

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of the notification no. 709 dated September 11, 2015.

No. 709 /LXX-1-2015-16(29)-2011

Dated Lucknow, September 11 2015

In exercise of the Powers under sub-section (1) of section 50 of the Uttar Pradesh State Universities Act, 1973 (President's Act no.10 of 1973), as amended and re-enacted by the Uttar Pradesh Universities (Re-enactment and Amendment) Act, 1974 (U.P. Act No. 29 of 1974) the Governor is pleased to make the following First Statutes for Khwaja Moinuddin Chishti Urdu, Arabi-Pharsi University, Lucknow.

FIRST STATUTES OF KHWAJA MOINUDDIN CHISHTI URDU, ARABI-PHARSI UNIVERSITY, LUCKNOW (2015)

CHAPTER I

Preliminary

1.01. (1) These Statutes may be called Khwaja Moinuddin Chishti Urdu, Arabi-Pharsi University, First Statutes, 2015.

(2) They shall come into force with effect from the date of publication in *Gazette*.

1.02. In these Statutes, unless the context otherwise requires -

(a) 'Act' means the Uttar Pradesh State Universities Act, 1973, as re-enacted by the Uttar Pradesh Universities (Re-enactment and Amendment) Act, 1974 and as amended from time to time;

(b) 'Clause' means a clause of the statute in which that expression occurs;

(c) 'Government' means the Government of Uttar Pradesh;

(d) 'Section' means a section of the Act;

(e) 'University' means Khwaja Moinuddin Chishti Urdu, Arabi-Pharsi University, and

(f) Words and expressions used in the Act but not defined in these Statutes shall have the meaning assigned to them in the Act.

1.03. In these Statutes, all references to the age of a teacher shall be construed to be references to the date of birth of the teacher concerned as mentioned in his High School certificate or that of any other examination recognized as equivalent thereto. Sections 49 & 50

CHAPTER II

OFFICERS AND OTHER FUNCTIONARIES OF THE UNIVERSITY

(A) The Chancellor

2.01. (1) The Chancellor may, while considering any matter referred to him under Section 68, call for such document or information from the University or parties concerned, as he may deem necessary and may, in any other case, call for any documents or information from the University.

Sections 10(4) & 49(c)

(2) Where the Chancellor calls for any documents or information from the University under clause (1), it shall be the duty of the Registrar to ensure that such documents or information are promptly supplied to him.

(3) If in the opinion of the Chancellor, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or these Statutes or abuses the powers vested in him and if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may, after making such inquiry as he deems proper, by order, remove the Vice-Chancellor.

(4) The Chancellor shall have power to suspend the Vice-Chancellor during the pendency or in contemplation of an inquiry referred to in clause (3).

(B) The Vice - Chancellor

Sections 13 (9)
& 49(c)

2.02. The Vice-Chancellor shall have power to call for such documents and information from an associated college in respect of any matter connected, with teaching, examination, research, finance or any matter affecting the discipline or efficiency of teaching in the college, as he thinks fit.

(C) The Finance Officer

Section 9 (c)

2.03. When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absent or if due to any other cause the Finance Officer is unable to perform the duties of his office, the duties of the office shall be performed by one of the Deans of the Faculties nominated by the Vice-Chancellor and if for any reason the same is not feasible, then by the Registrar or by such officer as may be nominated by the Vice-Chancellor.

The duties of the Finance Officer

Sections 15(7)
& 49 (c)

2.04. The Finance Officer –

- (a) shall exercise general supervision over the funds of the University;
- (b) may advise in any financial matter either *suo moto* or on his advice being sought;
- (c) shall keep a constant watch on the state of the cash and bank balances, and on the state of investments;
- (d) shall collect the income, disburse the payments and maintain the accounts of the University;
- (e) shall ensure that the registers of building, land, furniture and equipments are maintained up to-date and that stock checking of equipments and other consumable materials is conducted regularly in the University;
- (f) shall probe into any unauthorized expenditure and other financial irregularities and suggest the competent authority to take disciplinary action against persons at fault;
- (g) may call for any information or return from any department or unit of the University that he may consider necessary for the performance of his duties;
- (h) shall arrange for the conduct of continuous internal audit of the accounts of the University and shall pre-audit such bills as may be required in accordance with any standing orders in that behalf;
- (i) shall perform such other functions in respect of financial matters as may be assigned to him by the Executive Council or the Vice-Chancellor;

(j) shall, subject to the provisions of the Act and the Statutes, exercise disciplinary control over all the employees in the Audit and Accounts Section of the University below the rank of the Assistant Registrar (Accounts) and shall supervise the work of the Deputy/Assistant Registrar (Accounts) and the Accounts Officer.

2.05. If any difference of opinion arises between the Vice-Chancellor and the Finance Officer on any matter concerning the performance of the functions of the Finance Officer, the question shall be referred to the State Government whose decision shall be final and binding on both the officers. Sections 13 (9), 15 (7) & 49 (c)

(D) The Registrar

2.06 (1) Subject to the provisions of the Act and the Statutes, the Registrar shall have disciplinary control over all employees of the University, other than the following, namely- Sections 13 (9), 16(4), 21(i) (vi), 21(8), 49(c) & (e)

- (a) officers of the University;
- (b) teachers of the University, whether in relation to their work as teacher or while holding any remunerative office or in any other capacity such as examiner or invigilator;
- (c) the Librarian;
- (d) other employees referred to in section 17 of the Act;

(2) The power to take disciplinary action under clause (1) shall include the power to order dismissal, removal, reduction in rank, reversion, termination or compulsory retirement of an employee referred to in the said clause, and shall also include the power to suspend such employee during pendency of or in contemplation of any inquiry.

(3) No order shall be made under clause (2) except after an inquiry in which the employee has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges and where it is proposed after such inquiry, to impose upon him any such penalty, until he has been given a reasonable opportunity of making representation on the penalty proposed, but only on the basis of the evidence adduced during such inquiry.

Provided that this clause shall not apply in the following cases, notwithstanding that the order is based on any charge (including a charge of misconduct or inefficiency), if such order does not disclose on its face that it was passed on such basis -

- (a) an order of reversion of an officiating promotee to his substantive rank;
- (b) an order of termination of service of a temporary employee;
- (c) an order of compulsory retirement of an employee after he attains the age of fifty years;
- (d) an order of suspension.

2.07. An employee of the University aggrieved by an order referred to in Statute 2.06 may prefer an appeal (through the Registrar) to the Disciplinary Committee constituted under Statute 8.10 within fifteen days from the date of service of such order on him. The decision of the Committee on such an appeal shall be final. Sections 21 & 49

Section 16

2.08. Subject to the provisions of the Act, it shall be the duty of the Registrar:-

(a) to be the custodian of all properties of the University unless otherwise provided for by the Executive Council;

(b) to issue all notices convening meetings of the various Authorities referred to in sub-section (4) of section 16 with the approval of the competent authority concerned and to keep the minutes of all such meetings;

(c) to conduct the official correspondence of the Court, the Executive and the Academic Council and to enter into agreement;

(d) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which he acts as Secretary;

(e) to represent the University in suit or proceedings by or against the University, sign powers of attorney and verify pleadings.

(E) Deans of FacultiesSections 27 (4)
& 49 (b)

2.09. (1) If a casual vacancy occurs in the office of the Dean of any faculty or there is no Professor in any faculty, the duties of the office of Dean shall be performed by the Vice Chancellor, Pro-Vice-Chancellor or such Professor as the Vice-Chancellor may appoint for the purpose;

(2) no person shall continue to be a Dean after he has ceased to hold the post by virtue of which he came to hold the office of Dean.

Sections 27 (4)
& 64(2)

2.10 (1) A teacher who on the date of commencement of these Statutes has:-

(a) held the office of Dean for a period of three years or more, shall be deemed to have had his turn and the teacher next eligible in order of seniority shall assume office as Dean with effect from the commencement of these Statutes;

(b) not completed three years as Dean shall continue to hold the office of Dean till the completion of the period of three years and on such completion the teacher next eligible in order of seniority shall assume office as Dean.

(2) For the purpose of computing the period during which a teacher has held the office of Dean:

(a) any period during which such teacher was prevented from entering upon or continuing in the office of Dean by an order of any Officer of the University or of any court, shall be excluded;

(b) any period during which any teacher has, under an order of any officer of the University or of any court, been allowed to hold the office of Dean, it being ultimately found that he was not legally entitled to hold such office during that period, shall count towards his term of office of Dean when he next gets his turn.

Sections 18 &
49 (c)

2.11. The Dean of the Faculty shall have the following duties and powers:-

(i) he shall preside over all meetings of the Board of Faculty and shall see that the various decisions of the Board are implemented;

(ii) he shall be responsible for bringing the financial and other needs of the faculty to the notice of the Vice-Chancellor;

(iii) he shall take necessary measures for the proper custody and maintenance of libraries, laboratories and other assets of the departments comprised in the faculty;

(iv) he shall have the right to be present and to speak at any meeting of the Boards of Studies pertaining to his faculty but shall have no right to vote thereat unless he is a member thereof.

(F) The Dean of Students' Welfare

2.12. The Dean of Students' Welfare shall be appointed from amongst the teachers of the University, who possess teaching experience of not less than 15 years and who are not below the rank of a Professor, by the Executive Council on the recommendation of the Vice-Chancellor. Sections 18, 21(1) (xvii) & 49(c)

2.13. The teacher who is appointed as Dean of Students' Welfare shall perform his duties as Dean in addition to his own duties as teacher. Section 49

2.14. The term of office of the Dean of Students' Welfare shall be three years unless terminated earlier by the Executive Council : Section 49

Provided that the Dean of Students' Welfare holding office as such on the date immediately preceding the date of commencement of these statutes shall be deemed to have been appointed under Statute 2.12.

2.15 (1) The Dean of Students' Welfare shall be assisted by a set of teachers (to be selected in the manner laid down in the Ordinances), who shall perform their duties in addition to their normal duties of teacher. The teachers so selected shall be called Assistant Deans of Students' Welfare.

(2) One of the Assistant Deans of Students' Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl students.

2.16 (1) It shall be the duty of the Dean of Students' Welfare and the Assistant Deans of Students' Welfare to assist generally the students in matters requiring help and guidance and, in particular, to help and advice students and prospective students in :-

- (i) Obtaining admission to the University and its courses;
- (ii) The choice of suitable courses and hobbies;
- (iii) Finding living accommodation;
- (iv) Making mess arrangements;
- (v) Obtaining medical advice and assistance.
- (vi) Securing scholarships, stipends, part-time employment and other pecuniary assistance;
- (vii) Obtaining travel facilities for holidays and educational excursions.
- (viii) Securing facilities for further studies abroad; and
- (ix) Conducting themselves in proper pursuit of academic studies as to maintain the traditions of the University.

(2) The Dean of Students' Welfare may communicate with the guardian of a student in respect of any matter requiring his assistance when necessary.

2.17. The Dean of Students' Welfare shall exercise general control over the University Medical Officer. He shall perform such other duties as may be assigned to him by the Executive Council or the Vice-Chancellor.

2.18. The Vice-Chancellor may consult with the Dean of Students' Welfare before taking any action against a student on disciplinary grounds.

2.19. The Dean of Students' Welfare may be paid such honorarium out of the funds of the University as the Vice-Chancellor may fix with prior approval of the State Government.

(G) Head of Department

Section 27 (6)

2.20. (1) The appointment of the Head of Department shall be made by the Vice-Chancellor in pursuance of the principle of rotation to the possible extent. Such appointment shall be intimated to the Executive Council.

(2) Notwithstanding anything contained in clause (1), if a senior teacher who under existent rotation is senior to those who have served as heads of the department or those junior teachers, who have been serving in the same capacity, could not be appointed on the post of the Head of Department for some reason, it shall be upon the Vice-Chancellor that he appoints the senior teacher as Head of the department in the department concerned as and when the post of Head of the department falls vacant, provided that he is eligible to be appointed as such;

(3) The tenure of the Head of department shall be of three years' duration. Normally, a person shall not be appointed as the Head of the department for second consecutive term;

(4) Notwithstanding anything contained in clauses (1) and (2), in the event of pendency in the appointment of the Head of the department or in case of absence due to leave, the Vice-Chancellor after assessing the situation prevalent, may direct a Professor or a Associate Professor of the department concerned, either to respond the duties of the Head of the department or to perform as the Head of the department, as the case may be purely on *ad hoc* basis.

(5) The Head of each department shall exclusively be the Professor of the department concerned. In case, there is only one Professor in a department or a Professor does not possess eligibility to be appointed as Head of the department, an Associate Professor may be appointed as Head of the department and in case, no Professor or Associate Professor in a department is eligible to be appointed as Head of the department, the Dean of the faculty concerned shall perform the duties of the Head of the department concerned.

(6) The Heads of the Department who have completed their tenure of three years shall be replaced immediately and who have not yet completed their tenure of three years, shall be replaced after they complete residue tenure.

(7) A Head of a Department on attaining the age of superannuation of teachers shall cease to hold office as such.

(H) The Librarian

2.21. (1) The Librarian shall be appointed by the Executive Council on the recommendation of a Selection Committee.

(2) The Librarian may be assisted by Deputy Librarian and Assistant Librarian against the posts approved by the State Government.

(3) Selection Committees for the posts of Librarian, Deputy Librarian and Assistant Librarian shall be the same as that of a Professor, Associate Professor and Assistant Professor respectively, except the concerned expert in Library, a practicing Librarian shall be associated with the Selection Committee as one of the subject expert.

2.22. The minimum qualification of the Librarian, Deputy Librarian and Assistant Librarian shall be such as are provided in sub-statute 11.13.05.

(I) The Proctor

2.23. The Proctor shall be appointed from amongst the teachers of the University by the Executive Council on the recommendation of the Vice-Chancellor. The Proctor shall assist Vice-Chancellor in the exercise of his disciplinary authority in respect of students of the University and shall exercise such power and perform such duties in respect of discipline as may be assigned to him by the Vice-Chancellor in this behalf. Sections 18 and 49 (c)

2.24. The Proctor may be assisted by Deputy/Assistant Proctors whose number shall be fixed by the Executive Council from time to time. Section 49 (c)

2.25. The Deputy/Assistant Proctors shall be appointed by the Vice-Chancellor in consultation with the Proctor. Section 49 (c)

2.26. The Proctor, the Deputy Proctor and the Assistant Proctors shall hold office for one year and shall be eligible for re-appointment: Sections 49(c) & 49 (e)

Provided that for so long as his successor is not appointed every Proctor, Deputy Proctor or Assistant Proctor shall continue in office;

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, remove the Proctor before the expiry of the said period:

Provided also that the Vice-Chancellor may remove a Deputy/Assistant Proctor before the expiry of the said period.

2.27. The Proctor, the Deputy Proctor and the Assistant Proctors may be paid such honorarium out of the funds of the University, as may be fixed by the Vice-Chancellor with prior approval of the State Government. Sections 49 (c) & 49(c)

CHAPTER III

THE EXECUTIVE COUNCIL.

3.01. The two Deans of Faculties who shall be members of the Executive Council under sub-section (1)(c) of section 20 shall be chosen in the order of seniority of the Deans. Section 20(1)(c)

3.02. Representation of Professors, Associate Professors and Assistant Professors of the University under clause (1) (e) of section 20 shall be as follows :- Section 20(1) (e)

(a) Two Professors to be selected by rotation in order of seniority.

(b) Two Associate Professors to be selected by rotation in order of seniority.

(c) Two Assistant Professors to be selected by rotation in order of seniority.

3.03. One Principal of an affiliated college who shall be a member of the Executive Council under clause (ii) of section 20(1) (e) shall be selected by rotation in order of seniority as Principal. Section 20(1) (e)

3.04. Persons elected under clause (f) of sub-section (1) of section 20 shall cease to be members of the Executive Council on their subsequently becoming students of or accepting service in the University, an Institute, an affiliated college, a hall or a hostel. Section 20(1) (f)

3.05. No person shall be or continue to be a member of the Executive Council in more than one capacity, and, whenever a person so becomes a member of the Executive Council in more than one capacity, he shall within two weeks thereof choose the capacity in which he desires to be member of the Executive Council and shall vacate the other seat. Where he does not so choose, the seat held by him earlier in point of time shall be deemed to have been vacated with effect from the date of expiry of the aforesaid period of two weeks. Section 49 (a) & (b)

- Section 21(8) **3.06.** The Executive Council may, by resolution passed by a majority of its total membership delegate such of its powers as it deems fit to an officer or authority of the University subject to such conditions as may be specified in the resolution.
- Sections 20 & 49 (b) **3.07.** The meetings of the Executive Council shall be called under the directions of the Vice-Chancellor.
- Sections 20 & 49 (b) **3.08.** The Executive Council shall obtain the opinion of the Finance Officer before considering any proposal involving financial implications.

