Vidyawardhini Sabha's

Arts, Commerce and Science College, Dhule

Criterion - 6

Metric: 6.2.1

		Page No.
1.	Institutional Policies	2
2.	Institutional Perspective Plans	3
3.	Deployment of the Perspective Plans	4
4.	Organogram of the Management	5
5.	Teaching Staff Recruitment Rules and UGC Guidelines	6
6.	Non-Teaching Staff Recruitment Rules	116

Vidyawardhini Sabha's
Arts, Commerce and Science College,
Dhule - 424001 (M.S.) (POB No.31)
NAAC- Reaccredited (CGPA 2.5)

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Date:

THE INSTITUTION HAS THE POLICIES

1. To provide quality education to all concentrating inclusive policy.
2. To frame and design the policies those facilitate serving the need of the society.
3. To develop overall personality of the students by transforming them as quality conscious, competent and self-reliant.
4. To inculcate social and moral values for making them progressive citizens by nurturing scientific temperament, constitutional ethics and democratic values.
5. To imbibe environmental consciousness up keeping green and eco friendly campus.
6. To create quality culture through teaching-learning process, research and innovative practices acquiring required skills to face the challenges of the 21st century.

COORDINATOR,IQAC
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THE INSTITUTIONAL PERSPECTIVE PLAN

1. To introduce new career oriented certificate courses
2. To develop infrastructure including ICT
3. To depute teaching, non-teaching staff for participation in workshop, seminar, conferences and FDPs
4. To promote environment consciousness in the campus
5. To organize activities for the academic enrichment of the students and teachers
6. To conduct academic, green and structural audit
7. To strengthen Alumni Association
8. To sign Memorandum of Understanding (MoUs)
9. To introduce online admission process
10. To review and updation of available resources and infrastructure
11. To pursue the process of grant of science faculty
12. To introduce thin client based computer lab
13. To obtain recognition from the University for special level subjects taught at the general level in Science
14. To prepare for NAAC accreditation

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Deployment of the Perspective Plans

Plans	Deployment of Plans
To introduce new career oriented certificate courses	Introduced Six Certificate Courses
To develop and update infrastructure including ICT.	Two ICT Classrooms are set up and one staff room cum Seminar hall is ICT Enabled
To depute teaching, non-teaching staff for participation in workshop, seminar, conferences and FDPs.	The Teaching and Non-Teaching Staff are encouraged to participate in Refresher Courses, Orientation Programmes, STC and FDPs.
To promote environment consciousness in the campus.	The institutional campus is eco-friendly and it is promoted to make aware the students with environment consciousness.
To organize activities for the academic enrichment of the students and teachers.	The institution has organized various activities such as seminar, conferences, workshops and webinars.
To conduct academic audit	Conducted Academic Audit and got Grade-A
To strengthen Alumni Association.	It is strengthened by initiating a process to make its registration.
To sign Memorandum of Understanding (MoUs)	Signed Four MoUs
To introduce online admission process.	During Pandemic, admission process was online. The admission process is done online through University portal.
To review and update available resources and infrastructure	Review and updation of the available infrastructure is done properly time to time.
To send proposals to the government for the grants of Science faculty.	The process of seeking grants for the government is under progress.

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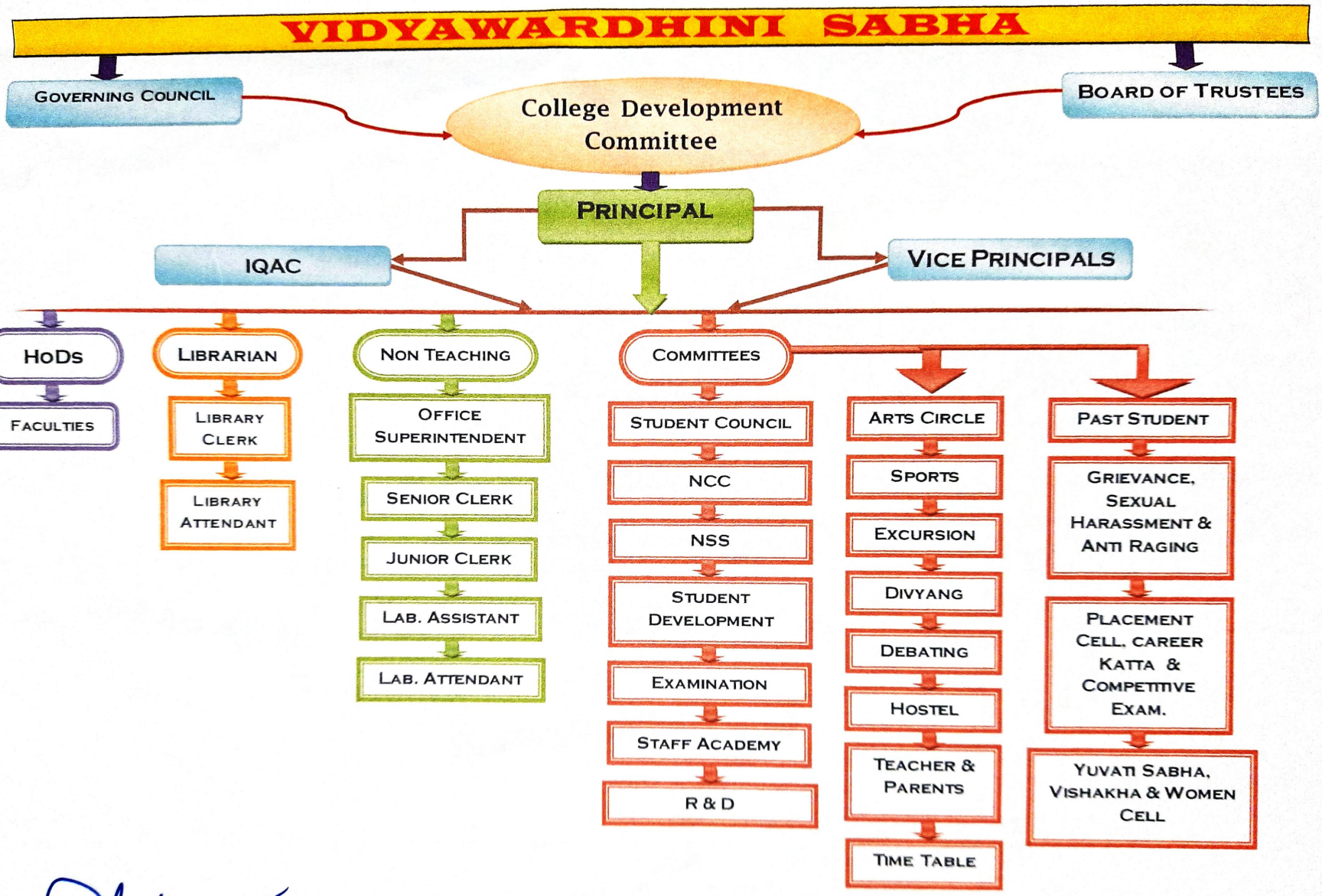

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Arts, Commerce and Science College, Dhule

Criterion - 6

Metric: 6.2.1

Teaching Staff Recruitment Rules

and

UGC Guidelines

NAAC Cycle-III

Vidyawardhini Sabha's Arts, Com. & Sci. College DHULE

VIDYA WARDHINI SABHA'S
ARTS, COMMERCE &
SCIENCE COLLEGE, DHULE

MAHARASHTRA UNIVERSITY ACT – 2016

w.e.f. - 01/03/2017

Vidya Sabha's Arts, Com. & Sci. College
DHULE

(*6*) Notwithstanding anything contained above, the State Government may evolve the Statutory Mechanism of fixation and regulation of fees which shall be binding on different types of colleges and recognized institutions as specified by the State Govt. in this regard.

(*7*) The committee shall meet at least twice a year to examine and consider the fee fixation proposals on the basis of the norms as prescribed in Ordinance, and shall hold as many meetings as needed. The committee shall decide tuition fees, other fees and charges for various courses or programmes, at least six months before the commencement of academic year.

Selection and appointment of university teachers

105. (*1*) The selection committee for making recommendations for appointment of university teachers shall consist of the following members :—

(*a*) the Vice-Chancellor or the Pro-Vice-Chancellor upon directions of the Vice-Chancellor-Chairman ;

(*b*) one person, not below the rank of professor, nominated by the Chancellor ;

(*c*) the Dean of the Faculty concerned as a Member Secretary ;

(*d*) the Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor ;

(*e*) not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected ;

(*f*) one person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes, nominated by the Chancellor ;

(*g*) Director, Higher Education or his nominee not below the rank of Joint Director ;

(*h*) Director, Technical Education or his nominee not below the rank of Joint Director :

Provided that, a head, referred to in clause (*d*), who is a Associate Professor shall be a member of the selection committee for the selection to the Assistant Professor.

(*2*) Every post of a university teacher, to be filled by selection, shall be duly and widely advertised, according to the draft approved by the Vice-Chancellor, together with particulars of the minimum and additional qualifications, as prescribed, the emoluments and number of posts to be filled, the number of posts which are reserved for the members of the Scheduled castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes, to be determined by the Vice-Chancellor on the recommendation of the Board of University Department and Inter Disciplinary Studies, and reasonable time, shall be allowed within which the applicants may, in response to the advertisement, submit their applications.

(3) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, be in given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting :

Provided that, for the post of professor, the selection committee may in preference to the candidates who have applied and appeared before it, recommend for appointment, with all the requisite details, the name of any other person who may not have applied or appeared before it, but who is duly qualified and has to his credit exceptionally high academic achievements or proficiency in the specialization or has extraordinary academic contribution, to be recorded in writing.

(4) If, on petition by any person directly affected, or *suo motu,* the Chancellor, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the teachers whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the Chancellor, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such teacher, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made. The person whose appointment has been so terminated shall be eligible to apply again for the same post.

(5) Any order made by the Chancellor, under the last preceding sub-section shall be final and a copy of the order shall be served on the teacher concerned by the Vice-Chancellor within three days from its receipts.

(6) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university.

Filling temporary vacancies of university teachers.

106. *(1)* Where an appointment is to be made on a temporary vacancy of teacher of the university because of resignation, leave or any reason, whatsoever, the appointment shall be made, if the vacancy is for a period of more than one year, on the recommendation of the selection committee in accordance with the provisions of section 105. The quorum for the selection committee shall be three:

Provided that, if, the vacancy is for a period of less than one year or if, the Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill in the vacancy immediately, he may make the appointment of person duly qualified, for a period not exceeding one year on the recommendation of a local selection committee.

(2) Local selection committee shall consist of the following members, namely:-

(a) the Vice-Chancellor, Chairperson;

(b) the Dean of the faculty concerned;

(c) the head of the department concerned;

(d) one expert nominated by the Vice-Chancellor :

Provided that, where the head of the department is also the Dean, the Vice-Chancellor shall nominate two persons instead of one;

(e) one member, belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis)* or Nomadic Tribes or Other Backward Classes or Special Backward Category, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(f) the Director, Higher Education or his nominee, not below the rank of Joint Director of Higher Education; and

(g) the Director, Technical Education or his nominee, not below the rank of Joint Director of Technical Education:

Provided that, before the expiry of one year as aforesaid, the Vice-Chancellor shall take steps to fill up the post by appointment in accordance with the provisions of section 105.

Appointment and selection of principal of unconducted colleges.

107. The selection committee for selection of Principals of conducted colleges or directors or heads of university institutions or post-graduate centres or sub-centres maintained by the university, shall consist of the following members, namely :-

(a) the Vice-Chancellor - Chairperson;

(b) Chancellor's nominee on the Management Council;

(c) two experts, nominated by the Management Council and one expert nominated by the Academic Council, who are not connected with the university, colleges or institutions under its jurisdiction;

(d) one member belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) the Director, Higher Education or his nominee, not below the rank of Joint Director of Higher Education;

(f) the Director, Technical Education or his nominee, not below the rank of Joint Director of Technical Education.

108. *(1)* There shall be a selection committee for making recommendations of suitable candidates for appointment to the posts of-

(a) Deans;

(b) Directors of Sub-Campuses of the university;

(c) Registrar;

(d) Director, Board of Examinations and Evaluation;

(e) Finance and Accounts officer;

(f) Director of Sports and Physical Education;

(g) Director of Innovation, Incubation and Linkages;

(h) Director of Lifelong Learning and Extension.

Selection committees fo officers and employees of university, principals, teachers and other employees of affiliated colleges.

(2) The Selection Committee shall consist of-

(a) the Vice-Chancellor, Chairperson;

(b) the Chancellor's nominee on the Management Council;

(c) two experts having special knowledge in the field related to the post to be filled, who are not connected with the university or affiliated college or recognized institution under its jurisdiction, nominated by the Chancellor;

(d) one person belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, or Other Backward Classes, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) the Director of Higher Education or his nominee, not below the rank of the Joint Director of Higher Education;

(f) the Registrar, Member-Secretary :

Provided that, where he himself is a candidate for the post then in such case, the Pro-Vice-Chancellor shall be the Member-Secretary.

(3) All posts, mentioned in sub-section *(1)* ; shall be duly and widely advertised.

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, being given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting.

(5) The Selection Committee and mode of appointment of other officers of the university shall be prescribed by the State Government in the *Official Gazette*.

(6) The Selection Committee, selection process and mode of appointment of principals and teachers of affiliated colleges and recognized institutions shall be as per the guidelines, directions of the University Grants Commission as may be prescribed by the State Government in the *Official Gazette*.

109. In addition to the committees constituted under this Act, the authorities of the university may appoint committee with suitable terms and reference for any specific task, and such committee shall consist of members of the same authority constituting such a committee and also of such other persons as that authority

Other Committees.

CHAPTER X

PERMISSION, AFFILIATION AND RECOGNITION

110. *(1)* The university shall prepare a comprehensive perspective plan for every five years and get the same approved by Commission. Such plan shall be prepared for the location of colleges and institutions of higher learning in a manner ensuring comprehensive equitable distribution of facilities for higher education having due regard, in particular, to the needs of unserved and under-developed areas within the jurisdiction of the university. Such plan shall be prepared by the Board of Deans and shall be placed before the Academic Council and the Senate through the Management Council.

(2) The perspective plan shall include the new courses and subjects to be permitted which shall be determined by studying the social and economic needs of the region, job opportunities available and requirements of the industry and should be as per directive principles of and in conformity with the plans of the State Government and the National Policy for Higher Education for achieving National and State objectives of higher access, equity, excellence, research, relevance and quality.

(3) The perspective plan shall make provision for the number of new divisions to be permitted to the colleges and institutions of higher learning in different regions after factoring in the demand for the concerned course and shall be in conformity with the plans of and after the approval of Commission under section 76.

(4) While preparing the perspective plan preference shall be given to the districts where Gross Enrolment Ratio is less than the national average and also to the tribal, hilly and inaccessible areas besides quality benchmarks, inclusive growth, social relevance and value education.

(5) The university shall prepare an annual plan every year for the location of colleges and institutions of higher learning, in consonance with the perspective plan.

(6) The University shall undertake the systematic field survey within the geographical jurisdiction of the University every five years regarding the requirements of the facilities of Higher Education, types of skills needed for the local industries, trade and commerce, aspirations of youth of the region, needs of socially and economically deprived youth like female students, backward and tribal communities and such other related factors. The university shall use the findings of such field survey and develop the scientific database while preparing the perspective plan of the university.

Conditions of affiliation and recognition.

111. *(1)* The management applying for affiliation or recognition, and the management whose college or institution has been granted affiliation or recognition, shall give the following undertaking and shall comply with the following conditions,-

(a) that the provisions of the Act and Statutes, Ordinances, and Regulations made thereunder and the standing orders and directions of the university and State Government shall be complied with;

(b) that there shall be a separate College Development Committee provided for an affiliated college as provided by section 100 of the Act ;

(c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the university and the State Government, from time to time;

(d) that there shall be suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research, hostels, gymnasium, *etc.* as may be prescribed;

(e) that the financial resources of the college or institution shall

Adivasi Sabha's Arts, Comm. & Sci. College DHULE Vidya

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

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

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the "UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. **Short title, application and commencement:**

1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.

1.3 These shall come into force from the date of notification.

2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.

3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON 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, 2018

Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

1.0 Coverage

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

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

i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.

ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

Eligibility Test (SLET) or the State Eligibility Test (SET),conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

1.2 Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

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

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

2.2 The date of implementation of the revision of pay shall be 1st January, 2016.

3.0 Recruitment and Qualifications

3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

3.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

3.3

I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

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

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

a) The Ph.D. degree of the candidate has been awarded in regular mode only;

b) The Ph.D. thesis has been awarded by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

Vidya Mandir Sabha's Arts, Com. & Sci. DHULE

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

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

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

3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to19 September, 1991.

3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

3.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

3.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

3.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

3.12 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

4.0 Direct Recruitment

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

I. Assistant Professor:

Eligibility (A or B) :

A.

i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

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

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

a) The Ph.D. degree of the candidate has been awarded in a regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

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

OR

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

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

II. Associate Professor:

Eligibility:

i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.

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

iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

Wardhaman Sabha's Arts, Com. & Sci. DHULE

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

OR

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

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.

ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.

iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)

A. Eligibility:

(i) Ph.D. degree

(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.

(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.

(iv) A minimum of 110 Research Score as per Appendix II,Table 2

B. Tenure

i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.

ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice Principal

An existing senior faculty member may be designated as Vice Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

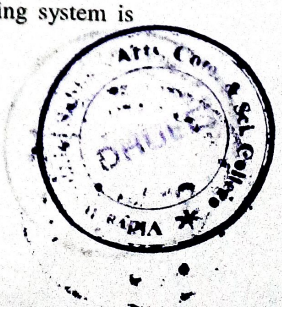
4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility (A or B):

A.

i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.



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

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

a) Ph.D. degree has been awarded to the candidate in a regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate had been conducted;

d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;

e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

OR

B. A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

i) studied under a noted/reputed traditional Master(s)/Artist(s)

ii) Has been 'A' grade artist of AIR/Doordarshan;

iii) Has the ability to explain, with logical reasoning the subject concerned; and

iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor :

Eligibility (A or B):

A.

i) Good academic record, with a doctoral degree.

ii) Performing ability of a high professional standard.

iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.

iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

B. A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

i) been 'A'-grade artist of AIR/Doordarshan;

ii) eight years' experience of outstanding performing achievement in the

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field of specialisation;

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

iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and

v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :

Eligibility (A or B):

A.

i) An eminent scholar having a doctoral degree

ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions

iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,

iv) Has a total research score of 120, as per Appendix II,Table 2.

OR

B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

i) Having Masters degree, in the relevant subject

ii) Has been 'A'-grade artist of AIR/Doordarshan

iii) Has Ten years of outstanding performing achievements in the field of specialisation

iv) Has made significant contributions in the field of specialisations and ability to guide research;

v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;

vi) Has the ability to explain with logical reasoning the subject concerned, and

vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:

I. Assistant Professor

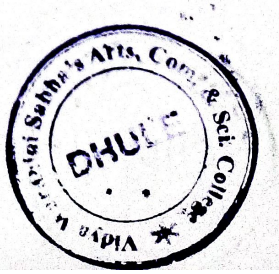
Eligibility (A or B)

A.

i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

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

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



field of specialisation;

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

iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and

v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :

Eligibility (A or B):

A.

i) An eminent scholar having a doctoral degree

ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions

iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,

iv) Has a total research score of 120, as per Appendix II,Table 2.

OR

B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

i) Having Masters degree, in the relevant subject

ii) Has been 'A'-grade artist of AIR/Doordarshan

iii) Has Ten years of outstanding performing achievements in the field of specialisation

iv) Has made significant contributions in the field of specialisations and ability to guide research;

v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;

vi) Has the ability to explain with logical reasoning the subject concerned, and

vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:

I. Assistant Professor

Eligibility (A or B)

A.

i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

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

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

Vidya Bharati Sahkari Arts, Comm. & Sci. College DHULE

a) The Ph.D. degree of the candidate has been awarded in the regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;

e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

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

OR

B. A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;

ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and

iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:

Eligibility (A or B) :

A.

i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.

ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.

iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

B. A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

i) Been recognised artist of Stage/ Radio/TV;

ii) Eight years of outstanding performance in the field of specialisation;

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

iv) Participated in Seminars/Conferences in reputed institutions; and

v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

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III. Professor

Eligibility (A or B) :

A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

i) Master's degree, in the relevant subject;:

ii) Ten years of outstanding performing achievements in the field of specialisation;

iii) Made significant contribution in the field of specialisation

iv) Guided research;

v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;

vi) Ability to explain with logical reasoning the subject concerned;

vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

4.4 Yoga Discipline

I. Assistant Professor :

Eligibility (A or B) :

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

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

OR

B. A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

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

II. ASSOCIATE PROPFESSOR

i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.

ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II,Table 2.

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III. PROFESSOR

Eligibility (A or B) :

A.

i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II,Table 2.

ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

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

4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

I. ASSISTANT PROFESSOR:

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.

ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.

ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree 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).

Note:

(i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.

(ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. ASSISTANT PROFESSOR:

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.),Master's Degree 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 the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.

ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

(i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C. and

(ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

(i) Senior-most Professor shall be designated as the Principal / Director / Dean.

(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

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

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

ii) A consistently good academic record, with knowledge of computerization of a library.

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

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

a) The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

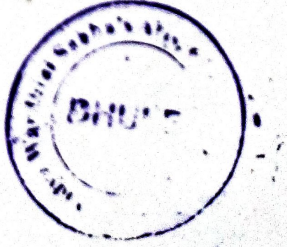
d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.



II. UNIVERSITY DEPUTY LIBRARIAN

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

ii) Eight years experience as an Assistant University Librarian/College Librarian.

iii) Evidence of innovative library services including integration of ICT in library.

iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III.UNIVERSITY LIBRARIAN

i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.

iii) Evidence of innovative library services, including the integration of ICT in a library.

iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

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

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

Eligibility (A or B) :

A.

i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)

ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.

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

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

a) The Ph.D. degree of the candidate has been awarded in regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: *The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

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

v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

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

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B) :

A.

i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.

ii) Eight years experience as University Assistant DPES/College DPES.

iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.

iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

v) Passed the physical fitness test in accordance with these Regulations.

OR

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

III. University Director of Physical Education and Sports

i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.

iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.

iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

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

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

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

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURE:

5.1 Selection Committee Composition

I. Assistant Professor in the University:

(a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

iv) Dean of the Faculty concerned, wherever applicable.

v) Head/Chairperson of the Department/School concerned.

vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

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

II. Associate Professor in the University

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

i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.

iv) Dean of the faculty, wherever applicable.

v) Head/Chairperson of the Department/School.

vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

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

III. Professor in the University

(a) The Selection Committee for the post of Professor in the University shall consist of the following persons :

i) Vice-Chancellor who shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

iv) Dean of the faculty, wherever applicable.

v) Head/Chairperson of the Department/School.

vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

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

IV. Senior Professor

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

i) Vice Chancellor who shall be the Chairperson of the Committee.

ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.

iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.

iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.

v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.

vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

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

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

(a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:

i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.

ii) The Principal of the College.

iii) Head of the Department/Teacher-incharge of the subject concerned in the College.

iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

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

vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

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

VI. Associate Professor in Colleges, including Private and Constituent Colleges

(a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

ii) The Principal of the College.

iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

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

vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

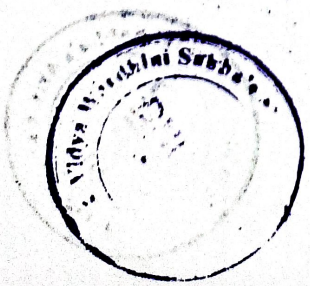
(a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:

i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

ii) The Principal of the College.

iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.

iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority



educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

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

vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

VIII. College Principal and Professor

A. Selection Committee

(a) The Selection Committee for the post of College Principal and Professor shall have the following composition:

i) Chairperson of the Governing Body to be the Chairperson.

ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.

iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.

iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).

v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutioins, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

(b) Five members, including two experts, shall constitute the quorum.

(c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).

(e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

i) Nominee of the Vice-Chancellor of the affiliating University.

ii) Nominee of the Chairman, University Grants Commission.

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

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

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

A. For University teachers:

i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The Head of the Department /Chairperson of the School; and

iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

i) The Principal of the college;

ii) Head /Teacher-Incharge of the department concerned from the college;

iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

i) The Vice-Chancellor shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The Librarian, University Library; and

iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

i) The Principal shall be the Chairperson of the Committee;

ii) The Librarian, University Library; and

iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

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

i) The Vice-Chancellor shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The University Director, Physical Education and Sports; and

iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

i) The Principal shall be the Chairperson of the Committee;

ii) The University Director, Physical Education and Sports; and

iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

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

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

(a) In Appendix II,Table 1 for each of the cadre of Assistant Professor;

(b) In Appendix II,Table 4 for each of the cadre of Librarian; and

(c) In Appendix II,Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

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

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

6.0 SELECTION PROCEDURE:

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

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

II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II,Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

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

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

V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

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

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

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

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

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

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

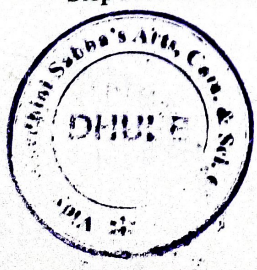
B. Assessment Process

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

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

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

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



6.1 Assessment Criteria and Methodology:

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

(b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

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

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table1 of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

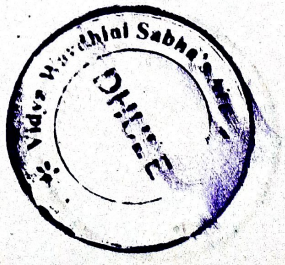
V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.



VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

(a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

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

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

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

TABLE-A

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

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

Table-B

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C

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

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

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E

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

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

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

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

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

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

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

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

i. Attended one Orientation course of 21 days' duration on teaching methodology; and

ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

ii. The promotion is recommended by the screening-cum-evaluation committee.

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

Eligibility:

1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.

2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and

ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

Eligibility:

1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.

2) A Ph.D. degree in subject relevant /allied/relevant discipline.

3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II,**Table 1**, and

ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

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

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II,Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers

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

Eligibility:

i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

ii) Attended one Orientation course of 21 days duration on teaching methodology;

iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and

iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1), and;

ii) The promotion is recommended by the screening-cum evaluation committee.

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

Eligibility:

i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.

iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten

days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;

ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

2) A Ph.D Degree in the subject concerned/allied/relevant discipline.

3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II,Table 1, and has a research score of at least 70 as per Appendix II,Table 2.

ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

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

Eligibility:

1) An Associate Professor who has completed three years of service in Academic Level 13 A.

2) A Ph.D degree in the subject concerned/allied/relevant discipline.

3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

4) Evidence of having successfully guided doctoral candidate.

5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II,Table 1, and at least 110 research score, as per Appendix II,Table 2.

ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

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

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

Eligibility:

i) Ten years' experience as a Professor.

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

D. Career Advancement Scheme (CAS) for Librarians

Note:

i) **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**

ii) **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

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

Eligibility:

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

(i) He/she has attended at least one Orientation course of 21 days' duration; and

(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and

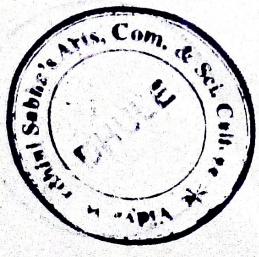
ii) The promotion is recommended by a screening-cum-evaluation committee.

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

Eligibility:

1) He/she has completed five years of service in that grade.

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



CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II,Table 4, and;

ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

1) He/she has completed three years of service in that grade.

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

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II,Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

1) He/she has completed three years of service in that grade.

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

3) Evidence of innovative library services, including the integration of ICT in a library.

4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II,Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

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

Note:

i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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

Eligibility:

i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.

ii) He/she has attended one Orientation course of 21 days' duration; and

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

CAS Promotion Criteria:

An individual may be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and

ii) The promotion is recommended by a screening-cum-evaluation committee.

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

1) He/she has completed five years of service in that grade.

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

CAS Promotion Criteria:

An individual may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;

ii) The promotion is recommended by a screening-cum-evaluation committee .

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

1) He/she has completed three years of service.

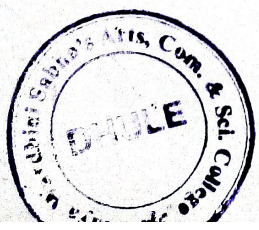
2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days)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

CAS Promotion Criteria:

An individual may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;

ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.



IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

1) He/she has completed three years of service.

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

3) Evidence of organising competitions and coaching camps of at least two weeks' duration.

4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;

ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

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

7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

7.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

7.3. VICE CHANCELLOR:

i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.

ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be

	महाविद्यालय पुस्तकालयाध्यक्ष (चयन ग्रेड) (चरण 3 से चरण 4)तक		विश्वविद्यालय द्वारा विकसित पीबीएएस गणना प्रारूप। 12 वर्षों की अवधि में 3 प्रकाशन होने चाहिए,और महाविद्यालयों में 1 प्रकाशन की छूट एम.फिल. धारकों को दी जाएगी तथा 2 प्रकाशनों की छूट पीएच.डी. धारकों को दी जाएगी। (ii) साथ ही, पुस्तकालय ऑटोमेशन/अकादमिक प्रलेखीकरण हेतु विश्लेषणात्मक साधन विकास की श्रेणियों में एक पाठ्यक्रम/प्रशिक्षण (iii) विनियम और तालिका VIII(क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया
4	विश्वविद्यालय पुस्तकालयाध्यक्ष (चरण 5) (केवल विश्वविद्यालयों हेतु)	विश्वविद्यालयों में चरण 4 में 3वर्ष की पूरी सेवा वाले उप–पुस्तकालयाध्यक्ष	(i) तालिका **VIII**(क) में दिए गए मानदण्डों के अनुसार वि.अ.आ. द्वारा विकसित पीबीएएस गणना प्रारूप का उपयोग कर न्यूनतम सकल एपीआई प्राप्तांक। न्यूनतम एपीआई प्राप्तांक प्राप्त करने के लिए पुस्तकालयध्यक्ष दो आकलन अवधियों (चरण 3 और 4 में) को जोड़ सकते हैं, यदि आवश्यक हो। (ii) कार्मिक के चरण 3 में आने के बाद से कम से कम 5 प्रकाशन। (iii) नवोन्मेषी पुस्तकालय सेवाओं और प्रकाशित कार्य की आयोजना का प्रमाण। (iv) विनियम और तालिका **VIII** (क) में यथा विनिर्दिष्ट एक चयन समिति प्रक्रिया

नोटः शिक्षकों हेतु सीएएस के लिए तालिका **II** (क) हेतु उपलब्ध विवरणात्मक नोट इस संवर्ग हेतु विनिर्दिष्ट एपीआई प्राप्तांकों के अनुसार पुस्तकालयाध्यक्ष संवर्गों पर भी लागू है।

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 11th July, 2016

No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby frames the following amendment Regulations, namely :-

1. Short title, application and commencement:

1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) **(4th Amendment),** Regulations, 2016.

1.2 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under clause (f) of Section 2 of the University Grants Commission Act, 1956 (3 of 1956) and every Institution Deemed to be a University under Section 3 of the said Act.

1.3 They shall come into force with immediate effect from the date of their publication in the Official Gazette.

2. The following regulations in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) Regulations, 2010 shall stand amended and be read as under:-

Regulation	Existing provisions in Principal Regulations on Minimum Qualifications for	Amended provisions in principal Regulations on Minimum Qualifications for

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	Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010	**Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010**
3.4.1	A relaxation of 5% may be provided at the graduate and Master's level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. 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.	A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. 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.
8.2.1 of Schedule for clause 6.8.0	The posts of Vice-Chancellor shall carry a fixed pay of Rs.75,000/- alongwith a special pay of Rs.5,000/- per month. All other eligibility and facilities for the Vice-Chancellor as provided in the Act/Statutes of the University concerned shall be applicable besides the pay.	The post of Vice-Chancellor shall carry a fixed pay of Rs.75,000/- alongwith a **special allowance** of Rs.5,000/- per month. All other eligibility and facilities for the Vice-Chancellor as provided in the Act/Statutes of the University concerned shall be applicable besides the pay.
5.1.6 (d)	The term of appointment of the College Principal shall be FIVE years with eligibility for reappointment for one more term only after a similar Selection Committee process.	The term of appointment of the College Principal shall be five years with eligibility for reappointment for one more term only after a similar Selection Committee process which shall take into account an external peer review, its recommendations and its outcomes. The framework of the external peer review shall be specified by the UGC.
6.0.5(i)	Besides the indexed publications documented by various discipline-specific databases, the University concerned 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.	The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suomotu, recommend journals for inclusion in the "List of Journals".

