

## **Code of Conduct for Principal, Teachers, Non-Teaching Staff and Students**

### **Code of Ethics for Principal**

#### **The Principal shall,**

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them appropriately.
- Promote industry institution interaction and inculcate the spirit of research and development activities.
- Recommend and forward communication to the authorities.
- Monitor and manage the administration of the institution
- Take remedial measures / actions based on the stakeholder's feedback
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Be fair in the disciplinary actions relating to students, Non-teaching and Teaching staff.
- Empower all the staff and students to reach their maximum potential
- Carry himself with the highest integrity and exhibit outstanding and strong leadership skills

#### **.Code of Ethics for Teachers**

#### **The teachers shall,**

- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to students.
- Be impartial and non-discriminative
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders
- Be good counsellors and facilitators.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

The following traits are expected from the Non-teaching staff:

- Report to duty at least 30 minutes in advance.
- Remain on duty during college working hours.
- Adhere strictly to the rules and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity and fairness in all activities.
- Exercise self-discipline and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.



**மதுரை சமூக அறிவியல் கல்லூரி**  
**MADURAI INSTITUTE OF SOCIAL SCIENCES**

Run by : Capt DVR Foundation for HRD Re - accredited with "A" Grade by NAAC  
(Autonomous College & Research Centre Affiliated to Madurai Kamaraj University)

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**2017 - 2018**  
**HAND BOOK & CALENDAR**

## ***RULES AND REGULATIONS***

1. Students are requested to wear their **Identity Card** compulsorily **all the time** while they are at college. Students without ID cards will not allowed to enter the campus.
2. Students are informed to report at college by 8.40 A.M. with necessary study materials. Late comers will not be allowed to attend the classes.
3. Students should attend the common prayer organized at 8.45 AM through the Public Addressing System every day.
4. Students should avoid wearing Jeans, Short shirt, T shirt, legins inside the campus all the time.
5. Girl Students should wear only Churidhar with Shawl.
6. Use of mobile phone is strictly prohibited inside the campus.
7. Ragging in any form is prohibited. Stringent action will be taken against defaulters as per UGC guidelines.
8. The College believes that discipline is the hallmarks of a good student. Eve teasing, disruption of class room activities or disturbing the studies of other students or damaging the college property, possession of any intoxicants or illicit drugs or weapons in the college campus, misconduct during examination etc. would be deemed to be acts of indiscipline. Therefore erring students would be subjected to disciplinary action like fine, suspension and dismissal. The serious offences will be referred to police station.
9. Day scholars using two-wheelers should use Helmet and park their vehicles only in the student's parking area. Students should keep their vehicles duly locked and the College will not be responsible for any loss of vehicles.
10. For organizing functions, conferences, meetings or any other gathering of this kind, they should get prior permission of the Principal through HOD.

11. Students are advised keep the College Office / Department concerned informed about any change in their local / permanent addresses / contact numbers (landline / mobile).

**Scholarships:** Fee concessions and other scholarships are awarded to SC / ST / MBC / DNC / BC students of the P.G. and U.G. Classes as per the prescribed Government rules. Students are eligible for the scholarship fund only when they have the required percentage of attendance in attending classes.

## **RULES & REGULATIONS RELATING TO ATTENDANCE AND LEAVE OF ABSENCE FOR STUDENTS**

### **Attendance**

- Students should be *regular and punctual* to all classes.
- Attendance will be taken at the beginning of each hour. Late comers will not be admitted to the class without an admit - chit from the Head of the Department / Principal.
- A student who is not in the class when attendance is taken will be marked as absent.
- The working day will be 5 hours and each class will be 55 minutes duration. First 3 hours will be forenoon session and remaining 2 hours will be afternoon session. If the student absent in any one of the hour in the forenoon session will be considered as half day absent and in the same in the afternoon session.
- Students should produce leave letters for absenting themselves from the class, duly signed by Parent or Guardian and deputy warden in the case of hostel students.
- No student should absent himself/herself from the college without prior notice except in case of sudden illness or any other emergency
- The leave application shall be submitted to the Faculty in charge and get the signature of Faculty in-charge, HOD and submit it to the Faculty In - charge.

- If the leave is for more than 5 days, get the signature of the principal and submit the application to the concerned Faculty of In – charge.
- In the case of leave for more than a week on account of illness, a medical certificate from the authorized medical officer shall be produced on the first day of illness. Then fitness certificate shall be produced on the day of reporting for class.
- Number of working days in each semester is not less than 90 days.
- Students must have 75% of attendance of the total number of working days and have completed all the requirements of formative assessment, will be permitted to appear for the summative examination.
- Students who have 65% to 74.99% of attendance shall apply for condonation in the prescribed form with the prescribed fee and they shall be permitted to write examinations.
- Students who have 50% to 64.99% of attendance shall apply for special condonation in prescribed form with the prescribed fee and they are eligible to appear for examinations in the next semester only.
- Students who have below 50% of attendance are not eligible to appear for the examination including practical. They shall re-do the semester(s) after the completion of the programme.
- Students should not abstain themselves for tests and examinations. Absentees will be severely dealt with.
- The faculty in charge shall send or inform the attendance details to the parents on every month.

### ***LIBRARY***

The college library will be kept open from 8.30 am to 5.30 pm on all working days for the use of students and staff.

The students, staff and Alumni of this institute are admitted as members. The outsiders may be permitted to use the library after getting written permission from the Principal.

# THE TAMIL NADU PRIVATE COLLEGES (REGULATION) ACT, 1976

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# THE TAMIL NADU PRIVATE COLLEGES (REGULATION) ACT, 1976 (President's Act XIX of 1976)

*[Received the assent of the President on the 16th April 1976 and first published in the Tamil Nadu Government Gazette Extraordinary, dated 17th April, 1976].*

## REASONS FOR THE ENACTMENT

The Government of Tamil Nadu decided to regulate the conditions of service of teachers employed in private colleges and to make the rules relating to managing bodies and payment of grants to such colleges statutory. As the Legislature of the State of Tamil Nadu was not in session, the Tamil Nadu Private Colleges (Regulation) Ordinance, 1975 was promulgated on the 21st November, 1975.

2. The President issued a Proclamation on the 31st January, 1976 under Article 356 of the Constitution, in relation to the State of Tamil Nadu, declaring *inter alia* that the powers of the Legislature of the State shall be exercisable by or under the authority of Parliament. Hence, by virtue of the powers delegated to the Governor of Tamil Nadu by the President, the Tamil Nadu Private Colleges (Regulation) Ordinance, 1976 (Tamil Nadu Ordinance XI of 1976) was promulgated with some modifications to make certain provisions of the Ordinance inapplicable to minority colleges.

3. It is proposed to replace this Ordinance by a President's Act with additional provisions to the effect that no private college shall be established without affiliation to a University, that the non-teaching staff of private colleges would also come within the scope of the measure and that a University may make regulations, statutes and ordinances specifying the qualifications for appointment of teachers and other persons employed in private colleges.

4. The proposed measure seeks to give effect to the above proposal.

5. Parliament has under Article 357 (1) (a) of the Constitution, now conferred on the President, the powers of the Legislature of the State to make laws *vide* the Tamil Nadu State Legislature (Delegation of Powers) Act, 1976 (XLI of 1976).

6. In view of the urgency of the matter, it is not practicable to consult the Consultative Committee or Tamil Nadu Legislation constituted under the above Act. The measure is accordingly being enacted without reference to the Consultative Committee.

**EXPLANATORY STATEMENT OF ORDINANCE**

It has been decided to regulate the conditions of service of teachers in the private colleges and it has also been decided that the rules relating to managing bodies and payment of grants to private colleges should be statutory.

2. Colleges maintained by the Central Government or any State Government or any local authority or any University and college which is giving, providing or imparting religious instructions alone are excluded from the scope of the Ordinance. Provision has also been made for the establishment and management of private colleges only with the permission of the competent authority and in accordance with the terms and conditions specified in such permission. Special provision has also been made in respect of minority colleges so as to be in conformity with clause (1) of Article 30 of the Constitution.

Provision has been made for the functions of and meetings of the College Committee of the Private College.

Provision has also been made for taking over by the Government of the management of private college in the event of mis-management. The period for which such college may be taken over has been restricted to five years in the aggregate.

3. Provision has also been made for the audit of accounts of every private college receiving grants, by such authority, officer or person as may be prescribed. Necessary provision has also been made for the inspection of private college and issue of directions to carry out the results of such inspection by the educational agency maintaining such private college.

4. The Ordinance seeks to achieve the above objects.

Enacted by the President in the Twenty-seventh year of the Republic of India.

*An Act to provide for the regulation of  
Private Colleges in the State of Tamil Nadu.*

*In exercise of the powers conferred by section 3 of the Tamil Nadu State Legislature (Delegation of Powers) Act, 1976, (41 of 1976) the President is pleased to enact as follows:*

## CHAPTER I

## PRELIMINARY

**1. Short title, extent, application and commencement.—**

(1) This Act may be called the Tamil Nadu Private Colleges (Regulation) Act, 1976.

(2) It extends to the whole of the State of Tamil Nadu.

(3) It applies to all private colleges.

(4) Save as otherwise provided in section 55, the provisions of this Act shall be deemed to have come into force on the 21st day of November, 1975.

**2. Definitions.—** In this Act, unless the context otherwise requires:-

(1) "*academic year*" means the year commencing on the first day of June;

(2) "*college committee*", in relation to a private college, means the college committee referred to in section 11.

(3) "*competent authority*", in relation to any provision of this Act means:—

(i) any university,

(ii) authority, officer or person,

empowered by the Government, by notification, to be the competent authority for the purposes of that provision and different competent authorities may be appointed for different provisions or for different areas or in relation to different classes of private colleges as may be specified in the notification;

(4) "*educational agency*", in relation to—

(a) any minority college, means any person who, or body of persons which, has established and is administering or proposes to establish and administer such minority college; and

(b) any other private college, means any person or body of persons permitted or deemed to be permitted under this Act to establish and maintain such other private college;

(5) "*Government*" means the State Government;

(6) "*grant*" means any sum of money paid as aid out of State Funds to any private college;

(7) "*minority college*" means a private college of its choice established and administered, or administered by any such minority whether based on religion or language as has the right to do so under clause (1) of Article 30 of the Constitution;

(8) "*private college*" means a college maintained by an educational agency and approved by, or affiliated to, a university but does not include a college.—

(a) established or administered or maintained by the Central Government or the Government or any local authority or any university; or

(b) giving, providing or imparting religious instruction alone, but not any other instructions;

(9) "*secretary*", in relation to a private college, means the secretary referred to in section 12;

<sup>1</sup>[(9-A) "*special officer*" means the special officer appointed under sub-section (1) of section 14-A]

(10) "*teachers*" means such Professors, Assistant Professors, Readers, Lecturers, Demonstrators, Tutors, Librarians and other like persons as may be declared to be teachers by the statutes framed under any law for the time being in force governing a University;

(11) "*Tribunal*" means a Tribunal constituted under section 38 and having jurisdiction;

(12) "*University*" means the Madras University, the Madurai University or, as the case may be, any other University that may be established in the State of Tamil Nadu under any law.

## CHAPTER II

### ESTABLISHMENT, PERMISSION FOR ESTABLISHMENT AND MANAGEMENT OF PRIVATE COLLEGES

**3. New private college to obtain permission.**— Save as otherwise expressly provided in this Act, no person shall, without the permission of the Government and except in accordance with the terms and conditions specified in such permission, establish, on or after the date of commencement of this Act, any private college :

1. Clause (9-A) was inserted by T.N. Act 16 of 1998, w.e.f. 1.11.98.

Provided that it shall also be necessary to obtain affiliation of such college to a University.

**4. Application for permission and sending of statement.**— (1) The educational agency of every private college proposed to be established on or after the date of commencement of this Act shall make an application to the Government for permission to establish such college.

(2) Every such application shall—

- (a) be in the prescribed form;
- (b) be accompanied by such fee not exceeding <sup>1</sup>[twenty thousand rupees] as may be prescribed; and
- (c) contain the following particulars, namely:—
  - (i) the name of the private college and the name and address of the educational agency;
  - (ii) the need for the private college in the locality;
  - (iii) the course for which such private college proposes to prepare, train or guide its students for appearing at any examination conducted by, or under the authority of a university;
  - (iv) the amenities available to students and teachers;
  - (v) the equipment, laboratory, library and other facilities for instruction;
  - (vi) the sources of income to ensure the financial stability of the private college;
  - (vii) the situation and the description of the buildings in which such private college is proposed to be established ; and
  - (viii) such other particulars as may be prescribed.

(3) The educational agency of every private college in existence on the date of commencement of this Act, shall, within such period as may be prescribed, send to the <sup>2</sup>[Director of Collegiate Education] statement in the prescribed form containing.

1. The words "twenty thousand rupees" were substituted for the words "five hundred rupees" by the T.N. Act 16 of 1998.

2. Substituted by G.O. Ms. No. 1286, Edn., dt. 22-6-1976.

- (i) the particulars specified in clause (c) [excluding sub-clause (ii) thereof of sub-section (2)];
- (ii) the names of the members of the teaching and non-teaching staff and the educational qualifications of each such member; and
- (iii) the number of students and classes in the private college.

**5. Grant of permission.**— (1) On receipt of an application under sub-section (1) of section 4, the Government,—

(a) may, after considering the particulars contained in such application, grant or refuse to grant the permission; and

(b) shall communicate their decision to the applicant within such period as may be prescribed :

Provided that the permission shall not be refused under this section unless the applicant has been given an opportunity of making his representation :

Provided further that in case of refusal of the permission, the applicant shall be entitled to the refund of one-half of the amount of the fee accompanying the application.

(2) The decision of the Government under clause (a) of sub-section (1) shall be final.

(3) No university shall grant affiliation to any private college unless permission has been granted by the Government under sub-section (1).

**6. Permission deemed to be granted in certain cases.**— On receipt of a statement under sub-section (3) of section 4 from any private college in existence immediately before the date of commencement of this Act permission under sub-section (1) of section 5 shall be deemed to have been granted to such private college but no fee shall be payable for any such permission.

**7. Approval of transfer of permission.**— (1)(a) Whenever there is any change in the constitution of the educational agency in relation to a private college, not being a minority college, that agency shall apply to the competent authority for approval of such change.

(b) Whenever the management of any private college is proposed to be transferred, the educational agency

and the person to whom the management is proposed to be transferred may, before such transfer, apply jointly to the competent authority for approval of the transfer.

- (c) On any transfer of the management of private college, without approval having been obtained for such transfer under clause (b), the transferee shall, if he desires to run it as such, apply to the competent authority within such period as may be prescribed for approval of the transfer.
- (d) An application under clause (a), clause (b) or clause (c) shall be in such form and contain such particulars as may be prescribed.

(2) On receipt of an application under sub-section (1) the competent authority shall,—

- (a) if it is satisfied after making such inquiry as it deems fit, that the educational agency will continue to maintain and manage or, as the case may be, that the transferee will maintain and manage the private college in accordance with the provisions of this Act, and the rules made thereunder, approve the change or, as the case may be, the transfer, subject to such conditions as it may impose; and
- (b) communicate its decision to the applicant within such period as may be prescribed.

**8. Minority college to be established without permission.**— Any minority, whether based on religion or language, may establish and administer any private college without permission under sub-section (1) of section 5 read with sections 3 and 4.

**9. Minority college to send statement.**— (1) Every minority college in existence immediately before the date of commencement of this Act, shall send to the competent authority a statement containing the particulars specified in clause (c) [excluding sub-clause (ii) hereof] of sub-section (2) of section 4 within such period as may be prescribed.

(2) Every minority college established and administered after the date of commencement of this Act shall send to the competent authority a statement containing particulars specified

in clause (c) of sub-section (2) of section 4 within such period as may be prescribed.

**10. Payment of grant.**— (1) Subject to such rules as may be prescribed, the Government may pay to the private college grant at such rate and for such purposes as may be prescribed.

(2) The Government may withhold permanently or for any specified period the whole or part of any grant referred to in sub-section (1) in respect of any private college—

- (i) which does not comply with any of the provisions of this Act or any rules made or directions issued thereunder in so far as such provisions, rules or directions are applicable to such private college, or
- (ii) in respect of which the pay and allowances payable to any teacher or other person employed in such private college are not paid to such teacher or other person in accordance with the provisions of this Act or the rules made thereunder, or
- (iii) which contravenes or fails to comply with any such conditions as may be prescribed.

(3) Before withholding the grant under sub-section (2), the Government shall give the educational agency an opportunity of making its representations.

**[10-A Recovery of excess grant.**— If the competent authority is satisfied that the grant referred to in sub-section(1) of section 10 has been paid on misrepresentation or otherwise to any private college or has been utilised by the private college in contravention of the provisions of the Act or any rules made or directions or orders issued thereunder, the grant so paid or utilised shall be treated as excess grant and such excess grant shall, without prejudice to any other mode of recovery, be recovered as arrears of land revenue.]

### CHAPTER III

#### COLLEGE COMMITTEE AND ITS CONSTITUTION AND FUNCTIONS

**[11. Constitution of College Committee.**— Every private college, not being a minority college shall have a college committee which shall include the following persons employed in the private college, namely,—

1. Section 10-A was inserted by T.N. Act 16 of 1998. w.e.f. 1.11.1998.
2. Section 11 was substituted by *ibid*.



- (a) the Principal;
- (b) the senior-most Selection Grade Lecturer or Reader;
- (c) one other Selection Grade Lecturer; and
- (d) the senior-most Superintendent :

Provided that if there is no Selection Grade Lecturer in the private college, the senior-most Lecturer and one other Lecturer shall be included in the college committee :

Provided further that if the senior-most Selection Grade Lecturer or the senior-most Lecturer, as the case may be, or the senior-most Superintendent is not willing to be included in the advisory college committee as a member, the next senior person in the respective category who is willing to be included as a member shall be included in the college committee :

Provided also that if there is only one post in the category of Superintendent and the person holding the post is not willing to be included in the college committee as a member, the senior-most Assistant shall be included as a member in the college committee).

**12. Secretary of the College Committee.**— (1) Every college committee shall have a secretary who shall exercise such powers and perform such functions as may be prescribed.

(2) Every person holding office as president, secretary, manager or correspondent of a private college or exercising the powers of secretary under this Act on the date of its commencement shall be deemed to be a secretary under this Act.

**13. Meetings of the College Committee.**— (1) The college committee shall meet at such times and places and shall subject to the provisions of sub-sections (2) and (3) observe such rules of procedure in regard to transaction of business at its meetings (including the quorum at meetings) as may be prescribed :

Provided that the college committee shall meet at least once in every three months.

(2) The president of the college committee or, in his absence, any member chosen by the members present, shall preside at a meeting of the college committee.

(3) All questions at any meeting of the college committee shall be decided by a majority of the votes of the members present

and voting and in the case of an equality of votes, the president or, in his absence the member presiding shall have and exercise a second or casting vote.

**14. Functions of the College Committee and responsibility of educational agency under this Act.—**

(1) Subject to the provisions of this Act and the rules made thereunder, the college committee shall have the following functions, namely,—

- (a) to carry on the general administration of the private college excluding the properties and funds of the private college;
- (b) to appoint teachers and other persons of the private college, fix their pay and allowances and define their duties and the conditions of their service; and
- (c) to take disciplinary action against teachers and other persons of the private college.

(2) The educational agency shall be bound by anything done by the college committee in the discharge of the functions of that committee under this Act.

(3) For the purposes of this Act, any decision or action taken by the college committee in respect of any matter over which the college committee has jurisdiction shall be deemed to be the decision or action taken by the educational agency.

**CHAPTER III-A**

**APPOINTMENT OF SPECIAL OFFICER  
IN CERTAIN CASES**

**14-A. Appointment of Special Officer in certain cases.—**

(1) (a) Where the Government, on receipt of a report from the Director of Collegiate Education or otherwise, are satisfied that the management of any private college,—

- (i) is responsible, whether on or after the date of commencement of the Tamil Nadu Recognised Private Schools (Regulation) and Private Colleges (Regulation) Amendment Act, 1982, for the mal-administration, lapses or irregularities of such private college; or

- (ii) has neglected whether on or after the date of commencement of the Tamil Nadu Recognised Private Schools (Regulation) and Private Colleges (Regulation) Amendment Act, 1982 to discharge any of the duties imposed on, or to perform any of the functions entrusted to such management by or under this Act, or any rule or order made or direction issued thereunder, the Government may, after giving to such management an opportunity to make representation and for reasons to be recorded in writing, by an order, suspend the management and appoint a special officer for a period not exceeding one year or till the reconstitution of the management (in accordance with the law applicable to the reconstitution of such management), whichever is later :

Provided that in no case the maximum period of such suspension of management shall exceed two years irrespective of the reconstitution of the management in accordance with the law applicable to the reconstitution of such management :

Provided further that where, the management of any minority college is suspended, the Government shall appoint a special officer belonging to that minority which has been administering the said minority college immediately preceding such suspension.

