Mental Illness, Renal failure or Heart diseases, employees may be paid ex-gratia amount equal to half of their basic pay without any allowance.

**E. Maternity Leave :**

- (1) This leave is admissible to the female employees (regular / employees drawing pay scales / contractual) up to the period recommended by the Medical Officer subject to a maximum of 180 days. This leave is not admissible if, by the time of application, there are already two living children.
- (2) In the case of abortion or medical termination of pregnancy, the maximum period of this leave shall be six (6) weeks.
- (3) Female employees who undergo Hysterectomy operation are also entitled for sanction special leave as recommended by the Civil Surgeon up to a maximum of forty five (45) days.
- (4) During this leave, the employees are eligible for full pay and allowances.
- (5) The period of this leave will not be debited in any leave account.

**F. Paternity Leave :**

Paternity leave to the extent of fifteen (15) days may be granted to male employees (regular / employees drawing pay scales / contractual) during the confinement of their wives, and such leave shall be granted only up to two children.

**G. Special Disability Leave :**

- (1) This leave may be sanctioned to the regular employees / employees drawing pay scales, if they are disabled or injured on account of accident during the performance of the duties. This leave should not be sanctioned

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if the disability was caused due to accident while going to office from residence or vice-versa. This leave has to be sanctioned only if the disability manifested itself within three (3) months after the date of accident. The period of leave should be as per the recommendation of the Medical Officer, subject to a maximum of two (2) years for any one disability.

- (2) This leave will not be debited in any leave account.
- (3) During the period of this leave, the employees are eligible for full pay for the first 120 days and for half pay for the remaining period.

#### H. Casual Leave :

- (1) Every regular employee / employees drawing pay scales are entitled for this leave for a maximum period of twelve (12) days in a calendar year and those who are on contractual basis with consolidated pay are entitled for one (1) day for every completed service of one (1) calendar month. Any leave not availed in a calendar year will lapse. Employees may be granted casual leave for half day also. The total period of continuous absence on casual leave and public holidays / Sundays put together should not exceed ten (10) days. If it exceeds, the entire period shall be regulated either as earned leave or leave on half pay or extraordinary leave depending on the availability of the credit in the leave account.
- (2) During this period of leave, the employees are eligible for full pay and allowances.
- (3) The period of casual leave cannot be combined with any other type of leave, except with special casual leave and holidays (including optional holidays).

#### I. Special Casual Leave :

Special casual leave can be sanctioned to the regular employees / employees drawing pay scales and also to the employees appointed on contractual basis with consolidated pay for the following purposes :

- (1) Leave to the extent necessary as per the certificate of attendance given by the Court can be sanctioned to give evidence before a Court of law as a witness.
- (2) For undergoing Vasectomy operation by male employees (either for the first time or for the second time) six (6) days leave on each occasion and for undergoing Tubectomy or Solpingectomy by female employees (either for the first time or for the second time) fourteen (14) days leave on each occasion can be sanctioned.
- (3) The employees are entitled for leave for undergoing Recanalisation operation as recommended by the Medical Officer subject to a maximum of twenty one (21) days.  
Medical certificate shall be enclosed along with the application in case of leave under clauses (2) and (3).
- (4) Leave to the extent of 30 days in a calendar year can be sanctioned for participation in Sports of national or international level.

*Provided* that the non-teaching staff, appointed on regular pay scales is entitled for the leaves as applicable to the regular employees from the date of their appointment with the pay scales.

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**L. Sanctioning Authority :**

- (1) The Vice-Chancellor may on his own approval avail casual leave, special casual leave, duty leave, earned leave and medical leave. For any foreign travel, the Vice-Chancellor shall send advance information to the Chancellor. The Executive Council shall be the authority competent to sanction any other type of leave to Vice-Chancellor.
- (2) The Vice-Chancellor shall be competent to sanction any type of leave to the teachers and the Registrar except extra-ordinary leave, sabbatical and study leave. Extra-ordinary leave, sabbatical and study leave shall be sanctioned by the Executive Council on the recommendations of the Vice-Chancellor.

**M. Right to Leave :**

- (1) No leave can be claimed as of right and the grant of leave shall always be subject to the exigencies of service and the circumstances of each case.
- (2) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.
- (3) In granting leave, the availability of necessary staff at the University and the financial burden on the University shall always be taken into account.

**N. Combination and Conversion of Leave :**

- (1) Subject to the other provisions of this Chapter, any kind of leave other than casual leave may be granted in combination with or in continuation of any other kind of leave.
- (2) The controlling authority may permit an employee to convert any kind of leave other than casual leave or compensatory leave to any other kind of leave admissible to him.

**O. Other Employment during Leave :**

- (1) An employee on leave other than leave preparatory to retirement shall not take any service or accept any employment.
- (2) An employee on leave preparatory to retirement shall not take any service or accept any employment without the prior permission of the sanctioning authority.

*Provided* that where any such permission is granted, the employee shall be precluded from cancelling his / her leave and returning to duty.

**P. Return to Duty :**

- (1) No employee on leave shall return to duty before the expiry of the period of leave granted to him / her except with the permission of the sanctioning authority.
- (2) An employee on leave on a certificate of sickness shall not return to duty unless he / she produces the certificate.
- (3) A certificate of health from a medical practitioner approved by the Vice-Chancellor in this behalf.

**Q. Overstay after Expiry of Leave :**

An employee who remains absent on the expiry of his / her leave shall not, unless the sanctioning authority otherwise directs, be entitled to any pay and



allowances for the period of such absence, and shall be deemed to have resigned from the service of the University if the period of such absence exceeds thirty (30) days.