3. The proviso prescribed under Regulation 3.3.1, 4.4.1, 4.4.2, 4.4.2.2, 4.4.2.3, 4.5.3 and 4.6.3 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) **(3th Amendment)** Regulations, 2016 regarding exemption to the candidates registered for Ph.D. programme prior to July 11, 2009 shall stand amended and be read as under:-

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

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

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b) Evaluation of the Ph.D. thesis by at least two external examiners;

c) Open Ph.D. viva voce of the candidate had been conducted;

d) Candidate **has**published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;

e) Candidate **has** made at least two presentations in conferences/seminars, based on his/her Ph.D work.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean(Academic Affairs)/Dean(University instructions)."

4. The second proviso prescribed under Regulation 6.0.1 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (**2nd Amendment**) Regulations, 2013 shall be substituted with the following: -

"Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers."

As a consequence, the table at Regulation 6.0.1 of the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (2nd Amendment) Regulations, 2013 stands deleted.

5. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

6. Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX of Appendix-III of the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) (**3rd Amendment**) Regulations, 2016 shall be substituted with Appendix-III : Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX appended to these 4th Amendment Regulations.

Prof. (Dr.) JASPAL SINGH SANDHU, Secy.
[ADVT III/4/Exty./113(165)]

APPENDIX – III: TABLE I

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES AND COLLEGES.

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
I	a. Direct Teaching	70	Actual hours spent per	60	Actual hours spent per	60	Actual hours spent per

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			academic year ÷7.5		academic year ÷7.75		academic year ÷7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work. .

2.University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3.In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

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 score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures	15	Actual hours spent per

	in refresher / faculty development courses, dissemination and general articles and any other contribution)		academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs,

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				respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20. State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III(D)(i	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

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 COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent	Assistant Professor / equivalent	Assistant Professor (Stage 3) to Assoc. Professor/equivalent	Associate Professor (Stage 4) to	Professor (Stage 5) to

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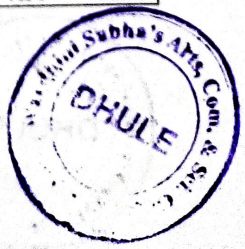
		cadres: (Stage 1 to Stage 2)	cadres: (Stage 2 to Stage 3)	cadres (Stage 4)	Professor /equivalent cadres (Stage 5)	Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert 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% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

APPENDIX - III TABLE - II(B)

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

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API	Minimum	Consolidated API score requirement	Consolidated API score

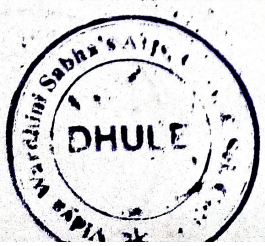


Scores	Qualification as stipulated in these regulations	of 300 points from categories II & III of APIs (cumulative)	requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & 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%)	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%)

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 cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (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 cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (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.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One 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. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage	Associate Professor with three years of completed	(i)Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided



	4) to Professor (Stage 5)	service in Stage 4.	in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii)A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (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.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A)..

APPENDIX – III: TABLE IV

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS AND FOR COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS AND FOR DIRECT RECRUITMENT OF DEPUTY DIRECTOR AND DIRECTOR OF PHYSICAL EDUCATION & SPORTS IN UNIVERSITIES.

Direct Workload and weightage to be given to different levels of Physical Education Personnel

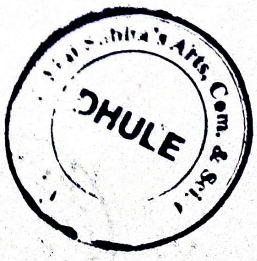
	Direct working hours per week	Weightage
Assistant Director of Physical Education	40	100
Deputy Director of Physical Education	36+4*	90
Director of Physical Education	32+8*	80

Based on the Physical Education Personnel's self-assessment, API scores are proposed for (a) Lecture cum practice based athlete / sports classes coaching and training related activities; (b) Organizing and conducting sports and games competitions and management related activities; and (c) upgradation of sports infrastructure and extension services etc. The minimum API score required by Physical Education Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

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

Nature of Activity	Assistant Director / College Director		Deputy Director		Director	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes (50 Points) Identifying sports talents and Mentoring sports excellence among students (**20** Points) Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 Points)	**80**	Actual hours spent per academic year ÷ **17.5**	**70**	Actual hours spent per academic year ÷ **17.25**	**60**	Actual hours spent per academic year ÷ **16.75**



b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points) Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels (10 Points)	10	Actual hours spent per academic year ÷ **10**	10	Actual hours spent per academic year ÷ **10**	10	Actual hours spent per academic year ÷ **10**
c) Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points) Extending services, sports facilities and training on holidays to the institutions and organizations (10 Points)	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

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

Based on the Physical Education Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Director of Physical Education / College Director of Physical Education & Sports to higher grades and selection committee for the promotion of Assistant DPE&S to Deputy DPE&S and for direct recruitment of Deputy DPE&S and DPE&S.

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 score required under this category.

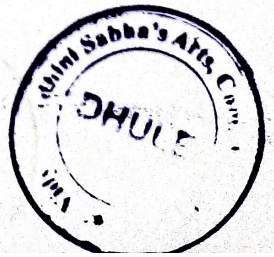
Nature of Activity	**Maximum API Score**	**Actual score**
a) Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ **10**
b) Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities(including as Principal / Director / Convener / similar other duties that require regular office hrs for its discharge)	15	Actual hours spent per academic year ÷ **10**
c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ **10**

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports and for direct recruitment of Deputy Director of Physical Education & Sports and Director of Physical Education & Sports.

Category	Activity	Faculties of Physical Education& Sports	Max.score for University/College DPE*

III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate 10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/International Sports Organizations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	10 per Award / 10 per Fellowship
	Award /Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III(E)	Development of e-learning delivery process/material		10 per module



(iii)		

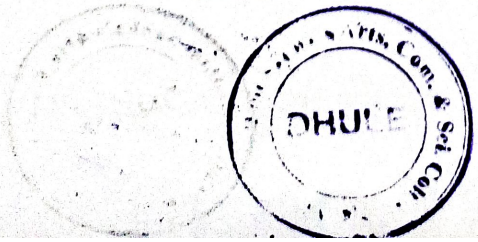
* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - V (A)

MINIMUM APIs AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE DIRECTOR AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Director of Physical Education (Stage 1 to Stage 2)	Assistant / College Director of Physical Education (Stage 2 to Stage 3)	Assistant/College Director of Physical Education(Stage 3) to Deputy/College Director of Physical Education (Stage 4)	Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5)
I	Teaching, training, coaching, sports person development and sports management activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions - Minimum score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period)	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period)	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection 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%- Research contribution 50% - Assessment of domain knowledge & teaching practices. 20%- Interview performance	50%- Research contribution. 30%- Assessment of domain knowledge and teaching practices. 20 %- Interview



					performance

*** One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

APPENDIX - III TABLE - V(B)

Minimum Scores for APIs for direct recruitment of 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 DPE (Stage 1)	Deputy DPE (Stage 4)	DPE (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%)	a) Research papers (3 nos) evaluation:(40%) b) Organisational skills / Plans of sports (30%) c) Interview performance (30%)	a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan: (25%) c) Interview performance (25%)

APPENDIX-III - TABLE VI

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

Sl.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 with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). (ii) One Orientation and one Refresher / Research Methodology Course of 3/4 weeks duration. (iii) Screening cum Verification process for 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	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A) (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 3/4 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / College DPE (Selection Grade) (Stage 3 to Stage 4).	Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). (ii) At least three publications in the entire period as Assistant/College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) Evidence of having produced teams / athletes

			(iv) A selection committee process as stipulated in the regulation and in Tables V(A).
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period the personnel is placed in stage 3 (iii) Evidence of having produced. teams / athletes (iv) A selection committee process as stipulated in the regulation and in Tables V(A).

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

APPENDIX- III TABLE VII

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) 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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

Nature of Activity	**Univ.Assistant Librarian/College Librarian**		**Deputy Librarian**		**Librarian**	
	Max. Score	**Actual Score**	**Max. Score**	**Actual Score**	**Max. Score**	**Actual Score**
a) Library resources organization 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 Points) Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library	70	Actual hours spent per academic year ÷ **20**	60	Actual hours spent per academic year ÷ **20**	55	Actual hours spent per academic year ÷ **20**

resources, e-delivery of information, etc (15 Points) 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. (15 Points)						
b) 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	15	Actual hours spent per academic year ÷ **10**	15	Actual hours spent per academic year ÷ **10**	15	Actual hours spent per academic year ÷ **10**
c).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	15	Actual hours spent per academic year ÷ **10**	15	Actual hours spent per academic year ÷ **10**	10	Actual hours spent per academic year ÷ **10**

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

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

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 score required under this category.

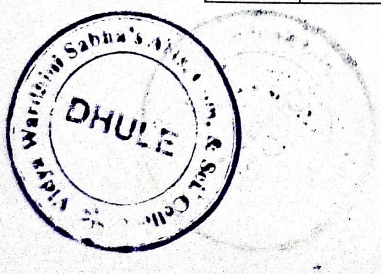
Nature of Activity	**Maximum API Score**	**Actual score**
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ **10**
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ **10**
c) 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	Actual hours spent per academic year ÷ **10**

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the

promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max.score *
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 /10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship
	Award/Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		



III(E) (iii)	Development of e-delivery process/material	10 per module

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - VIII (A)

MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	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	50% Library publication work 30% Assessment of innovative Library service and organization of digital library

	Minimum required 50))			Organizational skills 20 % - Interview performance	services 20% Interview performance

*** One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**

APPENDIX - III TABLE – VIII (B)

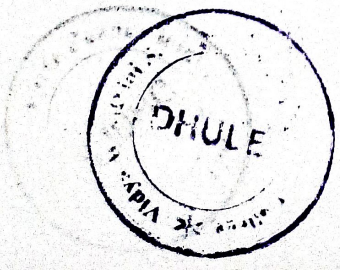
Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Minimum Norm / Criteria	**Assistant University Librarian / College Librarian (Stage 1)**	**Deputy Librarian in universities (Stage 4)**	**Librarian (university only) (Stage 5)**
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance(30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) .b) Library automation skills and Organizational Plans (20%) .c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

APPENDIX-III - TABLE IX

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

Sl.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 Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(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 for college Librarian cadres. (II)One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(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 for college librarian cadres. (ii)Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication



	to Deputy Librarian / College Librarian(Selection Grade)(Stage 3 to Stage 4)	(Selection Grade) with three years of completed service in Stage 3.	will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

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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 cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (i) 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 cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (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.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One 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. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i)Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii)A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (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.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A).,

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APPENDIX- III TABLE VII

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT LIBRARIAN /DEPUTY LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

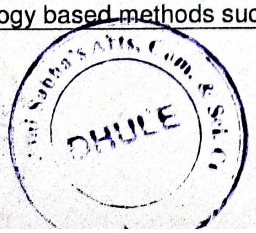
	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organisation and maintenance of books, journals, reports, Development, organisation and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) 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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable criteria. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*** Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

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

Nature of Activity	**Assistant Director**		**Deputy Director**		**Director**	
	Max. Score	**Actual Score**	**Max. Score**	**Actual Score**	**Max. Score**	**Actual Score**
(a) 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 Points) Development, organisation and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points) 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. (15 Points)	70	Actual hours spent per academic year ÷ **20**	60	Actual hours spent per academic year ÷ **20**	55	Actual hours spent per academic year ÷ **20**
(b) 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,	15	Actual hours spent per academic year ÷ **10**	15	Actual hours spent per academic year ÷ **10**	15	Actual hours spent per academic year ÷ **10**



CCTV), development of library management tools (software), Intranet management						
(c).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	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

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

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required for eligibility for promotion is 15. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and Deputy Librarian to Librarian and for direct recruitment of Deputy Librarian and Librarian.

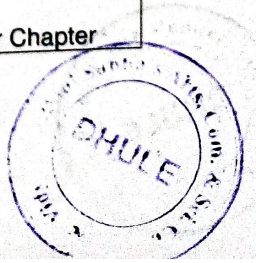
The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	**Maximum API Score**	**Actual score**
a) 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.	15	Actual hours spent per academic year ÷ **10**
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ **10**
c) 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	Actual hours spent per academic year ÷ **10**

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and Deputy Librarian to Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max.score *
III (A)	Research Publications in	Refereed Journals as notified by the UGC	15 per Publication
		Other Reputed Journals as notified by the UGC	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books by International Publishers as notified by UGC	30 per Book for Single Author
		Subject Books by National publishers as identified by the UGC or State / Central Govt. Publications	20 per Book for Single Author
		Subject Books by local publishers as identified by the UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers identified by the UGC	International –10 per Chapter National – 5 per Chapter



III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5.0 lakhs	20 per Project
		Major Projects with grants above Rs.3.0 lakhs up to Rs.5.0 lakhs	15 per Project
		Minor Projects with grants above Rs. 1.0 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2.0 lakhs	10 for every Rs.2.0 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document of Central / State Govt. Bodies prepared	30 for each International / 20 for each for national policy document
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded	15 per candidate
		Thesis submitted	10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from Govt./Reputed Organisation	15 per Award / 15 per Fellowship
	Award / Fellowship	International Award/Fellowship from Govt./Reputed Organisation	10 per Award / 10 per Fellowship
	Award	International Award/Fellowship from Govt./Reputed Organisation	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III(E) (iii)	Development of e-delivery process/material		10 per module

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

APPENDIX - III TABLE - VIII (A)

MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES,

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organisation, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period

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	cumulatively				
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period)	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period)	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection 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

*** One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**

APPENDIX - III TABLE – VIII (B)

Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/weightages (Total weightage = 100)	(a) Teaching / computer and communication skills by a Lecture demonstration (50%) (b) Record of Library management skills (20%) (c) Interview performance(30%)	(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 (60%) (b) organisational track record of innovation library service and vision plan (20%) (c) Interview performance (20%)

APPENDIX-III TABLE IX

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

Sl.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 Librarian/ College Librarian to Assistant Librarian (Senior Scale) /	Assistant Librarian/ College Librarian completed four years of service in Stage 1	(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 for college

	College Librarian (Senior Scale) (Stage 1 to Stage 2)	with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	Librarian cadres. (II)One Orientation and one Refresher Course of 3/4 weeks duration (i) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(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 for college librarian cadres. (ii)Additionally, two refresher courses,for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian(Selection Grade)(Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. 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. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organisation of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

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Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

GOVERNMENT OF MAHARASHTRA

Higher & Technical Education Department

Government Resolution No. Misc-2018/C.R.56/18/UNI-1

Mantralaya Annex, Mumbai – 400 032

Date: 08 March, 2019

Read:-

1. Government Resolution, Higher and Technical Education Department No. NGC-2009/ (243/09)-Uni.1, dated 12th August, 2009.
2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2nd November, 2017.
3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8th November, 2017.
4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28th January, 2019.
5. UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018.
6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18th July, 2018.
7. The Maharashtra Public University Act, 2016

Preamble:-

University Grants Commission vide its letter dated 31st January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2nd November 2017 regarding revision of 7th Pay of teachers and equivalent orders in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges.

The revision of Pay Scales of teachers and equivalent academic staff shall be subject to provisions of the scheme of revision of Pay scales as contained in letter dated 2nd November, 2017 and regulation issued by UGC dated 18th July, 2018 and amendments thereof from time to time in this behalf.

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Resolution:

The question of implementing scheme of revisions of pay scales of universities and college teachers as per letter No. 1-7/2015-U.II (1), Government of India, Ministry of Human Resource Development, Department of Higher Education, dated 2.11.2017, and other relevant guidelines and notifications issued by University Grants Commission (UGC regulations on Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the maintenance of standards in Higher Education, 2018), dated 18.7.2018 (in short "UGC Regulations, 2018") was under considerations of State Government. After considering all the aspects, the state government has decided to implement and revise pay scales and terms and conditions of services as detailed below:

1.0. Coverage

The revised pay scales and other measures to the improvement of standards in Higher Education are applicable to all categories of full-time teachers/librarians/Director of Physical Education employed by the non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided/unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc., Drama and Yoga, etc., in the State, Government Institutes and Colleges.

