

Minutes of the meeting of the Committee Constituted to amend Ordinances of the Central University of South Bihar, in the light of UGC (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) Regulation, 2018

The Committee constituted to suggest/propose amendments in the ordinances of the Central University of South Bihar; in the light of 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) Regulation, 2018. The Committee convened its meetings to make the progress regarding the changes in the Ordinances of the University.

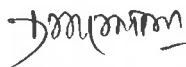
The committee went through the Central University of South Bihar existing ordinances and it was observed that in regard to mandates of the UGC Regulation, 2018, following ordinances are required to be modified; to make it in consonance with the said Regulation:

1. Ordinance 7 - Procedure/Norms for appointment to the posts of Professor, Associate Professor and Assistant Professor.
2. Ordinance 8 – Conditions of Service of Teachers of the University.
3. The Schedule of Ordinances - Schedule 1
4. Ordinance 9 - Leave Rules for Teaching Staff


Also in pursuance of clause 7.8 of existing CUSB Ordinance the University has to frame the Guidelines for Screening/Shortlisting of Candidate(s) to be called for interview.

Accordingly, the committee evolved a Guidelines for Screening/Shortlisting of candidate(s) for Direct Recruitment of the Teachers and other Academic staff and also the Guidelines for promotion under CAS.

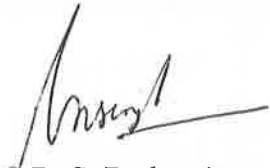
These guidelines are developed keeping in view of the UGC Regulation, 2018 and the same may be incorporated in the existing ordinances.



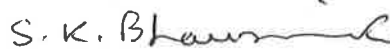
(Kumar Kaushal)
Member Secretary



(Prof. S. P. Srivastava)
Member



(Prof. R. S. Rathore)
Member



07.05.2019
(Prof. S. K. Bhaumik)
Chairperson

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Approved and may be implemented with immediate effect as these amendments have be done to adopt the UGC Regulation 2018 -
However, it be got ratified in the next EC meeting.
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CENTRAL UNIVERSITY OF SOUTH BIHAR

Regulations for Screening/Shortlisting of candidates for Direct Recruitment and Appointment to the Post of Assistant Professor, Associate Professor, Professor, Senior Professor, University Assistant Librarian, University Deputy Librarian and University Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports

In exercise of the power vested in Section 28 (2) and 29 of the Central Universities Act – 2009 and Statute 12 (2), the Executive Council of the Central University of South Bihar, in suppression of all the earlier Regulations/Guidelines framed under Clause 7.8 of Ordinance 7 of the University, accepts the Academic Council Resolution No. 32/AC-17/18 dated 30.07.2018 and hereby frames the following Regulations, in consonance with UGC (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, namely:-

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

1.1 These Regulations may be called “The Central University of South Bihar Regulations for Screening/Shortlisting of candidates for Direct Recruitment and Appointment to the Post of Assistant Professor, Associate Professor, Professor, Senior Professor, University Assistant Librarian, University Deputy Librarian and University Librarian, Assistant Directors of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports-2019”

1.2 These shall apply for Screening, Shortlisting and Selection against posts of Assistant Professor, Associate Professor, Professor, Senior Professor, University Assistant Librarian, University Deputy Librarian and University Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports in the Central University of South Bihar.

1.3 These Regulations shall come in effect from the date they are approved by the Competent Authority.

2.0 GENERAL

2.1 The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor and Senior Professor in the University, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as specified in Act/Statute/Ordinance of the University.

2.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Assistant Librarian, Deputy Librarian, Librarian,

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Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified in UGC (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.

- 2.3 Good Academic Record shall be defined as "the candidate must have obtained an average 50% marks in two of the examinations immediately preceding the Master's degree in the relevant subject."
- 2.4 Mere submission of application and possessing of minimum qualifications does not guarantee an applicant to be called for interview as the method of screening will be applied for shortlisting of candidates to be called for interview.
- 2.5 In case of any dispute with regard to screening of applications, the decision of the Vice Chancellor shall be final.
- 2.6 Selection Committee may not be held in all such disciplines where the number of eligible candidates for appointment to the posts of teachers and other academic staff is less than three and these positions shall be re-advertised. However, depending upon the exigency and requirements of the University, the condition of minimum candidates to be called for interview may be relaxed by the University by the approval of the Vice-Chancellor.
- 2.7 With the approval of the Vice-Chancellor, the University may consider the biodata of suitable candidates, who might have not formally applied against the post, for being considered for appointment by the Selection Committee, either in person or in absentia as decided by the Vice-Chancellor. However, candidates cannot claim such consideration as a right.
- 2.8 The University reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post. Candidates shall not claim it as a right.
- 2.9 The University also reserves the right to select candidates with higher qualifications than what is specified or to select candidates who have not applied for the posts or those with different specialization.
- 2.10 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

3 Assistant Professor

3.1 Shortlisting/Screening

- I All the applications received by the University shall be scrutinised by a duly constituted Screening Committee as specified in these Regulations.

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- II The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- III The Academic score as specified in Appendix II (Table 3A) of UGC (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 shall be considered for short-listing of the candidates for interview.
- IV In cases where the University receives large number of applications, the Screening Committee will draw a list of all the candidates in descending order indicating the Academic Score obtained by them according to Appendix II (Table 3A) of above mentioned UGC Regulation 2018.
- V Maximum 10 candidates shall be called for interview for each post in order of the Academic Score obtained by them.
- VI However, in case of tie in the points of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause V above.
- VII In the disciplines where specialised programmes are being run, Screening Committee may shortlist only those eligible candidates who have the area of specialisation required for the posts, for interview. Such specialization shall be decided by their Ph.D. and publications in the area of specialization.

3.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Research Capability, Subject knowledge and Teaching/Communication Skills. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

4 Associate Professor:

4.1 Shortlisting/Screening:

- I The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- II All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee duly constituted by the University.

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- III Applications received for the post of Associate Professor from the eligible candidates shall be screened on the basis of the Research Score obtained by them according to Appendix II (Table 2) of UGC (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.
- IV Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the Screening Committee will draw a list of all the candidates in descending order indicating the Research Score obtained by them according to Appendix II (Table 2) of above mentioned UGC Regulation 2018. On the basis of Research Score, maximum 10 candidates shall be called for interview for each post.
- V In case of tie in the points of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause IV above.
- VI In the disciplines where specialised programmes are being run, Screening Committee may shortlist only those eligible candidates who have the area of specialisation required for the posts, for interview. Such specialization shall be decided by their Ph.D. and publications in the area of specialization.

4.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Research Capability, Quality of Publication, Domain/Subject knowledge and Teaching/Communication Skills. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

5 Professor:

5.1 Shortlisting/Screening:

- I All the applications received by the University shall be scrutinized by a Screening/Scrutiny Committee duly constituted by the University.
- II The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- III Applications received for the post of Professor from the eligible candidates shall be screened on the basis of the Research Score obtained by them according to Appendix II

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(Table 2) of UGC (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.

- IV Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the Screening Committee will draw a list of all the candidates in descending order indicating the Research score obtained by them according to Appendix II (Table 2) of above mentioned UGC Regulation 2018. On the basis of Research Score, maximum 10 candidates shall be called for interview for each post.
- V In case of tie in the points of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause IV above.
- VI In the disciplines where specialised programmes are being run, Screening Committee may shortlist only those eligible candidates who have the area of specialisation required for the posts, for interview. Such specialization shall be decided by their Ph.D. and publications in the area of specialization.

5.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Research Performance, Quality of Publications and Domain/Subject knowledge and Teaching/Communication Skills. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

6 Constitution of Screening Committees

For University teachers:

The Screening Committee shall have minimum three persons drawn as under by the Vice-Chancellor :-

- 6.1 The Dean of the concerned School;
- 6.2 The Head of the Concerned/Allied Department; and
- 6.3 Up to two experts in the subject concerned nominated by the Vice-Chancellor.