**R. Lapse of Leave / Refused Leave :**

Leave at the credit of an employee shall lapse on the date of his / her compulsory retirement / dismissal / removal from service :

*Provided* that where an employee, if in sufficient time before the date of his / her retirement applies for leave, and the leave or any portion thereof has been refused in the interest of the University, he / she may be granted, after that date, the amount of leave so refused not exceeding the period of earned leave due on such date.

**CHAPTER – VII**

**Conduct**

**VII.1. General Conduct of Employees :**

- (1) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (2) Every employee shall abide by and comply with the provisions of Act / Statute / Rules and Regulations of the University and all orders and directions of his / her superior authorities.
- (3) Every employee shall extend utmost courtesy and attention to all persons with whom he / she has to deal in the course of his / her duties.
- (4) Every employee shall endeavor to promote the interests and reputation of the University and shall not act in any manner prejudicial thereto.
- (5) No employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race or sex in respect of his / her relationship with his / her colleagues and trying to use the above activities for improvement of his / her prospects or any other such activity which is against the interest of the University.
- (6) No employee shall refuse to carry out the decisions of appropriate administrative and academic bodies and / or functionaries of the University.
- (7) No employee shall bring political influence in any matter of the University including pertaining to his / her service.
- (8) No employee shall indulge in any act of sexual harassment of any person at the work place.

**VII.2. Acts, Conduct and Commissions which amount to Misconduct :**

The following acts, conduct and commissions of an employee of the University shall amount to misconduct :-

- (1) If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University.
- (2) If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his / her duty to the University.
- (3) If the employee indulges in the acts of plagiarism or any other academic misconduct.



- (4) If the act or conduct of an employee makes it unsafe for the University to retain him in service.
- (5) If the act or conduct of an employee is so grossly immoral that all reasonable person will say that the employee cannot be trusted.
- (6) If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee.
- (7) If the act or conduct of the employee is such as to open before him / her temptations for not discharging his / her duties properly.
- (8) If an employee is abusive or if he disturbs the peace at the place of his / her employment.
- (9) If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee.
- (10) If the employee is habitually negligent in respect of the duties for which he / she is engaged.
- (11) If the negligence of the employee, though isolated, tends to cause serious consequences.
- (12) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (13) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property.
- (14) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law.
- (15) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
- (16) Riotous and disorderly behaviour during and after the office hours or in office premises.
- (17) Habitual late attendance or refusal to sign attendance register or electronically recorded attendance.
- (18) Negligence or neglect of work or duty amounting to misconduct, habitual negligence or neglect of work.
- (19) Habitual absence without permission and overstaying leave.
- (20) Conviction by a Criminal Court.

### **VII.3. Taking Part in Politics and Election :**

- (1) No employee shall take part in politics or be associated with any party or organization which takes part in any political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- (2) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

*Provided* that an employee of the University qualified to vote at such elections may exercise his right to vote, but where he does so, he shall



give no indication of the manner in which he proposes to vote or has voted.

**VII.4. Unauthorised Communication of Information :**

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him / her, communicate directly or indirectly, any official document or information to any person to whom he / she is not authorised to communicate such document or information.

**VII.5. Private Trade or Employment :**

No employee shall, except with the previous permission of the Vice-Chancellor, engage directly or indirectly in any trade or business or undertake any employment outside his / her official assignments. *Provided* that the above restrictions shall not apply to academic work / advisory positions in educational institutions and consultative practice undertaken with the prior permission of the Vice-Chancellor which may be given subject to such condition as regards acceptance of remuneration as may be laid down in the Regulations / Vice-Chancellor.

**VII.6.** Any violation of any of the provisions under this chapter may invite appropriate disciplinary action.

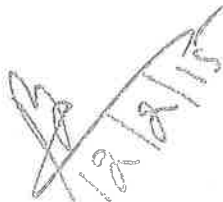
**CHAPTER-VIII  
Discipline**

**VIII.1. Discipline :**

- (1) The Vice-Chancellor shall be empowered to take disciplinary action against all employees including Officers.
- (2) The Registrar shall be empowered to take disciplinary action against non-teaching employees.
- (3) The Registrar shall also empowered to institute any legal proceeding with the prior approval of the Vice-Chancellor.

**VIII.2. Power of Appointing Authority :**

- (1) The appointing authority or any other authority superior thereto may place an employee under suspension :
  - (a) where a disciplinary proceeding against him / her is pending; or
  - (b) where a case against him / her in respect of any criminal offence is under investigation or trial.
- (2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his / her detention, by an order of the appointing authority and shall remain under suspension until further orders.





- (3) An order of suspension made or deemed to have been made under these Regulations may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

### **VIII.3. Penalties :**

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee :

- (a) censure;
- (b) withholding of increments or promotion;
- (c) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the Regulations of the University or orders or directions of superior authorities;
- (d) reduction to a lower grade or post or to a lower stage in a time-scale;
- (e) compulsory retirement;
- (f) removal from Service; or
- (g) dismissal from service.

### **VIII.4. Authority Competent to Impose a Penalty :**

The appointing authority may impose on an employee any of the penalties specified in VIII.3.