- (b) On the making of an order under clause(a) suspending the management of a private college,—
- (i) the management shall cease to discharge the duties imposed on, and to perform the functions entrusted to it ; and
- (ii) the special officer—
- (A) shall take all such steps as may be necessary to efficiently manage and run the private college in accordance with any law applicable to the private college in so far as such law is not-inconsistent with this Act; and

- (B) may afford such special educational facilities as were immediately before the making of the order under clause (a), afforded at the private college.

**Explanation.**— In item (A) of sub-clause (ii) of clause (b), the expression “law” includes any bye-law, rule, regulation, custom, usage or instrument having the force of law.

- (c) Where the Government are satisfied that the manager alone is, whether on or after the date of commencement of the Tamil Nadu Recognized Private Schools (Regulation) and Private Colleges (Regulation) Amendment Act, 1982, responsible for the lapses or irregularities of the private college, action shall be taken against him by the management as recommended by the Government.

<sup>1</sup>[(1-A) The Government may appoint an advisory committee to advise the special officer for the administration of such private college. The advisory committee shall consist of the following persons employed in the private college, namely,—

- (a) the Principal;
- (b) the senior-most Selection Grade Lecturer or Reader;
- (c) one other Selection Grade Lecturer; and
- (d) the senior-most Superintendent :

Provided that if there is no Selection Grade Lecturer in the private college, the senior-most Lecturer and one other Lecturer shall be included in the advisory committee :

Provided further that if the senior-most Selection Grade Lecturer or the senior-most Lecturer, as the case may be or the senior-most Superintendent is not willing to be included in the advisory committee as a member, the next senior person in the respective category who is willing to be included as a member shall be included in the advisory committee.

Provided also that if there is only one post in the category of Superintendent and the person holding the post is not willing to be included in the advisory committee as a member, the senior-most Assistant shall be included as a member in the advisory committee].

1. Section 1-A was inserted by T.N. Act 16 of 1998, w.e.f. 1-11-1998.

(2) The Government may, for reasons to be recorded in writing by an order declare a person to be unfit to be the manager of a private college after giving to such person an opportunity of making his representation against such declaration and under intimation to the management and on such declaration the person aforesaid shall cease to be the manager of the private college and the management of such private college shall nominate another person as a manager in his place.

(3) For the removal of doubts, it is hereby declared that any wilful failure or wilful negligence on the part of a management to take action against the manager as required under clause (c) of sub-section (1) or to nominate another person as manager under sub-section (2) shall constitute an act of mal-administration and action shall be taken against the management of private college under this Act accordingly.

**Explanation.**— for the purposes of this Chapter—

- (a) “management” includes the college committee or any person, body of persons, committee or any other governing body, by whatever name called, in whom the power to manage or administer the affairs of a private college is vested :

Provided that the Board of Trustees, or governing body of Wakf Board, by whatever name called, constituted or appointed under any other law for the time being in force relating to the charitable and religious institutions and endowments and wakfs, shall be deemed to be a management for the purposes of this Chapter;

- (b) “manager” means the secretary, or any person holding office as president, manager or correspondent of a private college, who is managing or administering the affairs of such private college;
- (c) “private college” includes a minority college.

(4) Sub-sections (1) and (2) shall apply to a minority college, in so far as they are not repugnant to clause (1) of Article 30 of the Constitution.

**14-B. Appeal to Special Tribunal.**— (1) Any person aggrieved by an order passed by the Government under section

14-A may, within one month from the date of receipt of such order, prefer an appeal to the Special Tribunal consisting of two Judges of the High Court nominated from time to time by the Chief Justice in that behalf :

Provided that the Special Tribunal may in its discretion allow further time not exceeding one month for the filing of such appeal.

(2) The members of the Special Tribunal shall hear the appeal on all points whether of law or of fact. Where on any such point or points the members are divided in their opinion they shall state the point or points on which they are so divided and such point or points together with their opinion thereon shall then be laid before one or more Judges nominated for the purpose by the Chief Justice and such Judge or Judges shall hear the appeal in so far as it relates to such point or points, and on each such point, the decision of the majority of the Judges who have heard the appeal including those who first heard it shall be deemed to be the decision of the Special Tribunal.

(3) The Special Tribunal shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (Central Act V of 1908) when hearing an appeal.

(4) Every order made by the Special Tribunal under this Act shall be deemed to be a decree of a civil court and shall be executable in the same manner as a decree of such court.

(5) The decision of the Special Tribunal shall be final.]

#### CHAPTER IV

### TERMS AND CONDITIONS OF SERVICE OF TEACHERS AND OTHER PERSONS EMPLOYED IN PRIVATE COLLEGES

**15. Qualifications of teachers and other persons employed in private colleges.**— (1) The University may make regulations, statutes or ordinances specifying the qualifications required for the appointment of teachers <sup>1</sup>[\*\*\*] employed in any private college.

1. The words "and other persons" were omitted by T.N. Act 16 of 1999.

<sup>1</sup>[(2) The Government may make rules specifying the qualifications required for appointment to any post, other than teachers, in any private college.]

**16. Appointment of teachers and other persons in Private Colleges.—** (1) No person who does not possess the qualifications specified under section 15 shall, on or after the date of commencement of this Act, be appointed as teacher or other employee in any Private College.

(2) Nothing contained in this section or any regulation, statute or ordinance made under section 15 shall apply to any person who, on or before the date of commencement of this Act, is employed as teacher or other employee in any private college.

**17. Conditions of service, etc., of teachers and other persons employed in private colleges.—** The Government may make rules in consultation with the University regulating the number and conditions of service (including promotion, pay, allowances, leave, pension, provident fund, insurance and age of retirement and rights as respects disciplinary matters but excluding qualifications) of the teachers and other persons employed in any private college.

**18. Teachers and other persons employed in private colleges to be governed by Code of Conduct.—**(1) Every teacher and every other person employed in any private college shall be governed by such Code of Conduct as may be prescribed and if any teacher or other person so employed violates any provision of such Code of Conduct, he shall be liable to such disciplinary action as may be prescribed.

(2) The college committee may define the standards of conduct to be observed by teachers and other persons employed in the private college, such standards not being inconsistent with the provisions of this Act and the rules made thereunder.

**19. Dismissal, removal or reduction in rank or suspension of teachers or other persons employed in private colleges.—** (1) Subject to any rule that may be made in this behalf, no teacher or other person employed in any private college shall be dismissed, removed or reduced in rank nor shall his appointment be otherwise terminated except with the prior approval of the competent authority.

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1. Sub-section (2) was added by T.N. Act 18 of 1998.

(2) Where the proposal to dismiss, remove or reduce in rank or otherwise terminate the appointment of any teacher or other person employed in any private college is communicated to the *competent authority*, that authority shall, if it is satisfied that there are adequate and reasonable grounds for such proposal, approve such dismissal, removal, reduction in rank or termination of appointment.

(3)(a) No teacher or other person employed in any private college shall be placed under suspension, except when an inquiry into the gross misconduct, within the meaning of the Code of Conduct prescribed under sub-section (1) of section 18, of such teacher or other person is contemplated.

(b) No such suspension shall remain in force for more than a period of two months from the date of suspension and if such inquiry is not completed within that period such teacher or other person shall, without prejudice to the inquiry be deemed to have been restored as teacher or other employee :

Provided that the competent authority may, for reasons to be recorded in writing, extend the said period of two months, for a further period not exceeding two months, if, in the opinion of such competent authority, the inquiry could not be completed within the said period of two months for reasons directly attributable to such teacher or other persons.

**20. Appeal against orders of punishment imposed on teachers and other persons employed in private colleges.—** Any teacher or other person employed in any private college.—

(a) who is dismissed, removed or reduced in rank or whose appointment is otherwise terminated; or

(b) whose pay or allowances or any of whose conditions of service are altered or interpreted to his disadvantage, by any order, may prefer an appeal against such order to such authority or officer as may be prescribed, and different authorities or officers may be prescribed for different classes of private colleges.

**Explanation.—** In this section the expression "order" includes any order made on or after the date of commencement of this act in any disciplinary proceeding which was pending on that date.

**21. Second appeal in case of dismissal, removal or reduction in rank or termination of appointment of teachers or other persons employed in private colleges.—** If the appeal



under section 20 was against the dismissal, removal or reduction in rank or the termination otherwise of the appointment of any teacher or other person employed in any private college, such teacher or other person or the educational agency aggrieved by any order made in any such appeal, may prefer an appeal against the appellate order to the tribunal.

**22. Special provision regarding appeal in certain past disciplinary cases.**— (1) If, before the date of commencement of this Act any teacher or other person employed in any private college has been dismissed or removed or reduced in rank or his appointment has been otherwise terminated and any appeal preferred before that date,—

- (a) by him against such dismissal or removal or reduction in rank or termination; or
- (b) by him or the educational agency against any order made before that date in the appeal referred to in clause (a) is pending on that date, such appeal shall,—
  - (i) in a case falling under clause (a), stand transferred to the appellate authority prescribed under section 20; or
  - (ii) in a case falling clause (b), stand transferred to the Tribunal.

(2) If any such appeal as is referred to in sub-section (1) has been disposed of before the date of commencement of this Act, the order made in any such appeal shall be deemed to be an order made under this Act and shall have effect accordingly.

**23. Pay and allowances of teachers and other persons employed in private college to be paid in the prescribed manner.**— The pay and allowances of any teacher or other person employed in any private college shall be paid on or before such day of every month, at such rate and in such manner and by or through such authority, officer or person, as may be prescribed.

**24. Chapter to have overriding effect and certain provisions thereof not to apply to minority colleges.**—

(1) This Chapter or any rule providing for all or any of the matters specified in this Chapter or any order made in relation to any such matter shall have effect notwithstanding anything contained in any—

- (i) other law for the time being in force, or
- (ii) award, agreement or contract of service, whether such award, agreement or contract of service was made before or after the date of commencement of this Act, or
- (iii) judgement, decree or order of court, tribunal or other authority :

Provided that where, under any such award, agreement, contract of service or otherwise, any teacher or other person employed in any private college is entitled to benefits in respect of any matter which are more favourable to him than those to which he will be entitled under this Chapter, such teacher or other person shall continue to be entitled to the more favourable benefits in respect of that matter, notwithstanding that he receives benefits in respect of other matters under this Chapter.

(2) Nothing contained in this Chapter shall be construed as precluding any such teacher or other person from entering into an agreement for granting him rights or privileges in respect of any matter which are more favourable to him than those to which he would be entitled under this Chapter.

(3) The provisions of sub-section (2) of section 18 and of sections 19 to 22 (both inclusive) of this Chapter or any rule providing for all or any of the matters specified therein or any order made in relation to any such matter shall not apply to a minority college.

## CHAPTER V

### CONTROL OF PRIVATE COLLEGES

**[25. Closure of private college.—** (1) No private college and no class and no course of instruction therein in a private college shall be closed without obtaining the prior approval of the *competent authority* and without making such arrangements as may be prescribed for the continuance of the instruction of the students of the private college or the class or the course of instruction, as the case may be, for the period of study for which the students have been admitted.

(2) No prior approval under sub-section (1) shall be given unless a notice in writing is given to the *competent authority*. The period of notice shall be such as may be prescribed and different

periods of notice may be prescribed for different classes of private colleges. The notice shall be in such form, contain such particulars and given in such manner as may be prescribed.

(3) The competent authority shall dispose of the notice given under sub-section (2) as expeditiously as possible, and in any case, within six months from the date of receipt of the notice.

(4) On receipt of the notice under sub-section (2) and after considering the same,—

- (a) the competent authority may give the prior approval for closure of the private college, class or course of instruction, as the case may be, and while giving the said prior approval it may impose such conditions as it deems fit; or
- (b) if the competent authority is satisfied that,—
  - (i) the notice given under sub-section (2) is defective; or
  - (ii) no arrangements have been made as required under sub-section (1) for the continuance of the instruction of the students of the private college or the class or the course of instruction, as the case may be, for the period of study for which the students have been admitted; or
  - (iii) the reason given for closure of the private college, class or course of instruction, as the case may be, are directly attributable to the mismanagement or mal-administration on the part of the mismanagement; or
  - (iv) the financial position of the management is sound, in cases where the lack of finance has been adduced as a ground for closure of the private college, class or course of instruction, as the case may be; or
  - (v) the reasons given for closure of the private college, class or course of instruction, as the case may be, are not bonafide; or
  - (vi) the closure of the private college, class or course of instruction, as the case may be, shall adversely affect the educational opportunity available to the students of the local area in which such private

purposes for which they are intended and shall be accounted for by the educational agency in such manner as may be prescribed.

(2) A private college, may invest or deposit the funds—

- (a) in the State Bank of India constituted under the State Bank of India Act, 1955 (23 of 1955); or
- (b) in a subsidiary bank as defined in the State Bank of India (Subsidiary Banks) Act, 1959(38 of 1959); or
- (c) in any corresponding new bank as defined in the Banking Companies (Acquisition and Transfer of Under-takings) Act, 1970 (5 of 1970) or Post Office Savings Bank; or
- (d) in any of the securities specified in section 20 of the Indian Trusts Act, 1882(2 of 1882); or
- (e) in such other mode as may be prescribed.

**30. Taking over management of Private College.—**

(1) If, on receipt of a report from the competent authority or otherwise, the Government are satisfied that the educational agency of any private college has neglected to discharge any of the duties imposed on, or to perform any of the functions entrusted to, that agency by or under this Act or any rule or order made or direction issued thereunder and that it is expedient in the interests of collegiate education to take over the management of such private college, the Government may, by order in writing, take over the management of such private college.

<sup>1</sup>[Provided that the Government shall not initiate any proceeding under this section to take over the management of any private college unless they are satisfied that the suspension of the management under section 14-A will not be sufficient.]

(2) Before making an order under sub-section (1), the Government shall give the educational agency an opportunity of making its representations.

(3) Any order made under sub-section (1), shall have effect unless it is cancelled earlier for such period as may be specified in the order :

Provided that the period so specified shall not, in the first instance, exceed two years but may, by a like order, be

1. The proviso was inserted by Tamil Nadu Act 48 of 1998, w.e.f. 1-6-1998.

extended from time to time, by any period not exceeding one year at any one time, if it appears to the Government that the interests of collegiate education require such extension, so, however, that no such order as so extended shall, in any case, remain in force for more than <sup>1</sup>[ten years] in the aggregate.

(4) On the making of an order under sub-section (1) taking over the management of a private college.—

(a) the educational agency and the college committee shall cease to discharge the duties imposed on, and to perform the functions entrusted to, that agency and that committee; and

(b) the Government—

(i) shall take all such steps as may be necessary to efficiently manage and run the private college in accordance with any law applicable to the private college in so far as such law is not inconsistent with this Act and the rules made thereunder and to take into the custody or control of the Government all the property, effects and actionable claims to which the private college is or appears to be entitled, and all the property and effects of the private college shall be deemed to be in the custody of the Government as on and from the date of the order; <sup>2</sup>[ \* \* \* ]

<sup>3</sup>(i-A) shall not be bound by any liability incurred by the educational agency of a private college prior to the taking over of the management of the private college (including any borrowing from any person, or payment to the teachers and other persons employed in the private college or to any other person) and no claim in respect of such liability shall be enforced by any Court whether in execution of a decree or otherwise against the Government :

Provided that in computing the period of limitation for a suit, or any application for the

1. Substituted by T.N. Act 30 of 1987.

2. The word "and" was omitted by Act 2 of 1981.

3. Sub-clause (i-A) and (i-B) were inserted by *ibid*.

college is situated, it may refuse to give the prior approval for closure of the private college, class or course of instruction, as the case may be, after recording in writing the reasons for such refusal:

Provided that the competent authority shall not refuse to give the prior approval unless the applicant has been given an opportunity of making his representations.

(5) Where the competent authority refuses to give the prior approval for closure of the private college, class or course of instruction, as the case may be, the management shall continue to run the private college, class or course of instruction, as the case may be.

(6) Where the competent authority gives approval for closure of the private college, class or course of instruction, as the case may be, during the course of an academic year, such closure shall take effect from the expiry of the said academic year.

**Explanation.**— For the purposes of this section, the expressions “management” and “private college” shall have the same meaning as in the Explanation to sub-section (3) of section 14-A.]

**26. Educational agency to send list of properties.**— The educational agency shall on or before the prescribed date in each year, furnish to the competent authority a statement (with such particulars as may be prescribed) of every—

- (a) movable property of not less than such value as may be prescribed; and
- (b) immovable property of the private college.

**27. Restriction on alienation of property of the private college.**— (1) Notwithstanding anything contained in any other law for the time being in force or in any deed, document or instrument having effect by virtue of such other law—

- (a) no property of a private college shall, except with the previous permission in writing of the competent authority, be transferred by way of sale, exchange, mortgage, charge, pledge, lease, gift or in any other manner whatsoever; and
- (b) if any such property is transferred without such permission, the transfer shall be null and void.

(ii) may afford such special educational facilities as were, immediately before the making of the order under sub-section (1) afforded at the private college.

**Explanation.**— In sub-clause (i) of clause (b), the expression “law” includes any by-law, rule, regulation, custom or usage.

(5) If at any time it appears to the Government that the purpose of the order made under sub-section (1) has been fulfilled or that for any other reason, the order shall be cancelled, the Government may, by order in writing, cancel the order made under sub-section (1) and on such cancellation, the maintenance and management of the private college shall stand restored to the educational agency.

(6) Any person aggrieved by any order of the Government under this section may prefer an appeal against such order to the Tribunal.

(7) This section or any order made thereunder shall have effect notwithstanding anything contained in any other law for the time being in force or in any deed, document or instrument having effect by virtue of such other law.

**[30-A. Continuance of taking over of management in certain cases.**— (1) Notwithstanding anything contained in this Act, or in any other law for the time being in force, or in any decree or order of any court, tribunal or other authority, if any private college, the management of which was taken over by the Government under section 30, could not be restored to the educational agency of such private college after the expiry of the period specified in the order made under sub-section (1) of the said section 3.—

- (1) for the reason that a dispute as to the constitution of the educational agency or as to whether any person or body of persons is an educational agency in relation to the private college is pending in any civil court having jurisdiction; or

(2) The competent authority may—

- (a) grant the permission under clause (a) of sub-section (1) if the transfer is made in furtherance of the purposes of the private college or of similar purposes approved by the competent authority; and the assets resulting from the transfer are to be wholly utilised in furtherance of the said purposes; and
- (b) when granting such permission, impose such conditions as it deems fit to ensure that such assets are wholly utilized in furtherance of such purposes; but a contravention of any such condition shall not invalidate the transfer :

*Provided that the permission shall not be refused under this section unless the applicant has been given an opportunity of making his representations.*

**Explanation I.**— For the purposes of this section, “property” means any—

- (a) movable property of not less than such value as may be prescribed; and
- (b) such immovable property as may be specified in the rules made in this behalf.

**Explanation II.**— In this section and sections 28 and 29, “private college” does not include a minority college.

**28. Fees and other charges.**— (1) Subject to the provisions of sub-section (2), no private college shall levy any fee or collect any other charge or receive any other payment except a fee, charge or payment specified by the competent authority :

*Provided that the examination fees that are being prescribed by the University shall continue to be prescribed by such university.*

(2) Every private college in existence on the date of commencement of this Act and levying different rates of fees or

- (ii) for the reason that the person to whom possession of the property of such private college is to be delivered cannot be found or has no legal agent or other person empowered to accept delivery on his behalf; or
- (iii) for such other reasons, as may be prescribed, the Government may, in the public interest and in the interest of the collegiate education, by order in writing, continue the taking over of the management of such private college from the date of such expiry, for such further period as may be specified in the order:

*Provided that the period so specified shall not in the first instance exceed one year but may be extended from time to time, by any period not exceeding one year at any one time so, however, that no such order as so extended shall, in any case, remain in force for more than five years in the aggregate.*

(2) Save as otherwise provided in this section, the provisions of section 30 [except sub-sections (1) and (2)] and other provisions of this Act shall, as far as may be, apply to an order made under sub-section (1) as they apply to an order made under sub-section (1) of section 30.]