The Vice-Chancellor shall nominate one person as chairperson of the Committee.

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Notes:

1. For all Screening Committees specified above, Dean of School/Head of Department should be either in the same or higher rank/position than the rank/position for which the screening is to be held.
2. Where there is no Head or Dean, three experts shall be nominated by the Vice-Chancellor.

7 University Assistant Librarian

7.1 Shortlisting/Screening

- I All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee duly constituted by the University.
- II Applications received for the post of Assistant Librarian from the eligible candidates shall be screened on the basis of the Academic Score (out of maximum 100 points) obtained by the candidate through the following criteria:.

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

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Government of India recognised National Level Bodies)	
State-Level (Awards given by State Government)	02

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

- Notes:** (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

- III The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- IV In cases where the University receives large number of applications, the Screening Committee will draw a list of all the candidates in descending order indicating the Academic Score obtained by them according to table mentioned above.
- V On the basis of Academic Score, maximum 10 candidates shall be called for interview for each post in order of the Academic Score obtained by them.
- VI In case of tie in Academic Score of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause V above.

7.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Library Management Skills, Subject/Domain Knowledge and Computer and Communication Skills. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.



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8 University Deputy Librarian

8.1 Shortlisting/Screening

- I All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee duly constituted by the University.
- II The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- III Applications received for the post of Deputy Librarian from the eligible candidates shall be screened on the basis of the Research Score obtained by them according to Appendix II (Table 2) of UGC (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.
- IV Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the Screening Committee will draw a list of all the candidates in descending order indicating the Research score obtained by them according to Appendix II (Table 2) of above mentioned UGC Regulation 2018. On the basis of Research Score, maximum 10 candidates shall be called for interview for each post.
- V In case of tie in the points of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause IV above.

8.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Library related Research / Theme papers evaluation, Library automation skills and Organizational Plans. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

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9 University Librarian

9.1 Shortlisting/Screening

- I The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- II All the applications received by the University shall be scrutinized by a Screening/Scrutiny Committee duly constituted by the University.
- III Applications received for the post of University Librarian from the eligible candidates shall be screened on the basis of the Research Score obtained by them according to Appendix II (Table 2) of above mentioned UGC (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.
- IV Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the Screening Committee will draw a list of all the candidates in descending order indicating the Research score obtained by them according to Appendix II (Table 2) of above mentioned UGC Regulation 2018. On the basis of Research Score, maximum 10 candidates shall be called for interview for each post.
- V In case of tie in the points of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause IV above.

9.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Library related Research / Theme papers (5 nos.) evaluation and Organizational track record of innovation in library service and vision plan. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

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10 Constitution of Screening Committees

For University Assistant Librarian/Deputy Librarian/Librarian:

The Screening Committee shall have minimum three persons drawn as under by the Vice-Chancellor:-

1. One Dean of the Schools to be nominated by the Vice-Chancellor;
2. The Librarian/Deputy Librarian; and
3. Up to two experts nominated by the Vice-Chancellor.

The Vice-Chancellor shall nominate one person as Chairperson of the Committee.

Note:

1. For the Screening committee specified above, Librarian/Deputy Librarian should be either in the same or higher rank/position than the rank/position for which the screening is to be held.
2. Where there is no Librarian or Deputy Librarian, three experts shall be nominated by the Vice-Chancellor

11 University Assistant Director of Physical Education and Sports

11.1 Shortlisting/Screening

- I All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee duly constituted by the University.
- II Applications received for the post of Assistant Director of Physical Education and Sports from the eligible candidates shall be screened on the basis of the Score (out of maximum 100 points) obtained by the candidate through the following criteria:

S.N.	Academic Record	Score			
		80% & Above	60% to less than 80%	55% to less than 60%	45% to less than 55%
1.	Graduation	15	13	10	05
2.	Post-Graduation	25	23	20	
3.	M.Phil.	07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			

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6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10
7.	Teaching / Post-Doctoral/ Experience (2 marks for one year each) #	10
8.	Awards	
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03
	State-Level (Awards given by State Government)	02

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

- Notes:** (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

- III The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- IV In cases where the University receives large number of applications, the Screening Committee will draw a list of all the candidates in descending order indicating the Academic score obtained by them according to table mentioned above.
- V On the basis of Academic Score, maximum 10 candidates shall be called for interview for each post in order of the Academic Score obtained by them.
- VI In case of tie in academic score of two or more candidates, all such tied candidates shall be called for interview over and above the maximum candidates as specified in clause V above.

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11.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Track record of championships won and Games and sports athletic skills. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

12 University Deputy Director of Physical Education and Sports

12.1 Shortlisting/Screening

- I All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee duly constituted by the University.
- II The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- III Applications received for the post of Deputy Director of Physical Education and Sports from the eligible candidates shall be screened on the basis of their achievements in the sphere of sports and games since the time of joining as Assistant Director of Physical Education and Sports.

12.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidate's suitability for the post in question in terms of his/her Evaluation of achievements in sports and games (in international/national/state level events) and Organizational skills / Plans of sports. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

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13 University Director of Physical Education and Sports

13.1 Shortlisting/Screening:

- I All the applications received by the University shall be scrutinized by a Screening/Scrutiny Committee duly constituted by the University.
- II The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
- III Applications received for the post of Director of Physical Education and Sports from the eligible candidates shall be screened on the basis of their achievements in the sphere of sports and games since the time of joining as Deputy Director of Physical Education and Sports.

13.2 Selection/Interview

The selection shall be based on the performance in the interview of 100 points. The Selection Committee shall evaluate the candidates suitability for the post in question in terms of his/her Evaluation of research papers in peer-reviewed / UGC-listed journals, Evaluation of achievements in sports and games (in international/national/state level events), and Organizational skills / Plans of sports. After the interview of each candidate, the Selection Committee shall draw a unanimous consensus about the marks to be awarded to the candidate and recommend selection based upon merit drawn on the basis of these marks. The decision of the Selection Committee has to be unanimous, recorded and proceedings of the Committee have to be signed by all members. This decision of the Committee shall be final.

14.0 Constitution of Screening Committees

For University Assistant Director/Deputy Director/Director of Physical Education and Sports:

The Screening Committee shall have minimum three persons drawn as under by the Vice-Chancellor:-

1. One Dean of the Schools nominated by the Vice-Chancellor;
2. The Director/Deputy Director of Physical Education and Sports; and
3. Up to two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor.

The Vice-Chancellor shall nominate one person as Chairperson of the Committee.

Notes:

1. For the Screening committee specified above, Dean of School/Head of Department/Director/Deputy Director of Physical Education and Sports should be either in the same or higher rank/position than the rank/position for which the

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- screening is to be held.
2. Where there is no Director/Deputy Director of Physical Education and Sports, three experts shall be nominated by the Vice-Chancellor.

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CENTRAL UNIVERSITY OF SOUTH BIHAR

Guidelines for Promotion under Career Advance Scheme for Assistant Professor, Associate Professor, Professor, University Assistant Librarian, Deputy Librarian, University Assistant Director of Physical Education and Sports and Deputy Director of Physical Education and Sports

1.0 Assessment Process, Assessment Criteria and Methodology

1.1 The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:

1.1.1 **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the University at the beginning of each Academic Session and returning and discussing the answers in the class.

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

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

1.2 Assessment Process

The following **three-step** process shall be followed for assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to university a self-appraisal report in the prescribed Proforma. 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/HoD in-charge. The submission should be through the HoD/HoD in-charge.

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

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of UGC Regulations 2018.