### **VIII.5. Procedure for Imposing Penalties :**

No order imposing any penalty on an employee shall be passed, except after :

- (1) The employee is informed in writing of the proposal to take action against him / her and of the allegations on which it is proposed to be taken and except after an enquiry has been held and the employee has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him / her.
- (2) Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases :
  - (a) where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his / her conviction on a criminal charge;
  - (b) where the authority empowered to dismiss or remove the person or to reduce him / her in rank is satisfied that for some reason to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or
  - (c) where the Executive Council is satisfied that in the interest of the University it is not practicable to hold an enquiry then it can dispense with such enquiry and impose the penalties prescribed under VIII.3.(f) or 3.(g).

## **CHAPTER- IX Appeals and Review**

### **IX.1. Appellate Authorities :**

An appeal shall lie from any original order made :

- (a) by the Registrar, to the Vice-Chancellor; and
- (b) by the Vice-Chancellor, to the Executive Council.

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### **IX.2. Period of Limitation for Appeals :**

No appeal shall be entertained unless it is submitted within a period of two months from the date on which the order appealed against is communicated to the person concerned.

*Provided* that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

### **IX.3. Form, Contents and Submission of Appeals :**

- (a) Every person submitting an appeal shall do so separately and in his / her own name.
- (b) The appeal shall be addressed to the appellate authority and shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (c) Every appeal shall be submitted to the Vice-Chancellor, who shall, unless he / she is himself / herself the appellate authority, transmit it to the appellate authority.

### **IX.4. Consideration of Appeals :**

The appellate authority shall consider every appeal in such manner as it deems fit and pass such order as it deems proper in the circumstances of the case.

*Provided* that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he / she may wish to make against such enhanced penalty.

### **IX.5. Review :**

The appointing authority or appellate authority, as the case may be, may on its own motion or otherwise, review any order made by it and pass such orders as it deems fit in the circumstances of the case.

*Provided* that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he / she may wish to make against such enhanced penalty.

### **IX.6. Order on Re-Instatement :**

Where an employee who has been suspended, removed or dismissed is reinstated, the authority reinstating him / her shall make an order specifying :

- (a) whether the employee may draw for the period of his / her absence from duty any pay and allowances in addition to the pay and allowances, admissible under regulations; and
- (b) whether such period may be treated as duty for all or any purposes.

## **CHAPTER-X Miscellaneous**

### **X.1. Special Provision for Existing Employees :**

Every person holding a post in the University at the commencement of these Regulations shall, on such commencement, be deemed to have been appointed under the provisions of these Regulations to the corresponding post as specified

wherever necessary by the Vice-Chancellor, and shall draw the pay drawn by him immediately before such commencement.

**X.2. Authentication :**

All orders and decisions of the Executive Council shall be authenticated by the signature of the Vice-Chancellor or by such other authority as may be specified by the Executive Council in this behalf.

**X.3. Holiday, Working Days and Working Hours :**

The University shall observe such holidays, working days and working hours as may be determined by the Executive Council.

**X.4. Service Books and Character Rolls :**

- (a) The University shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Executive Council.
- (b) The entries in the Service Book of an employee shall be made by the sanctioning authority.
- (c) The entries in the Character Roll of non-teaching employee shall be made by the authority to whom such employee is immediately subordinate to and shall be countersigned by the sanctioning authority with his / her remarks.

**X.5. Residuary Conditions of Service :**

Any matter relating to the conditions of service of an employee for which no provision is made in these Regulations shall be determined by the Executive Council.

**X.6. Power to Relax :**

Notwithstanding anything contained in these Regulations, the Vice-Chancellor may, in the case of any employee, relax any of the provisions of these Regulations either to provide relief to an employee from any undue hardship arising from the operation of such provisions, or in the interest of the University.

**X.7. Removal of Doubts :**

Where a doubt arises as to whether any authority of the University is superior to any other authority or as to the interpretation or application of any of the provisions of these Regulations, the decision of the Executive Council thereon shall be final.

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# SCHEDULES

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## SCHEDULE – A

### Minimum qualifications for direct recruitment to the post of Professor, Associate Professor, Assistant Professor for Law including Social Sciences

#### Professor :

- 1) a) An eminent scholar with Ph.D. qualification(s) in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with an evidence of published work with a minimum of 10 publications as books and / or research / policy papers.
  - b) A minimum of ten years of teaching experience in university / college, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
  - c) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching and learning process.
  - d) A minimum score as stipulated in the Academic Performance indicator (API) based Performance based Appraisal System (PBAS), set out in the Regulation in Appendix-III of the UGC Regulations on Minimum Qualifications for Appointment of Teachers dated September 18, 2010.
- OR
- 2) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned / allied / relevant discipline, to be substantiated by credentials.

Candidates with degrees from National Law Universities or reputed foreign institutions who have teaching experience of National Law Universities would be preferred.

#### Associate Professor :

- 1) Good academic record with a Ph.D. Degree in the concerned / allied / relevant discipline.
- 2) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- 3) A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research institution/ industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.
- 4) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- 5) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Regulation in Appendix-III of the UGC Regulations on Minimum Qualifications for Appointment of Teachers dated September 18, 2010.

Candidates with degrees from National Law Universities or reputed foreign institutions who have teaching experience of National Law Universities would be preferred.

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**Assistant Professor :**

- 1) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared national Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET / SET.
- 3) Notwithstanding anything contained in sub-clauses (1) and (2) to this Clause, candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions.

Candidates with degrees from National Law Universities or reputed foreign institutions who have teaching experience of National Law Universities would be preferred.