CHAPTER IV

THE COURT

Representation of teachers, etc.

- Section 22 (1) (vii) **4.01.** Two provosts and wardens of the hostels and halls of the University and its constituent Colleges and Institutes who shall be members of the Court under clause (vii) of sub-section (1) of section 22, shall be selected by rotation on the basis of their seniority as provosts or wardens.
- Section 22 (1) (ix) **4.02.** (1) Fifteen teachers who shall be members of the Court under clause (ix) of sub-section (1) of section 22 shall be selected in the following manner :-
 (a) Two Professors of the University.
 (b) Three Associate Professors of the University.
 (c) Four Assistant Professors of the University.
 (d) The Dean of the Students' Welfare.
 (e) Two Principals of Affiliated Colleges.
 (f) Three other Teachers of Affiliated Colleges.
 (2) The above Professors, Associate Professors, Assistant Professors, Principals and other teachers shall be selected by rotation in order of seniority as Professors, Associate Professors, Assistant Professors, Principals or other teachers, as the case may be.
- Sections 22 (1) (x) & 64 **4.03.** (1) Two representatives of Management of affiliated colleges, who shall be members of the Court under clause (x) of sub-section (1) of section 22, shall be nominated by the Vice-Chancellor on the basis of seniority maintained by the University from the date of their affiliation. Thereafter rotation would continue.

Registration of Graduates and their representation in Court

- 4.04.** The Registrar shall maintain in his Office a Register of Registered Graduates, hereinafter in this Chapter called the Register.
- Sections 16 (4) & 49 (q) **4.05.** The Register shall contain the following particulars :-
 (a) the names and addresses of the registered graduates;
 (b) the year of their graduation;
 (c) the name of the University or the college from which they graduated;
 (d) the date on which the name of the graduate was entered in the Register;
 (e) such other details as the Executive Council may from time to time direct.

Note:- The names of the registered graduates who are dead shall be struck off.

- 4.06. Every graduate of the University from the date of the convocation at which the degree by virtue of which he is to be registered was conferred on him if he was present there at shall, on an application in the Form approved by the Executive Council and on payment of fee of rupees fifty-one be entitled to have his name registered in the Register. The application shall be made by the graduate himself, and may either be delivered to the Registrar personally or sent by registered post. If two or more applications are received in the same cover, they shall be rejected. Section 49 (q)
- 4.07. On receipt of the application, the Registrar shall, if he finds that the graduate is duly qualified and the prescribed fee has been paid, enter the name of the applicant in the Register. Section 49(q)
- 4.08. A registered graduate whose name has been borne on the Register for one year or more on June 30, preceding the date of notification for the election shall be entitled to vote at the election of the representative of registered graduates. Section 49(q)
- 4.09. A registered graduate shall be eligible to seek election under clause (xi) of sub-section (1) of section 22, if his name has been borne on the Register for at least three years on June 30, preceding the date of election: Sections 22 (1) (xi) & 49 (q)
- Provided that the restriction of three years shall not apply to the first election of registered graduates to the Court.
- 4.10. A representative of registered graduates elected under clause (xi) of sub-section (1) of section 22 shall cease to be a member on entering the service of the University or of an Institute or constituent college, an Affiliated college, a hostel, a hall or being connected with the management of an Affiliated college, a hall or hostel or on becoming a student, and the seat so vacated shall be filled up by the person available who secured the next highest votes at the time of the previous election for the residue of his term. Sections 22 (1) (xi) & 49 (q)
- 4.11. A registered graduate, who is already a member of the Court in another capacity, may seek election as a representative of registered graduates, and on his being so elected, the provisions of statute 3.04 shall *mutatis mutandis* apply. Sections 22 (1) (xi) (xii)
- 4.12. The election of the registered graduate under this chapter shall be held in accordance with the system of proportional representation by means of single transferable votes. Section 22 (1) (xi)
- 4.13. The term of the members of the Court shall commence from the date of the first meeting of the Court. Sections 22(2) & 49(b)

CHAPTER V

THE ACADEMIC COUNCIL

- 5.01. Two Professors from each constituent college maintained by the University who shall be members of the Academic Council under clause (vi) of section 25(2) shall be selected in order of seniority as Professor in that college. Section 25(2) (vi)
- 5.02. Three Principals of affiliated colleges of the University who shall be members of the Academic Council under clause (vii) of section 25(2) shall be selected in order of seniority as Principal of such colleges. Sections 25(2) (vii) & 49(b)
- 5.03. Fifteen teachers who shall be members of the Academic Council under clause (viii) of section 25(2) shall be selected in the following manner :- Sections 25(2) (viii), 25(3) & 49(b)
- (a) Four Associate Professors of the University by rotation in order of seniority.
- (b) Four Assistant Professors of the University by rotation in order of seniority.
- (c) Seven teachers of the-affiliated colleges (not being Principals) by rotation in order of seniority.

Note :- (1) Not more than one Associate Professor and not more than one Assistant Professor, from the same Faculty, and not more than two teachers from the same Affiliated college shall be members under this Statute.

Note :- (2) In the event of more than one Associate Professor and one Assistant Professor from the same Faculty and more than two teachers of the same college being entitled to be members of the Academic Council under this Statute, the senior most Associate Professor and Assistant Professor and two senior-most teachers, as the case may be, shall be members of the Academic Council. Associate Professor, Assistant Professor and teachers so passed over shall have their turn in rotation next time.

Sections 25(2) &
49 (b)

5.04. Five persons of academic eminence who shall be members of the Academic Council under clause (xi) of sub-section (2) of section 25 shall be co-opted by the members mentioned under clause (i) to (x), who shall be called to a meeting by the Registrar, from amongst persons who are not employees of the University, a constituent college, an Institute, an affiliated college, a hall or hostel.

Sections 25(2) &
49(b)

5.05. Members under clauses (vi), (vii), (viii) and (xi) of section 25(2), shall hold office for a period of three years.

Section 25(1) (c)

5.06. Subject to the provisions of the Act, the Statutes and the Ordinances, the Academic Council shall have the following powers, namely-

(i) to scrutinize and make its recommendations on proposals submitted by the Boards of Studies through the Faculties in regard to the courses of study and to recommend principles and criteria on which examiners and the inspectors may be appointed, for consideration of the Executive Council.

(ii) to report on any matter referred or entrusted to it by the Court or the Executive Council.

(iii) to advise the Executive Council in regard to the recognition of the diplomas and degrees of other Universities and Institutions and in regard to their equivalence with the diplomas and degrees of the University or the Intermediate Examination conducted by the Board of High School and Intermediate Education, Uttar Pradesh.

(iv) to advise the Executive Council in regard to the qualifications required to be possessed by persons imparting instruction on particular subjects for the various degrees and diplomas of the University; and

(v) to perform in relation to academic matters all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and the Ordinances.

Sections 25 &
49(b)

5.07. The meetings of the Academic Council shall be called under the directions of the Vice-Chancellor.

CHAPTER VI

THE FINANCE COMMITTEE

Sections
26(1)(d) & 49(b)

6.01. The term of membership of the person referred to in clause (d) of sub-section (1) of section 26, shall be one year, provided that he shall continue in office till the election of his successor. No such members shall hold office successively for more than three terms.

Sections 26 (3)
& 49 (a)

6.02. Items of new expenditure not already included in the financial estimates, shall be referred to the Finance Committee in the case of:

(i) non-recurring expenditure, if it involves an expenditure of ten thousand rupees or above; and

(ii) recurring expenditure if it involves an expenditure of three thousand rupees or above;

Provided that it shall not be permissible for any officer or authority of the University to treat an item which has been split into several parts falling under a budget head as several items of smaller amount and withhold it from the Finance Committee.

6.03. The Finance Committee shall, on or before such date as may be provided for in this behalf by the Ordinances consider all items of expenditure referred to it under Statute 6.02, or Statute 6.04, and shall make and communicate to the Executive Council as soon as may be, its recommendations thereon. Sections 26(3) & 49(a)

6.04. If the Executive Council, at any time after the consideration of the annual financial estimates (i.e. the budget) proposes any revision thereof involving recurring or non-recurring expenditure of the amounts referred to in Statute 6.02, the Executive Council shall refer the proposal to the Finance Committee. Sections 26(3) & 49(a)

6.05. The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter submitted to the Executive Council for approval. Sections 26(1) & 49(a)

6.06. A member of the Finance Committee shall have the right to record a minute of dissent, if he does not agree with any decision of the Finance Committee. Sections 26(3) & 49(a)

6.07. The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure. Sections 26(4) & 49(a)

6.08. The meetings of the Finance Committee shall be convened under the directions of the Vice-Chancellor and all notices for convening such meetings shall be issued by the Finance Officer who shall keep the minutes of all such meetings. Sections 15(7) & 49(c)

CHAPTER VII

THE FACULTIES

7.01. The University shall have the following faculties, namely: Section 27(1)

(a) Faculty of Arts and Humanities

(b) Faculty of Social Sciences

(c) Faculty of Commerce

(d) Faculty of Science

(e) Any other faculty which the Executive Council on the recommendations of the Academic Council and in the light of the Act proposed to open/establish in future.

(a) Faculty of Arts and Humanities

7.02. The Board of the Faculty of Arts & Humanities shall be constituted as follows: Section 27(3)

(i) The Dean of the Faculty who shall be the Chairman.

(ii) All Heads of Department and Professors of subjects taught in the Faculty.

(iii) One Associate Professor and one Assistant Professor, not being Head of Department from each department of teaching assigned to the Faculty, by rotation every year in order of seniority.

(iv) Such Principals of Affiliated Colleges as are teachers of subject assigned to the Faculty.

(v) Three teachers other than Principals of Affiliated colleges in the Faculty, in order of seniority for a period of one year.

Provided that no two teachers professing the same subject shall belong to the same college, if there is more than one college affiliated for the teaching of the subject, a teacher so passed over shall have his turn in rotation next time.

(vi) The senior-most teacher of each branch of a subject of study assigned to the Faculty in which an independent course is prescribed for a post-graduate degree or for Part I or Part II of the examination for such degree, unless such branch of the subject is professed by any member under any other head.

(vii) Such number of persons of academic eminence not exceeding five as are not in the service of the University, an affiliated College, a constituent college or a Hall or a Hostel who may be co-opted by the Academic Council on account of their expert knowledge in subjects assigned to the Faculty.

Section 27 (2)

7.03. The following shall be the departments comprised in the Faculty of Arts and Humanities:

- (1) Department of Urdu
- (2) Department of Arabic
- (3) Department of Persian
- (4) Department of Hindi
- (5) Department of English and Modern European and Asian Languages.

(6) Any other department which the Executive Council on the recommendations of the Academic Council and in the light of the Act proposed to open/establish in future.

(b) Faculty of Social Sciences

Section 27 (3)

7.04. The Board of the Faculty of Social Sciences shall be constituted as follows:

- (i) The Dean of the Faculty who shall be the Chairman.
- (ii) All Heads of Department and Professors of subjects taught in the Faculty.
- (iii) One Associate Professor and one Assistant Professor, not being Head of Department from each Department of teaching assigned to the Faculty, by rotation every year in order of seniority.
- (iv) Such Principals of Affiliated Colleges as are teachers of subject assigned to the Faculty.
- (v) Three teachers other than Principals of Affiliated colleges in the Faculty, in order of seniority for a period of one year :

Provided that no two teachers professing the same subject shall belong to the same college, if there is more than one college affiliated for the teaching of the subject, a teacher so passed over shall have his turn in rotation next time.

(vi) The senior-most teacher of each branch of a subject of study assigned to the Faculty in which an independent course is prescribed for a post-graduate degree or for Part I or Part II of the examination for such degree, unless such branch of the subject is professed by any member under any other head.

(vii) Such number of persons of academic eminence not exceeding five as are not in the service of the University, an affiliated College, a constituent college or a Hall or a Hostel who may be co-opted by the Academic Council on account of their expert knowledge in subjects assigned to the Faculty.

Section 27 (2)

7.05. The following shall be the departments comprised in the Faculty of Social Sciences:

- (1) Department of Economics

- (2) Department of Political Science
- (3) Department of History
- (4) Department of Education
- (5) Department of Geography
- (6) Department of Journalism & Mass Communication
- (7) Department of Physical Education
- (8) Any other department which the Executive Council on the recommendations of the Academic Council and in the light of the Act proposed to open/establish in future.

(c) Faculty of Commerce

7.06. The Board of the Faculty of Commerce shall be constituted as follows : Section 27(3)

- (i) The Dean of the Faculty of Commerce shall be the Chairman.
- (ii) All Heads of Department and Professors of subjects taught in the Faculty.
- (iii) Two Associate Professors and one Assistant Professor not being Head of the Department of each Departments of teaching, assigned to the Faculty by rotation every year in order of seniority.
- (iv) One Principal of an affiliated college as is a teacher of a subject assigned to the Faculty by rotation in order of seniority for a period of three years.
- (v) Two other teachers of Affiliated Colleges who are teachers of subjects assigned to the Faculty by rotation in order of seniority for a period of three years.
- (vi) Such teachers of the University, not exceeding two, of subjects not assigned to the Faculty of Commerce, but having in the opinion of the Academic Council an important bearing on subjects so assigned as may be nominated to the Faculty by the Academic Council.
- (vii) Such number of persons of academic eminence not exceeding five as are not in the service of the University, an affiliated College, a constituent college or a Hall or a Hostel who may be co-opted by the Academic Council on account of their possessing expert knowledge in the subjects assigned to the Faculty.

7.07. The following shall be the departments comprised in the Faculty of Section 27(2)
Commerce :-

- (1) Department of Commerce
- (2) Department of Business Administration
- (3) Any other department which the Executive Council on the recommendations of the Academic Council and in the light of the Act proposed to open/establish in future.

(d) Faculty of Science

7.08 The Board of the Faculty of Science shall be constituted as follows :- Section 27(3)

- (i) The Dean of the Faculty who shall be the Chairman;
- (ii) All Heads of Department and Professors of subjects taught in the Faculty;
- (iii) One Associate Professor and one Assistant Professor, not being Head of the Department from each Department of teaching assigned to the Faculty by rotation every year in order of seniority;
- (iv) Such Principals of Affiliated Colleges as are teachers of subjects, assigned to the Faculty;

(v) Three teachers, other than Principals of Affiliated Colleges in the Faculty in order of seniority for a period of one year;

Provided that no two teachers professing the same subject shall belong to the same college where there is more than one college Affiliated for the teaching of the subject. The teachers so passed over shall have their turn in rotation next time.

(vi) The senior-most teacher of each branch of subject of study assigned to the Faculty in which an independent course is prescribed for post-graduate degree or for Part I or Part II of the examination for such degree, unless such branch of the subject is professed by any of the members under any other head.

(vii) Persons of academic eminence not exceeding five and not in the service of the University, an Affiliated College, a Constituent College or Hall or a Hostel having expert knowledge on the Subject assigned to the Faculty, to be co-opted by the Academic Council.

Section 27(2)

7.09. The following shall be the Departments comprised in the Faculty of Science:

(1) Department of Computer Science and Information Technology

(2) Department of Home Science

(3) Any other department which the Executive Council on the recommendation of the Academic Council and in the light of the Act proposed to open/establish in future.

PROMOTION OF URDU, ARABIC AND PERSIAN LANGUAGES

7.10. The following measures shall be taken for promotion of Urdu, Arabic and Persian languages:-

(a) Elementary level study of one of the languages of Urdu, Arabic or Persian shall be made compulsory at under-graduation level.

(b) It will be mandatory for the students to obtain passing marks in the compulsory subject referred to in clause (a). The marks will however not be counted towards percentage of marks in the result.