However, unaided colleges/unaided institutes/unaided deemed to be Universities/Private Universities/Open Universities will not be entitled for any financial assistance from the State Government and similarly in case of aided institutes the Government assistance will only be limited to the posts approved by the Government from time to time.

The revised scales are not applicable to teachers who retired on or before 31st December 2015 and who worked on re-employment on that date, including those whose period of re-employment was extended after that date.

The revised scales are not applicable to the Accompanists, Coaches, Tutors and Demonstrators.

2.0. Date of Implementation

The date of implementation of the revised pay shall be 1st January, 2016, and the date of implementation of terms and conditions shall be the date of issue of these Rules.

3.0. Designation

There shall be only three designations in respect of teachers in colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel.

There shall be only four designations in respect of teachers in Universities, namely, Assistant

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Professors, Associate Professors, Professors and Senior Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel up to Deputy Librarian/ Assistant Librarian (Selection Grade) and Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade) respectively. However, University Librarian is re-designated as Director, Knowledge Resource Center and University Director of Physical Education & Sports is re-designated as Director of Sports & Physical Education.

4.0. Recruitment and Qualifications

4.1. The direct recruitment to the posts of Assistant Professor in Colleges and Assistant Professor, Associate Professor, Professor and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Rules. These provisions shall be incorporated in the statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Rules.

4.2. The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Director, Knowledge Resource Center, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.

4.3. I. The National Eligibility Test (NET) or State Eligibility Test (SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations, 2018.

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

Provided further that the award of degree to candidates registered for the M. Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D.

candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:

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

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.

II. The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions in such disciplines wherever provided in UGC Regulations, 2018.

4.4. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

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

4.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to19 September, 1991.

4.6. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

4.7. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

4.8. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

4.9. The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

4.10. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

4.11. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

4.12. Qualifications

No person shall be appointed to the post of University and College teacher, Librarian, Director, Knowledge Resource Center, Director of Physical Education and Sports or Director of Sports & Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule I of UGC Regulations, 2018.

5.0. Direct Recruitment

5.1. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor in Colleges and Universities

Eligibility (A or B):

A.

1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

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

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

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

Note:

1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

(i) Quacquarelli Symonds (QS) ;
(ii) the Times Higher Education (THE) or
(iii) the Academic Ranking of World Universities (ARWU) of the Shanghai

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Jiao Tong University (Shanghai).

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

II. Associate Professor in Universities

Eligibility:

i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;

ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and

iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor in Universities

Eligibility (A or B)

A.

i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

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

OR

B.

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

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

Eligibility:

i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.

ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.

iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.

V. College Principal

A. Eligibility:

i. Ph.D. degree;

ii. Professor/ Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education;

iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals; and

iv. A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure:

A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Rules.

5.2. For the Disciplines of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

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

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

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

Note:

1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

i. Studied under a noted/reputed traditional Master(s)/Artist(s);
ii. Has been 'A' grade artist of AIR/Doordarshan;
iii. Has the ability to explain, with logical reasoning the subject concerned; and
iv. Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor in Universities

Eligibility (A or B):

A.

i. Good academic record, with a doctoral degree;
ii. Performing ability of a high professional standard;
iii. Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and
iv. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

B.

A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

i. been 'A'-grade artist of AIR/Doordarshan;
ii. eight years' experience of outstanding performing achievement in the field of specialization;
iii. experience in designing of new courses and /or curricula;
iv. participated in National level Seminars/Conferences/Concerts in reputed institutions; and
v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor in Universities

Eligibility (A or B):

A.

1) An eminent scholar having a doctoral degree;
2) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions;
3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals; and
4) Has a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional or a professional artist, with highly-commendable professional achievement in the subject concerned,

1. Having Master's degree, in the relevant subject;
2. Has been 'A'-grade artist of AIR/Doordarshan;
3. Has Ten years of outstanding performing achievements in the field of specialization;
4. Has made significant contributions in the field of specializations and ability to guide research;
5. Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
6. Has the ability to explain with logical reasoning the subject concerned; and
7. Has adequate knowledge to teach theory with illustrations in the said discipline.

5.3. Drama Discipline

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree

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

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

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

Note:

1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

i. been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
ii. five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and

iii. the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor in Universities

Eligibility (A or B):

A.

i. A good academic record, having a Ph.D. degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose;

ii. Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College; and

iii. A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

B.

A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

i. Been recognized artist of Stage/ Radio/TV;

ii. Eight years of outstanding performance in the field of specialization;

iii. Experience of designing new courses and /or curricula;

iv. Participated in Seminars/Conferences in reputed institutions; and

v. The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor in Universities

Eligibility (A or B):

A.

An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

i. Master's degree, in the relevant subject;:
ii. Ten years of outstanding performing achievements in the field of specialization;
iii. Made significant contribution in the field of specialization;
iv. Guided research;
v. Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships:
vi. Ability to explain with logical reasoning the subject concerned; and
vii. Adequate knowledge to teach theory, with illustrations in the said discipline.

5.4. Yoga Discipline

I. Assistant Professor in Universities and Colleges

Eligibility (A or B):

A.

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

OR

B.

A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

***Note:** Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Rules.

II. Associate Professor in Universities

i. A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline;

ii. A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and

iii. A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. Professor in Universities

Eligibility (A or B):

A.

i. An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.

ii. A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

B.

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

5.5. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN (DIRECTOR, KNOWLEDGE RESOURCE CENTER)

I. University Assistant Librarian/ College Librarian

1) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
2) A consistently good academic record, with knowledge of computerization of a library.
3) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

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

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

Note:

1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.

II. University Deputy Librarian

i. A Master's Degree in Library Science/Information Science/Documentation

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Science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;

ii. Eight years experience as an Assistant University Librarian/College Librarian;

iii. Evidence of innovative library services including integration of ICT in library; and

iv. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. University Librarian (Director, Knowledge Resource Center)

i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;

ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian;

iii. Evidence of innovative library services, including the integration of ICT in a library; and

iv. A Ph.D. Degree in Library Science/Information Science/Documentation Science /Archives and manuscript-keeping.

5.6. MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

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

Eligibility (A or B):

A.

1) A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

2) Record having represented the University/ College at the inter-university/inter collegiate competitions or the State and /or National championships.

3) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in

accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

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

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

Note: *The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.
2) Passed the physical fitness test conducted in accordance with these Rules.

OR

B.

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

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B):

A.

i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least

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55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;

ii. Eight years experience as University Assistant DPES/College DPES;

iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;

iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and

v. Passed the physical fitness test in accordance with these Rules.

OR

B.

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

III. University Director of Sports and Physical Education

i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;

ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;

iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration; and

iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

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

Norms For	Run/ Walk Test	Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
Men	12 Minutes Run/ Walk Test	1800 metres	1500 metres	1200 metres	800 metres
Women	8 Minutes Run/ Walk Test	1000 metres	800 metres	600 metres	400 metres

6. Constitution of Selection Committees and Guidelines on Selection Procedure

6.1. Selection Committee Composition

I. Assistant Professor in the University:

a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;

ii. One person, not below the rank of professor, nominated by the Chancellor;

iii. The Dean of the Faculty concerned as a member secretary;

iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;

v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;

vii. One principal who is a member of management council to be nominated by the Management Council;

viii. Director, Higher Education or his nominee not below the rank of Joint Director.

Provided that, a head referred to in clause (iv) above, who is an Associate Professor shall be a member of the Selection Committee for the selection to the post of Assistant Professor.

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

II. Associate Professor in the University

a) The Selection Committee for the post of Associate Professor in the University shall consist of the following persons :

i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;

ii. One person, not below the rank of professor, nominated by the Chancellor;

iii. The Dean of the Faculty concerned as a member secretary;

iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;

v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;

vii. One principal who is a member of management council to be nominated by the Management Council;

viii. Director, Higher Education or his nominee not below the rank of Joint Director.

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

III. Professor in the University

a) The Selection Committee for the post of Professor in the University shall consist of the following persons :

i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;

ii. One person, not below the rank of professor, nominated by the Chancellor;

iii. The Dean of the Faculty concerned as a member secretary;

iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;

v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;

vii. One principal who is a member of management council to be nominated by the Management Council;

viii. Director, Higher Education or his nominee not below the rank of Joint Director.

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

IV. Senior Professor in the University

a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons :

i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;

ii. One person, not below the rank of professor, nominated by the Chancellor;

iii. The Dean of the Faculty concerned as a member secretary;

iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;

v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;

vii. One principal who is a member of management council to be nominated by the Management Council;

viii. Director, Higher Education or his nominee not below the rank of Joint Director.

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

V. Assistant Professor in Colleges, including Private and Constituent Colleges

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the

College/Institution. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

VI. College Principal

There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of college Principal. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

a) The term of appointment of the Principal, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal, the Management shall initiate the process of external peer review at least six months before.

b) The external peer review committee prescribed in clause (c) above, shall consist of the following members, namely:-

i. Nominee of the Vice-Chancellor, Chairperson;

ii. Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/ NAAC A or A+ accredited Colleges/Director or Head of the University Department.

c) The report of the external peer review committee shall be the main basis for re-appointment of the Principal.

d) If the external peer review committee recommends for re-appointment of the existing Principal, the Management shall re-appoint such existing Principal for one more term.

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

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

A. For University teachers:

i. The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;

ii. The Dean of the Faculty concerned;

iii. The Head of the Department /Chairperson of the School;

iv. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts; and

v. Director Higher Education or his/her nominee not below the rank of Joint Director.

B. For College teachers:

i. The Principal of the college shall be the Chairperson of the committee;

ii. Head /Teacher-In charge of the department concerned from the college;

iii. Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts; and

iv. Joint Director Higher Education or his /her nominee not below the rank of Associate Professor.

C. For University Assistant Librarian:

i. The Vice-Chancellor shall be the Chairperson of the Committee;

ii. The Dean of the Faculty concerned;

iii. The Librarian, University Library;

iv. One expert who is a working Librarians nominated by the Vice-Chancellor from the University panel of experts; and

v. Director Higher Education or his/her nominee not below the rank of Joint Director.

D. For College Librarian:

i. The Principal shall be the Chairperson of the Committee;

ii. The Librarian, University Library;

iii. Two expert who are working Librarians nominated by the Vice-Chancellor from the University panel of experts; and

iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

Vidya Prasarak Mandal Sabha's Arts, Com. & Sci. College DHULE

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

i. The Vice-Chancellor shall be the Chairperson of the Committee;

ii. The Dean of the Faculty concerned;

iii. The University Director, Physical Education and Sports;

iv. One expert in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and

v. Director Higher Education or his/her nominee not below the rank of Joint Director.

F. For College Director, Physical Education and Sports:

i. The Principal shall be the Chairperson of the Committee;

ii. The University Director, Physical Education and Sports;

iii. Two experts in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and

iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

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

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

a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;

b) In Appendix II, Table 4 for each of the cadre of Librarian; and

c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

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

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

7.0. Selection Procedure:

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

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

II. The universities shall adopt these Rules for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges /Conducted colleges/ affiliated colleges (Government/Government- aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology

guidelines set out in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

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

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

V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 5.1 (III.B), 5.2 (I.B, II.B, III.B), 5.3 (I.B, II.B, III.B) and 5.4 (III.B) of these Rules, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

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

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

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

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

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

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

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

B. Assessment Process

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

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

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

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 7.4 of these Rules.

7.1. Assessment Criteria and Methodology:

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

b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.

7.2. The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Rules. The constitution of the Selection Committee for Associate Professors and Professors in Colleges under Career Advancement Scheme shall be as specified in University Grants Commission Regulations dated 18.7.2018.

7.3. The criteria for promotions under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules. This option can be exercised only within three years from the date of notification of these Rules.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Rules, as on and till the date on which these Rules are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 6.1 to 6.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid

down in Table1 of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

ii. If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

iii. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC these Rules

OR

b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations

on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules.

c) The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules, for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned in Appendix III, Table-A to Table-F.

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

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

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

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 7.3 of this resolution.

B. Career Advancement Scheme (CAS) for College teachers

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

Eligibility:

1) Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil/ PG Degree in Professional Courses, such as L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.

2)

i. Attended one Orientation Course of 21 days' duration on teaching methodology; and

ii. **Any one of the following:**

Completed one Refresher / Research Methodology Course

OR

Any two of the following:

Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

Vidya Prabhat Sahkari Arts, Comm. & Sci. College DHULE

ii. The promotion is recommended by the screening-cum-evaluation committee.

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

Eligibility:

1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
2) Any two of the following in the last five years of Academic Level-11/ Senior Scale:

   Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Appendix II, Table 1, and;

ii. The promotion is recommended by the screening-cum-evaluation committee.

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

Eligibility:

1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
2) A Ph.D. degree in subject concerned /allied/relevant discipline.

3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as prescribed in Appendix II, Table 1, and;

ii. The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Rules.

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

1) Associate Professors who have completed three years of service in Academic Level 13A.
2) A Ph.D. degree in subject concerned/allied/relevant discipline.
3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4) A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Rules.

iii) The date of Promotion shall be the date of selection as Professor by CAS.

C. Career Advancement Scheme (CAS) for University teachers

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

Eligibility:

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

CAS promotion Criteria:

A teacher shall be promoted if;

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

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

Eligibility:

1) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
3) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-

gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

4) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS promotion Criteria:

A teacher shall be promoted if;

i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;

ii. The promotion is recommended by the Screening-cum-evaluation committee.

II Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor

I. (Academic Level 13A)

Eligibility:

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

Yashwantrao Chavan Maharashtra Open University DHULE

course/ contribution towards conduct of a MOOCs course during the period of assessment.

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

CAS Promotion Criteria:

A teacher shall be promoted if;

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

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

Eligibility:

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

CAS Promotion Criteria:

A teacher shall be promoted if;

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

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

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three

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eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Rules.

Eligibility:

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

D. Career Advancement Scheme (CAS) for Librarians

Note:

i. **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**

ii. **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11)

Eligibility:

1) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. Degree, or six years of service for those without a M. Phil or a Ph.D. degree.
2) He/she has attended at least one Orientation course of 21 days' duration; and
3) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

Maharashtra Rajya Sabha's Arts, Commerce & Science College DHULE

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and

ii. The promotion is recommended by a screening-cum-evaluation committee.

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

Eligibility:

1) He/she has completed five years of service in Academic Level 11/Senior Scale.
2) He / she has done any two of the following in the last five years:
   i. Training/Seminar/Workshop/Course on automation and digitalization.
   ii. Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration).
   iii. Taken/developed one MOOCs course in the relevant subject (with e-certification), or
   iv. Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;

ii. The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

Eligibility:

1) He/she has completed three years of service in Selection Grade/Academic Level 12
2) He/she has done any one of the following in the last three years:

i. Training/Seminar/Workshop/Course on automation and digitalization,

ii. Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,

iii. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

iv. Taken/developed one MOOCs course in the relevant subject (with e-certification), and

v. Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

IV. From University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14)

Eligibility:

1) He/she has completed three years of service in Academic Level 13A.

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

3) Evidence of innovative library services, including the integration of ICT in a library.

4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

CAS Promotion Criteria:

i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

Vidya Vardhini Sabha's Arts, Comm. & Sc. DHULE

ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

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

Note:

i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.

ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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

Eligibility:

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

CAS Promotion Criteria:

An individual may be promoted if:

i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of

the assessment period as the case may be, as specified in Appendix II, Table 5; and

ii. The promotion is recommended by a screening-cum-evaluation committee.

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

Eligibility:

1) He/she has completed five years of service in Senior Scale/ Academic Level 11.
2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;

ii. The promotion is recommended by a screening-cum-evaluation committee.

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

Eligibility:

1) He/she has completed three years of service in Selection Grade/ Academic Level 12.
2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher

Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;

ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

IV. From University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14)

Eligibility:

1) He/she has completed three years of service in Academic Level 13A.
2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
3) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;

ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

8.0. SELECTION OF PRO-VICE-CHANCELLOR / VICE -CHANCELLOR OF UNIVERSITIES:

The Selection of Pro-Vice Chancellor/ Vice Chancellor shall be as per the procedure prescribed in The Maharashtra Public University Act, 2016.