  
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**SCHEDULE – B**

**ACADEMIC PERFORMANCE CRITERIA (API) SCORES AND SELECTION CRITERIA FOR APPOINTMENT OF FACULTY**

As per Appendix-III Table-II(c) of the UGC Regulations on Minimum Qualifications for Appointment of Teachers dated September 18, 2010, the following shall be the minimum scores for Academic Performance Indicators for direct recruitment along with other specified eligibility qualifications as stipulated in the UGC Regulations :

Minimum API Scores	Assistant Professor Minimum qualification as stipulated in UGC Regulations / AICTE Regulations.
Selection Committee Criteria	<p><b>1) Academic Record and Research Performance (50 Marks)</b></p> <p><b>a) Academic Record (10 marks)</b></p> <p>i) Minimum required as per Regulations : 5 Marks</p> <p>ii) Additional Qualifications : 2 Marks</p> <p>iii) Preferred Qualifications : 3 Marks</p> <p><b>b) Teaching Experience (10 Marks)</b></p> <p>For every one year of experience one Mark each subject to a maximum total of 10 Marks.</p> <p><b>c) Research and Academic Contributions (10 Marks)</b></p> <p>Points may be given as mentioned in Category-III of the said UGC Regulations. The highest points scored among all the candidates may be taken as equivalent to 10 Marks and accordingly the points of all other candidates be converted to Marks.</p> <p><b>d) Award of Gold Medals, Ranks, Prizes by the Universities at the minimum required qualification (10 marks)</b></p> <p>i) Gold Medal or First Rank : 10 Marks</p> <p>ii) Silver Medal or Second Rank : 6 Marks</p> <p>iii) Bronze Medal : 4 Marks</p> <p>iv) Other University awards and distinctions like Best outgoing student, Best Mooter etc. : 2 Marks subject to a maximum of 10 Marks</p> <p><b>e) Extension, co-curricular and professional development (10 Marks)</b></p> <p>(Participation or contribution to corporate life and management of University - academic and administrative committees such as Anti-Ragging Committee, Moot Court Committee, Sexual Harassment Committee, Member of Editorial Board or any other Committee duly constituted by the University from time to time. Participation or co-ordination of seminars, lectures, guidance to students for moots, examination duties, other cultural activities etc.)</p> <p><b>2) Demonstration class by the candidate before the students in a classroom (30 Marks)</b></p>

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	<p>The Screening Committee shall evaluate the presentation under the following activities :</p> <p>a) <b>Communication Skills</b> : 7 ½ Marks  b) <b>Subject Knowledge</b> : 7 ½ Marks  c) <b>Interaction</b> : 7 ½ Marks  d) <b>Overall Impression</b> : 7 ½ Marks</p> <p><b>3) Interview Performance (20 Marks)</b>  The Selection Committee may consider the following factors for assessing the candidate's performance :  Communication Skills  Subject Knowledge  Interaction  Overall Impression  In addition, if they wish to evaluate under any other factor they may do so.</p>
	<b>Associate Professor</b>
Minimum API Scores	Consolidated API score requirement of 300 points from Category III of APIs
Selection Committee Criteria	<p><b>1) Academic Record and Research Performance (60 Marks)</b></p> <p><b>a) Academic Record (10 Marks)</b>  i) Minimum required as per Regulations : 5 Marks  ii) Additional Qualifications : 2 Marks  iii) Preferred Qualifications : 3 Marks</p> <p><b>b) Teaching Experience (10 Marks)</b>  i) Minimum required : 2 Marks  ii) For every additional year one Mark each subject to a maximum of 10 Marks</p> <p><b>c) Research and Academic Contributions (10 Marks)</b>  Minimum five publications as books and / or research / policy papers.  Points may be given as mentioned in Category-III of the said UGC Regulations. The highest points scored among all the candidates may be taken as equivalent to 10 Marks and accordingly the points of all other candidates be converted to Marks.</p> <p><b>d) Extension, co-curricular and professional development (10 Marks)</b>  (Participation or contribution to corporate life and management of University-academic and administrative committees such as Anti-Ragging Committee, Moot Court Committee, Sexual Harassment Committee, Member of Editorial Board or any other Committee duly constituted by the University from time to time. Participation or co-ordinating seminars, lectures, guidance to students for moots, examination duties, other cultural activities etc.)</p> <p><b>e) Contribution to educational innovation, design of new curricula and courses with evidence of having guided</b></p>

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	<p style="text-align: center;"><b>doctoral candidates and research students</b> (20 Marks)</p> <p><b>2) Demonstration class by the candidate before the students in a classroom</b> (20 Marks)</p> <p>The Screening Committee shall evaluate the presentation under the following activities :</p> <p>a) <b>Communication Skills</b> : 5 Marks  b) <b>Subject Knowledge</b> : 5 Marks  c) <b>Interaction</b> : 5 Marks  d) <b>Overall Impression</b> : 5 Marks</p> <p><b>3) Interview Performance</b> (20 Marks)</p> <p>The Selection Committee may consider the following factors for assessing the candidate's performance :</p> <p>Communication Skills  Subject Knowledge  Interaction  Overall Impression</p> <p>In addition, if they wish to evaluate under any other factor they may do so.</p>
	<b>Professor</b>
Minimum API Scores	Consolidated API score requirement of 400 points from Category III of APIs
Selection Committee Criteria	<p><b>1) Academic Record and Research Performance</b> (60 Marks)</p> <p>a) <b>Academic Record</b> (10 Marks)</p> <p>i) Minimum required as per Regulations : 5 Marks  ii) Additional Qualifications : 2 Marks  iii) Preferred Qualifications : 3 Marks</p> <p>b) <b>Teaching Experience</b> (10 marks)</p> <p>i) Minimum required : 2 Marks  ii) For every additional year one Mark each subject to a maximum of 10 Marks</p> <p>c) <b>Research and Academic Contributions</b> (10 Marks)</p> <p>Minimum ten publications as books and / or research / policy papers.</p> <p>Points may be given as mentioned in Category-III of the said UGC Regulations. The highest points scored among all the candidates may be taken as equivalent to 10 Marks and accordingly the points of all other candidates be converted to marks.</p> <p>d) <b>Extension, co-curricular and professional development</b> (10 Marks)</p> <p>(Participation or contribution to corporate life and management of University-academic and administrative committees such as Anti-Ragging Committee, Moot Court Committee, Sexual Harassment Committee, Member of Editorial Board or any other Committee duly constituted by the University from time to time. Participation or co-ordination</p>