CHAPTER VIII

OTHER AUTHORITIES AND BODIES OF THE UNIVERSITY

The Delegacy

Section 19 (i)

8.01. The Delegacy is declared to be an authority of the University in addition to the authorities referred to in clause (a) to (h) of section 19.

Section 47 (5)

8.02. The Delegacy shall consist of the following:

(i) The Vice-Chancellor, who shall be the Chairman;

(ii) The Vice-Chairman of the Delegacy;

(iii) The Secretary of the Delegacy;

(iv) The Treasurer of the Delegacy;

(v) The President of the Delegacy;

(vi) One resident of each centre nominated by the Vice-Chancellor on consideration of his personal influence in the locality and his interest in the well-being of the students;

(vii) The Dean of Students' Welfare;

- (viii) The Senior Medical Officer of the University;
- (ix) The Proctor;
- (x) The President of the Athletic Association;
- (xi) One representative of the Executive Committee of the Students' Union of the University.

8.03. The Vice-Chairman of the Delegacy shall be appointed by the Executive Council for a period of three years on such terms and conditions as may be laid down in the Ordinances. He shall be a teacher of the University for at least 15 years standing (not being a Head of Department, a Provost of a Hall or a Warden of a Hostel). He shall not be eligible for re-appointment as Vice-Chairman after he has served as Vice-Chairman for two consecutive terms. Section 47 (5)

8.04. The area within the limits of the Lucknow Nagar Nigam and the Lucknow Cantonment Board in which students of the University reside shall be divided into circles, in each of which, so far as possible, there shall be a delegacy centre with arrangements for light, reading, indoor games and such outdoor games as are feasible. The division of delegacy into centres and alteration in limits thereof shall be made by the Executive Council. Section 47 (5)

8.05. The Executive Council shall appoint a Treasurer, a Secretary and a President in each delegacy centre from amongst the teachers of the University.

8.06. The Delegacy shall look after the residence, health and welfare of all students of the University and residing within the limits. Sections 21(1)(vii) & 47 (5)

8.07. The Delegacy shall take all such measures as it deems necessary to promote the welfare of students of the University who are not residing in or attached to a college or Hall and shall in particular:- Section 47 (5)

- (i) maintain a complete register of such students of the University together with the addresses at which they reside and whether they reside with parents or guardians or not;
- (ii) maintain or approve suitable places of residence for such students;
- (iii) provide literary facilities for such students;
- (iv) provide or arrange facilities to such students for physical exercise in or outside the University Campus; and
- (v) maintain health services for such students.

8.08. The delegacy shall submit the account of items of income and expenditure at the end of each financial year to the Executive Council. It shall also submit an estimate of its income and expenditure for the coming financial year to the Executive Council by the end of August each year to enable the Executive Council to provide necessary funds. Section 47 (5)

8.09. The delegacy shall charge such fees as may be prescribed by Ordinances for the welfare and supervision of students and for regulating its affairs. Section 47 (5)

DISCIPLINARY COMMITTEE

8.10. (1) The Executive Council shall constitute for such time as it thinks fit a Disciplinary Committee in the University which shall consist of the Vice-Chancellor, or the Pro Vice-Chancellor nominated by him, and two persons nominated by it. Section 49

Provided that if the Executive Council considers it expedient, it may constitute more than one such Committee to consider different cases or classes of cases.

(2) No teacher against whom any case involving disciplinary action is pending shall serve as member of the Disciplinary Committee dealing with the case.

(3) The Executive Council may, at any stage, transfer any case from one Disciplinary Committee to another.

Section 49

8.11. (1) The functions of the Disciplinary Committee shall be as follows:-

(a) to decide any appeal preferred by an employee of the University under Statute 2.07;

(b) to hold inquiry into cases involving disciplinary action against a teacher or the Librarian of the University;

(c) to recommend suspension of any employee referred to in sub-clause (b) above pending or in contemplation of inquiry against such employee;

(d) to exercise such other powers and perform such other functions as may, from time to time, be entrusted to it by the Executive Council.

(2) In case of difference of opinion among the members of the Committee, the decision of the majority shall prevail.

(3) The decision or the report of the Disciplinary Committee shall be laid before the Executive Council as early as possible, to enable the Executive Council to take its decision in the matter.

DEPARTMENTAL COMMITTEES

Section 49

8.12. There shall be a Departmental Committee in each Department of teaching in the University to assist the Heads of the Department appointed under Statute 2.20.

Section 49

8.13. The Departmental Committee shall consist of:-

(i) The Head of the Department, who shall be the Chairman;

(ii) All Professors in the Department, and if there is no Professor, then all Associate Professors in the Department;

(iii) In a Department which has Professors as well as Associate Professors, then two Associate Professors by rotation according to seniority for a period of three years;

(iv) In a Department which has Associate Professors as well as Assistant Professors, then one Assistant Professor and in a department which has no Associate Professors then two Assistant Professors by rotation according to seniority for a period of three years;

Provided that for any matter specifically, concerning any subject or speciality, the senior-most teacher of that subject or speciality if not already included in the foregoing heads, shall be specially invited for the matter.

8.14. The following shall be the functions of the Departmental Committee:-

(i) to make recommendations regarding distribution of teaching work among the teachers of the Department;

(ii) to make suggestions regarding co-ordination of the research and other activities in the Department;

(iii) to make recommendations regarding appointment of staff in the Department for which the Head of Department is the appointing authority;

(iv) to consider matters of general and academic interest to the Department.

Section 49

8.15. The Committee shall meet at least once in a quarter. The minutes of its meeting shall be submitted to the Vice-Chancellor.

EXAMINATION COMMITTEE

8.16. The Examination Committee may, on the recommendation of the person or persons or the sub-committee referred to in sub-section (3) of section 29, debar an examinee from appearing in any future examination for a period of three years, if in the opinion of the Committee, such examinee was guilty of misbehaviour or using unfair means at any examination conducted by the University.

Sections 49 & 29(3)

CHAPTER IX**BOARDS**

9.01. The University may in addition to the Boards of Faculties and the Boards of Studies, have the following Boards, namely:-

Section 49

- (a) The Board of Students' Welfare;
- (b) The Board of Oriental Studies;
- (c) The Board of Co-ordination;
- (d) The Governing Board of the Institute of Management Sciences.

9.02. The powers, functions and the constitution of the Boards mentioned in Statute 9.01 shall be such as may be laid down in the Ordinances:

Sections 49 & 51

Provided that the Ordinances relating to the Board of Students Welfare referred to in clause (a) of the said statute shall provide for the representation of the students also, and the term of such student representatives shall be one year.

9.03. For so long as the new Boards are not constituted in accordance with Statute 9.02, the Board mentioned in Statute 9.01, existing on the date immediately before the commencement of these Statutes shall continue to function.

Sections 49 & 51

CHAPTER - X**CLASSIFICATION OF TEACHERS**

10.01. There shall be following classes of teachers of the University :-

- (1) Professors;
- (2) Associate Professors; and
- (3) Assistant Professors.

10.02. All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the notification of the University Grants Commission issued from time to time and also as specified in the Statutes, Ordinances and the Regulations of the University. Teachers of the University shall be appointed in the subjects on whole time basis in the scales of pay approved by the State Government.

Sections 31 & 49(d)

Provided that part-time Assistant Professors may be appointed in subjects in which, in the opinion of the Academic Council such Assistant Professors, are required in the interest of teaching or for other reasons on the terms and conditions laid down by the University Grants Commission. Such part-time Assistant Professors may receive such honorarium/allowances as may be approved by the State Government. The proportion of part time teachers shall however not exceed at any time one fourth of the strength of the full time teaching staff in the department.

Provided further that where the number of teachers in a department is less than the four the appointment of one part time teacher may be permitted by the Vice-Chancellor. However, the part time teacher will not hold any administrative assignment in the university.

Sections 31 &
49(d)

10.03. The Executive Council may on the recommendations of the Academic Council appoint,-

(1) Professors of academic eminence and outstanding merit on special contract in accordance with the Ordinances in that behalf.

(2) Honorary Emeritus Professors who shall :-

(a) deliver lectures on special subject;

(b) guide research;

(c) be entitled to be present in meetings of the Board of Faculty concerned and to take part in its discussions but will not have the right of vote;

(d) be provided with facilities for study and research in the libraries and laboratories of University as far as possible; and

(e) be entitled to attend all convocations.

Provided that a person shall not, merely by virtue of holding the post of a Professor in the Department as an Honorary Emeritus Professor, be eligible to hold an office in the University or in any Authority or Body thereof.

CHAPTER -XI

QUALIFICATIONS AND APPOINTMENT OF TEACHERS AND LIBRARY CADRE IN UNIVERSITY AND COLLEGES

11.01. For teachers in -

(a) the Faculty of Agriculture and Veterinary Sciences, the norms/regulations of Indian Council of Agricultural Research;

(b) the Faculty of Medicine, Dentistry, Nursing and AYUSH, the norms/regulations of Medical Council of India, Dental Council of India, Indian Nursing Council, Central Council of Indian Medicines etc. or Ministry of Health and Family Welfare, Government of India;

(c) the Faculty of Education, the norms/regulations formulated in consultations with National Council of Teacher Education;

(d) the Engineering and Technology, Pharmacy and Management/Business Administration, the norms/regulations formulated in consultations with All India Council for Technical Education;

(e) the field of rehabilitation and special education at Degree, P G Diploma and Masters level, the norms/Regulations formulated in consultations with Rehabilitation Council of India ; and

(f) the Faculty of Law, the norms/ regulations of Bar Council of India

(g) other Faculties, (e.g. Arts, Commerce, Fine Arts, Home Science, Music and Science, etc.) regulations of University Grants Commission on minimum qualifications.

Section 31(10)

11.02. The advertisement of vacancy referred to in section 31(10) shall ordinarily allow the candidates at least three weeks' time from the date of the last issue of news papers in which advertisements were published.

Sections 31 &
49(d)

11.03. (a) Meetings of the Selection Committee for appointment of teachers in the University shall be convened under the orders of the Vice-Chancellor.

(b) The Selection Committee shall not consider the name of a person for appointment as teacher of the University unless he applies for it and appears before the Selection Committee for interview.

Provided that in the case of appointment of a Professor, the Committee may, with the approval of the Vice-Chancellor, consider the names of person who have not applied.

(c) A member of the Selection Committee shall withdraw from a meeting of the Committee or of the Executive Council, as the case may be, if the question of appointment of any of the relatives (as defined in the Explanation to section 20) of such member is being or is likely to be considered at such meeting.

11.04. (a) If the Selection Committee recommends more than one candidate for appointment, it may in its discretion arrange their names in order of preference. Where the Committee decides to arrange the names in order of preference, it shall be deemed to have signified that in the event of the first being not available, the second may be appointed, and in the event of the second also being not available, the third may be appointed, and so on.

(b) The Selection Committee may recommend that no suitable candidate for appointment is available. In such a case, the post shall be re-advertised.

11.05. The recommendations of the Selection Committee and proceedings of the Executive Council pertaining thereto shall be treated as strictly confidential.

Section 49(b)

11.06. If the work and conduct of a teacher appointed under section 31(2)-

Sections 21(1)
(xvii) 31 &
49(d)

(i) is considered satisfactory, the Executive Council may, at the end of period of probation (including the extended period, if any), confirm the teacher;

(ii) is not considered satisfactory, the Executive Council may terminate the services of the teacher in accordance with the provisions of section 31 during or on the expiry of period of probation including the extended period, if any.

11.07. The Selection Committee shall meet at the Headquarters of the University.

Sections 30 &
49(d)

11.08. Member of the Selection Committee shall be given not less than fifteen days notice of the meeting reckoned from the date of dispatch of such notice. The notice shall be served either personally or by a registered post.

Sections 21 (1),
30 & 49(d)

11.09. At least fifteen days' notice reckoned from the date of dispatch shall be given to the candidates prior to the meeting of the Selection Committee. The notice shall be served either personally or by a registered post.

Sections 21 (1)
30 & 49(d)

11.10. The travelling and daily allowances of the members of the Selection Committee shall be paid by the University at the rates prescribed by the Ordinances.

11.11. In very special circumstances and on the recommendation of the Selection Committee, the Executive Council may allow, up to five advance increments at the time of initial appointment, to such teachers who possess exceptionally high academic attainment and experience. If in any case, it is necessary to give more than five advance increments, prior approval of the State Government shall be obtained before making the appointment.

11.12	GENERAL PROVISIONS FOR RECRUITMENT AND MINIMUM QUALIFICATIONS
11.12.01	NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors and Assistant Librarian/College Librarian in University/Colleges / Institutions: Provided, however, that candidates, who are or who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor and Assistant Librarian/College Librarian or equivalent positions in University / Colleges / Institutions.
11.12.02.	NET/SLET/SET shall not be required for such Master Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
11.12.03	A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's Degree level with good academic record for those candidates to be recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professor and Assistant Librarian/College Librarian subject to the provisions contained in sub- statute 11.12.05: Provided that a relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
11.12.04	The minimum requirements of a good academic record- 50% at Graduate degree level, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's degree level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain the minimum qualifications for the appointment of Assistant Professor and Assistant Librarian/College Librarian subject to the provisions contained in sub- statute 11.12.05.
11.12.05	A relaxation of 5% shall be provided at the graduate and master's degree level for the posts reserved for Scheduled Castes/Scheduled Tribes/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions and assistant librarian. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
11.12.06.	Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
11.12.07.	The Ph.D. Degree shall be a mandatory qualification for - (a) The appointment of Professor /Librarian and for promotion as a Professor/Librarian (b) The candidates to be appointed as Associate Professor/ Deputy Librarian through direct recruitment.
11.12.08.	The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.
11.12.09	The Selection Committee specifications as provided in section 31 of the Act are applicable to all direct recruitments of faculty positions and Career Advancement Promotions of Assistant Professor/ Assistant Librarian to Associate Professor/ Deputy Librarian and to that of Associate Professor/ Deputy Librarian to Professor/ Librarian .

11.12.10**Percentage equivalence of grade points for a seven points scale :**

Where the University/College/Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage :

A- Under UGC norms -

Grade	Grade Point	Percentage Equivalent
'O' - Outstanding	5.50-6.00	75-100
'A' - Very Good	4.50-5.49	65-74
'B' - Good	3.50-4.49	55-64
'C' - Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'- Poor	0.50-1.49	25-34
'F'-Fail	0-0.49	0-24

B-Under AICTE norms -

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

If a class /division is not awarded , minimum of 60% marks in aggregate shall be considered equivalent to first class/ division.

11.12.11**Appointment on Contract Basis (other than self-financing courses/institutions)**

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

11.12.12.**PHYSICAL FITNESS TEST NORMS**

(a) Subject to the provisions of these Statutes, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate issued by the State Medical Board certifying that he/she is medically fit before undertaking such tests.

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

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 meters	1500 meters	1200 meters	800 meters

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 meters	800 meters	600 meters	400 meters

11.13. DIRECT RECRUITMENT OF TEACHERS & LIBRARY CADRE IN UNIVERSITY AND COLLEGES.

11.13.01.

Save as otherwise provided in these statutes and subject to the general provisions contained in Statute 11.12, the minimum eligibility criteria shall be governed by the provisions mentioned here in below:-

General Eligibility Criteria for an Associate Professor/ Deputy Librarian

(a) Good academic record with a Ph.D. Degree in the concerned/ allied/relevant disciplines.

(b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

(c) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor/Lecturer/ Assistant Librarian in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

(d) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

(e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to VI of Appendix-D.

11.13.02.

General Eligibility Criteria for a Professor / Librarian –

(a) An eminent scholar with Ph.D. qualification(s) in the concerned/ allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/ or research/ policy papers; and

(b) A minimum of ten years experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level; and

(c) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process; and

(d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to VI of Appendix-D.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/ relevant discipline, to be substantiated by credentials.

11.13.03.

General Eligibility Criteria for a Principal

(a) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.

(b) A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.

(c) Associate Professor (Reader)/Professor with a total experience of fifteen years of teaching/research/ administration in Universities, Colleges and other institutions of higher education.

(d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in Tables I to VI of Appendix-D.

11.13.04.