**31. Relinquishment of control of property.**— (1) Where the control of any property taken over under section 30 is to be relinquished, the Government may, after making such inquiry, if any, as they consider necessary, by order in writing, specify the person to whom possession of the property shall be delivered.

(2) The delivery of possession of any such property to the person specified in the order made under sub-section (1) shall be a full discharge of the Government or the competent authority or any other authority or officer or servant of the government from all liability in respect of such property, but shall not prejudice control of such property is relinquished, and in the case of any building or land, shall cause a copy thereof to be affixed on some conspicuous part of such building or land.

(4) When the notice referred to in sub-section (3) is published in the *Tamil Nadu Government Gazette*,—

- (a) the property specified in such notice shall cease, on and from the date of such publication, to be subject to the control of the Government or the competent authority or any other authority or officer or servant of the Government;
- (b) possessions of such property shall be deemed to have been delivered on that date to the person entitled to possession thereof; and
- (c) the Government or the competent authority or any other authority or officer or servant of the Government shall not be liable for any rent, compensation or other claim in respect of such property for any period after the said date.

**32. Minority college not to be taken over.**— Notwithstanding anything contained in this Chapter, the Government shall not take over the management of any minority college under section 30.

## CHAPTER VI

### ACCOUNTS, AUDIT, INSPECTION AND RETURNS

**33. Accounts.**— Every private college shall maintain accounts in such manner and containing such particulars as may be prescribed.

**34. Annual audit of accounts.**— (1) The accounts of every private college receiving grant shall be audited at the end of every academic year by such authority, officer or person as may be prescribed and different authorities, officers or persons as may be prescribed for different classes of private colleges.

(2)(a) The authority, officer or person, prescribed under sub-section (1), shall send a copy of the report on the audit of the accounts, under that sub-section to the competent authority which shall forward the report to the educational agency.

(b) The educational agency shall, within such period as may be prescribed, submit that report together with the comments of that agency to the competent authority.

**35. Inspection or Inquiry.**— (1) The competent authority shall have the right to cause an inspection of, or inquiry in respect



of, any private college, its buildings, laboratories, libraries, workshops and equipments, and also of the examinations, teaching and other work conducted or done by the private college, to be made by such person or persons as it may direct and to cause an inquiry to be made in respect of any other matter connected with the private college and in respect of the discharge of any other function under this Act and the educational agency shall be entitled to be represented thereat.

(2) The competent authority shall communicate to the educational agency the views of that authority with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the educational agency thereon, advise that agency upon the action to be taken.

(3) The educational agency shall report to the competent authority the action, if any, which is proposed to be taken or has been taken upon the results of such inspection or inquiry and such report shall be furnished within such period as the competent authority may direct.

(4) Where the educational agency does not, within a reasonable time, take action to the satisfaction of the competent authority, that authority may, after considering any explanation furnished or representation made by the educational agency, issue such directions as that authority deems fit and the educational agency shall comply with such directions.

**36. Furnishing of returns, etc.**—Every educational agency shall, within such time or within such extended time as may be fixed by the competent authority in this behalf, furnish to the competent authority such returns, statistics, and other information as the competent authority may, from time to time, require.

## CHAPTER VII

### GENERAL PROVISIONS REGARDING APPEAL AND REVISION

**37. Appeal against orders of Competent authority.**—

(1) Any person aggrieved by any order, decision or direction of the competent authority under any provision <sup>1</sup>[including section 25] of this Act may prefer an appeal against such order, decision or direction, to such authority or officer as may be prescribed; and different authorities or officers may be prescribed for different classes of private colleges.

1. Inserted by Act 1 of 1987 w.e.f. 13.2.87

(2) If the competent authority omits to communicate its decision to any applicant within the period prescribed under clause (b) of sub-section (2) of section 7<sup>1</sup> [or under sub-section (3) of section 25] such applicant may prefer an appeal against such omission to the appellate authority prescribed under this section.

**38. Tribunal.**— (1) The Government may, by notification, constitute as many Tribunals may be necessary for the purposes of this Act.

(2) Each Tribunal shall consist of one person only who shall be a judicial officer not below the rank of a district judge.

(3) Each Tribunal shall have such jurisdiction and over such area or in relation, to such class of private colleges, as the Government may, by notifications, from time to time, determine.

(4) Every Tribunal shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 6 of 1908, while hearing an appeal.

**39. Time for appeal and powers of appellate authority.**—

(1) No appeal under any provision of this Act shall be preferred after the expiry of one month from the date on which the order, decision or direction appealed against was received by the appellant :

Provided that the appellate authority may, in its discretion, allow further time not exceeding one month for preferring any such appeal, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(2) On receipt of any such appeal, the appellate authority shall, after—

- (i) giving the parties an opportunity of making their representations,
- (ii) making, if necessary, such inquiry as it deems fit, and
- (iii) considering all the circumstances of the case, make such order as it deems just and equitable.

(3) The appellate authority may, pending the exercise of its power, pass such interlocutory orders as it deems fit.

(4) Every appeal under this Act shall be disposed of as expeditiously as possible.

**40. Deposit with the Tribunal of pay and allowances of teachers and other persons employed in private colleges in certain cases.**— (1) If the appellate authority referred to in section 20 has, in any appeal under that section against the dismissal or removal or reduction in rank or the termination otherwise of the appointment of any teacher or other person employed in any private college, made an order restoring such teacher or other person as such, no appeal against the order of such restoration shall be preferred to the Tribunal, and no appeal against the order of such restoration which, under section 22 stands transferred to the Tribunal, shall be proceeded with by the Tribunal, unless the educational agency deposits with the Tribunal all arrears of pay and allowances due to such teacher or other person from the date of his dismissal or removal or reduction in rank or termination otherwise of his appointment up to the date of deposit, and continues to deposit the pay and allowances due to such teacher or other person until the termination of the proceedings before the Tribunal.

(2) The deposit under sub-section (1) shall be made within such time and in such manner as may be prescribed.

(3) Where there is any dispute as to the amount to be deposited under sub-section (1), the Tribunal shall, on application made to it either by the educational agency or by such teacher or other person and after making such inquiry as it deems fit, determine summarily the amount to be so deposited.

(4) If the educational agency fails to deposit the amount as aforesaid, the Tribunal shall, unless the educational agency shows sufficient cause to the contrary, stop all further proceedings and make an order directing the educational agency to restore such teacher or other person as such.

(5) (a) Where, as a result of any final order made by the Tribunal at the conclusion of the proceedings before it, such amount of pay and allowances as becomes due to such teacher or other person, shall be paid to him out of the amount deposited under sub-section (1).

(b) If there is any balance left of the amount deposited under sub-section (1) after payment under clause (a) of the pay and allowances referred to in that clause, such balance or, when no amount becomes due as aforesaid to such teacher or other person, the whole of the amount deposited under sub-section (1), shall be returned to the educational agency.

**41. Revision.**— (1) The Government may call for and examine the record of any authority or officer prescribed for the purpose of section 37 in respect of any proceedings to satisfy themselves as to the regularity of such proceeding, or the correctness, legality or propriety of any order made, decision taken or direction issued therein; and, if, in any case, it appears to the Government that any such order, decision or direction should be modified, annulled, reversed or remitted for reconsideration, they may pass orders accordingly.

(2) No order prejudicial to any person shall be passed under sub-section (1) unless such person has been given an opportunity of making his representations.

(3) The Government may, pending the exercise of their power under sub-section (1), pass such interlocutory orders as they deem fit.

## CHAPTER VIII

### PENALTIES AND PROCEDURE

**42. Penalty for not giving information or giving false information.**— If any person, when required, by or under this Act, to furnish any information, omits to furnish such information or furnishes any information which he knows, or has reasonable cause to believe, to be false, or not true in any material particular, he shall be punishable with fine which may extend to one hundred rupees.

**43. Other penalties.**— (1) If any person wilfully contravenes, or attempts to contravene, or knowingly abets the contravention of, any of the provisions of this Act or any rule made thereunder, he shall be punishable with fine which may extend to five hundred rupees and in the case of a continuing contravention with an additional fine which may extend to one hundred rupees for every day during which such contravention continues after conviction for the first such contravention.

(2) If any person wilfully obstructs any authority, officer or person, from entering any private college in the exercise of any power conferred on it or him by or under this Act he shall be punishable with imprisonment for a term which may extend to one month, or with fine which may extend to one thousand rupees, or with both.

**44. Offences by companies.**— (1) Where an offence against any of the provisions of this Act or any rule made thereunder has been committed by a company, every person who, at the time the offence was committed, was in charge of, and was responsible to, the company for the conduct of the business of the company as well as the company shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly :

Provided that nothing contained in this sub-section shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where any such offence has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer, shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**Explanation.**— For the purposes of this section,-

- (a) "company" means any body corporate and includes a firm, society or other association of individuals; and
- (b) "director" in relation to —
  - (i) a firm, means a partner in the firm.
  - (ii) a society or other association of individuals means the person who is entrusted under the rules of the society or other association, with the management of the affairs of the society or other association, as the case may be.

**45. Cognizance of offences.**— No court shall take cognizance of any offence punishable under this Act except on a report in writing of the fact constituting such offence made by an authority or officer authorised by the Government in this behalf.

**46. Jurisdiction of Criminal Court.**— No court inferior to that of a metropolitan magistrate or a judicial magistrate of the first-class shall try any offence punishable under this Act.

## CHAPTER IX

## MISCELLANEOUS

**47. Delegation of powers of Government.—** (1) The Government may, by notification, authorize any authority or officer to exercise any of the powers vested in them by or under this Act except the power to make rules and may, in like manner, withdraw such authority.

(2)(a) The exercise of any power delegated under sub-section (1) shall be subject to such restrictions and conditions as may be prescribed or as may be specified in the notification and also to control and revision by the Government or by such authority or officer as may be empowered by them in this behalf.

(b) The Government shall also have the power to control and revise the acts or proceedings of any authority or officer so empowered.

**48. Competent authority, etc., to be public servant.—** Every authority and every officer, duly authorized to discharge any duty imposed on it or him by or under this Act shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code (45 of 1860)

**49. Civil Court not to decide question under this Act.—** No civil court shall have jurisdiction to decide or deal with any question which is by or under this Act required to be decided or dealt with by any authority or officer empowered under this Act.

**50. Finality of orders, etc., passed under this Act.—** (1) Any order made, decision taken or direction issued by any authority or officer, in respect of matters to be determined for the purposes of this Act shall, subject only to appeal or revision, if any, provided under this Act, be final.

(2) No such order, decision or direction shall be liable to be questioned in any court of law.

**51. Indemnity.—** (1) No suit or other proceedings shall lie against the Government for any act done or purporting to be done under this Act or any rule made thereunder.

(2)(a) No suit, prosecution or other proceeding shall lie against any authority or officer or servant of the Government for any act done or purporting to be done under this Act or any rule made thereunder without the previous sanction of the Government.

(b) No authority or officer or servant of the Government shall be liable in respect of any such act in any civil or criminal proceeding if the act was done in good faith in the course of the execution of the duties or the discharge of the functions imposed by or under this Act.

(3) No suit, prosecution or other proceeding shall be instituted against any authority or officer or a servant of the Government for any act done or purporting to be done under this Act or any rule made thereunder after the date of the expiry of six months from the date of the act complained of.

**52. Over-riding effect of this Act.**— The provisions of this Act shall have effect notwithstanding anything to the contrary contained in any other law for the time being in force including any regulation or statute of any university.

**53. Power to make rules.**— (1) The Government may make rules to carry out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) all matters expressly required or allowed by this Act to be prescribed;
- (b) the form of applications and the statements under this Act and the particulars which such application and statement shall contain;
- (c) the establishment and maintenance of private colleges;
- (d) the giving of grants to private colleges;
- (e) the grant of permission under sub-section (1) of section 5;
- (f) the admission of students in private colleges including special provision for the advancement of socially and educationally Backward Classes of citizens and the Scheduled Castes and the Scheduled Tribes.

**Explanation.**— In this clause, “Scheduled Castes” and “Scheduled Tribes” shall have the same meaning as in the Constitution;

- (g) the manner in which accounts, registers and records shall be maintained in private colleges and the authority responsible for such maintenance;
- (h) the submission of returns, statements, reports and accounts by educational agencies of private colleges;
- (i) the purposes of the private college for which the premises of the private college may be used and the conditions subject to which such premises may be used for any other purpose;
- (j) the conditions subject to which donations or contributions from the public may be accepted for the purposes of private colleges and the naming of private colleges;
- (k) the procedure and the disposal of the business of the Tribunal.

**54. Publication of rules, commencement of rules and notifications and placing them on the table of the legislature.**— (1)(a) All rules made under this Act shall be published in the *Tamil Nadu Government Gazette* and, unless they are expressed to come into force on a particular day, shall come into force on the day on which they are so published.

(b) All notifications issued under this Act shall, unless they are expressed to come into force on a particular day, come into force on the day on which they are so published.

(2) Every rule made or notification issued under this Act shall, as soon as possible, after it is made or issued, be placed on the table of both Houses of the Legislature, and if, before the expiry of the session in which it is so placed or the next session, both Houses agree in making any modification in any such rule or notification or both Houses agree that the rule or notification should not be made or issued, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or amendment shall be without prejudice to the validity of anything previously done under that rule or notification.

**55. Act to be prospective in its application to certain persons.**— The provisions of this Act shall apply to persons, other than teachers, employed in private colleges as from the



date of publication of this Act in the *Tamil Nadu Government Gazette*.

**56. Repeal and saving.**— (1) The Tamil Nadu Private Colleges (Regulation) Ordinance, 1976, (Tamil Nadu Ordinance 11 of 1976) is hereby repealed.

(2) Notwithstanding such repeal anything done or any action taken under the said Ordinance including any orders passed, notification issued, rules, regulations and appointments made shall, in so far as they are not inconsistent with this Act be deemed to have been done or taken under this Act and shall continue in force accordingly, unless and until superseded by anything done or any action taken under this Act.

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## **THE TAMIL NADU PRIVATE COLLEGES (REGULATION) RULES, 1976**

### *Arrangement of Rules*

#### *Rules*

1. Short title
2. Definitions
3. Application for permission to establish a college
4. Grant of permission
5. Application for approval of transfer, etc., under section 7
6. Minority college to send statement
7. Payment of grant Committee
8. Constitution of Committee
9. Secretary of the Committee
10. Meetings of the Committee
11. Conditions of service, etc. of teachers and other persons in college
12. Teachers and other persons employed in a college to be covered by Code of Conduct
13. Suspension of teachers or other persons employed in colleges
14. Appeal against the order or punishment imposed on teachers and other persons employed in colleges
15. Pay and allowances of teachers and other persons employed in college to be paid in the prescribed form
16. Closure of Private Colleges
17. Educational Agency to send list of properties
18. Restriction on alienation of property of college
19. Fees and other charges
20. Utilisation of funds and property of college
21. Accounts

22. Annual audit for accounts
23. Appellate authorities under section 37
24. Deposit with the Tribunal of pay and allowance of teachers and other persons employed in certain, cases
25. Reservation of seats in private colleges
26. Procedure for admission of students in Under Graduate/Post-Graduate courses in private aided Arts and Science Colleges (Non-minority)
27. Procedure for admission of students in Under Graduate/Post-Graduate courses in private unaided Arts and Science (Non-minority) Colleges and for unaided courses in private aided Arts and Science (Non-minority) Colleges

#### **ANNEXURE I**

Code of Conduct for teacher and other persons employed in a college

#### **ANNEXURE II**

List of Registers and Records to be maintained by a College

##### **FORM 1**

Application Form for permission to establish a college

##### **FORM 2**

Statement of particulars in respect of existing college

##### **FORM 3**

Application for approval of the change in the constitution of a College

##### **FORM 4**

Application for approval of the change of the Educational Agency.

##### **FORM 5**

Statement of particulars to be furnished by the minority college

##### **FORM 6**

Application for approval of changes in Secretaryship

**FORM 7-A**

Form of Agreement to be executed by a college committee of a college in respect of permanent teachers

**FORM 7-B**

Form of Agreement to be executed by the college committee of a private college in respect of the temporary teachers.

**FORM 7-C**

Form of Agreement to be executed by a college committee of a College in respect of employees other than teachers

**FORM 7-D**

Form of Agreement to be executed by the College Committee of a College in respect of the temporary employee other than teachers

**FORM 8**

Application Form for Permission to the Closure of College / Courses / Classes

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## THE TAMIL NADU PRIVATE COLLEGES (REGULATION) RULES, 1976

(G.O. Ms. No. 1285, Education, 22nd June 1976)

SRO No. A-206 (a) / 76

*In exercise of the powers conferred by section 53 of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976), the Governor of Tamil Nadu hereby makes the following rules:-*

### RULES

**1. Short title.**— These rules may be called the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

**2. Definitions.**— In these rules, unless the context otherwise requires,—

(a) “**Act**” means the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976);

(b) “**College**” means and includes Arts and Science College, Teachers Training College, Physical Education College, Oriental College, School or Institute of Social Work and Music College maintained by the educational agency and approved by, or affiliated to the University;

(c) “**Committee**” means the college committee;

(d) “**Director**” means the Director of Collegiate Education;

(e) “**Form**” means a Form appended to these rules; and

(f) “**Section**” means a section of the Act.

**3. Application for permission to establish a college.**—

(1)(i) Every application for permission to establish a college under section 4 shall be submitted in Form 1 so as to reach the Government in the Department of Education, Science and Technology<sup>1</sup> not later than the 30th day of September of the year preceding the academic year in which the college is proposed to be established;

(ii) Every application for permission shall be accompanied by a copy of the Constitution of the educational agency and a receipt from a Government Treasury for the remittance of the fee specified in sub-rule (2).

1. Now, called as Higher Education Department.

(2) The fee for the grant of permission to establish a college shall be rupees five hundred only and it shall be remitted in a Government Treasury to the Government account.

(3) Every educational agency of a college to be established shall create the endowment prescribed by the University concerned and the details of such endowment shall be sent along with the application.

(4) Every application not accompanied by a receipt from a Government Treasury for the remittance of the fee referred to in sub-rule (2) and every application received after the due date are liable to be rejected.

(5) The statement under sub-section (3) of section 4 shall be sent in Form 2 so as to reach the Government not later than the 31st day of July of that year (1976).

**4. Grant of permission.**— (1) The decision of the Government under section 5 shall be communicated to the applicant within six months from the last date prescribed for the receipt of application under sub-section (1) of section 4.

(2) Where the permission to establish a college is refused, the applicant shall make an application to the Government for the refund of one half of the fee remitted along with application.

**5. Application for approval of transfer, etc., under section 7.**— (1) Every application for approval of a change in the Constitution of the educational agency shall be in Form 3.

(2) Every application for approval of transfer of management of any college or for the approval of any such transfer where the transfer was made without prior approval having been obtained for such transfer, shall be to Form 4.

**6. Minority college to send statement.**— (1) Every minority college in existence immediately before the 21st day of November 1975 shall send a statement in Form 5 so as to reach the competent authority not later than the 31st day of July 1976.

(2) Every minority college established and administered after the 21st day of November 1975 and before the 1st day of June 1976 shall send a statement in Form 5 so as to reach the competent authority not later than the 31st day of August 1976.

(3) Every minority college established and administered after the 1st day of June 1976 shall send a statement in Form 5

so as to reach the competent authority within three months from the date of establishment of the college.

**7. Payment of grant committee.**— (1) Subject to the orders and instructions issued by the Government, from time to time, every college may be paid grants specified in sub-rule (2). No grant shall be paid to any college, the affiliation/approval of which has been withdrawn by University concerned for the period of such withdrawal of affiliation/approval.

(2) Subject to such terms and conditions and at such rates as may be approved by the Government, from time to time, grants may be paid to any college for the purposes of teaching, construction of buildings, purchase of building site, playground, furniture, books and appliances.