9.0. Revised Pay for teachers and equivalent positions:

(i) Pay Fixation Method

The revised pay structure for different categories of teachers and equivalent positions is based on the following:

a) The formula followed by the 7th CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.

b) The First academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.

c) Each cell in an academic level is at 3% higher than the previous cell in that level.

d) The Index of Rationalization (IOR) is 2.67 for present AGP less than Rs.10, 000 and 2.72 for the AGP of Rs.10, 000 and above.

e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	--	67,000

f) The Pay matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at Appendix -I

g) For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay, otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

(ii) Revised Pay for Teachers in Universities and Colleges

Existing pay	**Revised pay**
Assistant Professor (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10,000 AGP in PB Rs. 37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

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(iii) Revised Pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian/College Librarian (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian/College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	Director, Knowledge Resource Center (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

(iv) Revised pay for Directors of Physical Education & Sports in Universities and Colleges

Existing pay	Revised pay
Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)

Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	University Director of Sports & Physical Education (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

10.0. Revised pay of Pro-Vice Chancellor and Vice- Chancellor of universities

I. Pro-Vice Chancellor:

The Pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs. 10,000 in PB Rs. 37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.9,000/- per month.

II. Vice-Chancellor:

The pay of the Vice Chancellor shall be fixed at Rs. 2, 10,000/-(fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand) with the existing special allowance of Rs.11, 250/- per month.

11.0. Revised Pay of Principals in Colleges

The Pay of Principals in Under Graduate and Post Graduate Colleges shall be:

(i) Under Graduate Colleges:

The Pay of Principals shall be equivalent to the pay of Associate Professor i.e. at Academic Level 13A with rationalized entry pay of Rs. 1, 31,400/- with the existing special allowance of Rs. 4,500/- per month.

(ii) Post Graduate Colleges:

The Pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1, 44,200/- with the existing special allowance of Rs. 6,750/- per month.

Note:

i. The existing academic pay scale of a person shall be protected on appointment as principal provided that the person was drawing salary on Government aided post.

ii. Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as Principals. After completion of their tenure as Principal, they would go back to their academic post and draw

Vidyawardhini Sabha's

Arts, Commerce and Science College, Dhule

Criterion - 6

Metric: 6.2.1

Non-Teaching Staff Recruitment Rules

NAAC Cycle-III

STANDARD CODE OF CONDUCT

FOR NON-TEACHING STAFF

GRANDBRAIN

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Sahibzada Ajit Singh Nagar

(32) "Pensionable Pay" means the average pay earned by a non-teaching employee during the last 10 months of service.

Explanation 1.—The officiating pay, special pay, deputation (duty) pay drawn from the University fund or the college fund shall be taken into account for calculating pensionable pay.

Explanation 2.—The pay drawn by a non-teaching employee while in foreign service shall not count for pension. In such case, the pay which the non-teaching employee would have drawn under the University or the affiliated college, had he not been sent to foreign service will alone be taken into account while calculating pensionable pay.

(33) "Pensionable service" means service which qualifies the non-teaching employee performing it to receive pension from the fund established for this purpose.

(34) "Personal pay" means additional pay granted to a non-teaching employee,—

(*a*) to save him from a loss of substantive pay in respect of a permanent post other than the tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure ; or

(*b*) in exceptional circumstances, on other personal considerations.

(35) "Presumptive pay" of a post, when used with reference to any particular non-teaching employee means the pay to which he would be entitled, if he held the said post and was performing its duties ; but it does not include special pay unless the non-teaching employee performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

(36) "Probationer" means an employee appointed on probation for a stipulated period and on specific conditions for determination of his fitness for eventual substantive appointment to a permanent post.

(37) "Special pay" means an addition, of the nature of pay, to the emoluments of a post or of a non-teaching employee granted in consideration of—

(*a*) the specially arduous nature of the duties,

(*b*) a specific addition to the work or responsibility.

(38) "Subsistance allowance" means monthly grant made to the non-teaching employee who is not in receipt of pay or leave salary during the period of his suspension.

(39) "Substantive appointment" means an appointment made in a substantive or permanent capacity in a permanent post which is clearly vacant or on which another person holds a suspended lien.

(40) "Substantive pay" means the pay other than special pay, personal pay or employments classed as pay under these rules to which the employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in the cadre.

(41) "Superior service" means service rendered in Class I, II or III posts.

(42) "Temporary appointment" means an appointment of a non-teaching employee on a purely temporary basis or for a stipulated period against a permanent post or a tenure post or a temporary post.

(43) "Tenure post" means a permanent post which an individual non-teaching employee may not hold for more than a limited time without re-appointment.

(44) "Time-scale of Pay" means pay which subject to any conditions prescribed in these rules rises by periodical increments from a minimum to a maximum.

Explanation.—The time-scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increments of the time-scales are indentical.

(45) "University Acts of 1974" means the Bombay University Act, 1974 (Mah. XXII of 1974), the Poona University Act, 1974 (Mah. XXIII of 1974), the Shivaji University Act, 1974 (Mah. XXIV of 1974), the Marathwada University Act, 1974 (Mah. XXV of 1974), the Nagpur University Act, 1974 (Mah. XXVI of 1974), the Shreemati Nathibai Damodar Thackersey Women's University Act, 1974 (Mah. XXVII of 1974).

(46) "University Fund" means the fund described in section 70 of the Universities Acts of 1974 and in section 79 of the Amravati University Act, 1983.

3. *Classification, Appointment and Recruitment.*—(1) *Classification.*—The Non-Teaching Employees of the Universities, and Affiliated Colleges shall be classified in the following classes :—

(*a*) Class I (Officers).—University Registrar, Deputy Registrar, Assistant Registrar and such other officers working in the pay scale of Rs. 680-1,250 and above and such other officers as may be designated under clause (vii) of section 8 of the Act.

(*b*) Class II (Supervisors).—Registrars of the Colleges, and such other non-teaching employees working in the pay-scales of Rs. 600-1,150 and above.

(*c*) Class III (Ministerial).—Employees of the University or Colleges who are working in the pay-scale of Rs. 250-435 and above and who are not included in the Class I and Class II above.

(*d*) Class IV (Non-ministerial).—Employees of the University or Colleges who are not included in Class I, II or III above.

(2) *Appointments.*—(*a*) Except as otherwise provided, all permanent appointments in Class I shall be made by the Competent Authority, and all officiating temporary appointments shall be made by the Vice-Chancellor, and the letters of appointments shall be issued under the signature of the Registrar.

(*b*) All appointments including officiating appointments in Class II shall be made by the Vice-Chancellor or Management of the College as the case may be. The letters of appointments shall be issued under the signature of the Registrar or the Principal.

(*c*) All appointments including officiating appointments in Class III and Class IV shall be made by the Registrar or the Principal.

(*d*) The appointing authority may temporarily appoint an employee to officiate in any higher post for a period not exceeding six months or till a regular appointment is made whichever is earlier. The principle of seniority-*cum*-merit shall be observed in promoting the employee.

(3) *Recruitment*—(I) *Deputy Registrars, Assistant Registrars and other Non-Teaching Posts included in Class I.*—(i) Except as otherwise provided in the Acts, appointments to these posts shall be made either by promotion or by nomination in the ratio of 50 : 50.

(ii) Appointment by promotion shall be made on the basis of seniority-*cum*-merit from amongst the persons—

(*a*) who possess a degree of a statutory University.

(*b*) who has passed the Departmental Examination prescribed under the rules, and

(*c*) who possess five years experience in Class II posts in the Universities :

Provided that in case of persons who have crossed the age of 45 years, the educational qualifications may, however, be relaxed by the Competent Authority.

(iii) Appointment by nonmination shall be made from amongst the persons—

(*a*) who are not less than 30 years of age and unless already in the service of the Universities or affiliated colleges, not more than 40 years of age ;

(*b*) who possess a degree of any Statutory University and in addition the qualifications prescribed by the competent authority for specific post ;

(*c*) who have administrative experience of not less than 5 years in a similar capacity ;

(*d*) the selected candidate shall be on probation for a period of two years during which he shall have to pass the Departmental Examination according to the rules prescribed.

(II) *Registrars of the Colleges, and other Non-Teaching posts included in Class II.*—(i) Except as otherwise provided in the Acts, appointments to these posts shall be made either by promotion or by nomination in the ratio of 50 : 50.

(ii) Appointment by promotion shall be made on the basis of seniority-*cum*-merit from amongst the persons—

(*a*) who are graduates, and

(*b*) who posseses five years experience in Class III posts either in the Universities or in the affiliated Colleges or the recognised Institutions :

Provided that, in case of persons who have crossed the age of 45 years, the educational qualifications may be relaxed by the Competent Authority.

(iii) Appointment by nomination shall be made from amongst the persons—

(*a*) who are not less than 25 years of age and unless already in the service of the University, or affiliated colleges not more than 35 years of age ;

(*b*) who posseses a degree of any Statutory University in addition to the qualifications prescribed by the competent authority for a specific post ;

(*c*) who have an administrative experience of not less than 3 years in a similar capacity ; and

(*d*) the selected candidate shall be on probation for a period of 2 years during which he shall have to pass the Departmental Examination according to the rules prescribed.

(III) *Ministerial and Technical posts included in Class III.*—(a) Appointments to the senior posts except those carrying the lowest scale of pay in the various Departments of the Universities and the Colleges, and like the Superintendent, Accountant, Head Clerks, Senior Clerks, Store-Keeper, Senior Laboratory Assistants, Senior Assistants, Senior Steno-graphers, Senior Library Assistants etc. where the recruitment qualifications required for the Junior Posts in the same Department or Section are the same as prescribed for the Senior posts, shall be made by promotion only on the basis of seniority-*cum*-merit from amongst the persons who are working in the Universities or affiliated colleges and who possess

minimum qualifications prescribed for the lower posts and the minimum experience of 3 years in the lower posts.

(*b*) Appointments to the Junior posts carrying the lowest scales of pay in the various Departments or Sections of the Universities and affiliated Colleges like Junior Clerks, Clerk-*cum*-typist, Steno-Typist, Compounders, Laboratory Assistants, Library Assistants, Telephone Operators, Sub-Overseers, Electricians, Wiremen, etc. shall be made by selection from amongst the persons,—

(i) who are not less than 18 years of age and who are not more than 28 years of age ;

(ii) who have passed S.S.C. or equivalent examination ; except for the technical posts where S.S.C. is not required ;

(iii) who possess minimum technical qualifications prescribed for the posts by the Competent Authority, if any, and

(iv) who are recommended by the concerned Employment Exchanges or by the District Social Welfare Officer of the concerned District.

(IV) *Non-Ministerial posts included in Class IV.*—Appointments to these posts shall be made by selection from amongst the candidates—

(i) who are not less than 18 years of age and who are not more than 28 years of age ; and

(ii) who are recommended by the concerned Employment Exchange or by the District Social Welfare Officer of the concerned District.

(V) The upper age limit prescribed for these posts shall be relaxed by 5 years in case of persons belonging to Scheduled Castes and Scheduled Tribes.

(VI) No person dismissed or removed or terminated on account of misconduct or made to retire compulsorily premature from the service of his previous employment, shall be eligible for the appointment in the service of the University or the College, as the case may be.

(VII) while making appointments either by nomination or by promotion or by selection in the Universities and affiliated College, the instructtions issued by Government in respect of reservation of posts for Scheduled Castes and Scheduled Tribes under sectiton 77-C of the Act from time to time, shall be observed.

4. *Procedure.*—(i) All appointments which are required to be made by nominations or by selection shall be advertised in at least two daily Newspapers, one of which shall be a Marathi newspaper indicating the minimum academic or other technical qualifications, if any, experience required, pay scale, and total emoluments admissible for the posts, and the reasonable period which shall not be less than 2 weeks from the date of publication of the advertisement in the newspaper) within which the candidates are required to submit their applications. Simultaneously these vacancies shall

also be notified to the concerned Employment Exchanges and the concerned District Social Welfare Officers.

(ii) Selection Committee—

(*a*) Except otherwise provided, the selection committee for the Class I posts shall consist of the following members, namely :—

(1) the Vice-Chancellor—Chairman,

(2) the nominee of the Chancellor on the Executive Council.

(3) the Director of Higher Education, Maharashtra State, Pune, or his representative not below the status of the Joint Director,

(4) two members of the Executive Council to be nominated by the Executive Council, and

(5) the Registrar—Member-Secretatry.

In the case of the posts of Technical nature, an expert or the concerned Head of the Department may be co-opted by the Vice-Chancellor.

(*b*) Selection Committee for the Class II posts shall consists of the following members, namely :—

(1) The Vice-Chancellor, or The Chairman of the Management—Chairman,

(2) One member of the Executive Council nominated by the Executive Council, or one member of the local managing committee to be nominated by the Chairman of the Management as the case may be,

(3) The Registrar or the Principal—Member Secreteary. In respect of post of the Technical nature, an expert or the Head of the Department may be co-opted by the Vice-Chancellor or the Chairman of the Management.

(*c*) Selection Committee for the Class III or Class IV posts shall consist of the following members, namely :—

(1) the Registrar or the Principal—Chairman,

(2) two Senior Administrative Officers, to be nominated by the Vice-Chancellor or the two members of the local manaaging committee to be nominated by the Chairman of the Management, as the case may be,

(3) the Deputy Registrar, incharge of administration or the Registrar, the Superintendent or the Head Clerk of the College—Secretary.

(iii) The date of the meeting of every Selection Committee shall be fixed after giving of at least 7 days notice to each member and to the candidates and the particulars of the candidates shall reach to each of the members of the Selection Committee at least 3 days before the date of the meeting. The appointment shall be conditional pending production of physical fitness certificate and the caste certificate where applicable.

(iv) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications and experience advertised and recommend to the Appointing Authority the names arranged in order of merits of the persons for appointment to the post advertised.

(v) The Appointing Authority shall make Appointment from amongst the candidates recommended by the Selection Committee in order of preference :

Provided that in case of University employee where the Appointing Authority in respect of Class I posts proposes to make appointments other than in accordance with the order of preference, it shall record its reasons in writing and submit the recommendations of the Selectiton Committee and the reasons to the Chancellor whose decision shall be final :

Provided further that where the Appointing Authority in respect of Class II posts in the universities proposes to make the appointment other than in accordance with the order of preference, it shall record its reasons in writing and submit the recommendations of the Selection Committee and the reasons to the Executive Council whose decision shall be final :

Provided also that where the Appointing Authority in respect of Class III or Class IV posts proposes to make appointment other than in accordance with the order of preference, it shall record its reasons in writing and submit the recommendations of the Selection Committee and the reasons to the Vice-Chancellor or Chairman of the Management whose decision shall be final.

(vi) When any temporary vacancy occurs by reason of leave or illness and its duration is not more than six months, it shall be filled in by the Registrar or the Principal of the College as the case may be, with the approval of the Vice-Chancellor or Chairman of the Management.

(vii) while appointing a person either on permanent basis or in temporary vacancy, no person shall be allowed to join his duty unless he produces a discharge certificate from his previous employer, if any.

(viii) all appointment orders shall be in the *pro forma* as given in Form I in Appendix I appended to these rules.

5. *Medical Fitness.*—Every employee of the University, or the affiliated College shall, within a period of three months of his appointment, undergo Medical Examination by the University Medical Officer or the Registered Medical Practitioner named by the Management, as the case may be, and the expenses thereof shall be borne by the University or the Management, as the case may be.

CHAPTER II

6. *Service.*—(1) A person appointed in the service of the University/College in Class I, II and III posts shall be required to sign the undertaking or the agreement in the form prescribed in Form (2) or in Form 2(*a*) in Appendix I appended to these rules, as the case may be.

(2) The service of a person under the University or College commences from the date on which he joins his first appointment provided he reports

(3) The service of the employee on return from leave or from foreign service shall commence from the date provided he assumes charge of the post before 12 noon, otherwise from the next date.

(4) The service of the employee under the University or under the same Management in a cadre, shall cease from the date on which he relinquishes his post, for whatever reason before 12 noon, otherwise from the next date.