(A) **Minimum qualifications for the faculties of Arts, Humanities, Sciences, Social Sciences, Commerce, Languages, Law, Journalism and Mass Communication.**

ASSISTANT PROFESSOR

(a) Good academic record as defined by the State Government with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

(b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

(c) Notwithstanding anything contained in sub-clauses (a) and (b) to this clause, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions.

(d) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

ASSOCIATE PROFESSOR

&

PROFESSOR

As provided in sub-statutes 11.13.01 and 11.13.02

(B)

MUSIC AND DANCE DISCIPLINE

ASSISTANT PROFESSOR

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

(b) As provided in sub-statutes 11.12.01 and 11.12.02

OR

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

- (i) studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (ii) a high grade artist of All India Radio/Television ; and
- (iii) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR

(a) Good academic record with doctoral degree, with performing ability of high professional standard; and

(b) Eight years of experience of teaching at the University, College level and/or research in a University/national level institutions excluding the period spent for obtaining the research degree; and

(c) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications; and

(d) Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

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

- (i) 'A' grade artist of All India Radio/Television ;
- (ii) eight years of outstanding performing achievements in the field of specialization;
- (iii) experience in designing of new courses and /or curricula;
- (iv) participation in Seminars/Conferences in reputed institutions; and
- (v) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR

An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

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

- (i) 'A' grade artist of All India Radio/Television ;
- (ii) twelve years of outstanding performing achievements in the field of specialization;
- (iii) significant contributions in the field of specializations and ability to guide research;
- (iv) participation in National/International Seminars/ Conferences/ Workshops and/ or recipient of National/International Awards/Fellowships; and
- (v) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(C)

DRAMA DISCIPLINE
ASSISTANT PROFESSOR

- (a) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and
- (b) As provided in sub-statutes 11.12.01 and 11.12.02

OR

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

- (i) a professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;
- (ii) five years of regular acclaimed performance in regional/national/ international stage with evidence; and
- (iii) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

ASSOCIATE PROFESSOR

- (a) Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose; and
- (b) Eight years of experiences of teaching in a University / College and/ or research in University/national level institutions excluding the period spent for obtaining the research degree; and
- (c) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications;
- (d) Contributions to educational innovation such as designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

OR

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

- (i) a recognized artist of Stage/ Radio/Television;
- (ii) eight years of outstanding performing achievements in the field of specialization;
- (iii) experience in designing of new courses and /or curricula;
- (iv) participation in Seminars/Conferences in reputed institutions; and
- (v) ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR

An eminent scholar with a doctoral degree actively engaged in research with in ten years of experience in teaching and/or research at the University/National level institutions including experience of guiding research in doctoral level with outstanding performing achievement in the field of specialization.

OR

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

1. Twelve years of outstanding performing achievement in the field of specialization.
2. Has made significant contributions in the field of specializations and has the ability to guide research.
3. Participation in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships; and
4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

(D)

VISUAL (FINE) ARTS DISCIPLINE**ASSISTANT PROFESSOR**

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

(b) As provided in sub-statutes 11.12.01 and 11.12.02

OR

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

(i) First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;

(ii) Five years of experience of holding regular Regional/National exhibitions/ Workshops with evidence; and

(iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR

(a) Good academic record with Ph.D. degree, with performing ability of high professional standard; and

(b) Eight years of experience of teaching in a University / College and/ or research in University / national level institutions excluding the period spent for the research degree of M.Phil./ Ph. D.; and

(c) Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications; and

(d) Contributions to educational innovation such as designing new courses and/or curricula and/or outstanding performing achievements in the field of specializations.

OR

A Professional artist with highly commendable professional achievement in the concerned subject, who should be or have :-

(i) A recognized artist of his/her own discipline;

(ii) Eight years of outstanding performing achievements in the field of specialization;

(iii) Experience in designing of new courses and /or curricula;

(iv) Participation in Seminars/Conferences in reputed institutions; and

(v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

PROFESSOR

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level with outstanding performing achievement in the field of specialization.

OR

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

(i) Twelve years of experience of holding regular regional/national exhibition/ workshops with evidence;

(ii) Significant contributions in the field of specialization and ability to guide research;

(iii) Participation in National/International Seminars/ Conferences/Workshops and/or recipient of National/ International Awards/ Fellowships; and

(iv) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(E)

OCCUPATIONAL THERAPY

ASSISTANT PROFESSOR

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

ASSOCIATE PROFESSOR

Master in Occupational Therapy (M.O.T. /M.O.Th./M.Sc. O.T.) with eight years experience as Assistant Professor.

Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/independent published work of higher standard.

PROFESSOR

Masters in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.) with eleven years of total experience including five years experience as Associate Professor (Occupational Therapy).

Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/independent published work of high standard.

PRINCIPAL / DIRECTOR / DEAN

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

(b) Senior-most Professor shall be the Principal / Director / Dean.

Desirable: Higher qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/ independent published work of high standard.

(F)

PHYSIOTHERAPY

ASSISTANT PROFESSOR

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

ASSOCIATE PROFESSOR

Master in Physiotherapy (M.P.T./M.P.Th./ M.Th.P./M.Sc. P.T.) with eight years of total experience as Assistant Professor.

Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./independent published work of higher standard.

PROFESSOR

Masters in Physiotherapy (M.P.T./ M.P.Th./M.Th.P./M.Sc. P.T.) with eleven years of total experience including five years experience as Associate Professor (Physiotherapy).

Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C/ independent published work of high standard.

PRINCIPAL / DIRECTOR / DEAN

(a) Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years of total experience, including five years experience as Professor (Physiotherapy).

(b) Senior-most Professor shall be the Principal / Director / Dean.

Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC/ independent published work of high standard.

(G)

FACULTY OF MANAGEMENT/ BUSINESS ADMINISTRATION**ASSISTANT PROFESSOR**

(a) First Class Master's Degree in Business Management/Administration/in a relevant management related discipline or equivalent;

OR

First Class graduate and professionally qualified Chartered Accountant/Cost and Works Accountant /Company Secretary of the concerned statutory bodies.

(b) Have cleared NET/SLET/SET.

Desirable:-

(a) A minimum of two years relevant experience of teaching, research, industrial and/or professional experience in a reputed organization at managerial level.

(b) Papers presented at Conferences and/or published in referred journals.

ASSOCIATE PROFESSOR

(a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

(b) Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU; and

(c) A minimum of eight years experience of teaching / industry / research /professional at managerial level excluding the period spent for obtaining the research degree.

OR

In the event that the candidate is from industry and the profession, the following requirements shall constitute as essential requirements;

(d) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration/in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant /Company Secretary of the concerned statutory body; and

(e) A minimum of ten years experience of teaching industry / research /profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry /profession of which at least five years should be at the level comparable to that of Lecturer / Assistant Professor.

Desirable :-

- (a) Teaching, research industrial and / or professional experience in a reputed organization;
- (b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- (c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR

- (a) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- (b) Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU ; and
- (c) A minimum of ten years' experience of teaching / industry / research /professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

OR

In the event that candidate is from industry and the profession, the following shall constitute as essential :-

- (i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant /Cost and works Accountant / Company Secretary of the concerned statutory body, and ;

- (ii) The candidate should have professional work experience which is significant and can be recognized at National / International level as equivalent to Ph. D. and twelve years' managerial experience in industry /profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.

Desirable :-

- (a) Teaching, Teaching research, and / or professional experience in a reputed organization;
- (b) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- (c) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- (d) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- (e) Capacity to undertake/lead sponsored R&D consultancy and related activities.

(H)**FACULTY OF ENGINEERING AND TECHNOLOGY****ASSISTANT PROFESSOR**

First class Master's Degree in the appropriate branch of Engineering and Technology.

Desirable:-

- (i) Teaching, research, industrial and/or professional experience in a reputed organization;
- (ii) Papers presented at Conferences and/or in referred journals.

ASSOCIATE PROFESSOR

- (a) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Technology; and
- (b) Experience of minimum eight years in teaching/ research/ industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree.

OR

In the event that the candidate is from industry and the profession, the following shall constitute as essential :-

- (a) First Class Master's Degree in the appropriate branch of Engg., & Technology; and
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Technology, and industrial / professional experience of minimum eight years in a position equivalent to the level of Lecturer/Assistant Professor:

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Highly Desirable :-

- (a) Teaching, research, industrial and / or professional experience in a reputed organization;
- (b) Post Ph.D. published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (c) Experience of guiding Ph.D. students, the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR

- (a) A Ph.D. Degree with First Class at Bachelor's and Master's Degree in the appropriate branch of Engg. & Technology; and
- (b) Experience of minimum ten years in teaching, research and / or industry, out of which at least five years at the level of Associate Professor/Reader or equivalent grade.

OR

In the event that the candidate is from industry and the profession, the following shall constitute as essential:-

- (a) First Class Master's Degree in the appropriate branch of Engg., & Technology; and
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Technology, and industrial/professional experience of ten years out of which at least five years at a senior level of Associate Professor / Reader:

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- (c) In case of research experience, consistently good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee.
- (d) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications /IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.
- (e) In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Desirable:-

- (i) Teaching, research industrial and / or professional experience in a reputed organization;
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (iii) Experience of guiding Ph.D. students, the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- (iv) Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities; and
- (v) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

(I)**COMPUTER APPLICATION PROGRAMME****ASSISTANT PROFESSOR**

BE/B.Tech and ME/M.tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.

OR

BE/B.Tech and MCA with First Class or equivalent in either BE/B.Tech or MCA.

OR

MCA with first class or equivalent with two years relevant experience.

ASSOCIATE PROFESSOR

- (a) Qualifications as above i.e. for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline.
- (b) Post Ph.D. publications and guiding Ph.D. student is **highly desirable**.
- (c) Minimum of 5 years experience in teaching/research/industry of which 2 years post Ph.D. experience is **desirable**.

PROFESSOR

- (a) Qualifications as above i.e. for the post of Associate Professor, as applicable.
- (b) Post Ph.D. publications and guiding Ph.D. students.
- (c) Minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of Associate Professor.

OR

Minimum of 13 years experience in teaching and/or Research and/or Industry.

- (d) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee.
- (e) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.

(J)**BIO- TECHNOLOGY (ENGG. & TECH.) DISCIPLINE****ASSISTANT PROFESSOR**

- (a) First Class Master's Degree in Bio-Technology ;

OR

A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

Good academic record with at least 55% marks (or an equivalent grade) at the Master's Degree level in the relevant subject or an equivalent degree from an Indian / Foreign University.

AND

- (b) Candidates should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR or similar test accredited by the UGC.

Desirable:-

- (i). Teaching, research industrial and/or professional experience in a reputed organization;
(ii). Papers presented at Conferences and/or in referred journals;

ASSOCIATE PROFESSOR**(i) Essential:**

- (a) A Ph.D. Degree with First Class at Bachelor's and Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological sciences, and experience of eight years in teaching, research and / or industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree;

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:-

- (a) First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;
(b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial /professional experience of eight years in a position equivalent to the level of Lecturer/Assistant Professor;

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(ii) Desirable:

- (a) Teaching, research industrial and / or professional experience in a reputed organization;
(b) Published work, such as research papers, patents filed / obtained, books, and / or technical reports, and ;
(c) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

PROFESSOR**(i) Essential:**

A Ph.D. Degree with First Class at Bachelor's and Master's Degree in the appropriate branch of Engg., & Tech./ Applied Biological Sciences, and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Associate Professor /Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:-

- (a) First Class Master's Degree in the appropriate branch of Engg., & Tech. /Applied Biological Sciences;
(b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech./Applied Biological Sciences, and industrial/ professional experience of ten years, out of which at least five years at a senior level of Associate Professor / Reader;

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of experts appointed by the Vice-Chancellor of the University.

(ii) Desirable :-

- (a) Teaching, industrial research and / or professional experience in a reputed organization;

- (b) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (c) Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
- (d) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities, and ;
- (e) Capacity to undertake/lead sponsored R&D, consultancy and related activities.

(K)

FACULTY OF PHARMACY:**ASSISTANT PROFESSOR**

- (a) Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree, and ;
- (b) Registration under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactment.

Desirable:

- (a) Teaching, research industrial and/or professional experience in a reputed organization, and
- (b) Papers presented at Conferences and/or in referred journals.

ASSOCIATE PROFESSOR**(i) Essential:**

- (a) Qualifications as above, i.e. for the post of Assistant Professor, as applicable,
- (b) Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
- (c) A Ph.D. degree and experience of minimum eight years in teaching, research, industry and/or profession at the level of Lecturer/Assistant Professor or equivalent grade; excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:-

- (a) First Class Master's Degree in the appropriate branch of specialization in Pharmacy;
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of eight years in a position equivalent to the level of Lecturer/Assistant Professor:

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(ii) Desirable:

- (a) Teaching, research industrial and / or professional experience in a reputed organization;
- (b) Post Ph.D. published work, such as research papers, patents filed / obtained, books and / or technical reports, and guiding Ph.D students is highly desirable; and
- (c) Experience of guiding Ph.D. students including the project work, dissertation of post graduate or research students or supervising R&D projects in industry.

PROFESSOR**(i) Essential:-**

- (a) Qualifications as above, i.e. for the post of Associate Professor, as applicable; and
- (b) Experience of minimum ten years in teaching, research, industry and / or profession of which at least five years should be at the level of Reader/Associate Professor or equivalent grade;

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:-

- (a) First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and
- (b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of five years at a senior level comparable to Associate Professor / Reader.

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(ii) Desirable:

- (a) Teaching, research industrial and /or professional experience in a reputed organization;
- (b) Post Ph.D. published work, such as research papers, patents filed / obtained, books and/or technical reports, and;
- (c) Experience of guiding Ph.D. students including the project work, dissertation of post graduate or research students or supervising R&D projects in industry.
- (d) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- (e) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

Note:- For avoidance of doubt, it is hereby clarified that :-

- (a) If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
- (b) In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the university concerned followed for determining the Class obtained by them as per (a) cited above.

(L)**HOTEL MANAGEMENT & CATERING****TECHNOLOGY DISCIPLINE****ASSISTANT PROFESSOR**

First class Bachelors Degree (3 year degree or Diploma after 10 + 2 in HMCT) or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree or 8 years relevant experience.

OR

First Class at Bachelors 4 year degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree or 7 years relevant experience.

ASSOCIATE PROFESSOR

- (a) Qualifications as above i.e. for the post of Assistant Professor, as applicable;
- and
- (b) A Ph.D. degree or equivalent, in appropriate discipline;
- (c) Post Ph.D. publications and guiding Ph.D. students is highly desirable;
- (d) Minimum of 5 years experience in teaching/research /industry of which 2 years post Ph.D. experience is desirable.

PROFESSOR

- (a) Qualifications as above i.e. for the post of Associate Professor, as applicable;
- (b) Post Ph.D. publications and guiding Ph.D. students;
- (c) Minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of Associate Professor

OR

Minimum of 13 years experience in teaching and/or Research and/or Industry.

(d) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee.

(e) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.

PRINCIPAL / DIRECTOR / HEAD OF INSTITUTION/DEAN

(For the faculties of Business Administration, Engg. & Technology, Hotel & Management & Catering, Pharmacy and Fine Arts)

(a) Qualifications same as those prescribed for the post of Professor in the relevant discipline with a minimum of 15 years experience of post graduate teaching/industry/research out of which at least 5 years at the level of Professor or minimum experience of 15 years in teaching/ research/industry.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential :-

(a) Qualifications same as those prescribed for the post of Professor from Industry/Profession stream with 15 years experience of Post Graduate teaching/Research, out of which five years must be at the level of Professor in the relevant discipline,

(b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate discipline, and industrial /professional experience of 15 years out of which at least five years at the level of Professor or minimum experience of 15 years in teaching/ research/industry;

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(c) In case of research experience, consistently good academic record and books/research paper publications /IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee.

(d) If the experience in industry is considered, the same shall be at administrative/managerial level equivalent to Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.

(e) Flair for Management and Leadership is essential

Desirable:-

(a) Teaching, research industrial and/or professional experience in a reputed organization;

(b) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;

(c) Experience of guiding Ph.D. students, the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

(d) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and

(e) Capacity to undertake/lead sponsored R&D, consultancy and related activities.