(3) Subject to the provision of sub-section (2) of section 10, the Government may withhold permanently or for any specified period, the whole or part of any grant, if any, of the conditions specified below or directions or orders issued by the Government or the Director or his subordinate officers, from time to time, are contravened or not complied with—

- (a) No educational agency shall collect from the students, parents or any other person for any purpose whatsoever fees, donations or subscriptions other than those specified by the competent authority under section 28;
- (b) The educational agency shall carry out the instructions issued by the Government from time to time in the public interest to ensure that the interest of students belonging to the socially and educationally backward classes and the linguistic minorities are safe-guarded;
- (c) The educational agency shall carry out the instructions issued by the Government or by the Director with a view to maintain academic standards and to safeguard the interests of the teachers and the students;
- (d) The educational agency shall fulfil all the conditions stipulated, at the time of according permission to establish the college;
- (e) The college shall be located in a building which is accessible to all persons, irrespective of caste or community;

- (f) The premises of the college or subsidiary building appertaining to it or a playground or a vacant site belonging to the college whether adjacent to or remote from it shall ordinarily be used for the purposes of conducting the college or for functions conducted by such college or for authorised examinations or for other purposes specifically permitted by the Director;
- (g) The committee shall not appoint any teacher who has been duly declared unfit to be a teacher by the University or the Director, or whose certificate has been suspended or cancelled or who has been convicted for offence involving moral turpitude;
- (h) The committee shall grant fee concessions to students in accordance with the orders issued by the Government from time to time.

**8. Constitution of committee.**— (1) The educational agency of every college, other than minority college, shall constitute a committee.

(2) The term of office of the members of the committee shall be three years. Members of the committee shall be eligible for re-nomination.

(3) The committee shall consist of—

- (a) representatives of the educational agency, who shall be nominated by such educational agency;

Provided that no employee of the college shall be nominated under this category.

- (b) Principal of the college; and
- (c) two senior-most Professors.

**Explanation (1)**— In case where there is only one Professor that Professor and one senior-most Assistant Professor/Lecturer and where there is no Professor, two senior-most Assistant Professors/Lecturers shall be in the committee.

**Explanation (2)**— For purposes of this rule, the seniority shall be determined with reference to the total service rendered by the Professors/Assistant Professors/Lecturers in any college or colleges in the State of Tamil Nadu.

- (d) One member nominated by the University concerned.



(4) When a vacancy in category (c) in sub-rule (3) arises, the next senior-most Professor or Assistant Professor / Lecturer, as the case may be, shall be nominated to the committee.

(5) The educational agency shall nominate one of the representatives in the committee as the President.

(6) No person shall be eligible to become a member of the committee, if he is—

- (a) a minor; or
- (b) a mentally unsound person; or
- (c) a person convicted for criminal offence involving moral turpitude;
- (d) an insolvent; or
- (e) a person found responsible for any serious irregularity as a result of enquiry by the University or the Department of Education, Science and Technology.

**9. Secretary of the committee.**— (1) The educational agency shall nominate one of its representatives as Secretary of the committee:

Provided that it shall be open to the educational agency to nominate the Principal as Secretary of the committee.

(2) The term of office of the Secretary shall ordinarily be three years. However, he/she shall be eligible for renomination for subsequent terms. If the educational agency intends to change the Secretary within the period of three years, it shall do so only with the prior approval of the Director, Application for approval of change in the Secretaryship shall be made to the Director in Form 6.

(3) The Secretary shall function for and on behalf of the committee and educational agency.

(4) The Secretary shall act according to the resolutions passed at the meeting of the committee.

(5) The Secretary shall not interfere in the internal administration of the college such as admission, examination, promotion of student and other academic matters as also the administration of the special fee funds, which shall be made the exclusive responsibility of the Principal.

(6) The Secretary shall be responsible for the maintenance of proper and accurate accounts and the administration of college funds except special fee funds.

**10. Meetings of the Committee.**— (1) The meetings of the committee shall be convened by the Secretary with the approval of the President.

(2) No meeting of the committee shall be held except at the premises of the college or the place where the educational agency has its office, the address of which has been furnished by the educational agency to the Director.

(3) No meeting of the committee shall be conducted unless—

- (a) at least seven clear days' notice in writing has been given to the members of the Committee; and
- (b) at least fifty per cent of the total number of members of the committee are present.

**Explanation.**— If the total number of the members of the committee is an odd number, the next higher even numbers shall be taken for purpose of this sub-rule.

(4) The minutes of the meeting of the committee shall be recorded and shall be circulated to the members of the committee. A copy of the minutes shall be communicated by the Secretary to the Director within fifteen days from the date of the meeting.

(5) Subject to the provisions of sub-rule (3), the Director may, of his own motion, call for a meeting of the committee and such meeting shall be held at such place and at such time as he may direct. If such a meeting could not be conducted for want of quorum, it shall stand adjourned to the next day at the same time and place and the number of members present at such adjourned meeting shall constitute the quorum.

**11. Conditions of service, etc. of teachers and other persons in college.**— (1) The number of teachers employed in a college shall not exceed the number of posts fixed by the Director, from time to time, with reference to the academic requirements and norms of work load prescribed by the respective Universities and overall financial considerations.

(1-A) Every private college, not being a minority college shall reserve 18 per cent of the vacancies for appointment as teacher or other employee, for candidates belonging to Scheduled Castes and Scheduled Tribes.

(1-B) Every private college, not being a minority college, shall reserve 50 per cent of the vacancies for appointment as teacher or other employee, for the candidate belonging to the Backward Classes.

(1-C) The claims of members of the Backward Classes, Scheduled Castes and Scheduled Tribes shall also be considered for the remaining 32 per cent of unreserved vacancies which are filled on the basis of merit. Where a candidate belonging to Backward Classes or Scheduled Castes or Scheduled Tribes is selected on the basis of merit in said 32 per cent of the unreserved vacancies, the number of vacancies reserved for Backward Classes, Scheduled Castes and Scheduled Tribes, as the case may be, shall *not in any way be affected*.

(1-D) If a qualified and suitable candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle, the turn so allotted to the Backward Classes shall lapse and the vacancy shall be filled by the next turn in the order of rotation; but the turn so reserved for Scheduled Castes and Scheduled Tribes shall not lapse the number of candidates to be selected in that recruitment shall be reduced by the number of Scheduled Castes and Scheduled Tribes candidates not available for the selection against the turn reserved for them. The unfilled vacancies reserved for Scheduled Castes and Scheduled Tribes shall be carried-over to the next recruitment and selection for appointment to that post in the next recruitment and selection made first for the carried over turn and then the normal rotation shall be followed. If qualified Scheduled Castes or Scheduled Tribes candidates or not available even then, the carried-over turn shall lapse and the vacancy shall be filled by the next turn in the order of rotation.

(2)(i) The committee of every college shall enter into an agreement with the teachers in Form 7-A and with the employees other than teachers in Form 7-C. If the appointment is for a period not exceeding three months, the agreement shall be made in Form 7-B in the case of teachers and in Form 7-D in the case of employees other than teachers.

(ii) Four copies of the agreements referred to in clause (i) shall be executed, one copy shall be furnished to the teacher or the employees other than teacher, as the case may be, second copy shall be retained by the committee, the third copy shall be

forwarded to the Director and the fourth copy shall be forwarded to the University concerned. Fresh agreements shall be executed whenever there is a change of post specified in earlier agreement.

(3) In the case of regular vacancies, a fully qualified candidate shall be appointed only on a regular basis. However, in a temporary vacancy arising on account of leave, deputation for training or suspension, etc., a qualified candidate may be appointed temporarily for a specified period provided that such teachers' services shall not be terminated before the expiry of the said period.

<sup>1</sup>[(4)(i) Promotions in respect of teaching staff shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, and in respect of non-teaching staff promotions shall be made on seniority basis, provided other conditions regarding qualification are satisfied.]

<sup>2</sup>[(ii) The committee shall fill up the posts by promotion or by direct recruitment. The committee shall, while making promotion, consider the claims of all the qualified teachers in that college. If, however, none of the qualified teachers in the college is found suitable for promotion, the vacancy shall be filled up by direct recruitment by calling for applications from qualified persons through the Press or by calling for a list of candidates from the Employment Exchange by following the rule of reservation ordered by the Government from time to time for direct recruitment.]

*Explanation.*— For purposes of this rule, if an educational agency has established and administered more than one college, then the colleges under the control of that educational agency shall be treated as one unit.

(5) Service register shall be maintained for every teacher or other person employed in a college in the Form prescribed for Government servants, from time to time, showing among others, the date of appointment, the scale of pay on which the teacher or other person employed in a college, was appointed, the increments given, from time to time, the leave at credit and the leave granted and other relevant entries such as awards and punishments, etc.

(6) The scales of pay and other allowances of every teacher and other person employed in a college shall be as approved by the Government from time to time.

1 Substituted by G.O. Ms. No. 60, Education (RD), dated 20-1-1986.

2 Substituted by G.O.Ms. No.1690, Education, dated 21-10-1986.

(7) Every teacher and other person employed in a college shall be governed by the leave rules approved by the Government, from time to time, in respect of them.

(8) Every teacher in a college shall be governed by the rules under the Teachers Provident Fund Scheme and the committee shall ensure that all the teachers who are eligible for admission to the said Scheme are admitted to the Scheme.

(9) Every teacher or other person employed in a college shall, subject to the orders issued by the Government, from time to time, be eligible for pension.

**12. Teachers and other persons employed in a college to be covered by Code of Conduct.**— (1) Every teacher (and) other person employed in a college shall be governed by the Code of Conduct as set out in Annexure I.

(2) Every teacher or other person employed in a college shall, for violation of any of the provisions of the Code of Conduct, be liable to disciplinary action and punishment which may include dismissal, removal, termination of service or reduction in rank.

(3) Every committee shall send to the Director a copy of the standards of conduct referred to in sub-section (2) of section 18.

(4) Violation of any of the standards of conduct, defined by the committee shall render the teacher or other person employed in a college liable to disciplinary action and punishment which shall not, however, include dismissal, removal, termination of service or reduction in rank.

**13. Suspension of teachers or other persons employed in colleges.**— (1) Whenever a teacher or other person employed in a college is kept under suspension for gross misconduct, the educational agency shall pay him the subsistence allowance every month at half the rate of pay which he was drawing at the time of suspension and in addition to the dearness allowance and other allowances, admissible on the basis of such pay.

(2) Whenever a teacher or other person employed in a college is kept under suspension, the grant, payable to the college shall be governed by the following provisions, namely:—

- (a) Where, after due enquiry, including the appeal, the suspension is found justified, the committee will be entitled to the grant towards the expenditure of

subsistence allowances actually paid to the teacher or other person employed in the college and such expenditure shall be taken into account as admissible item for purposes of assessment of grant. Substitutes, if any appointed, may be taken into consideration for assessment of grant if such substitute is a qualified person and is within the sanctioned strength of teaching staff as approved by the Director.

- (b) Whereas, after due enquiry, including the appeal, suspension is found not justified, the committee shall not be entitled to any grant in respect of the expenditure on the subsistence allowance paid to the teacher or other person employed in the college. The educational agency shall however, pay such teacher or other person the full pay and allowance he would have drawn but for his suspension. Any substitute, appointed in the place of the said teacher or other person shall not be taken into consideration for assessment of grant.

**14. Appeal against the order or punishment imposed on teachers and other persons employed in colleges.—** The authority to whom an appeal under section 20 shall lie shall be the <sup>1</sup>[Director of Collegiate Education]

**15. Pay and allowances of teachers and other persons employed in college to be paid in the prescribed form.—** Every teacher and other person employed in a college shall be paid his pay and allowances for each month on the first working day of the succeeding month. Such payments shall be made, by cheque or by demand draft and not by cash, by the Secretary of the committee or in his absence, for any reason whatsoever, by the person duly authorised by the educational agency.

**<sup>2</sup>[16. Closure of Private Colleges.—** (1) The notice for closure of a private college or a class or a course of instruction therein shall be given to the competent authority before the 1st September of the year preceding the year in which the closure is proposed to be given effect to. Such notice shall be in Form No.8.

(2) (a) When a college takes steps to close down a particular class or course of instruction, as the case may be, it should be ensured that the students who have been already admitted to such courses are not deprived of the benefit of the continuance of education in a particular

1. Substituted for the word "Government" by G.O. Ms.No. 1287, Education, dt. 13-9-1990.

2. Rule 16 was substituted by G.O.Ms. No. 614, Education, dt. 14-4-1988.

course or class. While the first year classes are discontinued in a particular year with due approval from the competent authority, such private colleges should continue to run the second and third year classes of the particular course without any interruption. Similarly, in the subsequent year when the second year classes are discontinued, such private colleges should continue to run the third year classes without any interruption.

(b) While applying for closure or discontinuance of a class or course by the private college, the management of such private college should furnish the names and details of service of the Junior-most teachers and others who are rendered surplus due to such closure to the competent authority for consideration for re-deployment of such teachers to the needy colleges.]

**17. Educational Agency to send list of properties.—**

(1) Every educational agency shall, on or before the 1st day of July of each year commencing from the 1st day of July 1976 send to the competent authority a statement of all movable properties the value of which, individually is not less than Rs.100 (Rupees one hundred only) and where there are more than one article of the same category, if the total value of such articles exceeds Rs.500 (Rupees five hundred only) and a statement of all immovable properties. The statement in respect of immovable property, shall contain the following particulars and it shall be authenticated by the educational agency:—

- (a) Name of property
- (b) Description, address and location.
- (c) Area/Extent together with the survey number
- (d) In the case of cultivable land, its classification and the crops grown.
- (e) Market value.
- (f) Financial income derived from the property.
- (g) Remarks, if any.

**Explanation.—** A certificate from an officer of the Revenue Department not lower in rank than that of a Tahsildar shall be obtained in respect of items (e) and (f) above, at the time of the first submission of the statement.

(2) Whenever there is any change in the movable or immovable properties, such change should be indicated in the statement.

**18. Restriction on alienation of property of college.—**

(1) The movable and immovable properties referred to in rule 17 shall be the movable and immovable properties for the purpose of section 27.

(2) Movable properties in respect of which permission has been obtained, shall be sold, only through public auction. Records of such public auction shall be maintained and submitted for inspection.

**19. Fees and other charges.—** No fees, other than prescribed tuition fee and special fees which are permitted to be collected or other charges or donation of any kind shall, except with the prior permission of the competent authority, be collected either from the students or from parent or from the public.

(2) In cases where the collection of special fees has been specified by the competent authority, there shall be no deviation from the permitted rate or the purpose for which such levy is authorised. Separate accounts shall be maintained for such special fees and utilised amount at the end of the year shall be carried-over to the next year's account under the same head.

**20. Utilisation of funds and property of college.—**

(1) The funds of the college shall be utilised for the bonafide purposes connected with the college.

(2) No educational agency shall divert the funds of the college from one purpose to another, without the previous permission in writing of the Director.

(3) In cases, where donations are collected with the previous permission of the competent authority for any specific or earmarked purposes, they shall be utilised only for such purpose. Balance amount, if any, shall be credited to the funds of the college.

**21. Accounts.—** (1) Every college shall maintain registers and records specified in Annexure II.

(2) Every college shall keep the accounts and other records within the premises of the college. They shall be made available at all reasonable times for purposes of audit, enquiry/or/and inspection by the Director or by any other person or persons authorised by him in this behalf.

(3) The Director or any other person authorised by him in this behalf shall, at all reasonable times, have free access to the books, accounts, documents, securities, cash and other property belonging to, or in the custody of, the college and may summon any person in possession of or responsible for, the custody of any such



books, accounts, documents, securities, cash or other property to produce the same at the college office or at the Office of the Director.

**22. Annual audit for accounts.**— (1) Every educational agency of a college shall submit to the Director an annual financial statement for the period ending with the 31st day of March of that year and other subsidiary statements as may be prescribed by the Director, from time to time, not later than the 1st day of July of every year or within such further time, as may be permitted by the Director. The statements shall bear the signature of the Secretary of the Committee and the Principal.

(2) The Director shall audit or to be audited by some person authorised by him by general or special order in writing in this behalf the financial statements, accounts and other records of the college.

(3)(i) The competent authority shall forward a copy of the report on the audit of the accounts received under clause (a) of sub-section (2) of section 34 to the educational agency.

(ii) The period within which the educational agency shall submit the report under clause (b) of sub-section (2) of section 34 shall be 30 days from the date of receipt of the report from the competent authority.

(iii) Assessment of grant may be made on the basis of audit report. The final teaching grant will be sanctioned to the committee after deduction of the advance grants, if any, paid for that year.

**23. Appellate authorities under section 37.**— The authority or officer to whom an appeal under section 37 may be preferred by any person aggrieved by any order, decision or direction of competent authority under any provision of the Act shall be as follows:-

Section (1)	Purpose (2)	Authorities (3)
7	Approval of change in the Constitution of an educational agency or transfer of management of any college :	Director
19	Prior approval for dismissal, removal or reduction in rank of a teacher or other person employed in a college	[Director of Collegiate Education]

1. Substituted for the word "Government" by G.O. Ms.No. 1287, Education, dt. 13-9-1990.





politics or shall subscribe to, or assist in any other manner, any political movement.

(8) No teacher or other person employed in a college shall contest or participate in or canvass for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.

(9) No teacher or other person employed in a college shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.

[(10) No teacher or other person employed in a college shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence].

(11) No teacher or other person employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.

**Explanation.**— Adoption of legitimate methods of ventilating grievance shall not be considered as criticism of the Government.

## ANNEXURE II

*[See Rule 21 of the Tamil Nadu Private Colleges  
(Regulation) Rules, 1976]*

### List of Registers and Records to be maintained by a College

1. Fee receipts.
2. Miscellaneous receipts.
3. Daily fee collection register.
4. Register of miscellaneous collections.
5. Admission and withdrawal register.
6. Term fee register.
7. Students attendance register.

8. Fee concession register.
9. Application for fee concession together with the income certificates obtained from the competent authority.
10. Register of scholarship holders.
11. Leave registers for scholarship holders.
12. Register showing the accounts of endowments of the college and the income derived therefrom.
13. Acquittance relating to the various items of scholarships.
14. Departmental cash book.
15. Daily cash book (special fees).
16. Daily cash book (general).
17. Ledger (general).
18. Ledger (special fees).
19. Vouchers (general) (incentives and stamped receipts to be kept together).
20. Vouchers (special fees) (invoices and stamped receipts to be kept together).
21. Acquittance roll (teaching staff).
22. Acquittance roll (non-teaching staff).
23. Scale register.
24. Provident fund collection and remittance.
25. Bank pass books (general and special).
26. Acquittance for the refund of tuition fee.
27. Attendance register for teaching staff.
28. Attendance register for non-teaching staff.
29. Casual leave register (teaching staff).
30. Casual leave register (non-teaching staff).
31. Register of leave other than casual leave.
32. Service Books.
33. Agreement entered into between the management and teachers.
34. Caution deposit register.
35. Postage account and private stamp account.
36. Stock registers (general funds).
37. Stock registers for laboratory articles, furniture, library books, games articles, Audio-Visual Aids, etc.

**FORM 1**

*[See sub-rule (1)(i) of rule 3 of the  
Tamil Nadu Private Colleges (Regulation) Rules, 1976]  
(To be submitted in triplicate)*

**Application Form for permission to establish a college**

1. (a) Name of the proposed college.  
(b) Whether the college is intended for men or women or a co-educational college.  
(c) Name and address of the educational agency.  
(d) Name of the town/village where the college is proposed to be established.
2. Revenue district/taluk and post office.
3. (a) Details of the educational agency which proposes to establish the college.  
(b) Whether it is a registered body. If so, the details, should be furnished.  
(c) Financial status of the educational agency (to be briefly stated)
4. Names of other colleges in the district in which the proposed college is to be established and the distance between them and the proposed college.

<i>Name</i>	<i>Distance</i>	<i>Students strength</i>
(1)	(2)	(3)

5. Names of high schools within a radius of 15 K.M. from the proposed college with details of strength of Standard (+2).

<i>Name of High school</i>	<i>Distance</i>	<i>Number of students studying in Standard (+2)</i>
(1)	(2)	(3)

6. Head for the opening of the college in the locality (to be briefly stated).

7. Courses proposed to be opened:

<i>Combination of subjects</i>	<i>Number of section</i>	
	<i>Tamil Medium</i>	<i>English Medium</i>

**Humanities**

- (i)
- (ii)
- (iii)

## Sciences

- (i)
- (ii)
- (iii)

8. The amenities available to students and teachers.

9. Endowment—

(a) Total amount/value of the endowments to be created for the proposed college as per requirements of the University.