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	<p>of seminars, lectures, guidance to students for moots, examination duties, other cultural activities etc.)</p> <p>e) <b>Contribution to educational innovation, design of new curricula and courses with evidence of having guided doctoral candidates and research students</b> (20 Marks)</p> <p><b>2) Seminar by the candidate before the Faculty Members</b> (20 Marks)</p> <p>The Screening Committee shall evaluate the presentation under the following activities :</p> <p>a) <b>Communication Skills</b> : 5 Marks  b) <b>Subject Knowledge</b> : 5 Marks  c) <b>Interaction</b> : 5 Marks  d) <b>Overall Impression</b> : 5 Marks</p> <p><b>3) Interview Performance</b> (20 Marks)</p> <p>The Selection Committee may consider the following factors for assessing the candidate's performance :</p> <p>Communication Skills  Subject Knowledge  Interaction  Overall Impression</p> <p>In addition, if they wish to evaluate under any other factor they may do so.</p>
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*Provided* that the Faculty members shall be promoted under Career Advancement Scheme as Professors with the condition that they shall continue to publish research papers every year after such promotion.

  
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**SCHEDULE – C**

**Proforma for Annual Self-Assessment for the  
Performance Based Appraisal System (PBAS)**

**PBAS Proforma for Promotion under CAS**

**Proforma for Academic Performance Indicators (APIs) in  
Recruitments and Career Advancement Scheme (CAS)**

**A. General Information**


- a. Name :
- b. Address (Residential) : Ph. No. :  
Cell. No.
- c. Designation :
- d. Department :
- e. Date of Birth :
- f. Area of Specialization :
- g. Date of Appointment :  
In the Institution :  
In the Present Post :
- h. Post applied for :  
(Mention the stage as per  
the Appendix Table – 1  
in the case of CAS promotion)
- i. Assessment Period \* :

**B. Academic Qualifications :**

Exam. Passed	Board/University	Subjects	Year	Division and Percentage
High School				
Higher Secondary				
Bachelor's Degree(s)				
Master's Degree(s)				
Research Degree(s)				
Other(Diplomas)				

\* The Period during which minimum academic performance is fulfilled as per Appendix Table-I and Appendix Table – II (A) for the stage in CAS Promotion.

The Teacher has to provide data relevant to Category – I, II & III for the entire Assessment Period.



**C. Details of Teaching Service :**

Position	From – to	Length of Service	University
Asst. Professor			
Associate Professor			
Professor			

**D. Class Taught :**

Course	Class Work Assigned Per week	Taught in the Year	Steps taken for the teaching of periods missed during Absence of leave.
i. U.G. B.A., LL.B. (Hons.)			
ii. P.G. LL.M.			
iii. M.Phil			
iv. Ph.D.			

L = Lecture

T = Tutorial

P = Practical

**CATEGORY-I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation :** Based on the teacher's self-assessment, Category-I Academic Performance Indicator (API) scores are calculated based on teaching related activities specified in the following table. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

S.No	Name of the Activity	Maximum Score	Guidelines	Self - Evaluation Score by the teacher
1.	Lectures/seminars/tutorials/practical's, contact hours undertaken taken as	50	Scores shall be awarded	

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	percentage of lectures allocated		as per Note 2 below	
2.	Lectures or other teaching duties in excess of the UGC norms	10	For each additional job 2 points subject to a maximum of 10 (tutorials, seminars, field work, case studies etc.)	
3.	<b>Preparation of teaching plan</b>	8		
	<b>Guidance to the students with regard to projects</b>	8		
	<b>Providing additional materials / inputs (latest amendments / cases)</b>	4		
4.	a) Use of participatory and innovative teaching – learning methodologies (group discussions, role play, moots etc.)	10		
	b) Updating of subject content, course improvement etc. (reasoned elaboration on how and why the course curriculum was changed or not changed)	10		
5.	Examination duties (Invigilation; question paper setting, Evaluation / assessment of answer scripts) as per allotment.	25	Division of score: Invigilation 5 Q.P. Setting 10 Evaluation 10  Score shall be awarded as per Note 2 below	
	Total Score	125		
	Minimum API Score Required	75		

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**Note :** Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80%, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

The teacher is required to submit a brief write up in support of the self-evaluation score specified under S. Nos. 1-5 separately.

**Note 2 :**

**For S. Nos. 1 and 5 the maximum API score shall be given if a teacher does 100% of the duties as assigned. No score shall be awarded if they fail to perform at least 80%. In between 80 – 100% the following percentage of score shall be awarded :**

Percentage of duty performed by the teacher	Percentage of API Score to be awarded
Below 80	Zero
80 – 85	80%
86 – 90	85%
91 – 95	90%
96 – 98	95%
99 – 100	100%

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

**Brief Explanation :** Based on the teacher's self-assessment, Category-II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening / selection committee.