(M)

FACULTY OF EDUCATION

(1)-

For B.Ed. & M.Ed. Courses**ASSISTANT PROFESSOR****(A) Foundation Courses**

- (a) A Master's Degree in Science / Humanities / Arts with 50% marks;
- (b) M. Ed. with at least 55% marks or its equivalent grade; and
- (c) As prescribed in sub- statute 11.12.01 and 11.12.02.

OR

- (a) M. A. in Education with a minimum of 55% marks or its equivalent grade;
- (b) B. Ed. with at least 55% marks or its equivalent; and
- (c) As prescribed in sub- statute 11.12.01 and 11.12.02.

(B) Methodology Courses

- (a) A Master's Degree in a school subject with 50% marks or its equivalent grade;
- (b) M. Ed. Degree with at least 55% marks or its equivalent; and
- (c) As prescribed in statute 11.02.01 & 11.12.02;
- (d) Any other stipulation prescribed by the UGC / University/ State Government, from time to time, shall be mandatory.

ASSOCIATE PROFESSOR

- (a) Master's Degree in Arts/ Humanities/ Sciences/Commerce and M.Ed. each with a minimum of 55% marks or its equivalent grade.

OR

M.A. (Education) and B.Ed. each with a minimum of 55% marks.

- (b) Ph.D. in Education ; and
- (c) At least eight years of teaching experience in University, Department of Education or College of Education of which a minimum of three years at the M.Ed. level and published work in his area of specialization.

Note:- It is desirable that one faculty member possesses Master's Degree in Psychology and another member in Philosophy/ Sociology besides M.Ed.

PROFESSOR / HEAD

- (a) Master's Degree in Arts/Humanities/ Sciences/Commerce and M.Ed. each with a minimum of 55% marks

OR

M.A. (Education) with 55% marks and B.Ed. each with a minimum of 55% marks.

- (b) Ph.D. in Education; and,
- (c) At least ten years of teaching experience in University, Department of Education or College of Education of which a minimum of five years at the M.Ed. level with published work in the area of his specialization.

Note:- In the event of non-availability of eligible and suitable candidates for appointment as Professor/HOD/Associate Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/HOD/Associate Professor in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 70 years of age.

(2)-

For B.P.Ed. & M.P.Ed**ASSISTANT PROFESSOR**

- (a) Masters' degree in Physical Education with atleast 55 % marks or its equivalent grade; and,
- (b) Any other stipulation prescribed by UGC / University /State Government from time to time, shall be mandatory.

SPORTS TRAINERS

- (a) Bachelor degree in physical education B.P.Ed., B.Sc. (Physical Education, Health Education & Sports) with specialization in at least in one of the specified sport or game as an **essential** qualification.
- (b) Diploma in Coaching will be **Desirable**.

ASSOCIATE PROFESSOR

- (a) Master's degree in Physical Education with atleast 55 % marks or an equivalent grade;
- (b) At least eight years teaching/research experience in a department/college of physical education out of which at least three years at the post graduate level Ph.D. in Physical Education or equivalent published work.

PROFESSOR

- (a) Master's degree in Physical Education with atleast 55 % marks or an equivalent grade;
- (b) Ph.D. In physical education or equivalent published work.
- (c) At least ten years teaching/research experience in a department/college of physical education out of which at least five years in the post graduate institute/University department.

Note:- In the event of non-availability of eligible and suitable candidates for appointment as Professor/Associate Professor as per above eligibility criteria, it would be permissible to appoint retired Professor/Associate Professor in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 70 years of age.

PRINCIPAL / HEAD

- (a) Master's degree in Physical Education with fifty five percent marks or its equivalent grade,
- (b) Ph. D in Physical Education or equivalent published work in Physical education, and ;
- (c) Ten years teaching experience out of which five years experience in a college of Physical education.

Note:- In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Principal/Head in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 70 years of age.

11.13.05.

RECRUITMENT TO THE LIBRARY CADRE**LIBRARIAN**

- (a) A Master's Degree in Library Science /Information Science/Documentation with at least 55% marks or its equivalent grade of 'B' in the U.G.C. seven point's scale and consistently good academic record.
- (b) At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- (c) Evidence of innovative library service and organization of published work.

Desirable:

A M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/ Archives and Manuscript-Keeping/ computerization of library.

DEPUTY LIBRARIAN

- (a) A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of 'B' in the U.G.C. seven point scale and a consistently good academic record.

- (b) Five years experience as an Assistant University Librarian/College Librarian.
- (c) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

Desirable:

A M.Phil/Ph.D. Degree in Library Science/Information Science/Documentation Archives and Manuscript-Keeping/computerization of library.

ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

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

PART II

11.14

CAREER ADVANCEMENT SCHEME

- 11.14.01. This Career Advancement Scheme applies to the teachers and library cadre of the University and Colleges. Teachers who have become eligible for Senior Scale/Selection Grade/Reader (Promotion)/Professor (Promotion) under the Career Advancement Scheme in force prior to June 30th, 2010, shall be covered by the provisions of the statutes made earlier.
- 11.14.02. In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these statutes in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in university/ colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for university and college teachers. This annualized API scores can then be compounded progressively as and when a teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.
- 11.14.03. A teacher who wishes to be considered for promotion under CAS, may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System Performa as evolved by the university duly supported by all credentials as per the API guideline. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application.
- 11.14.04. Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the statutes as per Tables II(a and b) of Appendix D or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

11.14.05. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-D.

11.14.06. The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors from one AGP to the other higher AGP shall consist of:

For University teachers:

- (i). The Vice Chancellor as the Chairperson of the Selection Committee;
- (ii). The Dean of the concerned Faculty;
- (iii). The Head of the Department ; and
- (iv). One subject expert in the concerned subject nominated by the Vice Chancellor from the panel of experts.

For College teachers:

(Other than the colleges maintained by the State Governments)

(i). Director of Higher Education or his nominee not below the rank of the Principal of a Government Degree College	Chairman.
(ii). Principal of the College-	Member-Convener
(iii). Head of the Management or a Member of the management nominated by him-	Member
(iv). Two subject experts in the concerned subject nominated by the Vice Chancellor from the panel of experts;	Member

For Government Colleges:

(i). Director of Higher Education	Chairman
(ii). Two subject experts in the concerned subject nominated by the Vice Chancellor from the panel of experts;	Member
(iii). One subject-nominee of Director of Higher Education (not below the rank of Principal of a Degree College).	Member
(iv). Principal of the College	Member-Convener

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

11.14.08. The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the university based on these statutes and as per the minimum requirement specified in Tables II & III for each of the cadre of Assistant Professor shall recommend to the Executive Council/Board of Management.

11.14.09. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

11.14.10. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

- 11.14.11. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- 11.14.12. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- 11.14.13. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- (b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
- (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME

- 11.14.14. Entry level Assistant Professors (Stage 1) will be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as prescribed.
- 11.14.15. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- 11.14.16. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- 11.14.17. An entry level Assistant Professor who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- 11.14.18. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC.
- 11.14.19. Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these statutes, to move up to next higher grade (stage 3).
- 11.14.20. Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these statutes, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

11.14.21. Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to-

- (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix D stipulated in these statutes, and
- (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor:

Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.

11.14.22. Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these statutes through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

- (a) post-doctoral research outputs of high standard;
- (b) awards / honors /and recognitions;
- (c) Additional research degrees like D.Sc. D.Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II (A) of Appendix-D for teachers in University departments. No separate interview need to be conducted for this category.

11.14.23. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

STAGES OF PROMOTION UNDER THE CAS FOR LIBRARY CADRE.

- 11.14.24. Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology, shall be eligible for the higher grade (stage 2).
- 11.14.25. Assistant Librarian / College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology, shall become eligible for the next higher grade (stage 2).
- 11.14.26. Assistant Librarian / College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology, shall become eligible for the next higher grade (stage 2).
- 11.14.27. On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- 11.14.28. After completing three years in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology.

Miscellaneous provisions for CAS.

- 11.14.29. Members of the Selection Committee shall be given not less than 15 days notice of the meetings reckoned from the date of dispatch of such notice. The notice shall be served either personally or by registered/speed post.
- 11.14.30. At least 15 days notice reckoned from the date of dispatch shall be given to the candidates prior to the meeting of the Selection Committee. The notice shall be served either personally or by registered/speed post.
- 11.14.31. The work-load of Assistant Professor placed in Selection Grade or Promoted as Associate Professor or Professor under Career Advancement Scheme shall remain unchanged.

PART-III**11.15 ACADEMIC PERFORMANCE INDICATORS**

- 11.15.01. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in Tables I to IX of Appendix D.

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

- 11.15.02. The University shall adopt these statutes for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and its Constituent colleges/affiliated colleges (Government/

Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. An indicative PBAS template proforma for direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS shall also be sent separately by the UGC to the university. The university may adopt the template proforma or may devise its own self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in these Statutes.

11.15.03

(i) Besides the indexed publications documented by various discipline-specific databases, the University shall draw through committee(s) of subject experts and ISBN / ISSN experts:

(a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and

(b) a comprehensive list of Indian language journals/periodicals/ official publication volumes of language bodies and upload them on the University website which are to be updated periodically.

(ii) In respect of Indian language publications, equivalence in quality shall be prescribed by a Co-ordination Committee of experts to be constituted by the Chancellor.

(iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

11.15.04

The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria provided in these Statutes and template separately provided. Without prejudice, to the requirements provided for selection of Associate Professor under these Statutes, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be as follows:

(a) for those who possess a Ph.D. Degree, a minimum of one publication made during the period of service as Assistant Professor;

(b) for those with a M.Phil. Degree, a minimum of two publications made during the period of service as Assistant Professor; and

(c) for those without Ph.D. or M.Phil. degree, at least three publications during the period of service as Assistant Professor.

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

11.15.05

The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria based PBAS set out in these statutes and reprints of five major publications of the candidates:

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II;

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

- 11.15.06.** In the case of selection of Professors who are from outside the academic stream and are considered under clause (d) of sub-statute 11.13.02, the university's statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements.
- 11.15.07** The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall be similar to that of directly recruited Professors. In addition, the selection committee shall assess the following dimensions with the weightages given below:-
- (i). Assessment of aptitude for teaching, research and administration (20%);
 - (ii). Ability to communicate clearly and effectively (10%);
 - (iii). Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration (20%);
 - (iv). Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture (10%); and
 - (v). Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the University based on these Statutes (deduced to 40% of the total API score)
- 11.15.08.** In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts, Performing arts and Physical education, greater emphasis may be laid on the nature of deliverables indicated against each of the posts which need to be taken up by the concerned institution while developing API based PBAS proforma for both direct recruitment and CAS promotions.
- 11.15.09** The Internal Quality Assurance Cell (IQAC) shall be established in the University/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson (in the case of University), and the Principal, as Chairperson (in case of colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API criteria based PBAS proforma using the indicative template as prescribed. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.
- 11.15.10.** While the Academic Performance Indicators (API):
- Tables I and III of Appendix D are applicable to the selection of Professors/Associate Professors/Assistant Professors in University and colleges, the ratio/ percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College teachers, as given in Tables of Appendix D.
- 11.15.11** The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes statutes, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II (c) of Appendix D provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II (b) provide for CAS promotions of teachers in University and colleges respectively, which accommodate these differences.

CHAPTER XII

CONFERMENT AND WITHDRAWAL OF DEGREES AND
DIPLOMAS

- 12.01. (a) The Degree of Doctor of Letters (D.Litt.) for **Daktur-e-Adab, Honoris Causa** may be conferred upon such persons as have contributed substantially to the advancement of the Literature, Philosophy, Arts, Music, Painting or any other subject assigned to the faculty of Arts, or for conspicuous services rendered by them to the cause of education. Sections 7(6), 10(2) & 49(h)
- (b) The degree of Doctor of Science (D.Sc) Honoris Causa, may be conferred upon such persons as have contributed substantially to the advancement of any branch of science or technology or to planning, organizing or developing scientific and technological institutions in the country.
- (c) The degree of Doctor of Laws (LL.D) Honoris Causa may be conferred upon persons, who are distinguished lawyers, judges, jurist, statesmen or have noteworthy contribution of the public good.
- 12.02. The Executive Council may, *suo motu* or on the recommendation of Academic Council by a resolution passed by a majority of its total membership and also of not less than two third of the members present and voting, submit a proposal for conferment of honorary degree to the Chancellor for confirmation under Section 10(2) : Sections 7(6), 10(2) & 49(h)
- Provided that no such proposal shall be submitted in respect of a person who is a member of any authority or body of the University.
- 12.03. Before taking any action under Section 67 for the withdrawal of any degree, diploma or certificate conferred or granted by the University, the person concerned shall be given an opportunity to explain the charges against him. The charges framed against him shall be communicated by the Registrar by a registered post and the person concerned shall be required to submit his explanation within a period of not less than fifteen days of the charges. Sections 49(i) & 67
- 12.04. Every proposal for the withdrawal of an honorary degree shall require previous sanction of the Chancellor. Sections 49(i) & 67
- 12.05. (a) An Institute may be affiliated by the Executive Council as an institution where research may be carried on in the fulfillment of the requirements of section 7(4) (b) of the Act after it has been recommended by the Academic Council with the concurrence of the Board of the Faculty concerned. The Affiliation so granted may be withdrawn by the Executive Council on the recommendation of the Academic Council made with the concurrence of the Board of the Faculty concerned.
- (b) the Management of the Institute so Affiliated shall vest in:-
- (i) a Committee of Management or other equivalent body, appointed by the person or the body maintaining the Institute, the constitution of which shall be reported to the Executive Council,
- (ii) a Director appointed by the person or the body maintaining the institute.
- (c) Research work in a Affiliated Institute may be guided by the Director and other teachers of the Institute who may be Affiliated as supervisors or advisers for the D.Litt or D.Sc. or LL.D or D.Phil. degree of the University.

- (d) The Director and other teachers of the Institute, if they so agree, may deliver a course of advance lectures to research students of the University with the consent of the Head of the Department concerned.
- (e) Any person having requisite qualifications desirous carrying on research work at the Institute for research degrees of the University shall make an application to the Registrar through the Director of the Institute. The applications so received shall be placed before the Research Degree Committee of the University constituted under Ordinances and, if approved by the Committee, the applicant shall be permitted to start work on payment of such fees as may be prescribed by the Ordinances.
- (f) Any specific grant or donation received for any Institute shall be earmarked for the institute and spent on the Institute. No part of the grant of corresponding department of teaching in the University shall be spent for any other Institute.