1.3 Assessment Criteria and Methodology

1.3.1 Tables 1 and 2 of Appendix II of UGC (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 are applicable to promotion under CAS for University teachers;

1.3.2 Table 4 of above-mentioned Appendix II is applicable to Assistant Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

1.3.3 Table 5 of above-mentioned Appendix II is applicable to Assistant Directors of Physical Education and Sports and Deputy Directors/Directors of Physical Education and Sports for promotion under Career Advancement Scheme

1.4 The criteria for promotions under Career Advancement Scheme shall be in accordance with UGC Regulations 2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma as evolved by the university supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in UGC Regulations 2018. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University may initiate the process of screening/selection, and complete the process within six months from the receipt of application. The candidates who fulfil all other criteria mentioned in UGC Regulations 2018, can be considered for promotion from the date, on or after the date, on which they fulfil eligibility conditions.
- II. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II above-mentioned UGC Regulations, 2018.
- III. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

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- IV. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- V. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of above-mentioned Appendix II of UGC Regulations 2018 at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment, shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VI. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC Regulations 2018.

OR

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of UGC Regulations 2018.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Regulations for the promotion from one Academic

Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

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

TABLE-A
Minimum API requirement for the promotion of teachers under CAS in University Departments

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

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TABLE-B

Minimum API requirement for the promotion of Library staff under CAS in Universities

S. N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

TABLE-C

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

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

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- VII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st December, 2018.

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

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfil the eligibility and performance criteria as laid down in UGC Regulations 2018.

B. Career Advancement Scheme (CAS) for University teachers:

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

Eligibility:

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) 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 / MOOCs course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1 above-mentioned UGC Regulation 2018), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

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

Eligibility:

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

CAS Promotion Criteria:

A teacher shall be promoted if:

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

- i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- ii) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10

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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) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- v) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.
- iii)

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

Eligibility:

- i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- iv) Evidence of having successfully guided doctoral candidate.
- v) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

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

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

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

Eligibility:

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

Career Advancement Scheme (CAS) for Librarians:

Note: The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14.

VI. From University Assistant Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11):

Eligibility:

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

- a. He/she has attended at least one Orientation course of 21 days' duration; and
- b. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and other activities as per Appendix II, 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), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

VIII. From University Assistant Librarian (Selection Grade/Academic level 2) to University Deputy Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IX. The criteria for CAS Promotions from University Deputy Librarian to University Librarian shall be the following:

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

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

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

Note: The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14.

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

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil. or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

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CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

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

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

- i) He/she has completed three years of service.
- ii) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

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CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV The criteria for CAS Promotions from University Deputy Director Physical Education and Sports to University Deputy Director Physical Education and Sports shall be the following:

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- iii) Evidence of organising competitions and 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) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

1.6 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:

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A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the concerned School;
- iii) The Head of the concerned Department and
- iv) Up to two subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For University Assistant / Deputy Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) One Dean of the Schools nominated by the Vice-Chancellor;
- iii) The Librarian; and
- iv) Up to two expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

C. For University Assistant Director, Physical Education and Sports:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) One Dean of the Schools nominated by the Vice-Chancellor;
- iii) The University Director, Physical Education and Sports; and
- iv) Up to two expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

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

1.7 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma based on UGC Regulations 2018 and as per the minimum requirement as specified:

- i. In Appendix II, Table 1 and Table 2 for each of the cadre of Assistant Professor;
- ii. In Appendix II, Table 4 for each of the cadre of Librarian; and
- iii. In Appendix II, Table 5 for each of the cadre of Physical Education and Sports shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

1.8 Constitution of Selection Committee

I Associate Professor in the University

- A.** The Selection Committee for the post of Associate Professor in the University shall have the following composition:

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- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor.
 - iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the statutory body of the University.
 - iv) Dean of the concerned School.
 - v) Head of the concerned Department.
 - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- B. At least four members, including two outside subject experts, shall constitute the quorum.

II Professor in the University

- A. The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i) Vice-Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor.
 - iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the statutory body of the university.
 - iv) Dean of the concerned School.
 - v) Head of the concerned Department.
 - vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- B. At least four members, including two outside subject experts, shall constitute the quorum.

III Senior Professor

- A. The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- i) Vice Chancellor who shall be the Chairperson of the Committee.

- ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor.
 - iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the statutory body of the university.
 - iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the concerned School.
 - 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 a minimum of ten years' experience) of the concerned Department.
 - vi) An academician (not below the rank of a 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.** Four members, including two outside subject experts, shall constitute the quorum.

1.9 Selection Committees for the posts of Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library, practicing Librarian shall be associated with the Selection Committee as one of the subject experts.

Note: For all Selection committee specified above, Dean of School/Head of Department should be either in the same or higher rank/position than the rank/position for which the screening is to be held.

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

Note :

In case of any discrepancy/variation between these Regulations and UGC (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, the provision stated in UGC Regulation 2018 shall prevail.

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PROCEDURE / NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR
(Act Section 28 (1)(o); Statute 18)

Sl. No.	Existing Ordinance	Amendment proposed	After amendment would be read as
7.1	<p>The University shall issue an all-India advertisement for recruitment to the teaching posts in at least two leading national dailies with at least 30 days' time for submission of application and to make appointments thereto on all India basis on the recommendations of the Selection Committee.</p> <p>The University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.</p>	No change	Same as Column No. 1
7.2	Meetings of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council. The Chairman - Convenor of the Selection Committee, or the officer authorized by him in this regard, shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting.	No Change	Same as Column No. 1
7.3	Where an expert, who has assented to attend the Selection Committee on the date fixed for the same, communicates his inability to be present, for the meeting thereof, the Vice-Chancellor may invite another expert out of the panel approved by the Executive Council to take his place, and in such a case the requirement of notice specified in clause 7. 3 shall stand suitably relaxed.	To delete "or does not report"	Where an expert, who has assented to attend the Selection Committee on the date fixed for the same, communicates his inability to be present, for the meeting thereof, the Vice-Chancellor may invite another expert out of the panel approved by the Executive Council to take his place, and in such a case the requirement of notice specified in clause 7.2 shall stand suitably relaxed.
7.4	Members of Selection Committee and/or Executive Council are expected to disassociate with the selection process, if any of their ward/relative/kin is a candidate. (Note- No applicant should be known or related by blood/ marriage either to the Expert or their spouse).	No Change	Same as Column No. 1

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7.5	The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2)(ii).	No Change	Same as Column No. 1
7.6	The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed. In addition to the same, the Vice-Chancellor may, in consultation with the concerned Dean and Head of the Department/Centre, recommend to the Academic Council such further specifications or any other condition as required for the post concerned.	No Change	Same as Column No. 1
7.7	The prescribed qualification and experience will be the minimum required. But the mere fact that a candidate possesses the same, will not entitle him for being called for interview.	No Change	Same as Column No. 1
7.8	The University will have the right to shortlist the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations made from time to time for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.	No change	Same as Column No. 1
7.9	It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1).	No Change	Same as Column No. 1
7.10	The rules and procedures prescribed by the Govt. of India in respect of the reserved categories shall be followed as provided in Section 7 of the University Act.	No Change	Same as Column No. 1
7.11	Subject to the provisions of Statute 18, the selection procedure shall be as laid down by the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education - 2010", as amended from time to time.	To replace the UGC Regulation 2010 by UGC Regulation 2018	Subject to the provisions of Statute 18, the selection procedure shall be as laid down by the "UGC (Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education) Regulations - 2018", as amended from time to time.
7.12	The Selection Committee for any post shall not consider the name of any candidate except if such candidate has, after duly submitting an application in response to the advertisement referred to in clause 7.1, appeared before the	No Change	Same as Column No. 1