7. *Probation.*—(1) The employee appointed to a permanent post by selection shall be on probation for a period of two years. The Competent Authority may, in exceptional circumstances, reduce the period of probation upto one year, after reviewing his confidential reports :

Provided that the employee appointed to officiate in higher post for a temporary period shall not be considered to be on probation.

(2) During the period of probation, the employee shall comply with conditions of successful completion of probation, prescribed by the Competent Authority from time to time.

(3) The Head of the Department/Section (Assessing Authority) under whom the employee on probation is working shall send to the Registrar or the Principal his report in Form 3 appended to these rules about his work and conduct, after every six months from the date of his joining. The deficiancies, if any, if any, mentioned in the report shall be conveyed to the employee on probation for the guidance.

(4) The Assessing Authority under whom the employee on probation is working, shall send to the Registrar or the Principal atleast three months before the expiry of probationary period, a report about the work and conduct of the employee with specific recommendations for his confirmation in service or otherwise. If the Assessing Authority recommends that the employee should be confirmed in the service within less than two years of probationary period, he should substantiate his recommendation. When he recommends action other than confirmation, he should furnish sufficient particulars about the probationer's performance and conduct in support of his recommendation.

(5) On receipt of eaech report, the Registrar or the Principal, shall place the report and the recommendations of the Assessing Authority before Competent Authority for consideration. The Competent Authority may—

(*a*) confirm the probationer in service, from a specific date, or

(*b*) extend his probationary period, maximum by one year, six months at a time, on expiry of which he shall either be confirmed or his service shall be dispensed with, or

(*c*) terminate his service, or

(*d*) revert him to the post held by him, if any, under the University or the same Management, prior to his appointment on probation :

Provided if the person on probation enjoys leave his probationary period shall be deemed to have been extended to the extent of leave taken by him.

Provided further that any delay in the issue of order of extension of probationary period, termination of service, or reversion to the lower post, as the case may be, shall not deem probationer as confirmed in the post. It shall be deemed as extension of probationary period, unless otherwise directed or till the expiry of period of six months whichever is earlier.

(6) If on the opinion of the Appointing Authority, the work or behavior of any probationer or during the period of the probation is not satisfactory the appointing authority may without assiging any reason terminate the services of the probationer at any time during the period of his probation, after giving him one month's notice.

8. *Substantive Appointment.*—(1) A person shall be oppointed on probation only against a substantive vacancy and on completing his probation period satisfactorily, he shall be confirmed in the service of the University or the College by an order of the Competent Authority.

(2) (*a*) When the employee is given substantive appointment, the post to which he is so appointed shall be permanent vacant post on which no other employee holds a lien. He shall acquire a lien on the basis on which he is confirmed. The Competent Authority may appoint the employee in a provisionally substantive capacity to a post on which another employee holds a suspended lien.

(*b*) Provisional substantive appointment of the employee in a post shall cease to be operative as soon as the other employee who holds a suspended lien of that post reverts to the post.

(*c*) The Competent Authority may suspend lien of the employee who is on deputation to foreign service, if there is a reason to believe that he will remain away from the post on which he holds a lien, for a period of not less than five years. The lien shall not, however, be suspended if the employee on deputation to foreign service is deemed to retire within a period of three years from the date of his deputation.

(*d*) In case the employee on deputation fails to revert back to his original post in the University or the College after three years, then he shall automatically loose claim on his substantive appointment, unless otherwise directed.

(*e*) Suspension of lien may be sanctioned with retrospective effect from the date the employee is absent from the post on deputation to foreign service. In such case, provisional substantive appointment to another employee may be given from the retrospective date. Employee's lien on a post which has been suspended in accordance with clause (*c*) above, shall revive as soon as he reverts to his post.

(*f*) The lien of the employee on any post shall not be terminated under any circumstances. The lien shall cease to be operative when he ceases to be in the service of the University/College ; by virtue of his retirement, resignation, discharge, dismissal, acquiring a lien in a higher post, or absorption in foreign service.

(*g*) The employee who is given provisional substantive appointment to a post, shall be given a fully substantive appointment, and shall acquire a lien, when the suspended lien of another employee on that post ceases to be operative in accordance with the preceding provision.

(*h*) Subject to the provisions of these rules whenever any employee is rendered surplus in the cadre for the reasons such as the reduction in the strength of cadre, return of the senior employee from deputation or from leave, or by reversion of the senior employee from higher cadre to the lower cadre, or for joining of the employee by selection in the cadre etc., the junior most officiating employee shall be reverted to the lower cadre.

(*i*) Subject to the provisions of these rules, the employee either confirmed or officiating may be reverted to the post in the lower cadre, as a measure of punishment, provided, he holds such a post in the lower cadre under the University or the same Management.

9. *Service Book.*—(1) Service book shall be maintained in form 4, in Appendix I appended to these rules by the Registrar or the Principal or any other Officer duly authorised by the Competent Authority, for every employee appointed substantively or in an officiating capacity to a permanent post or appointed to hold for the first time a temporary post but not a post of purely temporary nature. The service book shall contain the record of service of each employee covering all essential events in his official career such as (i) his first appointment, (ii) his subsequent appointments to higher grades whether in an officiating or substantive capacity (iii) increments (with dates) sanctioned to him from time to time (iv) stoppage of increments or his holding up at efficiency bar or other punishment with relevant office order in the matter (v) all kinds of leave except casual leave, granted to him from time to time etc. (vi) any reward or appreciation of work. It shall be the responsibility of the Registrar or the Principal to keep service record up-to-date of an employee by making, within a reasonable time, entries in respect of his different appointments, leave etc. The office orders in respect of important changes shall be quoted against the respective entries. The service books shall be in the safe custody of some responsible person in the office, and shall on no account be allowed to remain with the employee concerned. If however they so desire, they may be allowed to peruse the entries in their service books to ensure that the record of their service is correctly maintained. Personal certificates of character should not be entered in the service book. All such entries shall be completed, and at the end of every year be shown to the employee and his signature obtained thereon.

report about work and conduct, prescribed for the purpose, in Form No. 6 in Appendix I appended to these rules, at the end of every six months from the date of his joining. The last report about the work and conduct of the employee on probation shall be sent to the Registrar or the Principal so as to reach him three months prior to the date of completion of his probationary period.

(2) The Assessing Authority shall prepare the confidential assessment report in Form 6 in Appendix I appended to these rules for the period ending 31st March every year, in respect of every employee placed under his control for the time being. If the employee is placed under the Assessing Authority for a broken period not ending on 31st March, the Assessing Authority shall write the assessment report for such period as the employee was working under him.

(3) The confidential assessment report written by the Assessing Authority shall be reviewed by the Officer who is directly superior to such Assessing Authority. Such a Reviewing Authority shall carefully examine the remarks adverse or outstandingly good in character and verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about the work and conduct of the employee.

(4) The annual confidential reports of an employee shall be the basis for determining 'merit'. The record of service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three years. Adverse remarks not duly communicated in writing to the employee shall be disregarded for the purpose.

(5) Remarks in the confidential report which are either adverse or outstanding in character shall be brought to the notice of the employee in writing within three months. Whenever minor irregularities occur, they shall be brought to the notice of the employee orally by the Assessing Authority.

(6) The following shall be the Assessing Authority and Reviewing Authority:—

(*a*) University employees :

No.	Employees	Reporting Authority	Reviewing Authority
(i)	Registrar	... Vice-Chancellor	...
(ii)	Other Officers in Class I.	Registrar	... Vice-Chancellor.
(iii)	Employees in Class II, III and IV.	Deputy Registrar, Assistant Registrar, Head of the Department, or officer of the equivalent rank.	Registrar.

(*b*) College Employees :

No.	Employees	Reporting Authority	Reviewing Authority
(i)	Employees in Class II	Principal ...	Chairman/Secretary of the Management.
(ii)	Employees in Class III, IV.	Registrar/Supdt./Head Clerk.	Principal.
(iii)	Technical Staff or Laboratory Staff.	Head of the Department.	Principal.

(7) The employee who has been communicated adverse remarks may within 30 days of receipt of such communication represent his case in writing to the Reviewing Authority. The Reviewing Authority may obtain the remarks of the Assessing Authority before he decides whether the adverse remarks be expunged or otherwise. The decision of the Reviewing Authority shall be final.

(8) Yearly confidential report in respect of each employee shall be maintained in the prescribed form and shall be taken into account at the time of promotions and at other times when necessary.

(9) A personal file shall be opened for every employee immediately on his appointment in University Service or College, and all orders and papers in connection with his official record shall be properly filed therein.

(10) (*a*) The confidential files including the Confidential Reports of the Registrar, Librarian and such other Class I Officer shall be maintained by the Vice-Chancellor.

(*b*) The Confidential files including the confidential reports for other staff in the Universities shall be maintained by the Registrar.

(*c*) Annual Confidential reports and other reports of the College employees shall be in the custody of the Principal.

13. *Incapacity.*—The employee shall be considered to be incapacitated to discharge his duties either on physical grounds or on mental grounds for the reasons stated below or otherwise as may be determined by the Medical Authority :—

(*a*) The employee may be considered to be physically incapacitated to render his services because of—

(i) Physical incapacity due to accident, such as loss of limb or being seriously injured etc.;

(ii) physical incapacity due to severe illness such as paralysis, heart attack, cancer, leprosy, etc;

(*b*) The employee may be considered mentally incapacitated to ren his services, if,

(i) he has lost his control on his mental functions and is incapable foreseeing the consequences of any of his actions ;

(ii) he has turned insane ;

(iii) He is not capable of meeting with the requirements of the p to which he is appointed, despite of his mental equillibrium hav been properly set.

(*c*) Whenever the employee is to be declared to be incapacitated eith physically or mentally, his case shall be referred to the Committ specially constituted by the Competent Authority for the purpose and shall scrutinise the case throughly and report thereon. In support of th the Committee shall refer the case to the Medical Authority and obtain the opinion. In addition, the Committee may obtain opinion of such oth persons as it may deem fit. Adequate opportunity shall be provided to t incumbent to defend his case either personally or through his represent tive. The Committee shall submit its report to the Competent Author which shall take final decision in the matter.

Explanation.—Such cases shall be considered by the Committee havi regard to the prime interest of the University or the College and sympa thetic view towards the employee.

(*d*) The mental or physical incapacity to function efficiently in h existing post would be treated as incapacity for continuing him in th same post or appointment in higher post, provided the incapacity is we proved. The Competent Authority may adopt such a procedure juc ciously. The Competent Authority shall, however, endeavour to s whether the employee can be provided in an equivalent post or any oth lower post. The employee or his representative shall be given fu opportunity to represent his case.

Explanation.—The same procedure as mentioned in clause (*c*) shall b followed in this case.

(*e*) The employee declared incapacitated either physically or mentall shall be discharged from the services of the University or the College an the Competent Authority may sanction him pension, if he is otherwis eligible.

14. *Seniority.*—(1) The seniority of the employee in a cadre under th University or the College under same Management shall be determined o the basis of date of continuous service in that cadre. The date of joining th service on probation or as the case may be, the date of promotion shall b taken as the date of continuous service for this purpose. The servic rendered by an employee in other recognised institution or affiliated colleg under the same management, whether aided or unaided, or in the office o the management shall be treated as foreign service and the same shall b counted for seniority.

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(2) The employee confirmed in a permanent post shall rank higher to that ppointed in officiating capacity. The seniority of the employee confirmed n a cadre shall be determined on the basis of the date of confirmation in hat cadre.

(3) If more than one employee is appointed by open competition or on ecommendation of the Selection Committee and if they complete their robation within normal uniform probationary period, the seniority of the andidates selected at the same interview shall be in the order in which hey are ranked by the Selection Committee, irrespective of the dates of heir joining the duties or the dates of their confirmation:

Provided that, in case the probationary period of the employee appointed n probation is extended beyond the normal period of probation and his ate of confirmation having been postponed to any subsequent date, his eniority shall be determined with reference to the date from which he ompletes his probationary period.

(4) The employee promoted to a post in higher cadre shall rank below hose employees in that cadre on the date of his promotion irrespective of heir interse-seniority in the lower cadre. The employee promoted to a post higher cadre earlier shall be considered senior to the employee promoted o that cadre at a later date, irrespective of their respective seniority in the ower cadre or the pay drawn.

Explanation.—If the promotion of junior employee to the post in higher rade is ordered temporarily because the senior employee is not immediately vailable for taking the charge of the post in a higher cadre either on edical grounds or on other personal grounds he shall not loose his riginal seniority.

(5) The employee reduced to a lower cadre by reversion shall be onsidered senior most in the lower cadre unless the authority ordering uch reduction or reversion directs that he shall rank in such lower grade r cadre next below any specified member thereof.

(6) (*a*) The employee who requests for change in the cadre of equivalent vel, the Competent Authority may examine the merits of the request and elative utility in granting the request, and may grant the same. In such ase, the employee shall rank lowest in the seniority and the date of rder of transfer of cadre shall be considered as a continuous officiating ate in that cadre.

(*b*) If the Competent Authority is of the opinion that the services of ny employee are more useful in another cadre of equivalent level, the ompetent Authority may by order transfer the employee to the other adre. In such case, the employee shall rank at the appropriate place ith reference to the date of his continuous officiating or confirmation in he former cadre, and his seniority accordingly fixed in the later cadre.

(*c*) If the employee has requested for a change from higher cadre to ower cadre, and if the Competent Authority grants his request, the mployee shall not get higher seniority in the lower cadre than he ould have held had he not been so promoted.

(7) The Seniority list of all the employees in a cadre shall be prep and maintained upto date by the University or the College. The seni list so prepared shall be circulated in April every year among the emplo concerned and their signatures obtained. Any subsequent change mad the seniority list from time to time shall also be similarly circula Objections, if any, to the seniority list or to the changes made therein s be duly taken into consideration by the Registrar or the Principal as case may be before finalising the seniority list. Disputes, if any, shall referred to the Vice-Chancellor or the Chairman of the Management wh decision shall be final.

15. *Foreign Service.*—(1) On requisition by an organisation (hereina referred to as Foreign Employer), and on express consent by the emplo the Compentent Authority may by special resolution place the services the employee at the disposal of the foreign employer.

(2) The position with the Foreign Employer and the terms and conditi of the service thereunder should not be too attractive to distract him or a other employees in his cadre. The terms and conditions shall be decided the Competent Authority in consultation with the Foreign Employer.

(3) (*a*) The employee shall be treated to be on deputaton from the d he relinguishes his charge and till he resumes the charge on repatriation fr the foreign employment.

(*b*) Ordinarily, the initial period of deputation shall be of two years, be extended on express request by the foreign employer, on express conse by the employee, and resolution by the Competent Authority specifying t period of extension, which shall not exceed five years in total. The peri of deputation shall be treated as continuous service and shall count f increment, promotions, leave etc.

When the employee is due for promotion or reversion under the compete authority, his service shall be recalled. However, if the foreign employ requests for his continuation and agrees to extend him the benefits of pr motion the Competent Authority may allow the employee to remain foreign service and shall be entitled to the benefits of promotion from t date on which the employee next below him stands promoted.

(*c*) The Competent Authority may recall the services of the employee b intimating the employee and the foreign employer three months prior t the date from which he is proposed to be recalled. The Foreign employe shall make necessary arrangements to release the employee from that date.

(*d*) The foreign employer may request, by giving three months' notice t Competent Authority and to the employee, that the services of the employe may be recalled. The Competent Authority shall make necessary arrange ments to recall the services of the employee.

(*e*) The employee may request the Competent Authority and the foreign employer to revert him in the services of the Competent Authority by giving three month's intimation. The Competent Authority in consultation with the foreign employer shall make necessary arrangements to revert the services of the employee.

(4) The Foreign employer shall on the annual basis, make contributions to the Competent Authority towards Leave Salary, Contributory Provident Fund and Gratuity or pension contribution at the rates prescribed by the Competent Authority from time to time and intimate the same to the employee.

(5) The employee in service of the foreign employer shall be entitled to leave, benefits of surrender leave and leave salary, and the foreign employer shall beliable to the remission of proportionate leave salary, contribution.

(6) The employee shall be granted reasonable joining time as admissible under the rule while proceeding on foreign service and while reverting therefrom.

(7) (*a*) The employee on deputation to any organisation shall have to revert to his parent service before he accepts deputations to another Organization.