(b) Details of the endowment, proposed to be created by the educational agency—

(i) Cash (in deposits) (amount).

(ii) Properties (details) (value of properties).

10. Site, number of hectares of lands owned by the educational agency for the proposed college.

---

*Survey No.*

*Extent in hectare*

---

11. Buildings.—

(a) Whether the college is proposed to be established in temporary building/permanent buildings.

(b) If permanent buildings are to be constructed amount set apart by the educational agency for this purpose.

(c) Whether three copies of sketch plans of the buildings are enclosed.

12. Details of other non-recurring items of expenditure and how it is proposed to be met by the educational agency—

---

Amount  
required  
Rs.

Amount provided for  
by the educational agency  
Rs.

---

(a) Hostel buildings.

(b) Laboratory buildings.

(c) Furniture.

(d) Laboratory equipments.

Chemistry.

Physics.

Natural Science.

(e) Library Books.

(f) Other facilities for instructions.

13(a) Details of recurring items of expenditure on staff contingencies, etc.

Amount required for the first year	Amount provided for by the educational agency
Rs.	Rs.
(i) Teaching staff.	
(ii) Non-teaching staff.	
(iii) Contingencies.	
(b) Whether the financial position of the educational agency is sound enough to meet the entire recurring expenditure for a year, as no grant is payable to the college during the first year.	
14. Whether the University has been addressed for affiliation. If so, whether copy of the same has been enclosed.	
15. Whether the chalan for the fees prescribed is enclosed (if so, the number and date of chalan with amount remitted may be specified).	

### DECLARATION

I hereby certify that the particulars furnished above are correct.

Signature of the person duly authorised  
by the Educational Agency.

Place :

Date :

### FORM 2

*[See sub-rule (5) of rule 3 of the Tamil Nadu Private  
Colleges (Regulation) Rules, 1976]*

#### Statement of particulars in respect of existing college

1. (a) Name of the centre (in block letters) where the college is situated.
2. (b) Name of the college and the name and address of the educational agency.
- (c) The medium of instruction
2. Revenue district, taluk, post office.
3. Is the educational agency a registered body, if so, the details should be furnished.



4. Whether the centre where the college is situated lies in —
  - (a) Taluk Headquarters, Town (or)
  - (b) Municipality/Township (or)
  - (c) Panchayat Union area (or)
  - (d) Rural area not coming under any of the above categories.
5. Details of the courses existing at present.
6. (a) Courses with sanctioned and admitted strength.  
(b) Reference number and date or orders in which affiliation has been accorded to college/course.
7. Details regarding the accommodation and other amenities for students and teachers provided for by the college—
  - (a) A rough sketch showing the accommodation for class room, laboratory, etc., duly marked should be enclosed.
  - (b) Whether the building is a pucca or a tiled one.
  - (c) Owned or rented or rent-free.
  - (d) Extent of area available for each class, laboratory, etc.
8. Sanitary facilities—

Whether separate latrines and urinals are provided for teachers and students (Boys and Girls separately).
9. Playground—
  - (i) Owned / leased.
  - (ii) Extent.
10. Garden - Extent.
11. Equipment - Details of -
  - (1) Furniture.
  - (2) Teaching aids, maps, charts etc.
  - (3) Library.
  - (4) Laboratory.
  - (5) Miscellaneous
12. (a) Details of movable and immovable properties owned by the educational agency with the value thereof.  
(b) Income from endowment.  
(c) Income from other sources.

13. Name of the Secretary.

14. Particulars of the staff (Teaching and non-teaching).—

Sl. No.	Name of the teachers or other persons	Qualification			Date of birth	Pay	Remarks
		Desig- nation	General	Profess- ional			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**DECLARATION**

I hereby certify that the particulars furnished above are correct.

Signature of the person duly authorised  
by the Educational Agency

Place :

Date :

**FORM 3***[See sub-rule (1) of rule 5 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976].***Application for approval of the change in the constitution of a College**

1. Details of constitution.
2. Details of constitution proposed to be revised or modified.
3. Reasons for such revision or modification.
4. Date from which the original constitution is in existence.
5. Date from which the changes in constitution have to be given effect.
6. Whether a copy of the resolution of the educational agency for the change is enclosed.

Place : Signature of the person duly authorised  
by the Educational Agency

Date :

**FORM 4***[See sub-rule (2) of rule 5 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976].***Application for approval of the change of the Educational Agency.**

1. Name of the college with full address.
2. The taluk and district in which it is situated.
3. Particulars regarding the grant of permission to start the college.
4. Name of the educational agency which maintain the college.

5. Name of the educational agency to which the college is proposed to be transferred.
6. Whether a resolution of the new educational agency, and that of the old educational agency agreeing for the transfer of the college are enclosed?
7. Reasons for the transfer.
8. Whether the transferee is agreeable to comply with the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the rules made thereunder?
9. Whether the transferee is agreeable to run the college with the present teachers and other persons employed in the college on the same conditions of service?
10. Details of non-payment of salary, if any, to the teachers or other persons employed in the college.
11. Whether any orders issued by the Educational Department are pending implementation by the transferor?
12. Whether any disciplinary action has been taken against the new agency or any member of the committee by the Education Department, if so, the details thereof?
13. (i) Date of application.  
(ii) Date of transfer, if it is a case falling under clause  
(c) of sub-section (1) of section 7.

Signature of the person duly authorised by  
the educational agency transferring the management

Signature of the person duly authorised by the educational  
agency to whom the management is transferred.

#### **DECLARATION TO BE FURNISHED BY THE TRANSFEROR**

I ..... acting for and on behalf of the educational agency hitherto recognised as an approved educational agency of the college, do hereby declare that I have handed over the college together with building requirements, records, etc., to..... (transferee) (the new educational agency).

I also declare that all our rights over the college have ceased from  
.....

Place :  
Date :

Signature of the person duly authorised  
by the Educational Agency  
transferring the College

**DECLARATION TO BE FURNISHED BY THE TRANSFEREE**

I, ..... acting for and on behalf of ..... the educational agency, do hereby declare that we have taken up the college from ..... educational agency. We bind ourselves to discharge the legal claims and liabilities against the previous educational agency. We also declare that we shall comply with the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the rules made thereunder.

Signature of the person duly  
authorised by the transferee

Place :

Date :

**FORM 5**

[See rule 6 of the Tamil Nadu Private Colleges  
(Regulation) Rules, 1976]

**Statement of particulars to be furnished  
by the minority college**

1. *Name of the college and postal address*  
(in block letters).
2. *Name of the centre where the minority college is situated.*
3. (a) Revenue district, taluk, town or village.  
(b) Name of the educational agency of the college body, if so, the details should be furnished.  
(c) Whether the educational agency is a registered.  
(d) Whether the educational agency is a religious or linguistic minority.
4. The minority purported to be served by the educational agency.
5. The medium of instruction.
6. The date of opening of the college.
7. Details of courses/sections now functioning with sanctioned and admitted strength each.

	Sanctioned		Admitted	
	Strength		Admitted	
	(1) Major	(2) Ancillary	(3) Major	(4) Ancillary
(1) Course				
(2) Major				
(3) Ancillary subject				
(4) Major				
(5) Ancillary				
(6) Major				
(7) Ancillary				

8. Details of accommodation in the college (a rough sketch should be enclosed)

Buildings	Number of rooms	Area of each room	Number of students that can be accommodated for study purposes
(1)	(2)	(3)	(4)

(1) Class rooms

(2) Laboratory

(3) Hostel

9. Details regarding the playground, sanitary facilities, etc.

10. Details of furniture (class rooms and laboratory and equipment in laboratory, etc.)

11. Particulars regarding the staff and other persons employed in the college—

(i) Teaching staff—

Department	Name of the teacher and designation	Age and date of birth	Qualification (with general and professional with major subject and class obtained).	Total Service	Date of first appointment in the college
(1)	(2)	(3)	(4)	(5)	(6)

(ii) Persons other than teaching staff—

Name	Designation	Age and date of birth	Qualification (with general and professional).	Date of first appointment in the college
(1)	(2)	(3)	(4)	(5)

12. Whether the educational agency has created endowment as required by the University concerned or purposes to create endowment and, if so, the details to be furnished.
13. Whether the college has any other sources of income and, if so, details may be furnished.
14. Population of the centre and also the contiguous places from where students might seek admission (particulars of men and women shall be furnished separately).
15. (a) Names of other colleges in the locality,  
(b) Distance of such colleges from the minority college.

#### DECLARATION

I, hereby certify that the particulars furnished above are correct.

Signature of the person duly  
authorised by the Educational Agency

Place :  
Date :

#### FORM 6

*[(See sub-rule (2) of rule 9 of the Tamil Nadu Private  
Colleges (Regulation) Rules, 1976)]*

#### ***Application for approval of changes in Secretaryship***

1. Name of the college.
2. Name of the approved secretary.
3. Name of the new secretary.
4. *Reasons for change of secretaryship.*
5. Whether a copy of resolution of the educational agency approving the new secretary is enclosed.
6. Date from which the change of secretaryship takes effect.

#### **DECLARATION BY THE INCOMING SECRETARY**

I hereby declare that I have taken charge of the secretaryship of the college with effect from ..... and that I have received from the previous secretary all the relevant records, cash, etc.

Place :  
Date :

Signature

**FORM 7-A**

*(See sub-rule (2) (i) of rule 11 of the  
Tamil Nadu Private Colleges (Regulation) Rules, 1976)*

**Form of Agreement to be executed by a college committee of  
a college in respect of permanent teachers**

Agreement made this ..... day of ..... One thousand nine hundred ..... between the college committee of ..... college of the one part and .....(teacher) of the other part;

Whereas the college committee has agreed to engage the said Thiru/Thirumathi/Selvi ..... hereinafter referred to as the said teacher to serve in the ..... college in the capacity of a teacher and on the pay and allowance hereinafter mentioned.

Now these witness and the parties herein do hereby agree as follows:-

1. That the college committee shall employ the said teacher as a ..... in the college at ..... from the date of his/her taking charge of such appointment until such employment is determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of not less than two years from the date of taking charge of his/her appointment. The college committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If so, orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his/her probation.

3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal or college committee of the said college.

(b) If the said teacher is a Principal he/she shall in that capacity, is responsible for the internal management of the college and the academic work of the college and exercise such powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent himself/herself from his/her duties without the previous permission of the Principal, and if he/she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal or if the said teacher is a Principal he/she shall send such communication to the college committee.

(2) Second witness—

Signature

Name

Address

Occupation

Signed by the said .....

(teacher)

Signature of the Teacher.

In the presence of—

(1) First witness—

Signature

Name

Address

Occupation

(2) Second witness—

Signature

Name

Address

Occupation

**FORM 7-B**

[See sub-rule (2) (i) of rule 11 of the Tamil Nadu Private Colleges (Regulation) Rules, 1976.]

**Form of Agreement to be executed by the college committee of a private college in respect of the temporary teachers.**

Agreement made this ..... day of ..... One thousand nine hundred ..... between the college committee of ..... college..... of the One Part and .....(teacher) hereinafter referred and as the "said teacher" of the Other Part;

Whereas the college committee has offered to engage the said Thiru/Thirumathi/Selvi ..... to serve in the ..... college in the capacity of the teacher and on a purely temporary basis and on the pay and allowance hereinafter sanctioned;

And whereas the said Thiru/Thirumathi/Selvi ..... has accepted the offer to serve as a teacher in the college;

Now these present witness and the parties hereto hereby agree as follows:-

1. That the college committee shall employ the said teacher and the said teacher shall serve as a teacher in the college at..... purely on a temporary basis from the date of his/her taking charge of his/her appointment until such appointment is determined as hereinafter provided.



2.(a) That the said teacher shall employ himself/herself honest efficiently and diligently under the order and instructions of the Principal of the college.

(b) If the employee is a Principal he/she shall in that capacity be responsible for the internal management of the college and the academic work of the college and shall exercise such powers as may be necessary for the due discharge of his/her duties.

3. That the said teacher will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal and if he/she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable cause, he/she shall forward proper medical certificate, or communication explaining the extraordinary circumstances to the Principal. If the said person is a Principal he/she will send such communication to the college committee.

4. That the said teacher shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade business, or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college committee in writing in their behalf.

5. That college committee shall have the right to discharge the said teacher without assigning any reasons at the end of the specific period for which he/she has been engaged as a temporary teacher.

6. That the said teacher and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

8. That the said teacher shall be paid a sum of Rs..... monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness whereof ..... the Secretary of the College Committee and the said teacher have hereunto set their hands on the day, month and year first written above.

Signed by the said.....  
(Secretary)

*Signature of the Secretary of the College  
Committee.*

5. That the said teacher shall during the tenure of employment devote his/her attention to the duties of his/her employment and shall not on his/her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative nature without the specific sanction of the college committee in writing in that behalf.

6. That the said teacher and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. (a) That the college committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the college committee.

(b) After considering his/her explanation the college committee shall communicate to him/her its findings and if so, desired by the said teacher conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the college committee shall inform him/her in writing about its final decision.

8. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said teacher shall be entitled to have his/her services terminated either by giving to the college committee three months' notice thereof in writing or by paying the college committee three months'

pay and allowances in lieu of such notice if he/she is a permanent teacher. In the case of a teacher who is not permanent, the period of notice shall be two months and the amount payable in lieu thereof shall be two months' pay and allowances.

10. That the college committee may impose major punishment such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for an irregularity, namely.—

(i) censure,

(ii) withholding of increment, with or without cumulative effect

(iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

11. That the said teacher shall be paid a sum of Rs. .... per mensem in the scale of pay of Rs. .... with effect from ..... and other allowances granted by Government from time to time. Such teacher shall be entitled to increment indicated in the said scale.

12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the terms of his/her punishment.

The college committee shall reinstate him/her in the post which he /she held before such punishment was imposed.

In witness whereof..... the Secretary of the college committee and Thiru ..... have hereunto set their hands on the day, month and year first written above.

Signed by the said .....

*Signature of the Secretary  
of the College Committee.*

In the presence of—

(1) First witness —

Signature

Name

Address

Occupation

In the presence of—

(1) First witness—

Signature

Name

Address

Occupation

(2) Second witness—

Signature

Name

Address

Occupation

Signed by the said .....  
(teacher)

*Signature of the Teacher.*

In the presence of—

(1) First witness—

Signature

Name

Address

Occupation

(2) Second witness —

Signature

Name

Address

Occupation

### FORM 7-C

*(See sub-rule (2)(i) of Rule 11 of the  
Tamil Nadu Private Colleges (Regulation) Rules, 1976)*

#### **Form of Agreement to be executed by a college committee of a College in respect of employees other than teachers**

Agreement made.....day of ..... One thousand nine  
hundred..... between the college committee ..... College of the One  
Part and ..... (employee) of the other part;

Whereas the college committee has agreed to engage the said  
Thiru / Thirumathi / Selvi..... (herein after referred to as the "said  
employee") to serve in the ..... college in ..... his/her capacity of a  
(name of the post to be inserted) and on the pay and allowances  
hereinafter mentioned.

Now these present witness and the parties hereunto hereby agree as follows :-

1. That the college committee shall employ the said employee as a ..... in the college at ..... from the date of his/her taking charge of such appointment until such employment/is determined as hereinafter provided.

That the said employee shall be on probation for a period of not less than one year from the date of taking charge of his/her appointment. The college committee may for reasons to be recorded in writing extend the period of probation to a further period of not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation the said employee shall be deemed to have completed his/her probation.

3. That the said employee shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principle or College Committee of the said college.

4. That the said employee shall not normally or on any pretext absent himself/herself from his/her duties without the previous permission of the Principal. In case of sickness or other inevitable cases, he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.

5. That the said employee shall during the tenure of employment devote his/her attention to the duties of his/her employment and shall not on his/her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, of a remunerative nature without the specific sanction of the college committee in writing in that behalf.

6. That the said employee and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. (a) That the college committee shall not dismiss, remove reduce in rank or terminate the services of the said employee without informing him/her in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the college committee.

(b) After considering his/her explanation, the college committee shall communicate to him/her its findings and if so desired by the said

employee, conduct a personal hearing or enquiry wherein he/she shall be given the opportunity to examine or cross examine any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her after taking into consideration the committee shall inform him/her in writing about its final decision.

8. It shall be open to the college committee at any time, if satisfied on medical evidence that the said employee is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months' pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties and subject to a *minimum of one month's full pay and allowances*.

9. That the said employee shall be entitled to have his/her services terminated either by giving to the college committee three months' notice thereof in writing or by paying the college committee three months' pay and allowances in lieu of such notice.

10. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the *following minor punishments on the said employee* for any irregularity, namely :-

- (i) Censure;
- (ii) withholding of increment, with or without cumulative effect;
- (iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

11. That the said employee shall be paid a sum of Rs..... per mensem in the scale of pay of Rs..... with effect from ..... and other allowances granted by *Government from time to time*. Such employee shall be entitled to increments according to the said scale of pay.

12. Any employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have

a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

The college committee shall reinstate him/her in the post which he/she held before such punishment was imposed.

13. This agreement is always subject to modifications as may be made by the college committee in pursuance of any rule, regulation, or order of the authorities of the University or any other law for the time being in force now.

In witness whereof ..... the Secretary of the College Committee and Thiru..... have hereunto set their hands on the day, month and year first written above

Signed by the said.....

Signature of the Secretary of the College Committee.

In the presence of :—

(1) First witness—

Signature

Name

Address

Occupation

(2) Second witness—

Signature

Name

Address

Occupation

Signed by the said.....

(employee)

Signature of the employee

In the presence of :-

(1) First witness—

Signature

Name

Address

Occupation

(2) Second Witness—

Signature

Name

Address

Occupation

**Form 7-D**

*[See sub-rule 2 (i) of rule 11 of the Tamil Nadu Private Colleges  
(Regulation) Rules, 1976]*

**Form of Agreement to be executed by the College  
Committee of a College in respect of the temporary employee  
other than teachers**

Agreement made this.....day of ..... One thousand nine  
hundred..... between the college committee ..... College of the One  
Part and ..... (employee) of the other part;

Whereas the college committee has agreed to engage the said  
Thiru / Thirumathi / Selvi..... (herein after referred to as the "said  
employee") to serve in the ..... college in ..... his/her capacity of a  
..... on a temporary basis and on the pay and allowances hereinafter  
mentioned.

And whereas the said Thiru / Thirumathi / Selvi  
..... has accepted the offer to serve as a ..... in the college;

Now these present witness and the parties hereto hereby agree  
as follows:-

1. That the college committee shall employ the said employee and  
the said employee shall serve as a ..... in the college at ..... on a  
temporary basis from the date of his/her taking charge of his/her  
appointment for a period of..... month from the date of taking charge  
*or until such appointment is determined as hereinafter provided.*

2. That the said employee shall employ himself/herself honestly,  
efficiently and diligently under the order and instructions of the  
principal of the College.

3. That the said employee will not normally or on any pretext  
absent himself/herself from his/her duties without the prior permission  
of the Principal. In case of sickness or other inevitable causes, he/she  
shall forward proper medical certificate or communication explaining  
the circumstances to the principal.

4. That the said employee shall, during the tenure of his/her  
employment devote his/her attention to the duties of the said  
employment and shall not on his/her own account or otherwise, either  
directly or indirectly carry on or be concerned in any trade, business or  
canvassing work, or the like of a remunerative nature without the specific  
sanction of the college committee in writing in that behalf.

5. That the college committee shall have the right to discharge  
the said employee without assigning any reason at the end of the



stipulated period of ..... months from the date of taking charge for which he/she has been engaged temporarily.

6. That the said employee and the college committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976, (President's Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.

7. That the said employee shall be entitled to relinquish his/her appointment at the expiry of the period for which he/she has been appointed or with the consent of the College Committee at any time earlier if he/she so desires.

8. That the said employee shall be paid a sum of Rs..... monthly as pay and other allowances with effect from the date of his/her taking charge as such

In witness whereof ..... the Secretary of the College Committee and the said employee have hereunto set their hands on the day, month and year first written above.

Signed by the said.....