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<p>Selection Committee for interview and participated in such other modes of assessment as the Selection Committee or the Vice-Chancellor may determine:</p> <p>Provided that where an applicant requests, for good and sufficient reasons, to be considered in absentia, the Selection Committee, with the approval of the Vice-Chancellor, may consider such request:</p> <p>Provided further that in the case of direct recruitment to a post of the rank of Professor, the Selection Committee may, with the approval of the Vice-Chancellor, consider in absentia the names of eminent persons who have not submitted such application:</p> <p>Provided further that in case of an applicant residing abroad, the Selection Committee, with the approval of the Vice-Chancellor, may consider interviewing the candidate through tele-video conferencing.</p>			
7.13	<p>The process of selection shall involve assessment of aptitude for teaching and research, and ability to communicate clearly and effectively, and to analyse and discuss, and other modes of assessment, referred to in clause 7.14 and may include methods such as a preliminary interview or a seminar presentation or, in the case of the post of Assistant Professor, also a written test or, his exposure to a class room situation.</p>	No Change	Same as Column No. 1
7.14	<p>No recommendation of a Selection Committee shall be considered to be valid except if the majority of the members present, including not less than half the number of participants from amongst the experts and the Visitor's nominee (taken together), is in agreement with the same:</p> <p>Provided that in case there is a tie in the Selection Committee in respect of any recommendation, the Chairperson thereof shall have discretion to exercise a casting vote.</p>	No Change	Same as Column No. 1
7.15	<p>The Head of the Department/Centre shall not participate in the Selection Committee in case he is himself a candidate for the post concerned or the post is of a higher rank than his current post, and in such a case the Vice-Chancellor may</p>	To delete the proviso in 2 nd paragraph	The Head of the Department/Centre shall not participate in the Selection Committee in case he/she is himself/herself a candidate for the post concerned or the post is of a higher rank than his current post, and in such

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	invite one of the senior teachers of the Department of appropriate rank to take his place: Provided that for the post of Assistant Professor, the Dean of the Faculty, shall participate in the Selection Committee only if the Head of the Department/Centre is unable to participate in the same.		a case the Vice-Chancellor may invite one of the senior teachers of the Department of appropriate rank to take his place.
7.16	In case of selection for two or more posts in the same Department/Centre on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.	No Change	Same as Column No. 1
7.17	No recommendation shall be made with a condition attached to the occurrence of future events.	No change	Same as Column No. 1
7.18	The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, if it is of the opinion that he will be suitable for the next lower post, may make such recommendation.	No change	Same as Column No. 1
7.19	The statutory provision for relaxing age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them as per directives of Government of India.	To write PwD in place of PH	The statutory provision for relaxing age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ ST/ OBC/ PwD categories will be made applicable to them as per directives of Government of India.
7.20	If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.	No change	Same as Column No. 1
7.21	When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation.	No change	Same as Column No. 1
7.22	The number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly. Further, it shall have right not to appoint any person for reasons to be recorded.	No change	Same as Column No. 1
7.23	The in-service candidates should apply through proper channel.	No change	Same as Column No. 1

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7.24	Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single towards journey. expenses on production of ticket numbers / proof.	To modify the sentence	Outstation candidates belonging to SC/ST categories called for interview will be reimbursed expenses towards single to and fro journey by train on production of valid proof of ticket.
7.25	Canvassing in any form by or on behalf of any candidate will disqualify such candidate and he will be further liable to action in accordance with law.	No change	Same as Column No. 1
7.26	The Chairman - Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.	No change	Same as Column No. 1
7.27	The Selection Committee's recommendations, finally approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.	No change	Same as Column No. 1
7.28	No person recruited as a member of teaching staff shall be entitled for any pay protection/additional increments. However, a person so recruited may be entitled to pay protection/additional increments, if so recommended by the Selection Committee and approved by the Executive Council.	To be changed as column 3. To delete the provision for additional increment and add a separate clause as 7.29 for additional increment.	A person recruited as a member of teaching staff shall be entitled for counting of past service and pay protection in accordance with the UGC/Government of India rules as amended from time to time.
7.29		To be added	A person recruited as a member of teaching staff shall be considered for additional increment in addition to the non-compounded advance increment, if so recommended by the Selection Committee and approved by the Executive Council.
7.30	The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped/Woman candidates need not pay Registration Fee.	To replace the word Registration Fee by Application fee	The application forms will be sold and application fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped/Woman candidates need not pay application fee.
7.31	In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Court situated at the Headquarter of the University..	To add the word Hon'ble Patna High Court	In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Hon'ble Patna High Court.

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ORDINANCE - 8

CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

(Act Section 28 (1) (o); Statute 22, 24 & 25)

Sl. No.	Existing Ordinance	Amendment proposed	After amendment read as
8.1	<p>Teachers to be a whole time employee: No teacher of the University shall engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as approved by the University.</p> <p>Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the Examination work of Universities or Learned Bodies or Public Service Commissions or Selection Process or to any Literary Work or Publication or Radio/Television talk or Extension Lectures or any other academic work with the permission of the Vice-Chancellor.</p> <p>Explanation: For the purpose of this Ordinance, "Teacher" means a whole-time salaried teacher appointed as Professor/Associate Professor/Assistant Professor as regular/contract/special contract and those appointed through special mode. This shall not include Honorary/Visiting/Part-time/Ad-hoc/Adjunct/Emeritus Professor and also Scholars-in-Residence.</p>	<p>To delete "with the permission of the Vice-Chancellor" in the last line of second para</p>	<p>Teachers to be a whole time employee:</p> <p>No teacher of the University shall engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as approved by the University.</p> <p>Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the Examination work of Universities or Learned Bodies or Public Service Commissions or Selection Process or to any Literary Work or Publication or Radio/Television talk or Extension Lectures or any other academic work.</p> <p>Explanation:</p> <p>For the purpose of this Ordinance, "Teacher" means a whole-time salaried teacher appointed as Professor/Associate Professor/Assistant Professor as regular/contract/special contract and those appointed through special mode. This shall not include Honorary/Visiting/Part-time/Ad-hoc/Adjunct/ Emeritus Professor and also Scholars-in-Residence.</p> <p>Same as Column No. 1</p>
8.2	<p>Nature of Duties:</p> <p>Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed thereunder, for the time being in force and generally act under the direction of the authorities of the University.</p>	<p>No change</p>	<p>Same as Column No. 1</p>
8.3	<p>Temporary and Permanent Service:</p> <p>(i) A teacher shall be a temporary teacher of the University, until he is confirmed in a permanent post under the University;</p> <p>(ii) A teacher confirmed in permanent post under the University shall be a permanent teacher of the University.</p>	<p>No change</p>	<p>Same as Column No. 1</p>

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8.4	Period of Probation, Confirmation and Seniority:		
8.4.1	<p>Probation and Confirmation</p> <p>(1) Every teacher appointed on a permanent post, shall be on probation for a period of twenty four months: Provided that the appointing authority may extend the period of probation for further period not exceeding 12 months.</p> <p>Provided further that the period of probation can be terminated before or on the date of completion of two years or the extended period.</p> <p>However, a teacher appointed by the Executive Council under Statute 19 (1) shall be deemed to be confirmed with effect from the date he joins duty.</p> <p>(2) During the period of probation the teacher appointed on a permanent post shall not be given permission to apply or appear for interview in any institution and other bodies outside the University:</p> <p>(3) Provided that the Executive Council may for reasons to be recorded, waive the condition of probation:</p> <p>(4) Where the work and conduct of a teacher appointed on probation is considered satisfactory by the appointing authority/Executive Council, it may at the end of the period of probation, confirm the teacher. However, such confirmation shall not be automatic and the teacher shall be considered confirmed only on issuance of confirmation order.</p>	<p>To amend in accordance with clauses 11.0 to 11.5 of UGC Regulations 2018</p>	<p>8.4.1 Probation and Confirmation</p> <p>(i) The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.</p> <p>(ii) The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.</p> <p>(iii) It is obligatory on the part of the University to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.</p> <p>(iv) The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the UGC/Central Government.</p> <p>(v) All other Central Government rules on probation and confirmation shall be applicable as issued from time to time.</p> <p>(vi) However, a teacher appointed by the Executive Council under Statute 19 (1) shall be deemed to be confirmed with effect from the date he joins duty.</p>
8.4.2	<p>Annual Academic Progress Report</p> <p>Every teacher shall have to annually submit his Annual Academic Progress Report in the format approved by the Vice-Chancellor from time to time to the Head or Dean of the Department/Centre of the School who will be the Reporting Authority of the teacher, for evaluation of his performance.</p>	<p>No change</p>	<p>Same as Column No. 1</p>