(*b*) The employee seeking prolonged study leave for studies not directly connected with his foreign service but connected with his parent service shall apply to the Competent Authority through the foreign employer for such study leave and shall have to revert to his parent service before proceeding on such study leave.

(*c*) The foreign employer may grant to the employee study leave for pursuing studies connected with his foreign service, and such period shall also be treated as foreign service. The period of such study leave shall be intimated by the foreign employer to the Competent Authority.

CHAPTER III

PAY AND ALLOWANCES

16. *Scales of Pay.*—(1) The employee in the service of the University or the College shall, unless otherwise directed, be entitled to receive the pay in the prescribed time-scale of pay from the commencement upto the cessation of the service in the University or the College under the same Management, in a cadre.

(2) The time-scale of pay including special pays, if any, for various posts in the University and the Colleges shall be as prescribed by Government and may be revised by Government from time to time.

(3) The initial pay of the employee selected for the University or the College service shall be the minimum of the time-scale pay.

(4) In respect of the employees who expires while in service, his pay shall be drawn for the day on which the employee has died. The hour at which the death takes place shall have no effect on the claim.

17. *Additional Charges.*—(1) The employee who is holding charge of another equivalent post or a post of higher status than his original post, shall receive 20 per cent additional pay of the pay which he would have drawn, had he been appointed to the post, on satisfactory performance of duties of the additional post. The additional pay shall not exceed Rs. 250 per month. The Competent Authority while sanctioning the additional pay shall record the following certificate in the Order—

(i) The second post of which additional charge is held is not directly subordinate to the original post .

(ii) there has been specific addition to the work and responsibilities, and

(iii) the second post is an independent post and has an independent jurisdiction.

(2) The additional pay shall be admissible, if the period of additional charge is more than 15 days and less than six months.

(3) An employee holding one post when placed in charge of the duties of a subordinate post shall not receive any additional pay for the additional work.

18. *Pay on Promotion.*—(1) (i) On promotion, either in a substantive or in an officiating capacity, to a post belonging to Class II or Class III or Class IV carrying higher time-scale of pay or on appointment to a post carrying higher duties and responsibilities, the initial pay of the employee in the higher post shall be fixed at the minimum of the higher time-scale of pay, or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay is accrued, whichever is more.

(ii) If the employee has reached the maximum of the time-scale of pay in the lower post, his notional pay for the purpose of this rule shall be arrived at by increasing that pay by adding an amount equivalent to the last increment.

(iii) If the conditions laid down in clause (i) are not satisfied, he will draw as initial pay of the stage of the time-scale of pay next above his pay in respect of the lower post.

(2) The period(s) for which the employee has served in the said or similar higher post under the University or the same Management, such period shall be counted for calculation of increment and fixation of pay on promotion.

(3) If the appointment to the higher post is for less than 15 days the employee may be placed in-charge of the current duties of the post but no formal appointment to officiate shall be made, unless formal appointment is essential in order to provide for the exercise of statutory powers. The

employee shall not, in such cases, be entitled to fixation of pay in the higher time-scale of pay.

Explanation.—If an employee has previously held the same post or another post on the same or identical time-scale then save as provided under these rules, his initial pay shall, not be less than the pay other than the special pay, personal pay or emoluments classed as "Pay' under these rules which he had drawn on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasion for increments in the stage of the time-scale equivalent to that pay.

19. *Pay on Reversion.*—(1) The employee on reversion shall draw pay in the lower time-scale of pay, not less than that which he would have drawn, had he not been so promoted before reversion, provided that in case the employee is reverted as a measure of punishment on account of misconduct, the Competent Authority may fix his pay at any lower stage in the lower time-scale of pay.

(2) When the employee is reverted on account of misconduct or inefficiency to a post carrying lower time-scale of pay, and is subsequently promoted or reinstated, his previous service in the post from which he was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part.

20. *Pay on joining time.*—An employee treated on duty under sub-rule (9) of rule 2 of these rules shall draw the pay of the post of service to which he is appointed.

21. *Increment.*—(1) The employee, having his pay on the time-scale of pay, shall draw increment every year unless it is withheld. The benefit of increment falling due on any date of the calender month shall be extended to the employee from the 1st of that calender month, without affecting the date of increment. The Competent Authority may withhold, by an order in writing, the increment of the employee if his conduct has not been found to be good, or his work has not been satisfactory. The Competent Authority while ordering the withholding of the increment shall state the period for which it is withhold and whether the postponement shall have effect on future increments.

Explanation.—(i) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been stopped, and whether it shall be exclusive of any interval spent on leave before the period is completed.

(ii) While on promotion, the increment shall be drawn on completion of full incremental period in the new post.

(2) (*a*) Where efficiency bar is prescribed in a time-scale of pay, increment next above the bar shall be given to the employee, only after the Competent Authority by an order in writing allows him to cross the efficiency bar.

(*b*) The order of the Competent Authority allowing the employee to cross the efficiency bar shall contain a specified date with effect from which

the employee shall be allowed to cross the efficiency bar. If the order has retrospective effect, the Competent Athority may further specify whether the employee is entitled to arrears for the intervening period or not.

(3) Service rendered in the circumstances mentioned below shall count for increment in the time-scale of pay :—

(*a*) All duty whether continuous or otherwise in a post on a time scale of pay,

(*b*) Authorised leave other than extraordinary leave,

(*c*) Extraordinary Leave on medical grounds with the permission of the Director of Education, Higher Education, Maharashtra State, Pune :

Provided that, in exceptional circumstances, if employee is required to avail of extraordinary leave for reasons beyond his control, the Competent Authority may with the previous approval of the Director of Higher Education, Maharashtra State, Pune, by an order in writing direct that the absence of leave without pay shall not affect his normal date of increment.

(*d*) The duty performed by an employee in higher post in officiating or temporary capacity, on reversion to the lower post.

(*e*) The service rendered in a post carrying time-scale of pay during the period of probation, subject to the following conditions namely :—

(i) The first increment shall be released on completion of one year of the probationary period and the subsequent increment shall be released on completion of the probationary period satisfactorily.

(ii) A probationer whose probationary period is extended on account of failure to pass departmental examination within the prescribed time limit or on account of leave taken by him during the probationary period shall be allowed to draw, on his appointment on that post on long term basis after completion of probationary period satisfactorily, such pay as he would have drawn had he not been on probation and consequential arrears.

(iii) A probationer whose probationary period is extended on account of unsatisfactory performance should be allowed to draw second increment only with effect from the date of satisfactory completion of the probationary period and shall not be eligible for arrears.

(*f*) Period spent on deputation to foreign service.

(4) The employee on authorised leave shall draw the annual increment falling due during the leave period on resumption of duty after expiry of leave.

Personal Pay.—The Competent Authority may grant personal pay to the employee to save him from loss of substantive pay in respect of a permanent post, other than a tenure post due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

23. *Other Allowances.*—(1) The employees working in the time-scale of pay shall be entilted to the Dearness Allowance, Compensatory Local Allowance, House Rent Allowance and such other allowances as may be sanctioned by Government from time to time to its employees working in equivalent sales of pay.

(2) For the purposes of calculating allowances which are related to pay, the term pay shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any. The allowance except cash allowance (i.e. allowance sanctioned for handling cash), typing allowance, shorthand allowance, shall not, however, count as pay for this purpose.

(3) In case where both husband and wife are employed under the University or the College, they shall draw dearness allowance, if otherwise, admissible to them.

(4) Dearness Allowance may be drawn during the period of any kind of leave except extraordinary leave.

(5) The House Rent Allowance shall be admissible to employee at the places and at the rates as sanctioned by Government to its employees working in equivalent scales of pay, from time to time. When an employee is provided with the residential quarters by the University or College either on rent free basis or on rental basis he shall not be entitled to House Rent Allowance.

24. *Subsistence Allowance.*—(1) The employee under suspension shall not be entitled to pay and allowances as prescribed in these rules. The Competent Authority shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance at the following rates :—

(*a*) A subsistence allowance at an amount equal to the leave salary which the employee would have drawn, if he had been on leave on half pay and in addition, dearness allowance based on such leave salary shall be payable to the employee under suspension.

(*b*) Where the period of suspension exceeds 6 months, the Authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 6 months as follows, namely :—

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of first 6 months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

(ii) The amount of subsistance allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistance allowance admissible during the period of the first 6 months, if in the

opinion of the said authority, the period of suspenssion has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.

(iii) The rate of Dearness allowance shall be based on the increased or on the decreased amount of subsistance allowance, as the case may be, admissible under sub-clauses (i) and (ii).

(2) The employee shall not be paid the subsistance allowance unless he furnishes a certificate to the following effect before payment is made every month :—

"I certify that I did not accept any private employment or engage myself in trade or business during the period in question."

If the Authority sanctioning the payment of subsistance allowance has any reasons to doubt this certificate, it may ask the police authority to verify the certificate and if, the employee is found to have given a false certificate, that should be construed as an act of misconduct and it shall be made an additional charge against him.

(3) Other compensatory allowances, if any, of which the employee was in receipt on the date of suspension shall also be payable to the employee under suspension to such extent and subject to such conditions as the authority suspending the employee may direct :

Provided that the employee shall not be entitled to the compensatory allowances unless the said Authority is satisfied that the employee continues to meet the expenditure for which such allowances was granted :

Provided further that, when an employee is convicted by a competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of rupee one per month with effect from the date of such conviction and he shall continue to draw the same till the date of his removal or reinstatement by the Competent Authority :

Provided also that, if an employee is acquitted by the appellate court and no further appeal or a revision application to a higher court is preferred and pending, he shall draw the subsistence allowance at the normal rate from the date of acquittal by the appellate court till the termination of the inquiry, if any, initiated under these rules :

Provided also that, in cases falling under sub-rules (1) and (3) where the University or the Management refuses to pay or fails to start and continue payment of subsistance allowance and other compensatory allowances, if any, to an employee under suspension, payment of the same may be made by the Director of Higher Education, Maharashtra State, Pune, who may deduct an equal amount from the grant that may be due and payable or may become due and payable to the University or the College.

(4) When an employee under suspension attains the age of superannuation while under suspension, he shall be deemed to have been retired on attaining the age of superannuation and any departmental or judicial proceedings pending against him shall be continued even after his retirement. He shall

not be entitled to subsistence allowance after he attains the age of superannuation. If he has opted for the Contributary Provident Fund Scheme, he shall be entitled to his share of contribution on his attaining the age of superannuation but he shall not be entitled to the University's or management's share to the Contributary Provident Fund. If he has opted for the pension-*cum*-gratuity Scheme, he shall be entitled to provisional pension not exceeding the maximum pension which would have been admissible to him on the basis of qualifying service upto the date immediately preceding the date on which he was placed under suspension. No amount of Death-*cum*-Retirement Gratuity shall be paid to him till his case is finally decided.

(5) When an employee who has been suspended is reinstated, the Competent Authority to order the reinstatement shall consider and make a specific order—

(*a*) regarding the said period being treated as duty or 'leave', and

(*b*) regarding the pay and allowance to be paid to the employee for the period of his absence from duty.

(6) If the Authority mentioned in sub-rule (5) is of the opinion that the employee has been fully exonerated or in the case of suspension, that it was wholly unjustified, the employee shall be given full pay and allowances to which he could have been entitled, to, had he not been dismissed, removed or suspended, as the case may be. In that case the subsistence allowance already paid to him shall be fully recovered from the arrears of the pay and allowances. The University or Management shall bear expenditure on pay and allowances of the substitute, if any, appointed in place of the employee under suspension, and the same shall not be held admissible for Government Grants.

(7) In case the employee is not fully exonerated, the authority mentioned in sub-rule (5) shall specify in the order the pay and allowances to be given to such an employee which may either be equal to (i) subsistence allowance already sanctioned to him, or (ii) any other percentage of pay depending upon the merits of the case :

Provided that the period of absence from the date of suspension to the date of reinstatement or otherwise can be converted into leave due and admissible only if the employee concerned requests the Authority mentioned in sub-rule (5) in writing :

Provided further that the subsistence allowance already paid to an employee shall be fully recovered either from the pay and allowances as the case may be or from the leave salary payable to him.

25. *Subsistence Allowance when to be paid.*—The Subsistence Allowance or arrears of pay and allowances or leave salary, as provided under sub-rules (1), (3), (6) or (7) shall be payable to an employee only after he produces a certificate that during his period of suspension he had not engaged himself into any gainful employment, trade or business and the Competent Authority shall pay the subsistence allowance only after he is satisfied in that respect.

26. *Travelling Allowance.*—(1) The employee required to undertake tour in the course of discharge of this duty, shall be entitled to travelling allowance and daily allowance as per the rules and at the rates prescribed by the Government for its employees working in comparable scales of pay from time to time.

(2) The employee proceeding to his home town or otherwise and back during leave shall be entitled to leave travel allowance (concession) as per the rules and at the rates prescribed by the Government for its employees working in comparable scales of pay from time to time.

CHAPTER IV
LEAVE

27. *General Conditions.*—(1) (*a*) The leave cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority. On such recall, the employee shall report for duty forthwith. The leave sanctioning Authority may sanction or refuse the leave applied for, but shall not alter the nature of the leave applied for.

(*b*) The employee may be granted leave only on his request. No employee shall be forced to proceed on leave. The employee may, with the approval of the Leave Sanctioning Authority curtail the period of his leave. The employee who is on leave preparatory to retirement, shall not, however, be entitled to return to duty by cancelling the unexpired portion of his leave.

(2) The employee shall be entitled to leave in proportion to the period spent on duty and of kind to the extent specified herein below. The period spent in foreign service counts as duty, if contribution towards leave salary is paid, however, the period spent on leave is not counted as duty for this purpose. The period of suspension of the employee shall be treated as duty for the purpose in case the employee is fully exonerated by the Competent Authority from the charges for which he was suspended and is reinstated in service.

(3) The employee shall have to apply for grant of leave, in the prescribed Forms 7(a) to 7(d) in Appendix I appended to these rules, as the case may be, and shall proceed on leave after due sanction :

Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control, the leave sanctioning Authority may, on satisfying itself sanction leave on his application which is submitted later.

(4) Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum. In case large number of applications are received resulting into exigency, the Leave Sanctioning Authority shall consider the following factors while granting the applications, namely :—

(*a*) Special circumstances for which leave is requested ;
(*b*) amount of leave due to the applicant ;

(*c*) whether applicant was recalled from his last leave or has been refused leave in the interest of office requirement ;
(*d*) the period and character of the service rendered by the applicant since his last return from leave ;
(*e*) the employee who can for the time being best be spared ;
(*f*) whether any of the employees already on leave can be recalled to duty in order to spare anyother employee for availing his leave under any special circumstances.

(5) The period of leave of the employee begins on the day on which he relinquishes charge of his post before 12 noon, if not, from the next day. The period of leave ends on the day the employee assumes charge of his post before 12 noon, if not, from the next day.

(6) Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.

(7) The application for leave on medical grounds shall be accompanied by medical certificate given by the Medical Authority, indicating the nature and probable duration of the illness. The employee returning to duty from leave on medical grounds shall produce a certificate of fitness from the Medical Authority.

(8) The employee against whom a departmental enquiry is instituted or proposed to be instituted or who is proposed to be suspended or is discharged, or is under orders of removal or dismissal, or has given notice of resignation shall not be entitled to leave, however, he may be given short leave on condition that he becomes available for inquiry, if and when required. The employee already on authorised leave, on submitting the notice of resignation, shall cease to draw any leave salary with effect from the date from which his resignation is accepted. No leave can be adjusted against the period of notice of resignation :

Provided that, on the recommendations of the Medical Authority, the Leave Sanctioning Authority may sanction with the previous permission of Director of Higher Education, Maharashtra State, Pune, leave to such employee.

(9) The employee on leave shall not accept any other employment, either part-time or full-time except casual literary work or service at public examinations.

(10) If the employee overstays the sanctioned period of his leave without prior permission and intimation, he shall not be entitled to any leave salary for this period, and such absence from duty may be treated as misconduct. The Sanctioning Authority may, however, for the reasons to be recorded in writing condone the irregularity.

(11) The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.

(12) If the employee frequently applies for grant of leave on medical ground with short intervals, his case may be referred to the Medical Authority, with a request to give its considered opinion on employee's state of health, the period required for his complete recovery, and also whether he is likely to be fit for duty after rest and treatment.