(Secretary)

Signature of the Secretary of the  
College Committee

In the presence of :—

(1) First witness—

Signature

Name

Address

Occupation

(2) Second witness—

Signature

Name

Address

Occupation

In the presence of :—

(1) First witness—

Signature

Name

Address

Occupation

(2) Second witness—

Signature

Name

Address

Occupation

Signed by the said

(employee)

Signature of the employee

### FORM 8

*[See sub-rule (1) of rule 16]*

#### **Application form for Permission to the closure of College / Courses / Classes**

1. (i) Name of the College  
(ii) Name and address of the educational agency.
2. Details of the courses existing at present.
3. (i) College / Course with sanctioned and admitted strength (I, II and III year) for which permission is requested for the closure.  
(ii) Reference number and date of orders, in which affiliation has been accorded to course(s) by the university.  
(iii) Reference number and date of orders, in which the course(s) has been admitted to grant-in-aid.
4. *Reasons for the closure of college/course(s)/class.*
5. The details of alternative arrangements made for continuance of the instructions of the students in the course to which they have been admitted.
6. The year from which the college/course(s) is proposed to be closed.
7. The details of the staff, who will be rendered surplus due to the closure of the college/course with their designation, date of appointment.
8. The names of the colleges situated within a radius of 10 KMs. and the courses offered in those colleges.
9. Details of property including cash endowment endowed to the course/class.

10. Details of proposal for the utilisation of the above said endowment/college building for the educational purpose.
11. Details of other properties including the contributions and donations from the public to the college.
12. Details of proposal for the utilisation of the above said property.
13. The details of Government grant if any (including, building, laboratory, etc.) received for the said course.
14. The details of the grants of the University Grants Commission or other grants any (with full details) received for the said course.
15. Whether the resolution of college committee and educational agency to the closure of the college/course/class has been enclosed.

#### **DECLARATION**

I hereby certify that the particulars furnished above are correct.

Signature of the person duly  
authorised by the Educational Agency

\* \* \* \* \*

**NOTIFICATIONS BY GOVERNMENT****EDUCATION DEPARTMENT****AUTHORISATION TO CERTAIN OFFICERS TO EXERCISE CERTAIN  
POWERS OF GOVERNMENT IN RESPECT OF ARTS AND SCIENCE  
COLLEGES UNDER TAMIL NADU PRIVATE COLLEGES  
(REGULATION) ACT, 1976***(G.O. Ms. No. 1286, Education, 22nd June 1976.)*

No. II (2) / EDN / 3219 (b) / 76.

Under section 47 of the Tamil Nadu, Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976), the Governor of Tamil Nadu hereby authorises the officers specified in column (1) of the Table below, to exercise the powers of the Government specified in the corresponding entries in column (2) thereof in respect of Arts and Science Colleges :-

**TABLE**

Officers (1)	Sections of the Act (2)
Director of Collegiate Education	4(3)
Deputy Director of Collegiate Education	10

\* \* \* \* \*

**CERTAIN OFFICERS AND AUTHORITIES****EMPOWERED TO BE COMPETENT AUTHORITIES  
IN RESPECT OF ARTS AND SCIENCE COLLEGES UNDER TAMIL  
NADU PRIVATE COLLEGES (REGULATION) ACT, 1976***(G.O. Ms. No. 1287, Education, 22nd June 1976).**(G.O. Ms. No. 706, Education, dated 24th March 1977).**(G.O. Ms. No. 575, Education, dated 31st March 1982).**(G.O. Ms. No. 1613, Education, dated 22nd July, 1982).*

No. II (2) / EDU / 3219 (C) / 76.

Under clause (3) of section 2 of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976), the Governor of Tamil Nadu hereby empowers the Officers and authorities specified in column (1) of the Table below, to be the competent authorities in respect of Arts and Science Colleges for the purposes of the provisions of the said Act specified in the corresponding entries in column (2) thereof :-

<i>Name of Officers and authorities (1)</i>	<i>Sections (2)</i>
Deputy Director of Collegiate Education	7 (1) (a) and 7 (1) (b)
Director of Collegiate Education	9 (1) and 9 (2)
Director of Collegiate Education	19 (1) and 19 (3) (b) proviso
Director of Collegiate Education	25
Director of Collegiate Education	26
Deputy Director of Collegiate Education	27
Deputy Director of Collegiate Education	28
Director of Collegiate Education	30
Director of Collegiate Education	34
University concerned	35 (Academic matters)
Director of Collegiate Education	35 (Non Academic matters)
Deputy Director of Collegiate Education	36
Deputy Director of Collegiate Education.	45

**UNIVERSITY GRANTS COMMISSION**  
**New Delhi-110002, The \_\_ February, 2018**

**DRAFT UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF  
TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND  
MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018**

No. \_\_\_\_\_ -In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), and in pursuance of the MHRD \_\_\_\_\_ read with Ministry of Finance(Department of Expenditure) O.M.No. \_\_\_\_\_ and in terms of the MHRD Notification MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017 and its Corrigendum No. 1-7/2015-U.II(2) dated 08.11.2017 and in supersession of the UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education 2010, issued by University Grants Commission vide Regulations No. \_\_\_\_\_ dated \_\_\_\_, 2018 together with all amendments made therein from time to time, the University Grants Commission hereby frames the following Regulations, namely:-

1. Short title, application and commencement:
  - 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
  - 1.2 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
  - 1.3 They shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers Librarians and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. Consequences of failure of the Universities to comply with the recommendations of the Commission, as provision of Section 14 of the University Grants Commission Act, 1956:

If any University Grants affiliation in respect of any course of study to any college referred to in sub-section(5) of Section 12-A in contravention of the provisions of the sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provision of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause(f) of clause (g) of Sub-Section(I) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission.

**DRAFT UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018**

-----

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College Teachers, Librarians, Directors of Physical Education and Sports for the maintenance of standards in higher education and revision of pay scales.

**1.0 COVERAGE**

**1.1** For teachers in Faculties for which Statutory Professional Councils/Bodies exist like Indian Council for Agricultural Research, Ministry of Health and Family Welfare and Ministry of AYUSH, National Council of Teacher Education, All India Council for Technical Education, Rehabilitation Council of India, etc., the norms and regulations stipulated by the concerned Statutory Professional Councils/Bodies, if any, shall apply for the purposes of direct recruitment with the following proviso:

- i. The UGC Regulations shall be applicable for direct appointment of Teachers, in case the concerned Statutory Professional Councils/Bodies have not laid down the norms so far with the condition that in such cases, the norms of the Statutory Professional Councils//Bodies shall be applicable from the date they are notified by the concerned Councils/Bodies.
- ii. In the subjects in which NET/SET/SLET is conducted by UGC/CSIR or any other body accredited by UGC, NET/SET/SLET shall be an additional requirement for appointment to the post of Assistant Professor and equivalent positions as per Clause 3.3.

**1.2** The Universities/State Governments shall modify or amend the relevant Act/Statutes of the Universities concerned within 6 months of adoption of these Regulations.

**2.0 PAY SCALES, PAY FIXATION FORMULA AND AGE OF SUPERANNUATION, ETC.**

**2.1** The revised scales of pay and other service conditions including age of superannuation in central universities and other institutions maintained and/or funded by the University Grants Commission (UGC), shall be strictly in accordance with the decision of the Central Government, Ministry of Human Resource Development (Department of Education), as contained in **Appendix-I and II**.

**2.2** The pay scale shall, in the Central Universities and other institutions maintained and/or funded by the UGC, be fixed in accordance with the pay “fixation formula” approved by the Ministry of Human Resource Development (MHRD), as contained in **Appendix-I and II**.

- 2.3** The pay fixation formula for teachers shall apply for other positions in the Library and Physical Education and Sports cadres in the Central Universities and Colleges thereunder and Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC.
- I.** The revised scales of pay and age of superannuation as provided in Clause 2.1.0above, may also be extended to Universities, colleges and other higher educational institutions coming under the purview of the State Legislature and maintained by the State Governments, subject to the implementation of the scheme as a composite one in adherence of the terms and conditions laid down in the MHRD notifications as provided in the MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017 and its Corrigendum No. 1-7/2015-U.II(2) dated 08.11.2017 with all conditions specified by the UGC in these Regulations and other Guidelines as contained in Appendix I and II.
- II.** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.
- Provided* further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.
- III.** All other aspects which are not covered in these Regulations, on applicability, financial assistance, date of implementation of revised pay and allowances and payment of arrears, etc. shall be as laid down in the MHRD Notifications letter No.1-7/2015-U.II(1) dated 02.11.2017 and its Corrigendum MHRD letter F.No. 1-7/2015-U.II(2) dated 08.11.2017 provided as Appendix-I and II of these Regulations.

### **3.0 RECRUITMENT AND QUALIFICATIONS**

- 3.1** The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges and Senior Professor in the Universities shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations. These provisions shall be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees shall be as prescribed in these Regulations.
- 3.2** The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Senior Professors, Principals, Assistant Librarians, Deputy Librarians, Librarians, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports and Directors of Physical Education and Sports, shall be as prescribed by the UGC in these Regulations.
- 3.3**
- I.** The National Eligibility Test (NET), or an accredited test (State Level Eligibility Test SET/SLET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these regulations. Further, SLET/SET



shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions under the control of the respective state only.

- i. *Provided* further, that candidates, who have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009 or University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016 and their subsequent amendments from time to time as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.
- ii. *Provided* further that, the award of degree to candidates registered for the M.Phil / Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- II. NET/SLET/SET shall not be required for such disciplines for which NET/SLET/SET is not conducted.

**3.4** A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) shall be required at the Master's level for direct recruitment of teachers at any level.

- I. A relaxation of 5% shall be provided at the graduate and master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard Hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness)/Other Backward Classes (OBC)(Non-creamy Layer) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

- 3.5. A relaxation of 5% shall be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- 3.6 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered valid at the Master's level.
- 3.7 The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professors.
- 3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professors.  
The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021. For promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges, the Ph. D. shall be a mandatory qualification if the date of eligibility falls on or after 01.07.2021.
- 3.9 The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave shall be counted as teaching experience for the purpose of direct recruitment/ promotion. The period of leave taken for pursuing Research Degree i.e. for acquiring Ph.D. degree shall not be counted as teaching experience for the purpose of direct recruitment/ promotion.

#### **4.0 DIRECT RECRUITMENT**

4.1 For Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Journalism and Mass Communication.

##### **I. Assistant Professor:**

##### **Eligibility :**

##### **A.**

- i) Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.  
*Provided* further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-

laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions :-

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- iii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**OR**

- B.** Ph.D degree from a university/institution with a ranking in top 500 in the World University ranking (at any time) by Quacquarelli Symonds (QS), the Times Higher Education (THE) and Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

***Note: Academic score as prescribed in Appendix III, Table 3 A for Universities and 3 B for Colleges, shall be considered for short-listing of the candidates for interview only and the selections shall be based on performance in the interview.***

## **II. Associate Professor:**

### **Eligibility:**

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix III, Table 2.

- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

### **III. Professor:**

#### **Eligibility:**

- A.**
- (i) 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 evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.
  - (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries with evidence of having successfully guided doctoral candidate.
  - (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

**OR**

- B.** An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.

### **IV. Senior Professor in Universities**

- i) The appointment to the post of Senior Professor shall be through direct recruitment.
- ii) Up to 10 percent of the existing sanctioned strength of Professors in the university shall be appointed as Senior Professor in the universities.

#### **Eligibility:**

- i) An eminent scholar with good track record of high quality publications in the reputed journals, significant research contribution to the discipline and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in the University/College/National level institute.
- iii) Selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer reviewed/UGC listed journals and award of minimum two Ph.D degrees under his/her supervision during last 10 years and interaction with a Selection Committee constituted as per UGC Regulations.

### **V. College Principal (Professor's Grade)**

#### **A. Eligibility:**

- i. Ph.D. degree

- ii. Professor/Associate Professor with a total service/ experience of fifteen years of teaching/research/ administration in Universities, Colleges and other institutions of higher education.
- iii) A minimum of 120 Research Score as per Appendix III, Table 2.

## **B. Tenure**

College Principal shall be appointed for a period of five years initially extendable for another term of five years on the basis of performance assessment by a similar Selection Committee process which shall take into account an External Peer Review Committee assessment, constituted as per these regulations.

## **VI. Vice Principal**

An existing senior faculty member shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal, who can be assigned specific activities, in addition to existing responsibilities. During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal.

## **4.2. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.**

### **I. ASSISTANT PROFESSOR:**

#### **A.**

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.  
*Provided* further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;

- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.  
*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- v) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Bachelor degree, who should have:
  - (a) Studied under noted/reputed traditional Masters/Artists
  - (b) 'A' grade artist of AIR/Doordarshan; and
  - (c) Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.

## **II. ASSOCIATE PROFESSOR:**

### **A.**

- i) Good academic record with doctoral degree, with performing ability of high professional standard.
- ii) Eight years of experience of teaching at the University, College level and/or research in University/national level institutions equal to that of Assistant Professor in Universities/Colleges.
- iii) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv) Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

**OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should be or have:
  - a) 'A' grade artist of AIR/Doordarshan;
  - b) Eight years of outstanding performing achievements in the field of specialization;
  - c) Experience in designing of new courses and /or curricula;
  - d) Participation in National Seminars/Conferences/Concerts in reputed institutions; and
  - e) Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. PROFESSOR:**

### **A.**

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions with a minimum of 6 research publications in the peer reviewed/UGC listed journals and a total research score of 120 as per Appendix III, Table 2.
- ii) Contribution to educational innovations such as designing of new curriculum and/or outstanding performing achievement in the field of specialization.

**OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should be or have:
- 'A' grade artist of AIR/Doordarshan;
  - Ten years of outstanding performing achievements in the field of specialization;
  - Significant contributions in the field of specializations and ability to guide research;
  - Participation in National/International Seminars/Conferences/ Workshops/Concerts and/or recipient of National/International Awards/Fellowships; and
  - Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

#### **4.3 DRAMA DISCIPLINE:**

##### **I. ASSISTANT PROFESSOR:**

###### **A.**

- Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/Foreign University.
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.  
*Provided* further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions :-
  - Ph.D. degree of the candidate awarded in regular mode only;
  - Evaluation of the Ph.D. thesis by at least two external examiners;
  - Open Ph.D. viva voce of the candidate had been conducted;
  - Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*
- NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- a) A professional artist with Bachelor degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from National School of Drama or any other such approved Institution in India or abroad;
- b) Five years of regular acclaimed performance at regional/ national/ international stage with evidence; and
- c) Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **II. ASSOCIATE PROFESSOR:**

### **A.**

- i) Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose.
- ii) Eight years of experiences of teaching in a University / College and/ or research in University/national level institutions equal to that of Assistant Professor in Universities/Colleges.
- iii) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv) Contributions to educational innovation such as designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

### **OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should have:
  - a. A recognized artist of Stage/ Radio/TV;
  - b. Eight years of outstanding performing achievements in the field of specialization;
  - c. Experience in designing of new courses and /or curricula;
  - d. Participation in Seminars/Conferences in reputed institutions; and
  - e. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. PROFESSOR:**

### **A.**

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization with a minimum of 6 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per Appendix III, Table 2.
- ii) Contribution to educational innovations such as designing of new curriculum and/ or outstanding performing achievement in the field of specialization.

### **OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should have:
  - a. Ten years of outstanding performing achievements in the field of specialization;



- b. Has made significant contributions in the field of specializations and has the ability to guide research;
- c. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/ Fellowships; and
- d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

#### **4.4 VISUAL (FINE) ARTS DISCIPLINE**

##### **I. ASSISTANT PROFESSOR:**

###### **A.**

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

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

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- iii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**OR**

- B.** A Professional artist with highly commendable professional achievement in the concerned subject, who should have:

- a. Bachelor degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
- b. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and

- c. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **II. ASSOCIATE PROFESSOR:**

### **A.**

- i) Good academic record with doctoral degree, with performing ability of high professional standard.
- ii) Eight years of experience of teaching in a University / College and/ or research in University / national level institutions equal to that of Assistant Professor in Universities/Colleges.
- iii) Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.
- iv) Contributions to educational innovation such as: designing new courses and/ or curricula and/or outstanding performing achievements in the field of specializations.

### **OR**

- B.** A Professional artist with highly commendable professional achievement in the concerned subject having Masters degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed), who should be or have:
- a. A recognized artist of his/her own discipline;
  - b. Eight years of outstanding performing achievements in the field of specialization;
  - c. Experience in designing of new courses and /or curricula;
  - d. Participation in Seminars/Conferences in reputed institutions; and
  - e. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. PROFESSOR:**

### **A.**

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research at doctoral level, with outstanding performing achievement in the field of specialization, a minimum of 6 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per Appendix III, Table 2.
- ii) Contribution to educational innovations such as designing of new curriculum and/ or outstanding performing achievement in the field of specialization.

### **OR**

- B.** A Professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should have:
- a. Ten years of experience of holding regular regional/national exhibition/workshops with evidence;
  - b. Significant contributions in the field of specialization and ability to guide research;
  - c. Participation in National/International Seminars/Conferences/ Workshops and/or recipient of National/International Awards/ Fellowships; and
  - d. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## 4.5 YOGA DISCIPLINE

### I. ASSISTANT PROFESSOR:

- A. Good academic record with at least 55% marks (or an in a point scale wherever grading system is followed) at the Master's degree level (Yoga), in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Or

- B. 55% marks in Master degree(Yoga)+Ph.D. in Yoga in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Or

- C. Master degree in any discipline with 55% of marks +Ph.D. in Yoga\*in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

\*Note: Considering the paucity of teachers in the newly emerging field of Yoga this alternative has been provided and will be valid only for five years from the date of notification of these regulations

### II. ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. degree in concerned /allied/relevant disciplines.
- ii. A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and/or research/policy papers in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix III, Table 2.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

### III. PROFESSOR

- A.
- i. An eminent scholar with Ph. D. qualifications(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/ or research/policy papers in the peer reviewed/UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.
  - ii. A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level Institution/Industries, with evidence of having successfully guided doctoral candidate.

- iii. Contribution to educational innovation, design of new curricula and technology mediated teaching learning process.

Or

- B. 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.

#### **4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**

##### **I. ASSISTANT PROFESSOR:**

Bachelor Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University

##### **II. ASSOCIATE PROFESSOR:**

- i) Master in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.) with eight years experience as Assistant Professor.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed/UGC listed journals.

##### **III. PROFESSOR:**

- i) Masters in Occupational Therapy (M.O.T. / M.O.Th./M.Th.O./M.Sc. O.T.) with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed/UGC listed journals.

##### **IV. PRINCIPAL / DIRECTOR / DEAN:**

Masters in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.) with fifteen years experience, which shall include five years experience as Professor (Occupational Therapy).

- i) Senior-most Professor shall be Principal / Director / Dean.
- ii) Desirable: Higher qualification like Ph. D. in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed /UGC listed journals.

#### **4.7 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**

**I. ASSISTANT PROFESSOR:** Bachelor Degree in Physiotherapy (B.P/T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an

equivalent grade in a point scale wherever grading system is followed) from recognized University.

## **II. ASSOCIATE PROFESSOR:**

- i) Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of Physiotherapy recognized by U.G.C and published work of higher standard in peer reviewed /UGC listed journals.

## **III. PROFESSOR:**

- i) Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with ten years total experience.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of Physiotherapy recognized by U.G.C and published work of high standard in peer reviewed/ UGC listed journals.

## **IV. PRINCIPAL / DIRECTOR / DEAN:**

- i) Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).
- ii) Senior-most Professor shall be the Principal / Director / Dean.
- iii) Desirable: Higher qualification like Ph. D. in any discipline of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed / UGC listed journals.

## **4.8 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN,UNIVERSITY DEPUTY LIBRARIANAND LIBRARIAN**

### **I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE 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 a consistently good academic record with knowledge of computerization of library.
2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

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

- a) Ph.D. degree of the candidate awarded in regular mode only;

- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

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

## **II. UNIVERSITY DEPUTY LIBRARIAN**

1. A Master's Degree in library science/information science/documentation with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2. Eight years experience as an Assistant University Librarian/College Librarian.
  - i. Evidence of innovative library services including integration of ICT in library.
  - ii. Ph.D. Degree in library science/ Information science / Documentation/Archives and manuscript keeping/computerization of library and a total research score of 75 as per the criteria given in Appendix III, Table 2.