CHAPTER XIII

Convocation

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| Section 49(r) | 13.01. | <ul style="list-style-type: none"> (1) A Convocation for conferring its Degrees, Diplomas, and other academic distinctions may be held by the University not more than once in a year on such date and at such time as the Executive Council may appoint. (2) A special convocation may be held by the University with the prior approval of the Chancellor. (3) The convocation shall consist of the persons specified in sub-sections (1) of Section 3 as constituting the body corporate of the University. |
| Section 49(r) | 13.02. | A local convocation may be held at each affiliated college on such date and such time as the Principal may, with the prior approval of the Vice-Chancellor in writing, appoint. |
| Section 49(r) | 13.03. | Combined convocation may be held by two or more colleges in the manner prescribed in Statute 13.02. |
| Section 49(r) | 13.04. | The procedure to be observed at the convocations referred to in this Chapter and other matters connected therewith shall be such as may be laid down in the Ordinances. |
| Section 49(r) | 13.05. | Where the University, or any affiliated College does not find it convenient to hold the convocation in accordance with Statute 13.01 to Statute 13.04, the degrees, diploma and other academic distinctions may be dispatched to the candidates concerned by registered post. |

CHAPTER-XIV

PART-I

CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

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| Section 49(d) | 14.01 | A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics mentioned in statute 14.30 and the Code of Conduct as set out in Appendix B, which shall form part of the agreement to be signed by the teacher at the time of appointment as set out in Appendix A. |
| | 14.02. | A breach of any of the provisions of the Code of Professional Ethics mentioned in statute 14.30 and the Code of Conduct as set out in Appendix B shall be deemed to be a misconduct within the meaning of statute 14.04. |

14.03.	<p>(1) A teacher of the University may be removed or his services terminated on one or more of the following grounds :-</p> <ul style="list-style-type: none"> (a) willful neglect of duty; (b) misconduct; (c) breach of any of the terms of contract of service; (d) dishonestly connected with University Examination; (e) Scandalous conduct or conviction for an offence involving moral turpitude; (f) physical or mental unfitness; (g) incompetence; (h) abolition of the post; <p>(2) Except as provided by Sub-Section (2) of Section 31, not less than three months' notice (or where notice is given after the month of October then three months' notice or notice ending with the close of the session, whichever is longer) shall be given on either side for terminating the contract or in lieu of such notice, salary for three months (or such longer period as aforesaid) shall be paid:</p> <p>Provided that where the University dismisses or removes or terminates the services of a teacher of the University under clause (1), or when the teacher terminates the contract for breach of any of its terms laid down by the University, no such notice shall be necessary:</p> <p>Provided further that the parties will be free to waive the condition of notice in whole or in part by mutual agreement.</p>	Section 49(d)
14.04.	<p>The original contract of appointment referred to in section 32 shall be lodged with the Registrar for registration within three months of the date of joining; such contract shall be duly stamped as per the rates applicable.</p> <p>The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service contract/record.</p>	Sections 32 (2) & 49 (d)
14.05.	<p>(1) No order of dismissing, removing or terminating the services of a teacher of the University on any ground mentioned in clause (1) of statute 14.03 (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity.</p> <ul style="list-style-type: none"> (i) of submitting a written statement of his defense; (ii) of being heard in person, if he so chooses; and (iii) of calling and examining such witnesses in his defense as he may wish. <p>Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.</p> <p>(2) The Executive Council may, at any time ordinarily within two months from the date of the Inquiry Officer's report pass a resolution dismissing or removing the teacher concerned from service or terminating his services mentioning the ground of such dismissal, removal or termination.</p>	Sections 21(xvii) & 49(d)

(3) The resolution shall forthwith be communicated to the teacher concerned.

(4) The Executive Council may, instead of dismissing removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding three years and or by stopping increments of his salary for a specified period or may deprive the teacher of his pay during the period of his suspension, if any.

Sections 21(xvii) & 49(d) 14.06.

(1) The Disciplinary Committee referred to in Statute 8.10 may recommend the suspension of a teacher during the pendency or in contemplation of an inquiry into charges against him, on the grounds mentioned in sub-clauses (a) to (e) of clause (l) of Statute 14.03. The order of suspension, if passed in contemplation of an inquiry, shall cease at the end of four weeks of its operation unless the teachers has in the meantime been communicated the charge or charges on which the inquiry was contemplated.

(2) A teacher of the University shall be deemed to have been placed under suspension :

(a) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed consequent to such conviction.

(b) In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

Explanation: - The period of forty eight hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

Where the appropriate officer, authority or body of the University decides to hold a further inquiry against him, then if the teacher was under suspension immediately before such dismissal or removal, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal or removal.

(3) During the period of his suspension, the teacher of the University shall be entitled to get subsistence allowance in accordance with the provisions of chapter VIII of part II of the U.P Government's Financial Hand Book, Volume II (as amended from time to time) which shall *mutatis mutandis* apply.

Sections 21(xvii) & 49(d) 14.07.

In computing the maximum period for purposes of clause (1) & clause (2) of Statute 14.06 the period during which a stay order from any court of law in operation shall be excluded.

Section 34 (T) 14.08.

No teacher of the University shall draw for any duties performed in connection with any examination referred to in Section 34 (1) in any calendar year, any remuneration in excess of one-sixth of the aggregate of his salary in that calendar year or forty thousand rupees, whichever is less.

Section 34 14.09.

Notwithstanding anything contained in these statutes:-

(i) A teacher of the University who is a member of Parliament or State Legislature shall not throughout the term of his membership hold any administrative or remunerative office in the University.

(ii) If a teacher of the University is holding any administrative or remunerative office in the University from before the date of his election or nomination as a Member of Parliament or the State Legislature, then he shall cease to hold such office with effect from the date of such election or nomination or with effect from commencement of these Statutes, whichever is later.

(iii) A teacher of the University who is elected, or nominated to Parliament or the State Legislature, shall not be required to resign or to take leave from the University for the duration of his membership or, except as provided by Statute 14.10 for attending the meeting of any House or committee thereof.

Explanation: - The membership of any authority or body of the University or the Deanship of a faculty or the Principalship of any college shall not be deemed to be an administrative office for the purposes of this Statute.

14.10. The Executive Council shall fix each year minimum number of days during which such teacher shall be available in the university for his academic duties:

Provided that where a teacher of the University is not so available because of the session of the parliament or the State Legislature, shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

14.11

Teaching Days

14.11.01.

(a) Subject to sub-clause (b), the University must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a (6-day) week. Of the remaining period, 12 weeks may be devoted to admissions and examination activities, and non-instructional (including preparation of examination) days for co-curricular, sports, college day, etc., 6 weeks for vacations and 4 weeks may be attributed to various public holidays. The above is summarized as follows:-

Categorization	Number of weeks
Teaching and learning Process	30 (180 days)
Admissions	04
preparation for examination	02
examination	06
Vacation	06
Public Holidays (to increase and adjust teaching days accordingly)	04
Total	52

(b) For the courses regulated by the National Council for Teacher Education, there shall be atleast 200 working days, each year exclusive of the period of preparation leave, examination and admission, out of which at least 40 days shall be for practice teaching or skill development in nearby schools. Adjustments shall be made accordingly.

The institution imparting teacher education shall work for a minimum of 36 hours in a week, during which physical presence in the institution of all the teachers and student-teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultations as and when needed:

Provided that where a teacher of the University is not so available because of the sessions of the Parliament or the State Legislature, he shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

- 14.11.02. In lieu of curtailment of vacation by 2 weeks, the teachers may be credited with 1/3rd of the period of earned leave.

PART-II

LEAVE RULES FOR TEACHERS OF THE UNIVERSITY

- 14.12 Leave cannot be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave already granted.

- 14.13 The authority competent to grant leave will be the Vice-Chancellor except in the case of Half Pay leave, Commuted leave Study leave or extraordinary leave, which will be granted by the Executive Council.

- 14.14 (i) Leave shall be of the following categories :

- (i). Casual leave;
- (ii). Special Casual leave;
- (iii). Earned leave or Privilege leave;
- (iv). Duty leave;
- (v). Extraordinary leave;
- (vi). Study leave or Sabbatical leave;
- (vii). Half pay leave or Long-term Leave;
- (viii). Commuted leave;
- (ix). Leave not due ;
- (x). Maternity leave;
- (xi). Child Care leave;

(ii) 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.

- 14.15

Casual Leave

Casual leave shall be granted to a permanent teacher on full pay for not exceeding 8 days in an academic year.

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.

- 14.16

Special Casual Leave

(i) Special Casual leave, not exceeding 10 days in an academic year, may be granted to a permanent teacher:

(a) to conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and

(b) to inspect academic institutions attached to a statutory board, etc.

In computing the 10 days leave admissible under sub-clause (a) and (b) above, the days of actual journey, if any, to and from the places where activities specified above, take place, may be excluded.

(c) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and

(d) to a female teacher who undergoes non-puerperal sterilization.

(ii) 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.

14.17

Earned Leave

(i) Earned leave admissible to a permanent teacher, shall be:

(a) 1/30th of actual service including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation. For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

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

For avoidance of doubt, it may be noted

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

(ii) 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.

14.18

Duty leave

(i) Duty leave of the maximum of 30 days in an academic year may be granted to a permanent teacher on full pay for the following:

(a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;

(c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;

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

(e) For performing any other duty for the university;

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

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

(iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

(vi) 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.

14.19

Extraordinary-Leave

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

(a) no other leave is admissible; or

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

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

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

(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 rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

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

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

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

14.20.

Study leave

(i) Study leave may be granted to a permanent and whole time Assistant Professor 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 institution or to make a special study of the various aspects of university organization and methods of education.

(ii) The period of study leave may 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 :

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 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.

(iii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. 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.

(iv) 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.

(v) 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.

(vi) 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.

(vii) 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. 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.

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

(ix) Study leave shall count as service for contributory provident fund and retiral benefits etc., provided the teacher joins the university on the expiry of his/her study leave.

(x) 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.

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

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

(xiii) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave.

14.21

Sabbatical leave

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

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave:

Provided 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 of one year or more.

(iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may 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.

(v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of provident fund and retiral benefits :

Provided that the teacher rejoins the institution on the expiry of his/her leave.

14.22

Half-pay Leave

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

Explanation: A 'completed year of service' means continuous service of specified duration under the university or the college and includes periods of absence from duty as well as leave including extraordinary leave.

14.23

Commuted Leave

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

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

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

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

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

14.24

Leave Not Due

(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 him/her subsequently.

(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.

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

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

14.25

Maternity Leave

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

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

14.26

Child Care Leave

(i) Women teachers having minor children may be granted leave on full pay upto two years for taking care of their minor children. The leave shall be regulated on the same terms and conditions as are applicable to the State Government employees from time to time.

(ii) In the cases, where the child care leave is granted for more than 45 days, the Institution may appoint a part time /guest substitute teacher with intimation to the UGC.

(iii) In the event of any doubt about the applicability of the leave, the decision of the State Government, shall be final.

PART-III**AGE OF SUPERANNUATION OF TEACHERS OF THE UNIVERSITY**

14.27

(1) The age of superannuation of a teacher of the University shall be sixty two years.

(2) No extension in service beyond the age of superannuation shall be granted to any teacher.

Provided that a teacher whose date of superannuation does not fall on June 30, shall continue in service till the end of academic session, that is June 30 following and will be treated as on re-employment from the date immediately following the date of his superannuation till June 30, following:

Provided further that a teacher, who is treated to be on re-employment from the date immediately following date of his superannuation till June, 30 following, will be entitled to pay and other benefits admissible to a Government employee of equal status.

PART IV

14.28

COUNTING OF PAST SERVICES

14.28.01

Previous regular service, whether national or international, as Lecturer/Assistant Professor, Reader/Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix D- Table No. II provided that:

(a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Lecturer/Assistant Professor, Reader/Associate Professor or Professor as the case may be.

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

(c) The candidate for direct recruitment has applied through proper channel only.

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

(e) The post was filled in accordance with the prescribed selection procedure as provided in the Act, the Uttar Pradesh Higher Education Services Commission Act, 1980 and rules made there under and these statutes.

(f) The previous appointment was not as guest lecturer (by whatever name called) for any duration, or an adhoc or in a leave vacancy of less than one year duration. Adhoc or temporary service of more than one year duration can be counted provided that:

(i) the period of service was of more than one year duration;

(ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

(iii) the incumbent was selected to the permanent approved / sanctioned post in continuation to the adhoc or temporary service, without any break.

(g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

14.29. PERIOD OF PROBATION AND CONFIRMATION

14.29.01. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

14.29.02. Subject to the provisions of these statutes, it is obligatory on the part of the institution to issue an order of confirmation to the incumbents within 45 days of completion of probation period after due process of verification of satisfactory performance.

14.29.03. The provisions regarding probation and confirmation are applicable only at the initial stage of recruitment, issued from time to time under the Act or Statutes or Ordinances made there under.

14.30. CODE OF PROFESSIONAL ETHICS

14.30.01. I. TEACHERS AND THEIR RESPONSIBILITIES :

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

Teachers should :

(i) adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(ii) manage their private affairs in a manner consistent with the dignity of the profession;

(iii) seek to make professional growth continuous through study and research;

(iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

(v) maintain active membership of professional organizations and strive to improve education and profession through them;

(vi) perform their duties in the form of teaching, tutorial, practical, practical teaching, seminar, symposium, workshop and research work conscientiously and with dedication;

(vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(viii) participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS**Teachers should:**

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals; and
- (x) refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES**Teachers should:**

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

IV. TEACHERS AND AUTHORITIES:**Teachers should:**

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

(v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) should adhere to the conditions of contract;

(vii) give and expect due notice before a change of position is made; and

(viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

(a) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution; and,

(b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

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

VII. TEACHERS AND SOCIETY

Teachers should:

(a) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(b) work to improve education in the community and strengthen the community's moral and intellectual life ;

(c) beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(d) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(e) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CHAPTER XV

SENIORITY OF THE TEACHERS OF THE UNIVERSITY

- 15.01. The Statutes contained in this Chapter shall not affect the *inter-se seniority* of teachers employed in the University from before the commencement of these Statutes. Sections 16(4) & 49(d)
- 15.02. It shall be the duty of the Registrar to prepare and maintain, in respect of each category of teachers of the University, a complete and up to date seniority list in accordance with the provisions hereinafter appearing. Sections 16(4) & 49(d)
- 15.03. The seniority among Deans of the Faculties shall be determined by the length of the total period of service they have put in as Deans of the Faculties: Section 49(d)
 Provided that when two or more Deans have held the said office for equal length of time, the Dean who is senior in age shall be considered to be senior for the purposes of this chapter.
- 15.04. The seniority among Heads of Departments shall be determined by the length of the total period of service they have put in as Heads of Department: Section 38(d)
 Provided that when two or more Heads of Department have held the said office for equal length of time, the Head of Department who is senior in age shall be considered to be senior for the purpose of this Chapter.
- 15.05. The following rules shall be followed in determining the seniority of teachers of the University: Section 49(d)
 (a) A Professor shall be deemed senior to every Associate Professor, and a Associate Professor shall be deemed senior to every Assistant Professor.
 (b) In the same cadre, *inter-se seniority* of teachers, appointed by personal promotion or by direct recruitment, shall be determined according to length of continuous service in such cadre:
 Provided that where more than one appointments have been made by direct recruitment at the same time and an order of preference of merit was indicated by the selection committee or by the Executive Council, as the case may be, the *inter-se seniority* of persons so appointed shall be governed by the order so indicated.
 Provided further that where more than one appointment have been made by promotion at the same time, the *inter-se seniority* of the teachers so appointed shall be the same as it was in the post held by them at the time of promotion.
 (c) When any teacher holding substantive post in any University (other than Khwaja Moinuddin Chishti Urdu, Arabi-Pharsi University) or in any constituent college or in any Institute whether in the State of Uttar Pradesh or outside Uttar Pradesh, is appointed whether before or after August 01, 1981 to a post of corresponding rank or grade in the University the period of service rendered by such teacher in that grade or rank in such University be added to his length of service;
 (d) When any teacher, holding substantive post in any college affiliated to or associated with any University, is appointed whether before or after the commencement of these statutes as a Assistant Professor in the University, then one half of the period of substantive service rendered by such teacher in such college shall be added to his length of service;
 (e) Continuous service on a temporary post to which a teacher is appointed after reference to a Selection Committee, if followed by his appointment in a substantive capacity to that post under clause (b) of sub-section (3) of section 31 shall count towards seniority.

Section 49(d)	15.06.	Where more than one teacher are entitled to count the same length of continuous service in the cadre to which they belong, the relative seniority of such teachers shall be determined as below: (i) in the case of Professor, the length of substantive service as Associate Professor shall be taken into consideration. (ii) in the case of Associate Professors, the length of substantive service as Assistant Professor shall be taken into consideration. (iii) in the case of Professor whose length of service as Associate Professors is also identical, the length of service as Assistant Professor shall be taken into consideration.
Section 49(d)	15.07.	Where more than one teachers are entitled to count the same length of continuous service and their relative seniority cannot be determined in accordance with any of the foregoing provisions, then the seniority of such teachers shall be determined on the basis of seniority in age.
Section 49(d)	15.08.	(1) Notwithstanding anything contained in any other Statute, if the Executive Council : (a) agrees with the recommendation of the Selection Committee, and approves two or more persons for appointment as teachers in the same Department it shall, while recording such approval, determine the order of merit of such teachers. (b) does not agree with the recommendations of the Selection Committee and refers the matter to the Chancellor under clause (a) of Sub-section (8) of Section 31, the Chancellor shall, in cases where appointment of two or more teachers in the same Department is involved, determine the order of merit of such teachers at the time of deciding such reference. (2) The order of merit in which two or more teachers are placed under clause (1), shall be communicated to the teachers concerned before their appointment.
Sections 19(i) & 49(d)	15.09.	(1) The Vice-Chancellor shall from time to time constitute one or more Seniority Committees consisting of himself as Chairman and two Deans of Faculties to be nominated by the Chancellor:- Provided that the Dean of the Faculty to which the teachers, (whose seniority is in dispute) shall not be a member of the relative Seniority Committee. (2) Every dispute about the seniority of a teacher of the University shall be referred to the Seniority Committee which shall decide the same giving reasons for the decision. (3) Any teacher aggrieved with the decision of the Seniority Committee may prefer an appeal to the Executive Council within sixty days from the date of communication of such decision to the teacher concerned. If the Executive Council disagrees with the Committee, it shall give reasons for such disagreement.