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<p>The teacher will have to specify his academic contributions of the preceding year and also submit plans for the academic activities of the coming/current year in the prescribed format.</p> <p>This Annual Academic Progress Report shall be forwarded to the Vice-Chancellor, the Reviewing Authority, who may frame Regulations for review process and he may decide to report to the Executive Council any case of extra ordinary achievements or failures for any further action which shall be final.</p>		
<p>8.4.3 Seniority</p> <p>(1) (a) The principles and rules for the determination of the seniority of teachers of the University and the procedure for the resolution of disputes arising in respect of their inter-se seniority, shall be as prescribed by clause 2 of Statute 24.</p> <p>(b) The up-to-date Seniority List of teachers to be maintained by the Registrar, as prescribed by clause (2) of Statute 24, shall indicate the general order of seniority of teachers as well as inter-se seniority of teachers within each cadre which shall be final for all official purposes where seniority is a consideration.</p> <p>(2) (a) A Professor shall be deemed senior to Associate Professor and an Associate Professor shall be deemed senior to Assistant Professor.</p> <p>(b) The following rules shall govern the inter-se seniority of teachers, acting as officers or other functionaries, for various purposes, including membership of authorities and other bodies –</p> <p>(i) subject to the provisions of serial numbers (i) and (iii), the seniority amongst Deans of School/Heads of Departments/Centres shall be determined by the length of their respective periods of service in the office concerned;</p> <p>(ii) where two or more Deans of School, or Heads of Departments/Centres within the University, have held such office for an equal length of time, the Dean of School, or Head of Department/Centre, who is senior as teacher shall be considered to be the senior-most within the concerned category;</p> <p>(iii) where two or more Deans of Schools, Heads of Departments/ Centres, have held such office for an</p>	<p>No change</p>	<p>Same as Column No. 1</p>

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equal length of time, the person who is senior in age shall be considered to be the senior-most within the concerned category:

- (c) Subject to the provisions of sub-clauses (d) to (f), the following rules shall apply in the determination of the inter-se seniority of teachers within each cadre -
- (i) inter-se seniority within each cadre of teachers shall be determined, in relevant cases with reference to the provisions of serial numbers (ii) and (iii), by the length of continuous service from the date of taking charge of the concerned post pursuant to appointment to the cadre, by direct recruitment on permanent basis or by promotion, on the recommendation of a regular Selection Committee;

Provided that the inter-se seniority amongst two or more teachers appointed, at the same time, to a cadre in the same Department/Centre, instead of being governed by the criterion of length of continuous service, in case they have so been appointed -

- (a) by direct recruitment, shall be determined in accordance with their place in the order of preference or order of merit;
- (b) by promotion, shall be the same as it was in the cadre to which they belonged immediately before such promotion;
- (ii) a teacher shall not be included in the Seniority List during the period, including extended period, of probation, but upon confirmation shall be eligible for inclusion in the said List, subject to the provisions of, serial number (i), with effect from the date of his appointment on probation;
- (iii) a teacher appointed to a temporary post on the recommendation of a regular Selection Committee shall not be included in the Seniority List during the period of his temporary service, but after confirmation, following appointment to a permanent post, in the prescribed manner, shall be eligible, subject to the provisions of serial number (ii), for the inclusion of the period of his regular continuous service on such temporary post for the purpose of determining seniority;

Provided that the determination of the seniority of such teacher after the inclusion of the said period of temporary service shall not affect the existing seniority of another teacher who was appointed to the same cadre on permanent basis on a date prior to the date of the permanent appointment of the former;

(iv) a teacher of a particular cadre in a unit of the University shall, after confirmation and subject to the provisions of serial numbers (i), (ii) and (iii), be eligible, for the purposes of determining the length of his continuous service in the concerned cadre, to be granted credit of the immediately preceding period of his confirmed service by direct recruitment or service by promotion, on a post of the same rank or grade (hereafter in this clause referred to as "the earlier service") in another such unit, of the University:

Provided that the grant of such credit of earlier service in an institution of higher education shall be governed by the provisions of sub-clause(d):

(v) the claim of a teacher for the grant of the benefit of the provisions of serial number (ii) or (iii), or of credit of his earlier service under the provisions of serial number (iv), shall be submitted to the Registrar, who shall place the same, along with his recommendations thereon, in accordance with the provisions of this sub-clause and sub-clauses (d) and (f), to the Vice-Chancellor for orders, and shall issue such orders to the teacher concerned and also duly amend the Seniority List on the basis of VC's order

(d) The University shall give full credit to the length of confirmed service in the same cadre/rank/grade in another Central University or in a Central Government funded and regulated institution such as IIT, or IIM, or an unambiguously specified equivalent institution. In the case of other Universities or institutions of higher learning, the Executive Council of the University is empowered to decide whether full credit, half or partial credit or no credit be given to earlier service there, after consideration and if necessary in consultation with relevant academic authorities on the academic standing and characteristics of the institution concerned.

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<p>(e) Where two or more teachers of the same cadre are eligible for counting the same length of continuous service in the cadre to which they belong, their inter se seniority shall be determined in the following manner</p> <p>(i) in the case of Professors, the length of service as Associate Professor in this University, shall be taken into consideration, but where the length of service as Associate Professor is identical the length of service as Assistant Professor shall be taken into consideration;</p> <p>(ii) in the case of Associate Professor, the length of service as Assistant Professor in this University, shall be taken into consideration;</p> <p>(f) Where the inter se seniority of two or more teachers, other than Assistant Professors, cannot be determined in accordance with the provisions of sub-clauses (c) and (e), the same shall be determined on the basis of seniority in age.</p>		
<p>8.5</p> <p>Increment Every teacher shall be entitled to increment in his scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his written representation.</p>	<p>No change</p>	<p>Same as Column No. 1</p>
<p>8.6</p> <p>Age of retirement: Subject to the provision of Statute 25, every teacher in the service of the University, shall continue in such service until he attains the age of superannuation as prescribed by the UGC from time to time. Provided further that if the date of Superannuation of a teacher falls at any time during the academic session, the Executive Council may on the recommendation of the Vice - Chancellor re-employ the teacher for any period up to the end of the academic session.</p>	<p>To add "prescribed by the UGC from time to time" in place of as approved by the University</p>	<p>Age of retirement: Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he attains the age of superannuation as prescribed by the UGC from time to time. Provided further that if the date of Superannuation of a teacher falls at any time during the academic session, the Executive Council may on the recommendation of the Vice - Chancellor re-employ the teacher for any period up to the end of the academic session.</p>
<p>8.7</p> <p>Re-employment of superannuated/retired teachers In special cases, a teacher on his attaining the age of superannuation, may be re-employed for a limited period of 3 years in the first instance and then for further period of 2 years purely on the basis of his merit, experience, area of specialization, projects under him and the no. of students pursuing Ph.D. under him. Such engagement shall adhere with the UGC and Govt. of India guidelines issued in this regard</p>	<p>To add "subject to availability to vacant positions and fitness upto the age of seventy years" after the word re-employed in second line</p>	<p>Re-employment of superannuated/retired teachers In special cases, a teacher on his attaining the age of superannuation, may be re-employed, subject to availability to vacant positions and fitness, up to the age of seventy years for a limited period of 3 years in the first instance and then for further period of 2 years purely on the basis of his merit, experience, area of specialization, projects under him and the number of</p>