S.No.	Name of the Activity	Maximum Score	Guidelines	Self - evaluation score by the teachers
1.	<ul style="list-style-type: none"> <li>• NSS/NCC/Cultural Activities</li> <li>• Subject related events / Advisement council (Sports, moot court, cultural, legal aid, literary and debates and the like)</li> </ul>	20	Each activity 10 points subject to a maximum of 20	

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2.	<ul style="list-style-type: none"> <li>• Contribution to corporate life (Hostel warden etc.)</li> <li>• Participation in Academic committee (Member of Academic Council)</li> <li>• Participation in Administrative committee (Member of Purchase Committee and any other Committee duly constituted by the Vice-Chancellor)</li> </ul>	5 5 5 Total 15	For each completed year 5 points subject to a maximum of 5 for each sub-activity	
3.	<ul style="list-style-type: none"> <li>• Professional Development activities such as Seminars / Conference / Short term trainings.</li> <li>• Membership of Associations dissemination and general articles, not covered in Category III below (Workshops, Research Projects)</li> <li>• Talks / Lectures / General Articles</li> </ul>	15	Each activity 5 points subject to a maximum of 15	
<b>Total Score</b>		50		
<b>Minimum API Score Required</b>		15		

The teacher is required to submit a brief write up in support on the self-evaluation score for S. Nos. 1-3 separately.

### CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening /selection committee.

S.No	APIs	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Number	Weight	Score=Weight* Number
III A	Research Papers	Refereed journals*		15/ Publication	

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	<b>published in:</b>  (Provide Data as per Appendix III Table- III A)	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.		10/ Publication	
		Conference proceedings as full papers, etc.(Abstracts not to be included)		10/ Publication	
<b>III (B)</b>	<b>Research Publications (books, chapters in books, other than refereed journal articles)</b>  (Provide Data as per Appendix III Table-III B)	Text or Reference Books Published by International Publishers with an established peer review system		50/sole author; 10/chapter in an edited book	
		Subject Books by/ National level publishers/State and Central Govt. Publications with ISBN/ ISSN numbers.		25/sole Author; 5/chapter in An edited book	
		Subject Books by other local publishers with ISBN/ISSN numbers.		15/sole Author; 3/chapter in an edited book	
		Chapters contributed to edited knowledge based volumes published by International Publishers		10/ Chapter	
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.		5/Chapter	
<b>III (C)</b>	<b>RESEARCH PROJECTS (Provide Data as per Appendix III Table-III C)</b>				
<b>III (C) (i)</b>	Sponsored Projects carried out / ongoing	Major Projects, amount mobilized with grants above 5.0		20/each project	

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		lakhs			
		Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs		15/each Project	
		Minor Projects(Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)		10/each Project	
III (C) (ii)	Consultancy Projects carried Out/ ongoing	Amount mobilized with minimum of Rs.2.0 lakhs		10/every Rs.2.0 lakhs	
III (C) (iii)	Completed Projects: Quality Evaluation	Completed project report (Accepted by funding agency)		20/each major project and 10/each minor project	
III (C) (iv)	Projects Outcome/ Outputs	Major Policy document of Govt. Bodies at Central and State level		30 / each National level output or patent / 50 / each for Internationa l Level	
<b>III (D)</b>	<b>RESEARCH GUIDANCE (Provide Data as per Appendix III Table-III D)</b>				
III (D) (i)	M.Phil.	Degree awarded only		3/each candidate	
III (D) (ii)	Ph.D.	Degree awarded		10/each candidate	
		Thesis submitted		7/each Candidate	
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS</b>				
III(E) (i)	Refresher courses, Methodology Workshops, Training, Teaching- Learning-	(a) Not less than two weeks duration		20/each	

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	Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Max:30 points)	(b) One week duration		10/each	
III(E) (ii)	Papers in Conferences/ Seminars/ Workshops etc.**  (Provide Data as per Appendix III Table-III E(II))	Participation and Presentation of research Papers (oral/poster) in			
		a)International conference		10/each	
		b)National		7.5/each	
		c)Regional/State level		5/each	
		d)Local-University/ College level		3/each	
		(a) International (b) National level		10/each 5	

**The API score for paper in refereed journal / non-refereed journal under Category – III (A) would be augmented as follows:**

1. indexed Indian journals - 5 points;
2. indexed foreign journals / periodicals - 10 points;
3. commissioned articles either in India or Foreign - 10 points;
4. papers with impact factor i.e.:
  - a. basis of legislation – 20 points;
  - b. basis of law reform – 20 points;
  - c. inclusion in course curriculum (other than self-inclusion) – 20 points;
  - d. frequency of citation – 15 points;
  - e. mention in a judgment - 15 points.

**The candidate should provide evidence to consider for award of additional API score as mentioned above.**

If a paper presented in Conference/Seminar is published in the form of proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (E)(ii)).

**Note :** Under Category – III for research publications, books, research projects, research guidance, list of papers in conferences / seminars are to be appended to the proforma.