CHAPTER-XVI

PART-I

CONDITIONS OF SERVICE OF TEACHERS OF COLLEGES

- 16.01.** (1) A teacher of the College shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics mentioned in statute 14.30 and Code of Conduct as set out in Appendix B, which shall form part of the agreement to be signed by the teacher at the time of appointment as set out in Appendix C.

(2) A breach of any of the provisions of the Code of Professional Ethics mentioned in statute 14.30 and Code of Conduct as set out in Appendix B shall be deemed to be misconduct within the meaning of Statute 14.04.

16.02. The original contract of appointment referred to in Appendix C shall be lodged with the Registrar of the University for registration within three months of the date of joining; such contract shall be duly stamped as per the rates applicable.

The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service contract/record.

16.03. No teacher of a college shall draw for any duties performed in connection with any examination referred to in section 34 (1) in any calendar year, any remuneration in excess of one-sixth of the aggregate of his salary in that calendar year or forty thousand rupees, whichever is less.

16.04. TEACHING DAYS

16.04.01. (a) Subject to sub-clause (b), the Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a (6-day) week. Of the remaining period, 10 weeks may be devoted to admission and examination activities, and non-instructional (including preparation of examination) days for co-curricular, sports, college day, etc., 08 weeks for vacations and 4 weeks may be attributed to various public holidays.

The above is summarized as follows:-

Categorization	Number of weeks
Teaching and learning Process	30 (180 days)
Admissions/Examinations/ preparation for examination	03
Examination	02
Vacation	05
Public Holidays	08
(to increase and adjust teaching days accordingly)	04
Total	52

(b) For the courses regulated by the National Council for Teacher Education, there shall be at least 200 working days, each session exclusive of the period of examination and admission, out of which at least 40 days shall be for practice teaching or skill development in nearby schools. Adjustments shall be made accordingly.

The institution imparting teacher education shall work for a minimum of 36 hours in a week, during which physical presence in the institution of all the teachers and student-teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultations as and when needed.

Provided that where a teacher of the University is not so available because of the sessions of the Parliament or the State Legislature, he shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

16.04.02. The colleges may have an option of a total vacation of 08 weeks in a year and no earned leave except when required to work during the vacations for which, 1/3rd of the period will be credited as earned leave.

PART-II**LEAVE RULES FOR TEACHERS OF COLLEGES**

- 16.05. The provisions of statutes 14.12 to 14.26 relating to the Leave Rules of teachers of the University shall be applicable to the teachers of a college with the substitution of the words "management" and "Principal" for the words "Executive Council" and "Vice Chancellor" respectively.

PART-III**AGE OF SUPERANNUATION OF TEACHERS OF COLLEGES**

- 16.06. The age of superannuation of a teacher of an affiliated/associated college shall be sixty two years.
- 16.07. No extension in service beyond the age of superannuation shall be granted to any teacher:

Provided that a teacher whose date of superannuation does not fall on June 30, shall continue in service till the end of academic session, that is June 30 following and will be treated as on re-employment from the date immediately following the date of his superannuation till June 30 next following ;

Provided further that a teacher, who is treated to be on re-employment from the date immediately following date of his superannuation till June, 30 next following, will be entitled to pay and other benefits admissible to a government employee of equal status.

PART-IV**OTHER PROVISIONS**

- 16.08. The provisions of clauses (2) to (4) of the Statute 14.05, Statutes 14.28 to 14.30 shall *mutatis mutandis* apply to every teacher of a college with the following modifications, namely :-

(a) In clauses (2) to (4) of Statute 14.05, for the words "Vice Chancellor", and "Executive Council", the words "Principal" and "Management" shall respectively be *substituted*.

(b) In Statute 14.28 for the words "Vice Chancellor", and "Head of the Department", the words "Principal" and the "Senior-most Associate Professor in the Department" shall respectively be *substituted*.

CHAPTER XVII**HALLS**

Section 47(2)

- 17.01. The halls maintained by the University shall be such as laid down in the ordinances.

CHAPTER XVIII**SURCHARGE**

- 18.01. **Definitions-** In these Statutes unless there is anything repugnant in the subject or context-

(1) Examiner" means the Examiner, Local Fund Account, Uttar Pradesh.

(2) Government" means the Government of Uttar Pradesh.

(3) Officer of the University" means an officer mentioned in any of the clauses (c) to (h) of section 9 of the Act and the Officers declared as such under Statute 2.21 & 2.23.

18.02.

(1) In any case where the Examiner is of the opinion that there has been a loss, waste or misapplication, which includes misappropriation or unjustifiable expenditure of any money or property of the university as a direct consequence of neglect or misconduct of an officer he may call upon the officer to explain in writing why such officer should not be surcharged with the amount of such loss, waste or misapplication of money or the amount which represents the loss, waste or misapplication of property and such explanation will be furnished within a period not exceeding two months from the date such requisition is communicated to the person concerned.

Provided that explanation from any of the officers other than the Vice-Chancellor shall be called for through the Vice-Chancellor.

Note- (1) Any information required by the Examiner, or by a person appointed by him for the purpose, for preliminary inquiry shall be furnished and all connected papers and records shown to him by the officer (or if such information, papers or records are in possession of a person other than the said officer, by such person) within a reasonable time not exceeding two weeks in any case.

(2) Without prejudice to the generality of the provisions contained in clause (1) the Examiner may call for the explanation in the following cases :

(a) Where expenditure has been incurred in contravention of the provisions of these Statutes or of the Act or of the Ordinances or regulations made there under;

(b) Where loss has been caused by acceptance of a higher tender without sufficient recorded reasons;

(c) Where any sum due to the University has been remitted in contravention of the provisions of these Statutes or the Act or the Ordinances or regulations made there under ;

(d) Where loss has been caused to the University by neglect in realizing its dues;

(e) Where loss has been caused to the funds or property of the University on account of want of reasonable care for the custody of such money or property.

(3) On the written requisition of the officer from whom an explanation has been called the University shall give him necessary facilities for inspection of the connected records. The Examiner may, on an application from the officers concerned, allow a reasonable extension of time for submission of his explanation if he is satisfied that the officer charged has been unable for reasons beyond his control to inspect the connected records for the purpose of furnishing his explanation.

Explanation- Making of an appointment in contravention of the Act or the Statutes or the Ordinances made there under shall amount to misconduct and payments to the person concerned of salary or other dues on account of such irregular appointment will be deemed to be a loss, waste or misapplication of University money.

18.03.

After the expiry of the period prescribed and after considering the explanation, if received within time, the Examiner may surcharge the officer with the whole or a part of the sum for which such officer may in his opinion be liable:

Provided that in the case of loss, waste or misapplication accruing as a result of neglect or misconduct of two or more officers each such officer shall be jointly and severally liable.

Provided further that no officer shall be liable for any loss, waste or misapplication after the expiry of ten years from the occurrence of such loss, waste or misapplication or after the expiry of six years from the date of his ceasing to be such officer whichever is later.

18.04. An officer aggrieved by an order of surcharge passed by the Examiner may prefer an appeal to the Commissioner of the division in which the University is situated within thirty days from the date on which such order is communicated to him. The Commissioner may confirm, rescind or vary the order passed by the Examiner or may pass such order as he thinks fit. The order so passed shall be final, and no appeal shall lie against it.

18.05. (1) The officer who has been surcharged shall pay the amount of surcharge within sixty days from the date on which such order is communicated to him or within such further time, not exceeding one year, from the said date as may be permitted by the Examiner.

Provided that where an appeal has been preferred under Statute 18.04 against the order of surcharge passed by the Examiner all proceedings for recovery of the amount from the person who has preferred the appeal may be stayed by the Commissioner until the appeal has been finally decided.

(2) If the amount of surcharge is not paid within the period specified in clause (1) it shall be recoverable as arrears of land revenue.

18.06. Where a suit is instituted in a court to question an order of surcharge and the Examiner or the State Government is a defendant in such a suit, all cost incurred in defending the suit shall be paid by the University and it shall be the duty of the University to make such payment without any delay.

CHAPTER XIX

MISCELLANEOUS

Sections 7(12) & 49 (d) 19.01. The University may institute and award scholarships, fellowships (including travelling fellowships) studentships, medals and prizes in accordance with the provisions laid down in the Ordinances.

Sections 49 & 64 19.02. All elections to an authority or body of the University according to the system of proportional representation by means of single transferable vote shall be held in the manner laid down in Appendix E.

Section 7 19.03. Subject to the provisions of Section 7, the University may allow any person to appear as a private candidate at any examination conducted by the University:

Provided that -

(a) such person fulfills the requirement laid down in Ordinances; and

(b) such examination does not relate to a subject or course of study in which practical examination is a part of the curriculum.

Section 7 19.04. The provisions of statutes 19.03 shall *mutatis mutandis* apply to corresponding courses.

19.05. Notwithstanding anything contained in these Statutes or Ordinances of the University:

(i) no admission shall be made after August 31 in an academic year.

(ii) all examinations conducted by the University shall be completed by April 30, and

(iii) results shall be declared by June 15

19.06. With a view to improving his result a candidate may be allowed to appear in one subject in any part of the undergraduate examination or any part of the post-graduate examination in next regular examination of the University.

CHAPTER XX**QUALIFICATIONS AND CONDITIONS OF SERVICE OF NON-TEACHING STAFF OF THE AFFILIATED COLLEGES**

- 20.01. Appointments to the posts of Pharmacist, Routine Clerk or any other posts either in the pay scales of , or in a pay scale higher than that of Routine Clerk shall be made by direct recruitment on the recommendation of a Selection Committee after advertisement of the vacancy in newspapers.

CHAPTER XXI**21.01. CREATION AND FILLING UP OF TEACHING POSTS**

- 21.01.01. Teaching posts in universities, as far as feasible, may be created in accordance with the provisions contained in section 21(3) of the Act in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.

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

21.02. WORK-LOAD

- 21.02.01. The workload of the teachers in full employment should not be less than 40 hours (not periods) a week for 30/33 working weeks (180 teaching days/200 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours (of 60 minutes) daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours in a week should be as follows:

Assistant Professor 16 hours of 60 minutes each

Associate Professor and Professor 14 hours of 60 minutes each

- 21.02.02. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

21.03. OTHER PROVISIONS

Save as otherwise provided in these statutes, other provisions, not covered by these statutes, shall be governed by the relevant provisions 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 Regulations, 2010.

CHAPTER XXII**NON TEACHING STAFF OF THE UNIVERSITY**

- 22.01. The condition of service of non-teaching staff of the university other rules like leave and seniority and emoluments etc. shall be such as may be laid down by the ordinances of the university.

By order,
ANIL KARG,
Secretary,

Higher Education Department,

APPENDIX 'A'

(See statutes 14.01)

FORM OF AGREEMENT WITH MEMBERS OF TEACHING STAFF OF THE UNIVERSITY

AGREEMENT made this.....day of.....20....., between Sri of first part the University of..... (hereinafter called "the University") of the other part:

IT IS HEREBY agreed as follows:

(1) That the University hereby appointing Shri/Shrimati/Km. to be a teacher of the University with effect from the date the party of the first part takes charge of the duties of his/her office, and the party of the first part, hereby accepts the engagement, and undertakes to take such part, and perform such duties in the University as may be required of his/her, including the management and protection of the University property of funds, the organization of instruction the teaching formal or informal and the examinations of students, the maintenance of discipline and the promotion of student welfare in connection with any curricular or residential activities and perform such extra curricular duties of the University as may be entrusted to him/her and to submit himself/herself to the officers under whom he/she is for the time being placed by the authorities of the University and shall abide by and conform to the Code of Conduct for teachers laid down by the University as amended from time to time :

Provided that the teacher shall be on probation for a period of one year in the first instance and the Executive Council may on its discretion extend the period of probation by one year.

(2) That, the party of first part shall retire in accordance with the provisions of the Statutes of the University.

(3) The scale of pay attached to the post of teacher to which the party of the first part is appointed shall be the party of the first part shall from the date he/she takes charge his/her said duties be granted pay at the rate of Rs. per mensem in the aforesaid scale and shall receive pay in the succeeding stages in the scale unless the annual increment is withheld in pursuance of the provisions of the Statutes:

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be given to the party of the first part without the specific sanction of the authority empowered to withhold increment.

(4) That the party of the first shall obey, and to the best of his/her ability carry out the lawful directions of any officer, authority or body of the University, to whose authority he/she may while this agreement is in force, is subject under the provisions of the said Act, or under any Statutes, Ordinances or Regulations made thereunder.

(5) That the party of the first part hereby under takes to abide by and conform to the Code of Conduct laid down for the teachers, by the University, as amended from time to time.

(6) That on the termination of this agreement from whatever cause, the party of the first part shall deliver up to the University all books, apparatus, record and other articles belonging to the University that may be in his possession.

(7) In all matter, the mutual rights and obligations of the parties hereto shall be governed by the Statutes and Ordinances of the University, 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, and by the provisions of Uttar Pradesh State Universities Act, 1973.

IN WITNESS WHEREOF the parties hereto affix their hands and seal on the day year first above written.

.....
Signature of the Teacher

.....
Signature of the Registrar,
Representing the University.

Witness:

1.....
2.....

APPENDIX 'B'

(See Statutes 14.02 and 14.03)

CODE OF CONDUCTS FOR TEACHERS

Whereas a teacher, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed;

Now, therefore, in keeping with the dignity of his calling, this code of conduct is hereby laid down to be truly and faithfully observed;

(1) Every teacher shall perform his academic duties with absolute integrity and devotion.

(2) No teacher shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.

(3) No teacher shall incite one student against another or against his colleagues or the Alma Mater.

(4) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies, amongst his colleagues subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.

(5) No teacher shall refuse to carry out the decision of the appropriate bodies and functionaries of the University or the college, as the case may be.

(6) No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be, to any person not authorized in respect thereof.

(7) No teachers shall run any other business Part time home teaching (tuition) and coaching classes.

(8) The teachers shall remain available to the students for necessary assistance and guidance even after the classes without any remuneration.

(9) With a view to completing the educational programme, a teacher shall take leave only in unavoidable circumstances with the prior permission as far as possible.

(10) The teacher shall remain engaged in developing his/her academic achievements by a continuous study, research and training.

(11) Every teacher shall provide assistance in the University or College, as the case may be, in educational responsibilities e.g. in admission, helping and counseling to students, conducting of examination, invigilation, supervision evaluation of answer books, teaching and other curricular activities of the University or College.

(12) As per the ideals of democracy, patriotism and peace, teacher shall create the feeling of respect among students towards scientific temperament and physical labour.

APPENDIX 'C'

(See Statutes 16.02)

**FORM OF AGREEMENT WITH A TEACHER (OTHER THAN A PRINCIPAL)
IN ASSOCIATED COLLEGES**

Agreement made his day of 20..... between..... of the first part the Management of the..... college..... through the Principal/Secretary of the second part. Whereas the college has engaged the party of the first part to serve the College as..... subject to the conditions and upon the terms hereinafter contained, now this agreement witnesseth that the party of the first part and the college hereby contract and agree as follows.

(1) That the engagement shall be from the day of 20..... and shall be determinable as hereinafter provided.

(2) That the party of the first part is employed, in the instance on probation for a period of one year and shall be paid a monthly salary of Rs. The Period of probation may be extended by such further period as the party of the second party may deem fit but the total period of probation shall in no case exceed two years. Page 165 of 169

(3) That on confirmation after the period of probation the college shall pay the party of the first part of the services at the rate of Rs. (Rupees..... only) per month rising by annual increment of Rs. per month. The scale of salary shall be subject to such revision as may be made by the University with the approval of the State Government from time to time.