(13) The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed, shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation, as the case may be.

(14) The employee appointed on contract basis in time scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

KINDS OF LEAVE

28. *Casual Leave.*—(1) (*a*) The employee shall be entitled to 15 days casual leave in a calendar year.

(*b*) Permission for casual leave in Form 7(*a*) in Appendix I appended to these rules shall ordinarily be obtained before the day from which casual leave as required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins *ex-post-facto* sanction for casual leave shall be obtained by the employee.

In exceptional circumstances Leave Sanctioning Authority may grant *ex-post-facto* sanction to the casual leave which was not previously approved. If the Leave Sanctioning Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.

Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorised absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

(*c*) The employee shall be entitled to not more than seven days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed seven days at a time. Any number of Sundays and/or Public Holidays are permitted to be prefixed/or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances, it may be extended upto ten days.

(*d*) The casual leave cannot be combined with any other kind of leave.

(*e*) The casual leave for half day can be granted to an employee. Absence on Saturday where it is observed as half working day shall be treated as casual leave for full day.

(*f*) The following kinds of special casual leave which shall not be debited to the casual leave admissible to an employee shall be granted, namely :—

(a) Special Casual Leave under the Family Planning Scheme :—

Occassion	Special Casual Leave Admissible
(i) Vasectomy or as the case may be tubectomy operation.	Not exceeding six working days
(ii) Female Employees undergoing non-puerperal sterilisation.	Not exceeding 14 days.
(iii) Female employees undergoing I.U.C.D. insertion.	For a day subject to production of a medical certificate.
(iv) Employee whose wife undergoes a Gynaec. Sterilisation (non-puerperal tubectomy).	Not exceeding seven days, subject to production of a medical certificate.

Explanation.—The special casual leave on the above two occasions may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate.

Explanation 1.—The special casual leave may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate by the doctor who actually performs the operation to the effect that the presence of the employee is essential to look after his wife during the period of leave.

Explanation 2.—Special casual leave not exceeding four days shall be granted to the employee whose wife undergoes tubectomy operation immediately after the delivery subject to production of a medical certificate from the doctor who actually perform the operation.

(b) Special Casual Leave may be given on other occasions as mentioned below :—

Occassion	Special Casual Leave Admissible
(i) Anti-rabic treatment. ...	Upto 3 weeks.
(ii) Participation in national or international sports.	Upto 30 days, subject to the provisions of Explanations 1 and 3.
(iii) Mountaineering ...	Upto 30 days, subject to the provsions of Explanations 2 and 3.
(iv) Free Blood Donation. ...	One day (either on the same day or on the very next day of donation of blood but not on any other subsequent day).

Explanation 1.—Grant of Special Casual Leave for participation in National or International sports shall be—

(1) For participation in sporting events of national or International Importance.

(2) When the employee is selected for such participation—

(i) in respect of International Sporting events by National Sports Federation or Association recognised by the All India Council or Board and approved by Ministry of Education of Government of India, or

include house rent allowance. For this purpose, a month shall be reckone as thirty days, irrespective of the month in which the leave is availed o

(5) The employee who retires on superannuation or who dies while service, shall be entitle to the benefit of cash equivalent of unutilized earne leave standing to his credit, on the date of such retirement or death as the case may be, as provided in rule 39.

30. *Leave on Half Pay.*—(1) The employee including an employee wh is entitled to vacation shall be entitled to leave on half pa to the extent of 20 days for every completed year o service. The leave so earned can be accumulated withou any limitation. The employee shall not be entitled to leave on half pa during the first year of his service. The leave on half pay due may b granted to the employee either on medical ground or for private reason The leave requested on medical ground shall have to be supported with th certificate from the Medical Authority.

Explanation.—The period of suspension if any, finally treated a suspension shall be excluded for counting completed years of service fo this purpose.

(2) If an employee is on leave on the day on which he completes a yea of service, he shall be entitled to half pay leave without having to retur to duty.

31. *Commuted Leave.*—(1) The employee may with the approval of Com petent Authority, commute leave on half pay at his credit on medica grounds on the following conditions, namely:—

(*a*) The commuted leave shall be debited to the account of leave o half pay at the rate of twice the number of days actually availed of.

(*b*) No commuted leave shall be granted under this rule unless th authority competent to sanction leave is satisfied that there is reasonabl prospect of the employee returning to duty on its expiry.

(*c*) The authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pa leave.

(2) Where an employee who has been granted commuted leave resign from his service or at his request is permitted to retire voluntarily withou returning to duty, the commuted leave shall be treated as half pay leav and the difference between the leave salary in respect of commuted leav and half pay leave shall recovered :

Provided that no such recovery shall be made if the retirement is b reason of ill-health incapaciting the employee for further service or in th event of his death.

32. *Leave not due.*—In respect of permanent employee, if he has n earned leave or leave on half pay to his credit the Leave Sanctionin

Authority may grant him leave not due, for a period not exceeding 180 days during the entire service. The employee shall be entitled to not more than 90 days at a time except on medical ground. Such leave availed of by the employee shall be debited against the leave on half pay that the employee shall earn subsequently :

Provided that the leave not due shall be granted only if the leave Sanctioning Authority is satisfied that there are reasonable prospects of the employee returning to duty, on expiry of leave and has sufficient service to earn leave to compensate leave not due granted to him.

33. *Special Disability Leave*—(1) The employee disabled by injury or illness caused in, or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the concerned Medical Authority, covering the requirement, the leave Sanctioning Authority shall sanction the said leave for such period as is certified by the concerned medical authorities which shall in no case exceed 24 months in entire service. Such leave shall not be debited to any other kind of leave. But it may be combined with leave of another kind. The period of such leave shall be treated is duty for pension only.

(2) (*a*) In the case of a person to whom the Workmen's Compensation Act, 1923 (VIII of 1923) applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under clause (d) of sub-section (*1*) of section 4 of the said Act.

(*b*) In the case of a person to whom the Employees' State Insurance Act, 1948 (XXXIV of 1948) applies, the amount of leave salary payable this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

34. *Maternity Leave.*—(1) A Competent Authority may, subject to the provisions of this rule, grant to a permanent female employee, who does not have three or more living children on the date of the application, maternity leave for a period of ninety days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account. In the case of the employees entitled to vacations, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.

(2) A female employee not in permanent employ who has put in at least one year of continuous service shall also, subject to the provisions of this rule, be eligible for maternity leave referred to in sub-rule (1), subject to the condition that the leave salary admissible during the period of maternity leave shall be regulated as follows, namely :—

(*a*) in the case of a female employee who has put in two or more years' continuous service, the leave salary admissible shall be as provided in sub-

(*b*) In the case of a female employee who has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be as provided in sub-rule (2) of rule 40 of these rules.

(3) The application for maternity leave shall invariably be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of a Class IV employee in which insistence on a regular medical certificate is likely to cause hardship the authority competent to grant leave may accept such certificate as it may deem sufficient.

(4) A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave up to a maximum of 60 days without production of a medical certificate.

(5) Leave under this rule shall be admissible in a case of mis-carriage or abortion including abortion under the Medical Termination of Pregnancy Act, 1971, subject to the following conditions namely :—

(*a*) the leave does not exceed six weeks, and

(*b*) the application for the leave is supported by a medical certificate.

35. *Extraordinary Leave.*—(1) Extraordinary leave (leave without pay and allowances) may be granted to a employee in special circumstances—

(*a*) when no other leave is admissible ;

(*b*) when other leave is admissible but the employee applies in writing for the grant of extraordinary leave.

(2) Unless the Competent Authority in view of the exceptional circumstances of the case otherwise determines, no employee who is not in permanent employ shall be granted extraordinary leave on any one occasion in excess of the following limits :—

(*a*) three months,

(*b*) six months, where the non-teaching employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (*a*) and his request for such leave is supported by a medical certificate as required by these rules ;

(*c*) twelve months, in the case of a non-teaching employee who has completed five years' continuous service on the date of expiry of leave due and admissible under the rules including extraordinary leave under clause (*a*) and (*b*) of sub-rule (2) if the extraordinary leave is required on account of illness of the non-teaching employee as certified by a Medical Authority.

(3) The period of extraordinary leave other than on Medical ground shall count for increment. The extraordinary leave on medical grounds shall count for increment only with the permission of the Director of Higher Education, Maharashtra State, Pune.

Sci. College * Vidya Nagar * DHULE

(4) The extraordinary leave shall not ordinarily be granted to the employee for more than a year at a time, provided that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the Competent Authority and undergoing treatment in a recognised clinic or under a specialist, extraordinary leave upto 24 months may be granted by the Competent Authority.

(5) The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of a confirmation if on probation, and affect such other privileges as may be dependant on the period of such leave.

(6) The extraordinary leave may be availed in combination with any other kind of leave with the approval of the Competent Authority.

(7) The Competent Authority may commute retrospectively the period of absence without leave not exceeding five years on each occasion, into extraordinary leave.

Explanation.—The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and subject to any conditions, that may be laid down by he leave sanctioning Authority.

36. *Special leave.*—The leave sanctioning Authority may sanction the special leave to—

(i) the permanent Class I employees, who have put in at least five years continuous service, for attending conferences, seminars etc. on behalf of the University or for working as a member on a Committee appointed by the State Government or by the Government of India or by any other University or Academic Body.

(ii) the permanent Class II, III and IV employees who have put in at least five years continuous service for attending meeting of the recognised unions of the employees :

Provided that the special leave so sanctioned shall not be more than 10 days in a calandar year.

37. *Leave to Persons Re-employed after Retirement.*—(1) In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered in the service of the University or the College, for the first time on the date of his re-employment.

(2) Earned leave due and admissible may be granted to a re-employed pensioner prior to cessation of his duties.

38. *Leave Preparatory to Retirement.*—A non-teaching employee may be permitted by the Authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 180 days together with half pay leave due, subject to the condition that the total period of leave should not exceed 28 months or such leave does not extend beyond the date of compulsory retirement.

39. (1) *Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation.*—(i) The Authority competent to grant leave shall *suo-motu* sanction to an employee who retires on attaining the age of superannuation, the cash equivalent of leave salary in respect of the period of earned leave at his credit on the date of his superannuation, subject to a maximum of 180 days.

(ii) The cash equivalent of leave salary payable under sub-rule (1), shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lumpsum, as a one-time settlement.

(iii) The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this rule.

(iv) From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.

(v) A non-teaching employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub-rule (1) in respect of the period of earned leave at his credit on the date of his superannuation, provided that in the opinion of the authority competent to order reinstatement, a non-teaching employee has been fully exonerated and the suspension was wholly unjustified.

Explanation 1.—An employee can also avail of leave preparatory to retirement of a part of earned leave at his credit. In that case, he shall be allowed payment of cash equivalent of leave salary for the balance of the earned leave that remains at his credit on the date of retirement in accordance with sub-rule (1).

Explanation 2.—With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilised earned leave without delay, the following proceduce shall be followed, namely:—

(*a*) An employee nearing the retirement date on superannuation should inform in writing to the Authority competent to sanction leave, three months in advance of the date of retirement, if he desires to avail of cash equivalent of leave salary in respect of the unutilised earned leave at his credit on the date of his superannuation.

(*b*) The Competent Authority shall after satisfying himself that earned leave, if any, availed of by the concerned employee after receipt of his written intimation as in clause (a) is actually deducted from the earned leave due and admissible as on the date of superannuation as reported by his office, arrange to issue necessary orders sanctioning cash equivalent of leave salary in respect of the unutilised earned leave within a week of the date of retirement of the concerned non-teaching employee.

salary in respect of the unutilised earned leave to the Administrative Officer, Higher Education Grants of the region concerned.

(*d*) Payment of cash equivalent of leave salary in respect of the unutilised earned leave at the credit of the non-teaching employee retiring on superannuation, shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar or the Principal concerned is received.

Explanation.—The cash payment for unutilised earned leave shall be made in the following manner:—

$$\text{Cash Payment} = \frac{\text{Pay} + \text{Dearness Allowance admissible on date of retirement.}}{30} \times \text{No. of unutilised days of earned leave at credit subject to a maximum of 180 days.}$$

(2) *Cash equivalent of leave salary in case of death while in service.*—In case of a non-teaching employee dies while in service, the cash equivalent of his leave salary admissible on the date immediately following the death and in any case, not exceeding leave salary for 180 days, shall be paid to his family without any reduction on account of pension and pension equivalent to death-*cum*-retirement gratuity. In addition to the cash equivalent of leave salary admissible, his family shall also be entitled to payment of dearness allowance only.

39A. *Leave Sanctioning Authority.*—Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities:—

No.	Kind of leave	Category	Leave Sanctioning Authority
1	Casual leave ...	Registrar Principal	Vice-Chancellor. Chairman of the Management.
2	Casual leave ...	Other Employee in Class-I, Employee in in Class-II, Employee in Class-III or IV.	Registrar. His Superior in Class I or Principal. His Superior in Class II or Principal.
3	Earned leave, Half-pay leave, Commuted leave, Maternity leave, Extraordinary leave. ...	Registrar and other Officers in the University. All Categories of employee in Class II, III and IV.	Vice-Chancellor. Registrar or Principal.
4	Leave not due, ... Special Disability	All categories.	Competent Authority.

Provided, that the Leave Sanctioning Authority may further delegate to the Registrar/Chairman/Principal or such other subordinate officer the powers to sanction particular kind of leave.

40. *Leave Salary.*—(1) (*a*) The employee on authorised earned leave shall be entitled to the pay, drawn by him immediately prior to the commencement of leave, plus allowances admissible on that pay, subject to the provisions of rule 19.

(*b*) The employee on authorised half pay leave or on leave not due shall be entitled to half of the basic pay, drawn by him immediately prior to the commencement of half pay leave or leave not due, as the case may be, plus the allowances admissible on that pay.

(*c*) The employee on authorised commuted leave is entitled to leave salary equal to the amount admissible under sub-clause (a).

(*d*) The employee who is granted leave not due shall be entitled to leave salary equal to the amount admissible under clause (b).

(*e*) The employee who is granted special disability leave shall be entitled to leave salary equal to the amount admissible under clause (a), for the first 120 days and for the remaining period, at equal to the amount admissible under clause (b).

(*f*) The lady employee on authorised maternity leave shall be entitled to:—

(i) leave salary admissible under clause (a), in case the employee is permanent.

(ii) leave salary admissible under clause (a), in case of temporary employee, who has put in not less than two years continuous service.

(iii) leave salary admissible as under clause (b), in case of temporary employee who has put in more than one year continuous service but less than two years continuous service.

(*g*) The employee who is granted study leave shall be entitled to leave salary equal to the amount admissible under clause (b), in case the employee is in receipt of any stipend or scholarship or any other monetary assistance during such leave; otherwise he shall be entitled to leave salary equal to the amount admissible under sub-clause (a).

(*h*) (i) The employee on extra-ordinary leave shall not be entitled to any leave salary.

(ii) The employee on leave which is not authorised shall not be entitled to any leave salary.

(2) The employee on authorised leave shall be entitled to pay, personal pay, compensatory local allowance, dearness allowance, house-rent allowance but shall not be entitled to additional pay, officiating pay and special pay if any.

(3) The employee who has been authorised to surrender leave, shall be entitled to the pay and personal pay drawn by him immediately prior to

the commencement of the leave, plus dearness pay, dearness allowance, compensatory local allowance, as admissible under the rules, for the period of leave, so encashed, as per rule 29. However, no house rent allowance shall be admissible.

(4) The leave salary for the period of surrendered leave shall not be liable for deduction on account of Provident Fund, House Rent Allowance, and repayment of dues, co-operative societies etc. For this purpose a month shall be reckoned of 30 days.

CHAPTER V

Conduct, Discipline and Appeals

41. *Conduct.*—(1) The emlpyee of the University or the College shall be at the disposal of the University or College for full-time and shall serve in such capacity and at such place as he may from time to time, be so directed.

(2) The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and directives and decisions of the Competent Authority. The employee shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.

(3) The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the University or the College as the case may be. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.

(4) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College, as the case may be.

(5) No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favour of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.

(6) (*a*) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or the College or outsider, to whom he is not authorised to communicate such document or information, or to make any use thereof.