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• **Minimum API Scores under category III: Research and Academic Contribution**

Stage 1 – 2	:	10 / Yr 40 / Assessment period
Stage 2 – 3	:	20 / Yr 100 / Assessment period
Stage 3 – 4	:	30 / yr 90 / Assessment period
Stage 4 – 5	:	40 / Yr 120 / Assessment period
Stage 5 – 6	:	50 / Yr 500 / Assessment period

**Notes :**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author /supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Date:

Signature of the Teacher

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Head of the Department

  
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**APPENDIX – I**  
**TABLE – I**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE**  
**REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES**

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor / equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil. / PG Degree in Professional Courses such as LL.M. / M.Tech. / M.C.A., or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	<p>(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A) of Appendix II.</p> <p>(ii) One Orientation and one Refresher/Research Methodology Courses of 2/3 weeks duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p>
2.	Assistant Professor / equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A) of Appendix II</p> <p>(ii) One course / Programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning –Evaluation Technology Programme, Soft Skills development Programme and Faculty Development Programme of 2/3 week duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p>

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3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II (A) of Appendix II.</p>
4.	Associate Professor (Stage 4) Professor /equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II (A) of Appendix II.</p>
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (Universities only)	<p>(i) Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix III</p> <p>(ii) Additional credentials are to be evidenced by:</p> <ul style="list-style-type: none"> <li>(a) postdoctoral research outputs of high standard;</li> <li>(b) awards / honors / recognitions/ patents and IPR on products and processes developed / technology transfer</li> </ul>

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			<p>achieved; and</p> <p>(c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A) of Appendix III.</p>
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\*For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

**Note :** For universities for which Sixth PRC Awards (vide Appendix 2 in UGC G.O.) are applicable, Stages 1,2,3,4,5 and 6 correspond to scales with AGP of Rs. 6,000, 7,000, 8,000, 9,000, 10,000 and 12,000 respectively.

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**APPENDIX – II**  
**TABLE – II (A)**  
**MINIMUM API REQUIRED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME**  
**(CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

S. No.	Assistant Professor/ Equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	75/year	75/year	75/year	75/year	75/year
II	15/year	15/year	15/year	15/year	15/year
III	100/year	100/year	100/year	100/year	100/year
IV	10/year (40/assessment Period) Screening Committee	20/year (100/assessment Period) Screening Committee	30/year (90/assessment Period) Selection Committee	40/year (120/assessment Period) Selection Committee	50 / year (500 / assessment Period) Expert Committee
V	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30%- Contribution to Research 50%- Assessment of domain knowledge and teaching practices. 20%-Interview performance	50%-Contribution to Research. 30%- Assessment of domain knowledge and teaching practices. 20%-Interview performance	50% - Research. 50% - Performance evaluation and other credential by referral procedure

\*Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.  
Note: For universities for which Sixth PRC Awards (vide Appendix 2 in UGC G.O.) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6,000, 7,000, 8,000, 9,000, 10,000 and 12,000 respectively.

**Explanatory note for Tables II (A)**

1. The API Scores will have to be documented and collated annually by the Internal Quality Assessment Cells (IQACs) of the university for follow up by the university authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in the university for one year only with the minimum average scores as depicted in Table II in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a Normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. **Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.**

  
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6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables II, by submitting an application and the required proforma. They can do so three months before the date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Table II obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility. (b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application (c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

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**APPENDIX - III  
TABLE - III A  
RESEARCH PUBLICATIONS**

S. No.	Nature of the Journal		Name of the Journal	Year of the publication	Index/Impact Factor/ISSN/ISB N	Self - Evaluation Score	Remarks
	Refereed	Non-Refereed					
1.							
2.							
3.							
4.							
.							
.							
Total							
Score							

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**APPENDIX - III**  
**TABLE - III A**  
**RESEARCH PUBLICATIONS (BOOKS, CHAPTERS)**

S.No.	Nature of Book		Title of the Book	Sole Author/Multi Author/Chapters	Year of Publication & publisher	International/national/State/Central & Local with ISSN/ISBN	Chapters in Edited Volumes		Self - Evaluation Score	Remarks
	Text/Reference	Subject					International	National ISSN/ISBN		
1.										
2.										
3.										
4.										
Total Score										

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**APPENDIX - III**  
**TABLE - -III C**  
**RESEARCH PROJECTS**

S. No.	Sponsored/ Consultancy	Ongoing/completed And duration	Title of the Project	Major/ Minor	Funding Agency	Amount Sanctioned	Projects Outcome	Self - Evaluation Score	Remarks
1.									
2.									
3.									
4.									
.									
.									
Total Score									

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**APPENDIX - III**  
**TABLE - III D**  
**RESEARCH GUIDANCE**

S. No.	Name of the Candidate	Degree Awarded M.Phil / Ph.D	Year of Award	Thesis Submitted for Ph.D.	Self - Evaluation Score	Remarks
1.						
2.						
3.						
4.						
.						
.						
Total Score						

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APPENDIX - III

TABLE - III E (II)

PAPERS IN CONFERENCES / SEMINARS / WORKSHOPS

S. No.	Conferences/ Seminars/ Workshops	Participation and Presentation of Research Papers Oral/Poster			Invited Lectures/ Presentation in Conference/Symposia		Self - Evaluation Score	Remarks
		Internatio nal	National	Regional	Local University College level	Internationa l		
1.								
2.								
3.								
4.								
.								
.								
Total Score								

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## SCHEDULE D

### AMENDED APPENDIX-III TABLE-I PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

#### Category I: Teaching, LEARNING AND EVALUATION Related ACTIVITIES

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.