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<p>from time to time: Provided that if the Executive Council is satisfied that such an appointment is in the interest of the University, it may on the recommendation of the Vice-Chancellor re-employ a teacher. A re-employed teacher shall not be eligible to be appointed as Chairperson of a Department/Centre or Dean of a School or for any other administrative assignment such as Dean of Students, Chief Proctor, Provost, etc. However, in the remaining situations not involving administrative functions and responsibilities such as involving administrative functions and responsibilities such as Advisory and Consultative Bodies, the University shall continue to utilize the expertise of all its faculty members. The superannuated teacher shall continue to contribute not only in teaching and research guidance but also for academic evaluation and assessment as well as management of research projects. They will also continue to be members of various academic bodies such as Board of Studies and Committees, except Selection Committee, constituted at the level of University, School or Department/Centre for making recommendations for the consideration of the Authorities of the University.</p>		<p>students pursuing Ph.D. under him. Such engagement shall adhere with the UGC and Govt. of India guidelines issued in this regard from time to time: Provided that if the Executive Council is satisfied that such an appointment is in the interest of the University, it may on the recommendation of the Vice-Chancellor re-employ a teacher. A re-employed teacher shall not be eligible to be appointed as Chairperson of a Department/Centre or Dean of a School or for any other administrative assignment such as Dean of Students, Chief Proctor, Provost, etc. However, in the remaining situations not involving administrative functions and responsibilities such as Advisory and Consultative Bodies, the University shall continue to utilize the expertise of all its faculty members. The superannuated teacher shall continue to contribute not only in teaching and research guidance but also for academic evaluation and assessment as well as management of research projects. They will also continue to be members of various academic bodies such as Board of Studies and Committees, except Selection Committee, constituted at the level of University, School or Department/Centre for making recommendations for the consideration of the Authorities of the University.</p>
<p>8.8 Special Contracts: Not with standing anything contained in these Ordinances, the Executive Council may, in special cases, appoint teachers on long term deputation basis for a period upto ten years. Further, during the period of this extended leave of absence not exceeding the date of their superannuation, such employees will have the option to retain their lien with the lending organisation/Department from which they proceeded on deputation/foreign service.</p>	<p>No change</p>	<p>Same as Column No. 1</p>
<p>8.9 Variations in terms and conditions of service Every teacher shall be bound to act in conformity with the Act, Statutes, Ordinances, Regulations and Rules of the University as well as Code of Professional Ethics formulated by the University: Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment in regard to designation, scale of pay, increment,</p>	<p>No change</p>	<p>Same as Column No. 1</p>

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<p>provident fund, retirement benefits, age retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.</p> <p>8.10 Professional Code of Conduct</p> <p>Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.</p> <ul style="list-style-type: none"> (i) Any lapses in performing his duties as assigned by the University from time to time. (ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the University. (iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects or any other such actions which are against the interest of the University. (iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University. (v) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term. (vi) Gross partiality in assessment of students, deliberately over-marking/under-marking or attempts at victimization on any grounds. 	<p>No change</p>	<p>Same as Column No. 1</p>
<p>8.11 Resignation:</p> <p>A whole-time salaried teacher may, at any time, resign by giving the University three months' notice in writing or on payment to the University, 3 months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers.</p> <p>Provided that the Executive Council may waive the requirement of notice at its discretion.</p>	<p>To add "Executive Council/Chair of Executive Council on its behalf" in place of Executive Council in para 2</p>	<p>Resignation:</p> <p>A whole-time salaried teacher may, at any time, resign by giving the University three months' notice in writing or on payment to the University, 3 months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.</p> <p>Provided that the Executive Council/Chair of the Executive Council on its behalf may waive the requirement of notice at its discretion.</p>

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8.12	Termination of service of probationers: (i) Where the post, to which a teacher has been appointed on probation, is abolished or deployed elsewhere, or the services of the teacher are no longer required for such post or no more suitable in the interest of the institution, the Executive Council/Chair of the Executive Council on its behalf may dispense with his services during the period, including extended period, of probation. (ii) The services of a temporary teacher may be terminated by the Executive Council/Chair of the Executive Council on its behalf without assigning any reason – (a) During the period of probation following the first appointment, at any time without notice; and (b) If the appointment is temporary at any time by a notice of one month in writing given by the appointing authority to the employee or forth-with by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his service, or as the case may be, for period by which such notice falls short of one month.	No change	Same as Column No. 1
8.13	Voluntary Retirement and Compulsory Retirement: The provisions for opting for Voluntary Retirement and Compulsory Retirement as prescribed by the Government of India and UGC from time to time shall be admissible to the confirmed teachers in the service of the University.	No change	Same as Column No. 1
8.14	Contract The written contract between a teacher and the University required to be entered into under Section 33 (1) of Central University Act shall be in the form prescribed by the Ordinances	No change	Same as Column No. 1
8.15	Fixation of pay of re-employed pensioners As per the Government of India Rules issued from time to time.	No change	Same as Column No. 1
8.16	Teaching Days and Work Load The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and Government of India from time to time.	No change	Same as Column No. 1
8.17	Notwithstanding anything contained in these Ordinances, the Vice-Chancellor shall have the right to take decisions regarding any urgent matter or problem of impending nature in	No change	Same as Column No. 1




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respect to the provisions contained herein before and the Vice-Chancellor shall report the matter to the Executive Council in its next meeting.

THE SCHEDULES TO ORDINANCE
SCHEDULE I
FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH
TEACHERS OF THE UNIVERSITY

AGREEMENT MADE this day of the Month of
.....
in the Year

between

Prof./Dr/Sri/Smt./Km.....
of the first part
(hereinafter called 'the Teacher')

and

the CENTRAL UNIVERSITY OF BIHAR, of the other part
(hereinafter called 'the University');

WHEREAS, in accordance with the provisions of the Central Universities Act, 2009 (hereinafter called "the Act"), and the Statutes, the Ordinances and the Regulations made thereunder (hereinafter called "the Statutes", "the Ordinances" and "the Regulations", respectively), Prof./Dr./Sh./Smt./Km.

has been appointed by the University to be a teacher of the University, on

(i) To change the name of the University as Central University of South Bihar in place of Central University of Bihar.

(ii) To add following two clause as clause No. 5 and clause 6 in place of clause 5 as under:

5. A person recruited as a member of teaching staff shall be entitled for counting of past service and pay protection in accordance with the UGC/Government of India Rules.

6. A person recruited as a member of teaching staff shall be considered for additional increment in addition to the non-compounded advance increment, if so recommended by the Selection Committee and approved by the Executive Council.

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Signature

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the post _____ of

assigned for the time being to —

the Department/Centre _____ of

the School _____ under
of

with effect from the date he takes charge of the duties of the said post, and
the Teacher has accepted the said appointment,
IT IS HEREBY AGREED as follows —

1. That the Teacher hereby undertakes to perform and fulfil such functions and duties in, and for, the University, as may be required of, or entrusted to, him, under the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions:

PROVIDED that the Teacher shall be on probation for a period of one year in the first instance and the Executive Council may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Teacher may at any subsequent time be assigned by the Executive Council to a Department/Centre under a School, other than that specified hereinabove:

PROVIDED ALSO that the Teacher shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Teacher shall be governed by the said provisions and, where any such matter has

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also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Teacher is appointed shall be Rs., as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Teacher shall, from the date he takes charge of his duties, as aforesaid, be granted pay at the rate of Rs *per mensem* in the said scale of pay shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the teacher, the increment next above such bar shall not be given to the teacher, except without the specific sanction of the Executive Council or the officer empowered by the Executive Council in that regard.

3. That the Teacher hereby undertakes to submit himself to the officers and functionaries under whom he may, for the time being, be placed by the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his ability carry out, the lawful directions of any officer, functionary, authority or body of the University, to the authority whereof he is, while this agreement is in force, subject, under the said provisions.

4. That the Teacher hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics, as amended from time to time, laid down for teachers by the Statutes, the Ordinances and the Regulations.

5. That the teacher recruited as a member of teaching staff shall not be entitled for any pay protection/additional increments. However, the teacher so recruited may be entitled to pay

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protection/additional increments, if so recommended by the Selection Committee and approved by the Executive Council.