(4) That the said monthly salary is due on the first day of the month following that for which it is earned and the Management shall pay it to the teacher not later than fifteenth of the each month.

(5) That the party of the first part, shall not make a representation to the University or to any member of the Management, except through the Principal who shall forward it to higher authorities.

(6) That the party of the first part, shall in addition to the ordinary duties, perform such duties as may be entrusted to him by the Principal in connection with internal administration or activities of the College.

(7) In all other respects the mutual rights and obligations of the parties hereto shall be governed by the Statutes of the University as amended from time to time and by the provisions of the Uttar Pradesh State University Act, 1973.

Signed this day of 20....., On behalf of Management by
By the teacher in the Presence of:

Witness:

1.....

2.....

2. FORM OF AGREEMENT WITH A PRINCIPAL OF AN ASSOCIATED COLLEGE

Agreement made this day of 20 between of the first part (hereinafter called the Principal) and the (hereinafter called the Management) of College through the President of the second part. Whereas the Management has engaged the party of the first part to serve the College as Principal subject to the conditions hereinafter contained, now this Agreement witnesseth that the party of the first part and the Management hereby contract and agree as follows:

(1) That the agreement shall begin from the 20 and shall be determinable as hereinafter provided.

(2) That the Principal is employed, in the first instance, on probation for a period of one year and shall be paid a monthly salary of Rs. the period of probation may be extended by another year at the discretion of the Management.

(3) That on confirmation after the period of probation the Management shall pay the Principal at the rate of Rs. (Rupees only) per month in the scale of Rs. That scale of salary shall be subject to such revision as may be made by the University with the approval of the State Government from time to time.

(4) That the said monthly salary is due on the first day of the month following that for which it is earned and the Management shall pay it to the Principal not later than fifteenth of each month.

(5) The Principal shall perform all such duties as appear into the Principal of an associated college and shall be responsible for due discharge of such duties. The Principal shall be solely responsible to the internal management and discipline of the said college including such matters as the selection of Text-books in consultation with the senior-most teacher of the Department concerned the management of the college time table, the allocation of duties to all the members of college staff, the appointment of Wardens, Proctors, Games Superintendents, etc., the grant of leave to the staff, Page 167 of 169 the appointment, promotion control and removal of the inferior staff such as peons, dafaris, gardeners, technicians etc., the granting of freeship and half freeship to students within the number sectioned by the Management, his control of the college or hostels through the Warden, the admission discipline and punishment of students and the organisation of games and other activities. He shall administer all student's funds, such as Games fund, Magazine Fund, Union Fund, Reading Room Fund, Examination Funds etc., with the help of Committee appointed by him and in accordance with the directions received by him from time to time from the University, and subject to audit and security of accounts by qualified accountant appointed by the Management not from amongst its members. The accountant's fee will be legitimate charge on the students funds of the college. He shall have all powers necessary for the purpose, including power in an emergency to suspend members of the staff, including teachers or staff pending report to any decision by the Management. In the spheres of his sole responsibility he shall follow the direction received from the University or Government in connection with the administration of the college. In financial and other matters, for which he is not solely responsible, the Principal shall follow the direction of the Management as issued to him in writing through the Secretary to the members of the staff shall be issued through the Principal and not member of the staff have a direct approach to any member of the Management except through the Principal. The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff including the power to withhold increments. All appointments in Principal's office shall be made with his concurrence.

(6) That the Principal shall be ex-officio member of the Management any other committee appointed by the Management and have the power to vote. Provided that he shall not be a member of the Committee appointment to inquire into his own conduct.

(7) The date of birth of the party of the first part is in proof of which he has produced the High School Certificate or that of any other examination recognized as equivalent to High School Examination and has annexed certified copy thereof

(8) In all other respects, the mutual right, and obligations of the parties hereto shall be governed by the Statutes of the University as amended from time to time and by the provisions of the Uttar Pradesh State Universities Act, 1973. Signed this day of 20 on behalf of the Management by By the Principal in the presence of:

Witness (1) Address

Witness (2) Address

APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

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

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

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

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

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

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

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

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

S No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author, 10 /chapter in an edited book
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15 / sole author and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every

	carried out / ongoing	minimum of Rs. 10.00 lakh	minimum of Rs. 2.0 lakhs	Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for international level,
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D.	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
III (E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
III (E) (i)	Refresher courses, Methodology workshops /training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	(a). Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b). One week duration	(b) One week duration	10/each
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc. **	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 / each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local -University/College level	d) Local -University/College level	3 / each
III (E) (iv)	Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5

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

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

Notes

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

APPENDIX - III TABLE - II (A)
MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER
ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 5)
I	Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/Year	75/Year	75/Year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual score under Categories I and II	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
V	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Expert Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	50% - Contribution to Research. 30% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - research. 50% - Performance evaluation and other credential by referral procedure

Note: Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II. Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

APPENDIX – III TABLE – II (B)
MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

	Assistant Professor/ equivalent cadres Stage 1 to Stage 2:	Assistant Professor/ equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/Year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.
 Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

Explanatory note for Tables II (a) and II (b)

1. All universities / colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions) maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfil the minimum criteria under Rows III and IV of Tables I(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
(b) If however, the candidate finds that she / he fulfils the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

APPENDIX – III TABLE – II(c)

Minimum Scores for APIs for direct recruitment of teachers in university departments/Colleges, Librarian/Physical Education cadres in Universities/Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	e) Academic Background (20%) f) Research performance based on API score and quality of publications (40%) g) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance: (20%)

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively

APPENDIX-III - TABLE: III
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS
IN UNIVERSITIES AND COLLEGES

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

3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>I. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III.</p> <p>II. At least three publications in the entire period as Assistant Professor (three years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>III. The course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
4	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
5	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III.</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard, (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved, and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX - III: TABLE - IV

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY THE UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / DIRECTOR/ DEPUTY DIRECTOR/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION/ COLLEGE DIRECTOR OF PHYSICAL EDUCATION

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

S. No.	Nature of Activity	Maximum Score
CATEGORY I		
1	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points)	40
2	Extending services, sports facilities and training on holidays to the institutions and organisations	10
3	Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points) Organizing and conducting coaching camps / sports person development / training programmes (15 Points)	40
4	Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points) Identifying sports talents and Mentoring sports excellence among students (10 Points)	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15
	Total Score	125
	Minimum API Score Required	75

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

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramural and intramural programmes), extension work through NSS/NCC and other channels,	20
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Physical education	Max. points for University and college teacher position
III(a)	Research Publication (Journals)	Refereed Journals*	15/ Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10 / publication
III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers **	50 /sole author 10 / chapter in an edited book
		Text or Reference Books Published by National/ Central/ State Government/ Societies **	25/sole author, 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers **	15/ sole author, 3/ chapter in edited books

	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories **	5 / Chapter
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*For Joint Research papers, the First/Principal author will share 60%, while the rest joint authors will share the 40% of API scores

** Scores (50/25/10/03 whatever the case may be) to be shared equally by all authors

III(C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project
		Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major project
		Minor projects from central / state funding agencies with grants below 4.00 lakhs	10 each minor Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs
III (C) (iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Policy document of Govt. Bodies at Central and State level	30 / each output or outcome for National patents etc/50 /each for International patents,
III (D)	RESEARCH GUIDANCE		
III (D)(i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each candidate
		Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS		
III(E)(i)	Research Methodology/ Training/ Coaching	Research methodology / Training/ Coaching programme (not less than three weeks)/workshops of not less than one week.	20

	Workshops		
III(E)(ii)	Papers in Conferences/ Seminars/ workshops etc	Participation and Presentation of research papers (oral/poster) in:	
		a) International conference	10 / each
		b) National	7.5 / each
		c) Regional/State level	5 /each
		d) Local – University/College level	3 / each
III(E) (iv)	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures/chair sessions	a) International	10 /each
		b) National	7.5 /each
		c) State level/Regional	5 /each
		d) University/College level Endowment lectures	5 /each

APPENDIX – III TABLE – V (a)

MINIMUM NORMS OF APIS AS PROVIDED IN APPENDIX – III TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

	Assistant Director of Physical Education (Stage 1 to Stage 2 (Senior Scale))	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (university only)
I	Teaching, training coaching, sports person development and sports management activities (Category – I)	75/Year	75/Year
II	Extension and Profession related activities (Category II)	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required – to be assessed cumulatively	10/Year (40/assessment period)	30/Year (90/assessment period)
V	Expert Assessment System. Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	Screening Committee	Selection Committee
	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	50% - Research evaluation 30% - Assessment of domain knowledge contribution and organisation track record with vision plan. 20% - Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II
Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX - III TABLE - V (b)
MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

S. No	Categories of Criteria	Minimum Average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for Expert Assessment			
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3)	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4)	College Director of Education (Selection Grade)
I	Teaching-learning, Evaluation Related Activities (Category - I)	75/Year	75/Year	75/Year	75/Year
II	Co-curricular, Extension and Profession related activities (Category - II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) - Minimum Annual Score Required to assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	15/Year (45/assessment period)
V	Expert Assessment System	Screening Committee	Screening Committee	Screening Committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports. 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.
Note: For colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided, and AGP of Rs. 8000, 7000, 8000 and 9000 respectively

APPENDIX – III TABLE – V(c)
MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS/COLLEGES
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Norm / Criteria	Assistant Director of Physical Education/College Director of Physical Education (Entry Stage – Stage 1)	Deputy Director of Physical Education in university (Stage 4)	Director of Physical Education in university (Stage 5)
I	API score (Research and Academic Contribution – Category III)	---	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection criteria/weightages (Total weightage = 100)	d) Track Record of championship won (30%) e) Sports and athletic skills (40%) f) Interview performance (30%)	h) Research papers (3 nos) evaluation (40%) i) Organisational skills / Plans of sports (30%) j) Interview performance (30%)	a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan (25%) c) Interview performance (25%)

Note: For universities/colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 8000 and 10000 respectively

APPENDIX-III, TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

S. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) (requirement)	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant DPE / College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D/M.Phil	(iv) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (v) One Orientation and one Refresher Course of 3-4 weeks duration. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE (selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2	(iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for DPEs cadres in Colleges. (v) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) (Stage 3 to Stage 4)	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (ii) Minimum three publications over twelve years. For promotion in Colleges an exemption of one publication for M. Phil. holders and exemption of two publications for Ph. D. holders. (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for the university DPE cadres in universities and in Table V(b) of Appendix III for cadres in colleges.
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for DPEs in university. These may be achieved over two assessment periods, if required. (v) A minimum of five publications over two assessment periods (six years). (vi) Evidence of having produced teams / athletes. (vii) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for DPEs in the university.

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the Physical Education cadres as per the API score specified for this cadre.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX - III: TABLE - VII

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN /COLLEGE LIBRARIAN.

Category - I: Procurement, organisation, and delivery of knowledge and information through Library services

S.No	Nature of Activity	Maximum Score
1.	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30
3.	Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4.	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC, knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
Total Score		125
Minimum API score required		75

Category- II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes), extension, library-literary work through different channels.	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

Category – III – Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author, 10 / chapter in an edited book

		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs. 10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for international level,
III (D)			
III (D) (i)	M Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each

			candidate
		Thesis submitted	7 /each candidate
III(E)			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		International conference	Each
		b) National	/ each
		c) Regional/State level	/each
		Local -University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	International	10 /each
		National level	5

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

Notes.

- The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

APPENDIX – III TABLE – VII (a)

Minimum APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of universities and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian / Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100 Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organisation of digital library services 20% Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – II TABLE – VII (b)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix II Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX - III: TABLE - VII(c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Criteria	Norm / Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
I	API score (Research and Academic Contribution - Category III)	---	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)	a). Teaching / compute and communication skills by a Lecture demonstration (30%) b). Record of Library management skills (20%) c). Interview performance (50%)	a). Library related Research / Theme papers (3 Nos) Evaluation (50%) b). Library automation skills and Organisational Plans (20%) c). Interview performance (30%)	a). Library Research papers (Five) evaluation (80%) b). organisational track record of innovation library service and vision plan (20%) c). Interview performance (20 %)

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4, 5 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX - III: TABLE - IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	<p>(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and Table VIII(b) of Appendix III for college Librarian cadres.</p> <p>(ii) One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	<p>(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (a) of Appendix III for Librarian Cadres in universities and Table VIII (b) of Appendix III for college librarian cadres.</p> <p>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and in Table VIII (b) of Appendix III for Librarian Cadres in Colleges.</p> <p>(ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders.</p> <p>(iii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation and in Table VIII (a) of Appendix III for university in Table VIII (b) of Appendix III for librarian cadres in colleges.</p>
4.	Librarian (university) (Stage 5) -	Deputy Librarian in university with three years of completed service in Stage 4.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</p> <p>(ii) A minimum of 5 publications over current and previous assessment periods.</p> <p>(iii) Evidence of innovative library service and organisation of published work.</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix III for Librarian (university).</p>

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

ANNEXURE TO CLAUSE 6.0.2 OF SCHEDULE 6.0.0

University of _____
Annual Self-Assessment for the Performance Based Appraisal
System (PBAS)
Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name/Mother's Name/Husband's Name:
3. Department :
4. Current Designation & Grade Pay:
5. Date of last Promotion :
6. Address for correspondence (with Pincode)
7. Permanent Address (with Pincode)

Telephone No:

Email:

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching*	No. of classes per week allotted	No. of Classes conducted	% of Classes/Practicals taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score: 20)				API Score

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**A) Published Papers in Journals**

S. No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

B(i)) Articles / Chapters published in Books

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN /ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

S. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

III C). Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

(c)(iii & iv) Completed Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

S No	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

S. No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /college or university level	API Score

E (iii) Invited Lectures and Chairmanships at national or International conference/seminar etc.

S. No	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organised by	Whether international /national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I + II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson/Principal

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) a.

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100 % achievement.	Max Score: 50
--	---------------

b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max. Score : 10
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(ii)

Imparting of knowledge / Instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max Score: 20
--	---------------

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 – single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement.	10
a. ICT Based Teaching material: 10 points/each	

b. Interactive Courses : 5 points/each	
c. Participatory Learning modules: 5 points/each	
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-plant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training: International (10 points); national/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At state level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables – IV to IX of the UGC-Regulations, 2010.

University of _____
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Department :
4. Current Designation & Grade Pay:
5. Date of last Promotion :
6. Which position and grade pay are you an applicant under CAS?
7. Date of eligibility for promotion:
8. Date and Place of Birth:
9. Sex:
10. Marital status:
11. Nationality:
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with Pincode)
14. Permanent Address (with Pincode)

Telephone No:

Email:

15. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School/Matric					
Intermediate					
B.A./B.Sc./B.Com/B.Mus					
M.A./M.Sc./M.Com/M. Mus					
Others examination, if any					

16. Research Degree(s)

Degree	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc/D.Litt			

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience: P.G. Classes (in years) : U.G. Classes (in years)

20. Research Experience excluding years spent in M. Phil / Ph. D. (In years)

21. Fields of Specialisation under the Subject/Discipline

(a) ..

(b) ..

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section.)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score: 20)				API Score

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S. No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co-author	Whether you are the main author	API Score

B(i) Articles / Chapters published in Books

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

S. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

III C). Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

(c)(iii & iv) Completed Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

S No	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

S. No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /college or university level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

S. No	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organised by	Whether international /national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic. Year	Total – API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I + II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson/Principal

N:B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B(I) is based on API scoring for Category I of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(II) is based on Category II of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY: I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80 % of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100 % performance.	Max Score: 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max. Score : 10
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(ii)

Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	Max Score: 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 per single course)	10
Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., (a) Interactive Courses: 5 points/each (b) Participatory Learning modules: 5 points/each (c) Case studies: 5 points/each	10
Use of ICT in T/L process with computer-aided methods like powerpoint / Multimedia/Simulation/Softwares etc., (Use of any one of these in addition to Chalk & Board: 5 points)	10
Developing and Imparting Remedial/Bridge Courses (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas. (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(i) Extension and Co-curricular & field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-plant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus	10

publications (departmental level 2 points, institutional level 5 points).	
Community work such as values of National integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training as Chairman/Organizational Secretary/Treasurer : (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables – IV to IX of the UGC-Regulations, 2010.