Sl. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical's, contact hours undertaken taken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
Total Score		125
Minimum API Score Required		75

**Note 1:** Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

**Note 2:**

The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution



- can verify these from the official Time Table and the record of students' attendance.
- In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional  $2 \times 16$  hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for  $320+32+275 = 627$  hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.
  - In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 2 points in that category.
  - Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.
  - Under 4C, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

Category	Nature of activity	Notes	Unit of assessment	Score
<b>Category I</b>	<b>TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>			
1A (i)	Classroom teaching (including lectures seminar)	As per allocation	Hours per academic year	
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year	
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year	
1B	Tutorials and Practical's	Actual as per attendance register	Hours per academic year	
1C	Outside classroom' interaction with students	Max 0.5 of hours in 1A	Hours per academic year	
	<b>Sub-total 1</b>	<b>Score = hours/10 (max score 100)</b>		

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2	Research Supervision (including Master's thesis)	Max 1 hour per student per working week	Hours per academic year	
	<b>Sub-total 2</b>	<b>Score = hours/10 (Max score=301)</b>		
3A	Question paper setting, moderation and related work	Actual hours	Hours per academic year	
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year	
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Max 20 minutes per full script	Hours per academic year	
	<b>Sub-total 3</b>	<b>Score = hours/10 (Max score = 20)</b>		
4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	Evidence to be provided, Scores to be finalized by the screening committee	Outstanding = 10 Very good = 07 Good = 05 Average = 03 Modest = 01	
4B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided, Scores to be finalized by the screening committee	Outstanding = 10 Very good = 07 Good = 05 Average = 03 Modest = 01	
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performance and summary feedback to be attached	2 points per course (max 10 points)	

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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

**Brief Explanation :** Based on the teacher's self-assessment, category-II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will, be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

**Note:**

The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+32+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be

credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each Institution may further develop these criteria and specify the requirements for the various categories mentioned here.
5. Under 4C, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback, The comments given by the students may not be used against the teacher in this exercise.

Category	Nature of activity	Notes	Unit of assessment	Score
Category II	<b>CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>			
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
5B	Other co-curricular activities (Cultural, Sport, NSS, NCC etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
	<b>Sub-total 5</b>			
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher - in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year	

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6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year	
	Sub-total 6	Score = hours/10 (Max score = 30)		
7	Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
	<b>GRAND TOTAL (1 TO 7)</b>	<b>(OUT OF 250)</b>		

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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### AMENDED CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.

Sl. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teachers position
III A	<b>Research Papers published in:</b>	Reference Journals*	Reference Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers.	10 / publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	<b>Research Publications</b> (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in an edited book
		Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	25 / sole author, and 5 / chapter in edited books
		Subject Books by Other local publishers with ISBN / ISSN numbers	Subject Books by Other local publishers with ISBN / ISSN numbers	15 / sole author, and 3 / chapter in edited books

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		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	5 / Chapter
<b>III (C) RESEARCH PROJECTS</b>				
III (C) (i)	Sponsored Projects carried out / ongoing	(a) Major Project, amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs. 3.0 lakhs up to Rs. 5.0 lakhs	15 / each Project
		(c) Minor Project (amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Project (amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10 per every Rs.10.0 lakh and Rs. 2.01 lakh respectively
III (C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Accepted by funding agency)	20 / each major project and 10 / each minor Project
III (C) (iv)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 / each for International

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				level
III (D)	<b>RESEARCH GUIDANCE</b>			
III (D)	M.Phil.	Degree awarded only	Degree awarded only	3 / each candidate
(i)				
III (D)	Ph.D.	Degree awarded	Degree awarded	10 / each
(ii)				
		Thesis submitted	Thesis submitted	7 / each candidate
III (E)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS</b>			
III (E)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Max.: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each
(i)		(b) One week duration	(b) One week duration	10 / each
III (E)	Papers in Conferences / Seminars / Workshop etc.**	Participation and Presentation of Research Papers (Oral / Poster) in	Participation and Presentation of Research Papers (Oral / Poster) in	
(ii)				
		(a) International conference	(a) International Conference	10 / each
		(b) National	(b) National	7.5 / each
		(c) Regional / State level	(c) Regional / State level	5 / each
		(d) Local-University / College level	(d) Local-University / College level	3 / each
III (E)	Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10 / each
(iv)		(b) National level	(b) National level	5

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* If a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a)) and not under presentation (III) (e)(ii).

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**Note :**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and, scores of publications.
2. The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60 of the total points and the remaining 40 would be shared equally by all other authors.
3. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

III (A) : Research papers (Journals, etc.)	30%
III (B) : Research publications (Books, etc.)	25%
III (C) : Research Projects	20%
III (D) : Research Guidance	10%
III (E) : Training Courses and Conference/Seminar, etc.	15%

  
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## SCHEDULE – E

### Minimum Qualifications for direct recruitment to the post of Librarian, Deputy Librarian, Assistant Librarian and Placement Officer

#### University Librarian :

- 1) A Master's Degree in Library Science/ Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- 2) At least thirteen years as a Deputy Librarian in a university library or eighteen years of experience as a College Librarian.
- 3) Evidence of innovative library service and organization of published work.
- 4) Desirable : A M.Phil. / Ph.D. Degree in library science/information science / documentation/ archives and manuscript-keeping.

#### Deputy Librarian :

- 1) A Master's Degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- 2) Five years as an Assistant University Librarian/ College Librarian.
- 3) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- 4) Desirable : A M.Phil. / Ph.D. Degree in library science / information science / documentation/ archives and manuscript-keeping/computerization of library.

#### Assistant Librarian :

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

#### Placement Officer :

- 1) Master's Degree with at least 55% of the marks or its equivalent Grade-B in the UGC 7 point scale along with good academic record.
- 2) Minimum 2 (Two) years of relevant experience.

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