6. That on the termination of this agreement for whatever reason, the Teacher shall deliver up to the University all books, apparatus, records, property and other articles belonging to the University that may be in his possession.

7. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Act, and of the Statutes, Ordinances and Regulations for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures herein below.

Signature of the Registrar
or other authorised Officer
representing the University

Signature of the Teacher

Witness No. 1:

Witness No. 2:

Signature

Signature

Name:

Name:

Address:

Address:

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ORDINANCE - 9

LEAVE RULES FOR TEACHING STAFF

(Act Section 28 (1) (o); Statute 22)

Sl. No.	Existing Ordinance	Amendment proposed	After amendment read as
9.1	General Conditions: Leave how earned Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.	No change	Same as Column No. 1
9.1.1	Right to leave- (a) No leave shall be claimed as matter of right. Leave of any kind may be varied refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the University. (b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher who is under suspension.	No change	Same as Column No. 1
9.1.3	Maximum period of absence from duty on leave- (a) No teacher shall be granted leave of any kind for a continuous period exceeding five years. (b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty, other than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five	No change	Same as Column No. 1

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<p>years, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.</p>		Same as Column No. 1
<p>9.1.4 Application for leave Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons. The faculty prior to proceeding on leave shall write in the leave application, arrangement of teaching and other academic duties and his full address where he will be residing during the leave period. Note: Faculty member should not leave station till the order sanctioning leave has been issued.</p>	No change	Same as Column No. 1
<p>9.1.5 Commencement and termination of leave- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes his duty. (b) Sundays and other recognised holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave.</p>	No change	Same as Column No. 1
<p>9.1.6 Re-joining of duty before the expiry of the leave- (a) A teacher may return to duty before the expiry of the leave granted to him, with the permission of the competent authority. (b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Executive Council.</p>	No change	Same as Column No. 1
<p>9.1.7 Leave on medical grounds to be supported by medical certificates A teacher who applies for leave on medical grounds shall support his application with a medical certificate from a Registered Medical Practitioner. Leave or extension of leave on medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.</p>	No change	Same as Column No. 1

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9.1.8	<p>Re-joining duty on return from leave on medical grounds-</p> <p>No teacher who has been granted leave (other than casual leave) on medical grounds shall be allowed to return to duty without producing a certificate of fitness.</p>	No change	Same as Column No. 1
9.1.9	<p>Employment during leave</p> <p>A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached: Provided that this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies./Institutions or to any literary work or publication or radio or extension lectures, or with the permission of the Vice-Chancellor to any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.</p>	No change	Same as Column No. 1
9.1.10	<p>Absence without leave or overstay on leave-</p> <p>A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such period shall be debited against his leave account as leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.</p>	No change	Same as Column No. 1
9.1.11	<p>Conversion of one kind of leave to another-</p> <p>(a) At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time the leave was originally taken, but he cannot claim such conversion as a matter of right.</p> <p>(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn</p>	No change	Same as Column No. 1

	recovered as the case may be.		
9.1.12	Increment during leave If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay shall be given from the date the teacher resumes duty without prejudice to the normal date of him increment, except in those cases where the leave does not count for increment.	No change	Same as Column No. 1
9.1.13	Leave Year For the purpose of these Ordinances, unless otherwise specified, the term 'year' shall mean a calendar year.	No change	Same as Column No. 1
9.2	Kinds of Leave: 1. The following kinds of leave shall be admissible to permanent teachers: (i) Leave treated as duty, comprising Casual Leave, Special Casual Leave, and Duty Leave; (ii) Leave earned by duty, comprising Earned Leave, Half Pay Leave, and Commuted Leave; (iii) Leave Granted on Special Considerations, comprising Extraordinary Leave, and Leave Not Due; (iv) Leave not debited to leave account – (a) Leave for academic pursuits, comprising Study Leave, Sabbatical/Academic Leave; (b) Leave on grounds of health and family considerations, comprising Maternity Leave, Child Care Leave, Paternity Leave and Adoption Leave. 2. The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.	No change	Same as Column No. 1
9.2.1	Casual Leave (i) The 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.	No change	Same as Column No. 1
9.2.2	Special Casual Leave	No change	Same as Column No. 1




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	<p>(i) Special Casual Leave, not exceeding 10 days in an academic year, may be granted to a teacher:</p> <p>(a) To conduct examination of a University/Public Service Commission/ Board of Examination or other similar Bodies/Institutions; and</p> <p>(b) To inspect academic institutions attached to a statutory board, etc.</p> <p>(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.</p> <p>(iii) In addition, Special Casual Leave to the extent mentioned below, may also be granted:</p> <p>(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme, but leave in this case will be restricted to 6 working days; and</p> <p>(b) To a female teacher who undergoes non-puerperal sterilization, but leave in this case will be restricted to 14 days.</p> <p>(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.</p>		
9.2.3	<p>Duty Leave</p> <p>(i) Duty leave of the maximum of 30 days in an academic year may be granted for the following:</p> <p>(a) Attending conferences, congresses, symposia and seminars on behalf of the University and with the permission of the University;</p> <p>(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;</p> <p>(c) Working in another Indian or Foreign University, any other Agency, Institution or Organization, when so deputed by the University;</p> <p>(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</p>	<p>1. To delete the proviso of (e).</p> <p>2. To delete 'without or' in serial No. iii.</p> <p>3. To add Casual Leave in Serial No. iv.</p>	<p>Duty Leave</p> <p>(e) For performing any other duty assigned to him/her by the University;</p> <p>(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 may be sanctioned duty leave on reduced pay and allowances.</p> <p>(iv) Duty leave may be combined with earned leave, half pay leave, extraordinary leave or Casual Leave.</p>

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<p>(e) For performing any other duty for the University; Provided that such leave is granted generally during the period when the teacher concerned is not teaching courses, however in special cases such leave may be granted, if alternative arrangements for loss in teaching due to such duty leave is satisfactorily pre-arranged to avoid any loss in teaching.</p> <p>(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.</p> <p>(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 may be sanctioned duty leave without or on reduced pay and allowances.</p> <p>(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.</p> <p>(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.</p>	<ol style="list-style-type: none"> 1. To add "period of" in serial No. iii. 2. To add "removal of" in serial No. iv. 3. To delete "prefixes as well as suffixes as Earned Leave to vacation and add "combines vacation with earned leave" and delete "period" before amount of leave on average pay and add "which may be included in the particular period of leave" in clause iv. 	<p>Earned Leave</p> <p>(iii) The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.</p> <p>(iv) For removal of doubt, it may be noted that -</p> <p>(a) When a teacher both prefixes and suffixes Earned Leave to vacation, 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.</p> <p>(c) Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the</p>
<p>9.2.4 Earned Leave</p> <p>(i) The Earned Leave admissible to a teacher shall be:</p> <p>(a) 1/30th of actual service including vacation; plus</p> <p>(b) 1/3rd of the period, if any, during which he 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.</p> <p>(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days.</p> <p>(iii) 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.</p> <p>(iv) Explanation: For avoidance of doubt, it may be noted that -</p> <p>(a) When a teacher prefixes as well as suffixes Earned</p>	<p>Approved</p> <p>S. K. B. K.</p>	<p>(c) Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the</p>