## **III. UNIVERSITY LIBRARIAN**

1. A Master's Degree in Library Science /Information Science/Documentation with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.
2. At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years' experience as a College Librarian.
3. Evidence of innovative library services including integration of ICT in library.
4. Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping and a total research score of 120 as per the criteria given in Appendix III, Table 2.

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

## **I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports**

### **A.**

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

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

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

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

OR

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

## **II. UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS**

### **A.**

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science and a total research score of 75 as per the criteria given in Appendix III, Table 2. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.

OR

**B.** An Olympic games/ world cup/ world Championship medal winner who has degree at least at Graduation Level.

### **III. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS**

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science and a total research score of 120 as per the criteria given in Appendix III, Table 2.
- (ii) Experience of at least ten years in Physical Education and Sports as University Deputy/College DPES (Academic Level 13A) or fifteen years as University Assistant DPES/College DPES (Selection Grade) or teaching for ten years in Physical Education and Sports or Sports Science.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

### **IV. Physical Fitness Test Norms**

- (a) Subject to the provisions of these regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN
12 MINUTES RUN/WALK TEST



Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

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

## **5.0 SELECTION COMMITTEES AND GUIDELINESS ON SELECTION**

### **PROCEDURES:**

The UGC has evolved the following guidelines on: (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Senior Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports; and (b) specified selection procedures for direct recruitment and Career Advancement Schemes for teachers and other academic staff in universities and colleges.

### **5.1 Selection Committee Composition**

#### **I. Assistant Professor in the University:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
  2. An academician nominated by the Visitor/Chancellor, wherever applicable.
  3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  4. Dean of the concerned Faculty, wherever applicable
  5. Head/Chairperson of the Department/School.
  6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

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

## **II. Associate Professor in the University**

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
- i. Vice Chancellor to be the Chairperson of the Selection Committee.
  - ii. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
  - iii. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - iv. Dean of the faculty, wherever applicable.
  - v. Head/Chairperson of the Department/School.
  - vi. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

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

## **III. Professor in the University**

The composition of the Selection Committee for the post of Professor in the University shall have the following composition:

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
- i. Vice Chancellor to be the Chairperson of the Selection Committee.
  - ii. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
  - iii. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - iv. Dean of the faculty, wherever applicable.
  - v. Head/Chairperson of the Department/School.
  - vi. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

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

#### **IV. Senior Professor**

(a) The Selection Committee for the post of Senior Professor in the University shall have the following composition:

- i. Vice Chancellor to be the Chairperson of the Selection Committee.
- ii. An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
- iii. Three experts not below the rank of Senior Professor/Professor with minimum ten years experience in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- iv. Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
- v. Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior most Professor (not below the rank of Senior Professor/Professor with minimum ten years experience) of the Department/School.
- vi. An academician (not below the rank of Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum.

#### **V. Assistant Professor in Colleges including Private Colleges:**

(a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the concerned subject in the College.
- iv. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
- v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five

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

- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
  - (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by the State Public Service Commission.
  - (d) For all levels of teaching positions in Constituent college(s) of a university, the selection committee norms shall be similar to that of the posts of departments of the university.

## **VI. Associate Professor in Colleges including Private Colleges**

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition:
  - i. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - ii. The Principal of the College.
  - iii. The Head of the Department of the concerned subject from the college.
  - iv. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
  - v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges

notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.

- vi. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

## **VII.College Principal**

### **A. Selection Committee**

- (a) The Selection Committee for the post of College Principal shall have the following composition:
- i. Chairperson of the Governing Body as Chairperson.
  - ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii. Two nominees of the Vice Chancellor who shall be Higher Education experts out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
  - iv. Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
  - v. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) At least five members, including two experts, should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar Selection Committee process which shall take into account an External Peer Review Committee assessment.

### **B. External Peer Review Committee**

The External Peer Review Committee for the post of College Principal shall have the following composition:

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

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

**Note: It is clarified that the MHRD notification as provided in the MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017 (Appendix I) mentions of two grades for the post of Principal, however the regulation has merged the two grades and only Principal (Professor Grade) shall be applicable.**

**VIII. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians** shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

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

**A. For University teachers:**

- a. The Vice Chancellor as the Chairperson of the Selection Committee;
- b. The Dean of the concerned Faculty;
- c. The Head of the Department /Chairperson of the School; and
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

**B. For College teachers:**

- a. The Principal of the college;
- b. Head of the concerned department from the college;
- c. Two subject experts in the concerned subject nominated by the Vice Chancellor from the university panel of experts;

**Note: The quorum for these committees in both categories mentioned above shall be three including the one subject expert/ university nominee need to be present.**

**5.2.** The Screening cum Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Performa designed

by the respective university based on these Regulations and as per the minimum requirement specified:

(a) In Appendix III, Tables 1 to 3 for each of the cadre of Assistant Professor;

(b) In Appendix III, Tables 4 for each of the cadre of Librarians; and

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

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

## **6.0 SELECTION PROCEDURES:**

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

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

- II.** The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating Appendix III, Table 1, 2, 3 A, 3 B, 4 and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment cum performance appraisal forms for teachers in strict adherence to the Appendix III, Table 1, 2, 3 A, 3 B, 4 and 5 prescribed in these Regulations.
- III.** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a College Vice Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- IV. The process of selection of Professor shall involve inviting the bio-data with duly filled Performa developed by the respective universities based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix III, Table 1 and 2 and reprints of all significant publications of the candidates.

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

*Provided* further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic stream and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B), 4.4 (I.B, II.B, III.B) and 4.5 (III.B) of these regulations, the universities' statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements including those laid down in these regulations.

- VI. In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical Education and Sports and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the concerned institution while developing Performa for both direct recruitment and CAS promotions.

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

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

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



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

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

#### **B. Assessment Procedure**

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

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

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

**Step 3:** A CAS Promotion shall be granted as mentioned in the clauses 6.4 of these regulations.

#### **6.1 While the Assessment Criteria and Methodology:**

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

(b) Table 4 of Appendix III is applicable to Assistant Librarians/ Deputy Librarians and Librarians for both direct recruitment as well as Career Advancement Promotions, the minimum requirement of Assessment Criteria and Methodology to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in these Tables of Appendix III; and

(c) Table 5 of Appendix III are applicable to Assistant Directors/ Deputy Directors/ Directors of Physical Education and Sports.

- 6.2** The minimum norms of Selection Committees and Selection Procedures as well as Assessment Criteria and Methodology requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be as per these regulations.
- 6.3** The criteria for promotions under Career Advancement Scheme as given in these regulations shall be effective prospectively from the date of notification of these regulations. However, to avoid hardship to the faculty members who have already qualified or are likely to qualify shortly under existing regulations, a choice may be given to the faculty members to opt for being considered for promotions under existing regulations itself. This option can be exercised only within two years from the date of notification of these regulations.
- I.** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfills all qualifications under CAS and submit to the university/college the Assessment Criteria and Methodology Performa as evolved by the concerned university duly supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations is notified, can be considered for promotion from the date, on or after Date, on which they fulfill these eligibility conditions, provided as mentioned above.
  - II.** The Selection Committee specifications as delineated in Clauses 5.1 to 5.3 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.
  - III.** CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out in the Tables 1, 2 and 3 of Appendix III.
  - IV.** CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
  - V.** The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for /CAS Promotion.
  - VI.** Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum grading indicated in the appropriate Assessment Criteria and Methodology system tables by submitting an application and the required Assessment Criteria and

Methodology Performa. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she fulfills the CAS promotion criteria as defined in Table 1, 2, 4 and 5 of Appendix III at a later date and applies on that date and is successful, his/her promotion will be effected from that date of candidate fulfilling the eligibility criteria.
- iii) Candidate who does not succeed in the first assessment, then the candidate shall have to be re-assessed only after a minimum period of one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of last rejection.

**VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under Career Advancement Scheme of 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, the faculty members shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

- (a) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the Career Advancement Scheme of these regulations.

**OR**

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the Career Advancement Scheme of UGC Regulations On Minimum Qualifications for Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures for The Maintenance Of Standards In Higher Education 2010 with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto 11<sup>th</sup> July, 2016 i.e. the date of issue of University Grants Commission (Minimum Qualifications for Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures for The Maintenance Of Standards In Higher Education) (4<sup>th</sup> Amendment), Regulations 2016. Thereafter the provisions for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the Career Advancement Scheme of UGC Regulations On Minimum Qualifications for Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures for The

Maintenance Of Standards In Higher Education 2010 and its amendment University Grants Commission (Minimum Qualifications for Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures for The Maintenance Of Standards In Higher Education) (4<sup>th</sup> Amendment), Regulations 2016 shall be applicable.

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

- A.** Entry level Assistant Professors (Level 10) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 6.3. of these regulations.

#### **B. Career Advancement Scheme (CAS) for Colleges teachers**

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

**Eligibility:** Assistant Professors who have completed four years of service with Ph.D. or five years of service with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days duration on teaching methodology; and
- ii. Any one of the following: Completed Refresher / Research Methodology Course

OR

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

OR

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

**CAS Promotion Criteria:** A teacher shall be promoted if

- i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, **Table 1**, and
- ii. The promotion is recommended by the screening-cum evaluation committee.

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

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11.
- 2) Any two of the following in the last five years of Academic Level-11: Completed courses / programmes from among the categories of Refresher Courses/Research Methodology/

Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

**Note:**The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges from 01.07.2020.

**CAS Promotion Criteria:** A teacher shall be promoted if

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix III, Table 1) and
- ii) The promotion is recommended by the Screening cum evaluation committee.

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

#### **Eligibility:**

- 1) Selection Grade Assistant Professor who have completed three years of service in that grade.
- 2) Ph.D. degree in concerned subject/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification); or contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:** A teacher shall be promoted if

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix III, **Table 1**, and
- ii) The promotion to the post of Associate Professor is recommended through selection committee constituted as per these Regulations.

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

#### **Eligibility:**

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

**CAS Promotion Criteria:** A teacher shall be promoted if

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

### **C. Career Advancement Scheme (CAS) for University teachers**

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

**Eligibility:** Assistant Professors who have completed four years of service with Ph.D. or five years of service with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses and satisfy the following conditions:

- i) Attended one Orientation course of 21 days duration on teaching methodology;
- ii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iii) One research publication during assessment period.

**CAS Promotion Criteria:** A teacher shall be promoted if

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period (as prescribed in Appendix III, **Table 1**), and
- ii) The promotion is recommended by the screening-cum evaluation committee.

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

**Eligibility:**

- i) Senior Assistant Professors who have completed five years of service in that grade.
- ii) Ph.D Degree in the concerned subject/allied/relevant disciplines.
- iii) Any two of the following in the last five years of Academic Level-11: Completed course / programme from among the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, taken one MOOCs course in the relevant subject (with e-

certification); or contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Three research publications in the peer reviewed journals/UGC listed journals during assessment period.

**CAS Promotion Criteria:** A teacher shall be promoted if

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix III, Table 1) and
- ii) The promotion is recommended by the Screening cum evaluation committee.

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

- 1) Selection Grade Assistant Professor who have completed three years of service in that grade.
- 2) Ph.D Degree in the concerned subject/allied/relevant disciplines
- 3) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification);or contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer reviewed/ UGC listed journals out of which three research publications shall be published during the assessment period.

**CAS Promotion Criteria:** A teacher shall be promoted if

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix III, Table 1 and a research score of at least 70 as per Appendix III, Table 2
- ii) The promotion to the post of Associate Professor is recommended through selection committee constituted as per these Regulations.

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

#### **Eligibility:**

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

**CAS Promotion Criteria:** A teacher shall be promoted if

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

#### **V. Professor(Academic Level 14) to Senior Professor(Academic Level 15)**

Senior Professor shall also be through promotion under CAS. Promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not less than the rank of a senior professor or a professor of at least ten years of experience. The selection shall be based on 10 best publications during last 10 years and interaction with a selection committee constituted as per these regulations.

##### **Eligibility:**

- i) Ten years as a Professor.
- ii) A minimum of ten publications in the peer reviewed / UGC listed journals and two Ph.D. successfully awarded under his/her supervision during this period.

#### **D. Career Advancement Scheme (CAS) for Librarians**

**Note: The following provisions apply only to those personnel who are not involved in teaching of Library Science. Teachers in institutions where Library Science is a teaching department will be covered by the provisions given under sections 6.4 (II) and 6.4 (III), of these regulations for Colleges/Institutions and for Universities, respectively.**

#### **I. University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):**

##### **Eligibility:**

Assistant Librarian/ College Librarian who has completed four years of service with Ph.D. in Library Science/ Information Science/ Documentation Science or equivalent degree or five years of service with M.Phil., or six years of service for those without M.Phil./Ph.D.

- (i) Attended one Orientation course of 21 days duration and
- (ii) Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities of at least 5 days as per Appendix III, Table 4.

**CAS Promotion Criteria:** An Assistant Librarian/College Librarian shall be promoted if:

- i) The Assistant Librarian/ College Librarian gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, Table 4, and
- ii) The promotion is recommended by the screening cum evaluation committee.



**II. University Assistant Librarian (Senior Scale/Academic level 11) College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/Academic level 12/ College Librarian (Selection Grade/Academic level 12)**

**Eligibility:**

- 1) University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) who has completed five years of service in that grade.
- 2) Any two of the following in the last five years: Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities as per Appendix III, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or taken/developed one MOOCs course in the relevant subject (with e-certification), or library up-gradation course.

**CAS Promotion Criteria:** An individual shall be promoted if:

- i) The individual gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Appendix III, Table 4 and
- ii) The promotion is recommended by screening cum evaluation committee.

**III. University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

**Eligibility:**

- 1) University Assistant Librarian (Selection Grade/Academic Level 12)/College Librarian (Selection Grade/Academic Level 12) who has completed three years of service in that grade.
- 2) Any one of the following in the last three years: Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities as per Appendix III, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or taken/developed one MOOCs course in the relevant subject (with e-certification), or library up-gradation course.

**CAS Promotion Criteria:** An individual shall be promoted if:

- i) The individual gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Appendix III, Table 4 and
- ii) The promotion is recommended by a Selection Committee constituted as per these regulations based on the interview performance.

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

**Note:** The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department will be covered by the provisions

given under sections 6.4 (II) and 6.4 (III), of these regulations for Colleges/Institutions and for Universities, respectively.

**I. Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education(Senior Scale/Academic Level 11) and Sports /Senior College Director of Physical Education and Sports(Senior Scale/Academic Level 11)**

**Eligibility:**Assistant Director of Physical Education and Sports /College Director of Physical Education and Sports who has completed four years of service with Ph.D. in Physical Education or Physical Education & Sports or Sports Science or five years of service with M.Phil., or six years of service for those without M.Phil/Ph.D.

- i) Attended one Orientation course of 21 days duration and
- ii) Any one of the following: Completed Refresher / Research Methodology Course/ workshop, or/ training Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least 5 days duration, or taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:** An individual shall be promoted if:

- i) The individual gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, Table 5; and
- ii) The promotion is recommended by the screening cum evaluation committee.

**II. Assistant Director of Physical Education and Sports(Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

**Eligibility:**

- 1) Assistant Director of Physical Education and Sports(Senior Scale/Academic Level 11) / College Director of Physical Education and Sports(Senior Scale/Academic Level 11) who has completed five years of service in that grade.
- 2) Any two of the following in the last five years: Completed one course / programme from among the categories of refresher courses, methodology workshops or Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS Promotion Criteria:** An individual shall be promoted if

- i) The individual gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period as prescribed in Appendix III, Table 5 and
- ii) The promotion is recommended by the screening cum evaluation committee.

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

**Eligibility:**

- 1) University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/College Director of Physical Education and Sports (Selection Grade/Academic Level 12) who has completed three years of service
- 2) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses, Methodology Workshop, or Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS Promotion Criteria:** An individual shall be promoted if

- i) If the individual gets 'satisfactory' or 'good' grade performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix III, Table 5 and
- ii) The promotion is recommended by selection committee constituted as per these regulations based on the interview performance.

**6.5.** Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for

discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

## **7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:**

### **7.1 PRO-VICE-CHANCELLOR:**

The Pro-Vice-Chancellor shall be a whole time Professor of the University and shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.

- 7.2** The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of Vice-Chancellor. However, it shall be the prerogative of the Vice-Chancellor to recommend a new Pro-Vice-Chancellor to the Executive Council, during his tenure. These Regulations, for selection of Pro- Vice- Chancellor, shall be adopted by the concerned University through amendment of their Act/Statute.

### **7.3. VICE CHANCELLOR:**

- i. Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.
- ii. The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public Notification or nomination or a talent search process or in combination. The members of the above Search Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the search committee must give proper weightage to academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State/Private Universities.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search Committee.
- iv. The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.

## **8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE**

### **8.1 DUTY LEAVE:**

- i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
  - (a) Attending Orientation Programmes, Refresher Courses, Research Methodology Workshop, Faculty Induction Programmes, 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, a sister university or any other academic body; and
  - (e) For performing any other duty for the university.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
  - iii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
  - iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
  - v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

## **8.2 STUDY LEAVE:**

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph.D./Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative jobs like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/She may however be allowed to accept a fellowship or a research scholarship or an adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his/her employer.
- iii. Study leave shall be granted to entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and

Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organization and methods of education giving full plan of work.

- iv. Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. Study leave shall be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.
- vii. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher/returned to duty on completion of earlier spell of Study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. 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, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed off at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for the purposes of retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.

- xi. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing herself/himself of study leave, shall undertake that she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- xiii. A teacher-
  - (a) who is unable to complete his/her studies within the period of study leave granted to him/her, or
  - (b) who fails to rejoin the services of the University on the expiry of his/her study leave, or
  - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service, or
  - (d) who within the said period is dismissed or removed from the service by the University
 shall be liable to refund to the University/College/Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**EXPLANATION:**

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council/Syndicate may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these guidelines.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in para (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with para(x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study

- leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
  - xvii. With a view of enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of Universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of Universities/Colleges/Institutions in the long run.

### **8.3 SABBATICAL LEAVE:**

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

### **8.4 OTHER KINDS OF LEAVE RULES FOR PERMANENT TEACHERS OF THE UNIVERSITIES/ COLLEGES**

- (a) The following kinds of leave would be admissible to permanent teachers:



- (i) Leave treated as duty, *viz.* Casual leave, Special casual leave, and Duty leave;
  - (ii) Leave earned by duty, *viz.* Earned leave, Half Pay leave, and Commuted leave;
  - (iii) Leave not earned by duty, *viz.* Extraordinary leave; and Leave not due;
  - (iv) Leave not debited to leave account –
  - (v) Leave for academic pursuits, *viz.* Study leave and Sabbatical leave/Academic leave;
  - (vi) Leave on grounds of health, *viz.* Maternity leave and Quarantine leave.
- (b) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

### **I. Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### **II. Special Casual Leave**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual 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 6 working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

- (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

### **III. Earned Leave**

- (i) Earned leave admissible to a teacher shall be:
  - (a) 1/30th of actual service including vacation; *plus*
  - (b) 1/3rd 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.

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

For avoidance of doubt, it may be noted:

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

### **IV. Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 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 academic purposes.

*Explanation:*

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

## **V. Commuted Leave**

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

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

## **VI. Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) 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/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave

is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

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

## **VII. Leave Not Due**

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

## **VIII. Maternity Leave**

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

## **IX. Child Care Leave**

Women 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 (730days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a part time / guest substitute teacher with intimation to the UGC.

#### **X. Paternity Leave**

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

#### **XI. Adoption leave**

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

#### **9. RESEARCH PROMOTION GRANT**

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments.

#### **9.1 CONSULTANCY ASSIGNMENTS**

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the UGC Consultancy Rules to be provided separately.