<p>Leave to vacation, the period of vacation, shall be reckoned as leave in calculating the maximum period of leave on average pay.</p> <p>(b) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.</p> <p>(c) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.</p>	<p>(a). 4. To delete "non-vacation" in clause iv (c).</p>	<p>employees of the Central Governments.</p>
<p>9.2.5. Half-pay Leave</p> <p>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.</p> <p>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.</p>	<p>To modify the sentence according to UGC Regulation 2018.</p> <p>To add a Note after explanation</p>	<p>Half-pay Leave</p> <p>Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.</p> <p>Explanation: A "completed year of service" means the continuous service of a specified duration under the University and includes the periods of absence from duty as well as leave, including the extraordinary leave.</p> <p>Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India</p>
<p>9.2.6 Commuted Leave</p> <p>(i) 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 approved by the University to a permanent teacher subject to the following conditions:</p> <p>(ii) Commuted Leave during the entire service shall be</p>	<p>To add "to a permanent teacher" and delete "approved by the University"</p>	<p>Commuted Leave</p> <p>(i) Commuted Leave, not exceeding half the amount of Half-pay Leave due, may be granted to a permanent teacher on the basis of medical certificate from a Registered Medical Practitioner subject to the following conditions:</p> <p>(ii) Commuted Leave during the entire service shall</p>

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<p>limited to a maximum of 240 days;</p> <p>(iii) When Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-pay Leave due; and</p> <p>(iv) 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</p>		<p>be limited to a maximum of 240 days;</p> <p>(iii) When Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-pay Leave due; and</p> <p>(iv) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days at a time:</p> <p>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.</p>
<p>9.2.7 Extraordinary Leave</p> <p>(i) A permanent teacher may be granted Extraordinary Leave when:</p> <p>(a) No other leave is admissible; or</p> <p>(b) Other leave is admissible and the teacher applies in writing for the grant of Extraordinary Leave.</p> <p>(ii) Extraordinary Leave shall always be without pay and allowances.</p> <p>(iii) Extraordinary Leave shall not count for increment except in the following cases:</p> <p>(a) Leave taken on the basis of medical certificate;</p> <p>(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;</p> <p>(c) Leave taken for pursuing higher studies; and</p> <p>(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.</p> <p>(iv) 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</p>	<p>1. To replace the word "provided" with "and" in clause iii (a)</p> <p>2. To add "in the entire service period" and delete "full working life"</p>	<p>9.2.7 Extraordinary Leave</p> <p>(i) A permanent teacher may be granted Extraordinary Leave when:</p> <p>(a) No other leave is admissible; or</p> <p>(b) Other leave is admissible and the teacher applies in writing for the grant of Extraordinary Leave.</p> <p>(ii) Extraordinary Leave shall always be without pay and allowances.</p> <p>(iii) Extraordinary Leave shall not count for increment except in the following cases:</p> <p>(a) Leave taken on the basis of medical certificate;</p> <p>(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or re-join duty due to civil commotion or a natural calamity and the teacher has no other kind of leave to his credit;</p> <p>(c) Leave taken for pursuing higher studies; and</p> <p>(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.</p> <p>(iv) Extraordinary Leave may be combined with any other leave except Casual Leave and Special Casual Leave:</p> <p>Provided that the total period of continuous absence</p>


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	<p>certificate.</p> <p>(v) The total period of absence from duty shall in no case exceed five years in the full working life of the individual.</p> <p>(vi) The authority empowered to grant leave may retrospectively commute periods of absence without leave into Extraordinary Leave.</p>	<p>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.</p> <p>(v) The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.</p> <p>(vi) The authority empowered to grant leave may retrospectively commute periods of absence without leave into Extraordinary Leave.</p>
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<p>9.2.8</p>	<p>Leave Not Due</p> <p>(i) Leave Not Due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time, and 180 days in all, may be otherwise than on medical certificate. Such leave shall be debited against the Half-pay Leave earned by the teacher subsequently.</p> <p>(ii) Leave Not Due shall not be granted, except if the Vice-Chancellor is satisfied that, as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.</p> <p>(iii) A teacher to whom Leave Not Due is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned: Provided that 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:</p> <p>Provided further that the Executive Council may waive off, in any other exceptional circumstances, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.</p>	<p>1. To add unless in place of except if in serial No. ii</p> <p>2. To delete "provided that" in second para of serial No. iii</p>	<p>Leave Not Due</p> <p>(ii) Leave Not Due shall not be granted, unless the Vice-Chancellor is satisfied that, as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.</p> <p>(iii) A teacher to whom Leave Not Due is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned:</p> <p>In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council:</p> <p>Provided that the Executive Council may waive off, in any other exceptional circumstances, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned</p>
<p>9.2.9</p>	<p>Study Leave</p> <p>(i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special</p>	<p>To amend in accordance with UGC Regulation 2018</p>	<p>9.2.9 Study Leave</p> <p>(i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for</p>

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- study of the various aspects of University organization and methods of education.
- (ii) Subject to the terms contained in this Clause, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the University Statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any Department/Centre. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of two years' service being continuous. Explanation: In computing the length of service, the time during which a person was on probation or engaged as a Research Assistant may be reckoned provided: (a) the person is a teacher on the date of the application; (b) there is no break in service; and (c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department/Centre. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which

pursing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

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

(iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport DPE&S (other than as Associate Professor or Professor of a University, 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 or to make a special study of the various aspects of

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he is expected to return to duty after the expiry of study leave.

(vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

(vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

(viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.

(ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher.

University organisation and methods of education, giving full plan of the work.

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

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

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

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

(viii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of

A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(xi) A teacher granted study leave shall on his return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his study leave. (xiii) 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.

(xiv) A teacher availing himself of study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty on expiry of the study leave.

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

(xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his studies from his Supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the

the course of study unless the previous approval of the Executive Council to treat the period of shortfall as Extra-Ordinary leave has been obtained.

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

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

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

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

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

- (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, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

(xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself

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

(xv) The teacher on study leave shall submit to the Registrar of his/her parent University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.

xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Universities and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby

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<p>9.2.10</p> <p>Sabbatical/Academic Leave</p>	<p>(i) Permanent, whole-time teachers of the University who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.</p> <p>(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.</p> <p>(iii) A teacher, who has availed himself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.</p> <p>(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to his immediately prior to his proceeding on sabbatical leave.</p> <p>(v) 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 may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances. 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 re-joins the University on the expiry of his leave.</p>	<p>To amend in accordance with UGC Regulation 2018</p>	<p>impacting the academic standards of the University in the long run.</p> <p>Sabbatical</p> <p>(i) Permanent, whole-time teachers of the University who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.</p> <p>(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 of one year or more.</p> <p>(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.</p> <p>(iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.</p> <p>(v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the</p>	<p>202.</p>
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<p>due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, <i>provided</i> that the teacher re-joins the University on the expiry of his leave</p>		
<p>Same as Column No. 1</p>	<p>No change</p>	<p>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 only if the request is supported by a medical certificate.</p>
<p>Child Care Leave Women teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The Child Care Leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with the Central Government women employees. In the cases, where the Child Care Leave is granted for more than 45 days, the University may appoint a part time / guest substitute teacher with intimation to the UGC.</p>	<p>Amended as with some minor correction as written in column three</p>	<p>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 (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In cases, where the Child Care Leave is granted for more than 45 days, the University may appoint a part time / guest substitute teacher with intimation to the UGC.</p>
<p>Same as Column No. 1</p>	<p>No change</p>	<p>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.</p>
<p>Same as Column No. 1</p>	<p>No change</p>	<p>Adoption Leave Adoption Leave may be granted to teachers in accordance with the rules of the Central Government in</p>


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	this regards.		Same as Column No. 1
9.2.15	Quarantine Leave (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher. (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extraordinary leave. (iii) A teacher on quarantine leave shall not be treated as absent from duty and his pay shall not be affected.	No change	
9.2.16		To be added in 9.2.16 as prescribed in UGC Regulation 2018	Surrogacy Leave Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India
9.3	Authorities empowered to sanction Leave (a) Leave shall be sanctioned by the Competent Authority as specified in the following Table, to the extent of its power indicated therein, and the Competent Authority shall, before sanctioning the leave, ensure that the leave asked for is admissible and, in the case of leave debitable to the Leave Account, is at the credit of the teacher concerned. All cases for sanction of leave in excess of the limits laid down in the said Table, shall be submitted to the Executive Council for orders -		

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