#### **10.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III Table 1 to 5 provided that:

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

- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one-year duration. Ad hoc or Temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - (iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service in the existing/previous organization.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

## **11.0 PERIOD OF PROBATION AND CONFIRMATION**

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

**11.2** The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

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

**11.4** Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

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

## 12.0 CREATION AND FILLING UP OF TEACHING POSTS

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

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

## 13.0 APPOINTMENTS ON CONTRACT BASIS

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

## 14.0 TEACHING DAYS

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

The above is summarized as follows:

	Number of weeks: 6 day a week pattern		Number of weeks: 5 day a week pattern	
Categorization	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) Weeks	36 (180 days) weeks	36 (180 days) weeks

<b>Admissions/Examinations preparation for Examination</b>	12	10	8	8
<b>Vacation</b>	8	10	6	6
<b>Public Holidays (to increase and adjust teaching days accordingly)</b>	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

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

## **15.0 WORKLOAD**

**15.1** The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the University/College, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure should be provided by the University/College. The minimum direct teaching-learning process hours should be as follows:

Assistant Professor	16hours
Associate Professor and Professor	14 hours

**15.2** A relaxation of two hours in the workload may, however, be given to Professors and Associate Professors who are actively involved in extension activities and administration.

## **16.0 SERVICE AGREEMENT AND FIXING OF SENIORITY**

**16.1** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the



same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.

**16.2.** The self-appraisal methodology, as per Clause 6.0.8 and its sub-clauses and Clauses 6.1.0 to 6.4.0 and all the sub-clauses contained therein and as per Table 1 to 5 of Appendix III as per applicability, shall form part of the service agreement/Record.

### **16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS**

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

## **17.0 CODE OF PROFESSIONAL ETHICS**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

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

#### **Teachers should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

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

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

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

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;

- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **IV. TEACHERS AND AUTHORITIES:**

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

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

#### **V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

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

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

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

### **18.0 Maintenance of Standards in Higher Education Institutions:**

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

- i. The process for evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC regulations and their amendments from time to time, in this regard. The Universities shall be required to adopt these regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for doing Ph.D.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need based facility for college teachers to supervise Ph.D/M.Phil scholars. Universities shall amend their Statutes and Ordinances accordingly.

- iv. All newly recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. Ph.D. shall be made mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within in the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of UGC, Universities/Institutions with Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes will be treated at par with the Orientation Programmes already being run by the Human Resource Development Centers of UGC for the purpose of CAS requirements. Universities/Colleges/Institutions shall send the faculty members in a phased manner so that teaching does not suffer.
- ix. All short term and long duration capacity building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under PMMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these regulations.

## **19.0 PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR**

### **19.1 PRO-VICE CHANCELLOR**

**The posts of Pro-Vice-Chancellor shall be in Academic Level 14/Academic Level 15 as the case may be, along with a Special Allowance of Rs. 4,000/- per month.**

### **19.2 VICE-CHANCELLOR**

**The posts of Vice Chancellor shall carry a fixed basic pay of Rs. 2,10,000/- along with a Special Allowance of Rs. 5,000/- per month. All other eligibilities and facilities for the**

**Vice-Chancellor as provided in the Act/Statute of the university concerned, shall be applicable besides the pay.**

## **20.0 PAY SCALES OF PRINCIPAL IN COLLEGES**

**The pay of Principal in College shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-, with the existing special allowance of Rs. 3000/- per month.**

## **21.0 OTHER TERMS AND CONDITIONS**

### **21.1 INCREMENTS**

- i. The annual increment is given in the Pay Matrix (Appendix I and II) at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.**
- ii. There shall be two dates for grant of increment, namely 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.**
- iii. All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.**

### **21.2 PROMOTION**

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

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

### **21.3 ALLOWANCES**

- I. Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees.**
  
- II. Medical Benefits: All medical benefits as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees. Further Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of Central Government/ Health Scheme of respective State Government as the case may be for Central/State Universities/Colleges respectively.**

## Appendices

<b>Appendix I</b>	<b>Scheme of revision of pay of teachers and equivalent cadres in Universities and colleges following the revision of pay scales of Central Government employees on the recommendations of Seventh Pay Commission (MHRD Notification MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017)</b>
<b>Appendix II</b>	<b>Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum No. 1-7/2015-U.II(2) dated 08.11.2017)</b>
<b>Appendix III</b>	<b>Assessment Criteria and Methodology Table 1 to 3- For University and College Teachers Table 4- For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5- For Assistant Director/Deputy Director/ Director Physical Education and Sports etc.</b>



## Appendix I

### Scheme of revision of pay of teachers and equivalent cadres in Universities and colleges following the revision of pay scales of Central Government employees on the recommendations of Seventh Pay Commission

No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

New Delhi, dated the 2<sup>nd</sup> November, 2017

To,  
The Secretary,  
University Grants Commission,  
Bahadurshah Zafar Marg,  
New Delhi – 110 002.

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

Sir,

I am directed to say that the Government of India have decided, after taking into consideration the recommendations made by the Pay Review Committee (PRC), constituted by the University Grants Commission (UGC), and decision of the UGC taken at the meeting of the Commission held on 22<sup>nd</sup> February, 2017, to revise the pay scales of teachers in the Higher Educational Institutions under the purview of the UGC. The revision of pay scales of teachers and equivalent academic staff shall be subject to various provisions of the Scheme of revision of pay scales as contained in this letter and Regulations issued by UGC and amendments thereof from time to time in this behalf. The revised pay scales and other provisions of the Scheme are as under:-

#### 1. Designation

There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel at various levels.

#### 2. Revised Pay for teachers and equivalent positions:

##### (i) Pay Fixation method

The revised pay structure for different categories of teachers and equivalent positions is based on the following:

- a) The formula followed by the 7<sup>th</sup> CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The first academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.
- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalisation (IOR) is 2.67 for present AGP less than Rs.10,000 and 2.72 for the AGP of Rs.10,000 and above.

X. K. T. [Signature]  
21/11/17

e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

f) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Annexure-I**.

g) For fixation of pay of an employee in the Pay Matrix as on 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

(ii) **Revised pay for Teachers in Universities and Colleges**

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs.8000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs.9000 AGP in PB Rs.37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10000 AGP in PB Rs.37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/ PB of Rs.67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

(iii) Revised pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian/ College Librarian (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Librarian/ College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs.8000 AGP in PB Rs.15,600-39,100)	Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs.9000 AGP in PB Rs.37,400-67,000)	Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs.10000 AGP in PB Rs.37,400-67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

(iii) Revised pay for Directors of Physical Education & Sports in Universities and Colleges

Existing pay	Revised pay
Assistant Director of Physical Education & Sports/ College Director of Physical Education & Sports (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Director of Physical Education & Sports/ College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Rs.8000 AGP in PB Rs.15,600-39,100)	Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Rs.9000 AGP in PB Rs.37,400-67,000)	Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)

Existing pay	Revised pay
University Director of Physical Education & Sports (at Rs.10000 AGP in PB Rs.37,400-67,000)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

### 3. Revised pay of Pro-Vice Chancellor and Vice Chancellor of Universities

- (i) Pro-Vice Chancellor: The pay of the Pro Vice Chancellor of a University, presently at existing AGP of Rs.10,000 in PB Rs.37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.4000/- per month.
- (ii) Vice Chancellor: The pay of the Vice Chancellor shall be fixed at Rs.2,10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand), with the existing special allowance of Rs.5000/- per month.

### 4. Revised pay of Principals in Colleges

The pay of Principals in Under Graduate and Post Graduate Colleges shall be:

- (i) Under Graduate Colleges: The pay of Principals shall be equivalent to the pay of Associate Professor i.e. Academic Level 13A with rationalized entry pay of Rs.1,31,400/-, with the existing special allowance of Rs.2000/- per month.
- (ii) Post Graduate Colleges: The pay of Principals shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs.1,44,200/-, with the existing special allowance of Rs.3000/- per month.

#### Note:

- (i) The existing pay scale of person appointed as Principal shall be protected.
- (ii) Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as principals. After completion of their tenure as principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals' pay.

### 7. Date of Implementation

The date of implementation of the above revised pay shall be 1<sup>st</sup> January, 2016.

### 8. Incentive increment for higher qualification

The incentive structure is built-in in the pay structure itself wherein those having M.Phil or Ph.D. degree will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining the degrees of M.Phil or Ph.D.

K. R. T. J. S. S. S.  
24/1/17

## **9. Increment**

- (i) The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

## **10. Promotion**

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

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

## **11. Allowances**

The decision on allowances of teachers and other equivalent academic staff of Universities and Colleges will be taken after consultation with the Ministry of Finance. Till a final decision on Allowances is taken after consultation with the Ministry of Finance based on the decision of the Government of India for Central Government employees, all allowances will continue to be paid at existing pay structure, as if the pay had not been revised with effect from 01.01.2016.

## **12. Superannuation and Reemployment**

The existing provisions on superannuation and reemployment of teachers shall continue.

## **13. Consultancy Assignments:**

University Grants Commission shall study the consultancy guidelines prevalent in educational institutions like IITs & IIMs, CSIR and other such institutions, and formulate detailed guidelines for consultancies including revenue sharing mechanism between the institution and the individual(s).

## **14. Anomalies of the last PRC:**

The final decision on anomalies, due to implementation of recommendations of the last Pay Review Committee, will be taken after consultation with the Ministry of Finance.

**15. Other recommendations of Pay Review Committee and UGC**

The Pay Review Committee (PRC) has recommended certain other measures on methods of recruitment, promotion, New Performance Assessment System, attracting & retaining talent, use of ICT in teaching, etc. These recommendations of PRC shall be considered appropriately by the University Grants Commission and necessary regulations will be issued by the University Grants Commission with the approval of the Central Government within a period of 3 months from the date of the approval/ decision of the Cabinet.

**16. Applicability of the Scheme:**

- (i) This Scheme shall be applicable to teachers and other equivalent academic staff in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in this letter as well as Regulations to be framed by UGC and amendments thereof in this behalf. Universities implementing this Scheme shall be advised by UGC to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of this letter.
- (ii) This Scheme does not extend to the cadres of Registrar, Finance Officer and Controller of Examinations for which a separate Scheme is being issued separately.
- (iii) This Scheme does not extend to the Accompanists, Coaches, Tutors and Demonstrators. Pay of the said categories of employees shall be fixed in the appropriate relative Level to their existing Pay in each university/ institution corresponding to such fixation in respect of Central Government employees as approved by the Central Government on the basis of the recommendations of 7<sup>th</sup> Central Pay Commission.
- (iv) This Scheme may be extended to universities, Colleges and other higher educational institutions coming under the purview of State legislatures, provided State Governments wish to adopt and implement the Scheme subject to the following terms and condition:
  - (a) Financial assistance from the Central Government to State Governments opting to revise pay scales of teachers and other equivalent cadre covered under the Scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved in the implementation of the pay revision, for the universities, colleges and other higher educational institutions funded by the State Government.
  - (b) The State Government opting for revision of pay shall meet the remaining 50% (fifty percent) of the additional expenditure from its own sources.
  - (c) The proposal for reimbursement on account of pay revision in State funded universities, colleges and other higher educational institutions shall be submitted in the prescribed format by the State Governments. The state bills preferred by the State Governments for reimbursement during 2017-18 and 2018-19 would be met to the extent of 50% of additional financial impact during these two years. There would be no central assistance thereafter.

- (d) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019.
- (e) The entire liability on account of revision of pay scales etc. of university and college teachers shall be taken over by the State Government opting for revision of pay scales with effect from 01.04.2019.
- (f) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 01.01.2016.
- (g) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised bands/ scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State Government(s).
- (h) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented by State Governments and Universities and Colleges coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and pay scales mentioned herein above.

**17. Date of implementation of revised pay and allowance and payment of arrears:**

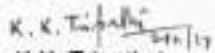
- (i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 01.01.2016.
- (ii) Payment of arrears may be released by Central Universities and Centrally funded Deemed Universities after the funds for the purpose is provided by the Ministry of Finance and released to the Universities through the UGC.
- (iii) Payment of arrears up to 40% of total arrears shall be made to State Governments for State funded Universities, colleges and other higher educational institutions during the current financial year 2017-18.
- (iv) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary.
- (v) The revised pay in the relevant Level and Cell together with the applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under this Scheme pending issue of Regulations by the UGC.

18. This Scheme is subject to the guidelines issued by the Ministry of Finance (Department of Expenditure) vide OM No.1/1/2016-E.III(A) dated 13<sup>th</sup> January, 2017.

19. Anomalies, if any, in the implementation of this Scheme may be brought to the notice of the Department of Higher Education, Ministry of Human Resource Development, for clarification/ decision of the Central Government.

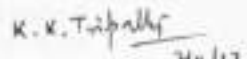
20. This issues with the concurrence of Internal Finance Division vide Dy. No.3738/IFD dated 2<sup>nd</sup> November, 2017.

Yours faithfully,

  
(Dr. K.K. Tripathy)  
Director

Copy to:

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

  
(Dr. K.K. Tripathy)  
Director



## Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,800	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,100	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,100	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,100		
17	92,500	1,10,500	1,27,900	2,10,800		

M. A. T. S. S. S.  
10/11

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

M. K. Talwar  
20/1/19

## Appendix II

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

F.No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
University-2 Section

Shastrī Bhavan, New Delhi  
Dated 3<sup>rd</sup> November, 2017

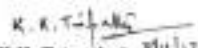
### Corrigendum

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

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"
- (b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

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

  
(Dr. K.K. Tripathy) 21/11/17  
Director

To,

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

## Pay Matrix

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2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	<b>84,700</b>	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	<b>1,82,700</b>	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	<b>2,04,700</b>		
17	92,500	1,10,500	1,27,900	2,10,900		

*K. K. Singh*  
10/10

Pay Band (Rs.)	15,600-38,100			37,400-67,000	67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100	
19	98,200	1,17,200	1,35,700		
20	1,01,100	1,20,700	1,39,800		
21	1,04,100	1,24,300	1,44,000		
22	1,07,200	1,28,000	1,48,300		
23	1,10,400	1,31,800	1,52,700		
24	1,13,700	1,35,800	1,57,300		
25	1,17,100	1,39,900	1,62,000		
26	1,20,600	1,44,100	1,66,900		
27	1,24,200	1,48,400	1,71,900		
28	1,27,900	1,52,900	1,77,100		
29	1,31,700	1,57,500	1,82,400		
30	1,35,700	1,62,200	1,87,900		
31	1,39,800	1,67,100	1,93,500		
32	1,44,000	1,72,100	1,99,300		
33	1,48,300	1,77,300	2,05,300		
34	1,52,700	1,82,600	2,11,500		
35	1,57,300	1,88,100			
36	1,62,000	1,93,700			
37	1,66,900	1,99,500			
38	1,71,900	2,05,500			
39	1,77,100				
40	1,82,400				

K. K. T. *[Signature]*  
 11/11

### Appendix III

#### Table 1

#### Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned): 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above-----Good Below 80% but 70% & above—Satisfactory Less than 70%----Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/conferences/workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint	Good—Involved in at least 3 activities Satisfactory—1-2 activities Not-satisfactory-Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities

	publication in peer reviewed/UGC list of Journals.	
<p><b>Overall Grading:</b></p> <p><b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2.</p> <p>Or</p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p> <p><b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.</p>		

**Table 2 Assessment Criteria and Methodology for University Teachers  
(Academic/Research)**

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

<b>Academic/Research Activity</b>	<b>Faculty of Sciences/Engineering/Agriculture/ Medical /Veterinary Sciences</b>	<b>Faculty of languages/Humanities/Arts/Social Science /Library/Education/Physical Education/Commerce/Management &amp; other related discipline</b>
1. Research Papers Published in Peer Reviewed/UGC listed Journals	08 per paper	10 per paper
2. Books/ e-books authored which are published by International publishers National publishers Chapter in Edited Book Editor of Book by International Publisher Editor of Book by National Publisher *e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture	10 08 05 10 08 05 05	10 08 05 10 08 05 05
3. <b>Research Projects</b> Completed: More than 10 lakhs Less than 10 lakhs Ongoing: More than 10 lakhs Less than 10 lakhs Consultancy:	10 05 05 02 03	10 05 05 02 03
4. <b>Patents</b> International	10	10



National	07	07
<b>*Policy Document</b>		
International	10	10
National	07	07
State	04	04
<b>5. Research Guidance</b>		
Ph.D.	10/per degree awarded 05/thesis submitted	10/per degree awarded 05/per thesis submitted
M.Phil./PG dissertation	02/degree awarded	02/per degree awarded
<b>6. *Invited lectures / Resource Person /paper presentation</b>		
International (Abroad)	7	7
International (within country)	5	5
National	3	3
State / University	2	2

**The Research Score for papers would be augmented as follows:**

Peer reviewed /UGC listed journals

- i) Paper in referred journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

Joint Publication:

(a) Two authors: 50% of total value of publication for each author

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

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

**\* Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students the formula shall be 70/30. First Supervisor shall get 7 marks and co-supervisor 3 marks.
- In development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at national level, contribution to development of e-content modules in complete course/paper/e-book may be awarded points same as that of contributed chapters in edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for editor of a book by National Publisher.
- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for complete course may be awarded points same as that for editor of a book by National Publisher.
- For the purpose of calculating research score of the person, the combined research score from the categories of **Policy Document** and **Invited lectures / Resource Person /paper presentation** shall have an upper capping of 30% of the total research score of the person.
- The research score shall be from the minimum of 3 categories out of 6 categories.

**Table: 3 A**  
**Criteria for Short listing of candidates for Interview for the Post of Assistant Professors**  
**in Universities**

S.No.	Academic Record	Score		
		1.	Graduation	80% and above = 15
2.	Post Graduation	80% and above = 28	60% to less than 80% = 25	55% to less than 60% = 20
3.	M.Phil.	60% and above = 07		55% to less than 60% = 05
4.	Ph.D.	30		
5.	NET with JRF NET or equivalent	07 5		
6.	Research Publications (2 marks for each research publications published in Peer Reviewed/UGC listed Journals)	10		
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10		

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

**Note:**

**(A) (i)** M.Phil + Ph.D Maximum– 30 Marks

**(ii)** JRF/NET/SET Maximum - 07 Marks

**(B)** Number of candidates to be called for interview shall be decided by the concerned universities.

**(C)** Academic Score - 80

Research Publications - 10

Teaching Experience - 10

**Total : -100**

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

**Table: 3 B**

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

S.No.	Academic Record	Score		
		1.	Graduation	80% and above = 21
2.	Post Graduation	80% and above = 33	60% to less than 80% = 30	55% to less than 60% = 25
3.	M.Phil.	60% and above = 07		55% to less than 60% = 05
4.	Ph.D.	20		
5.	NET with JRF NET or equivalent	10 08		
6.	Research Publications (2 marks for each research publications published in Peer Reviewed/UGC listed Journals)	06		
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10		

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

**Note:**

**(A) (i) M.Phil + Ph.D** Maximum- 20 Marks

**(ii) JRF/NET/SET** Maximum - 10 Marks

**(B)** Number of candidates to be called for interview shall be decided by the concerned universities.

**(C)** Academic Score - 84

Research Publications - 06

Teaching Experience - 10

**Total : -100**

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

**Table 4 Assessment Criteria and Methodology for Librarians**

S.No.	Activity	Grading Criteria
1	Regularity of attending library	90% and above – Good

	<p>(calculated in terms of percentage of days attended to the total number of days he/she is expected to attend).</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<p>Below 90% but 80% and above-Satisfactory</p> <p>Less than 80% – Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of Physical books and journals in computerized database. Satisfactory – at least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>Good/Satisfactory – Catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS promotion committee)</p>
4.	<p>Checking inventory and extent of missing books</p>	<p>Good ; checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory</p>

		Or Checked inventory and missing books 1% or more.
5.	<p>Digitisation of books database in institution having no computerized database.</p> <p>Promotion of library network. Systems in place for dissemination of information relating to books and other resources. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. Design and offer short term courses for users. Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ Undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items. including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <ol style="list-style-type: none"> <li>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</li> <li>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>		

**Table 5 Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above-good Above 80 but below 90- satisfactory. Less than 80- not satisfactory.
2.	Organizing intra college competition	Good-Intra college competition in more than 5 disciplines. Satisfactory-Intra college competition in 3-5 disciplines. Unsatisfactory-neither good nor satisfactory.
3.	Institution participating in external competitions	Good-National level competition in at least one discipline plus State/District level. Competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  Or District level competition in at least 5 disciplines. Unsatisfactory- Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	At least one student of the institution participating in national/state/university(for college levels only)teams. Organizing state/national/inter university/inter college level competition. Being invited for coaching at state/national level. Organizing at least three workshops in a year..publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.	

	Not Satisfactory: If neither good nor satisfactory in overall grading.
--	--

Note:

- (ii) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- (iii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- (iv) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.



