

6.2.2

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Ans:

The College is managed by the Trust, Jeevandeep Shaikshanik Sanstha Poi.

The College was started as a Degree College in the year 2004. Over the period of time, it grew as multidimensional educational institution. Currently Degree College offers traditional as well as Self Financing courses. It includes three faculties viz. Arts, Commerce and Science. Self Financing courses are skill based and Job oriented. Three streams Arts, Commerce and Science have respective Vice-Principals and Self Financing Courses have In-charge. Non-teaching administrative staff is headed by Office Superintendent whereas Library Staff is headed by the Librarian. The Laboratory Staff is headed by the HOD of respective departments.

The organizational structure is in the Organogram published on College Website. For day to day functioning of the College, various committees are formed including some statutory and other non statutory.

Functions of statutory committees are mentioned below:-

A. LMC/ CDC The Local Managing Committee (LMC) formed as per the provisions of the Bombay University Act, 1974 has been reconstituted as College Development Committee (CDC) as per the provisions of Maharashtra Universities Act, 2016.

B. Internal Quality Assurance Cell (IQAC)

As per NAAC guidelines, IQAC has been constituted. Following statutory committees have been formed as per the provisions of University of Mumbai Act

- 1) Examination Committee
- 2) Unfair Means Enquiry Committee
- 3) Internal Complaints Committee now known as Internal Committee
- 4) Anti Ragging Cell

Certain committees have been formed to carry out various activities like Admission Committee,

Time Table Committee,

Attendance Committee,

Research Promotion Cell,

Career and Guidance Cell etc.

Teaching and non teaching staff is included as members of these committees/ cells.

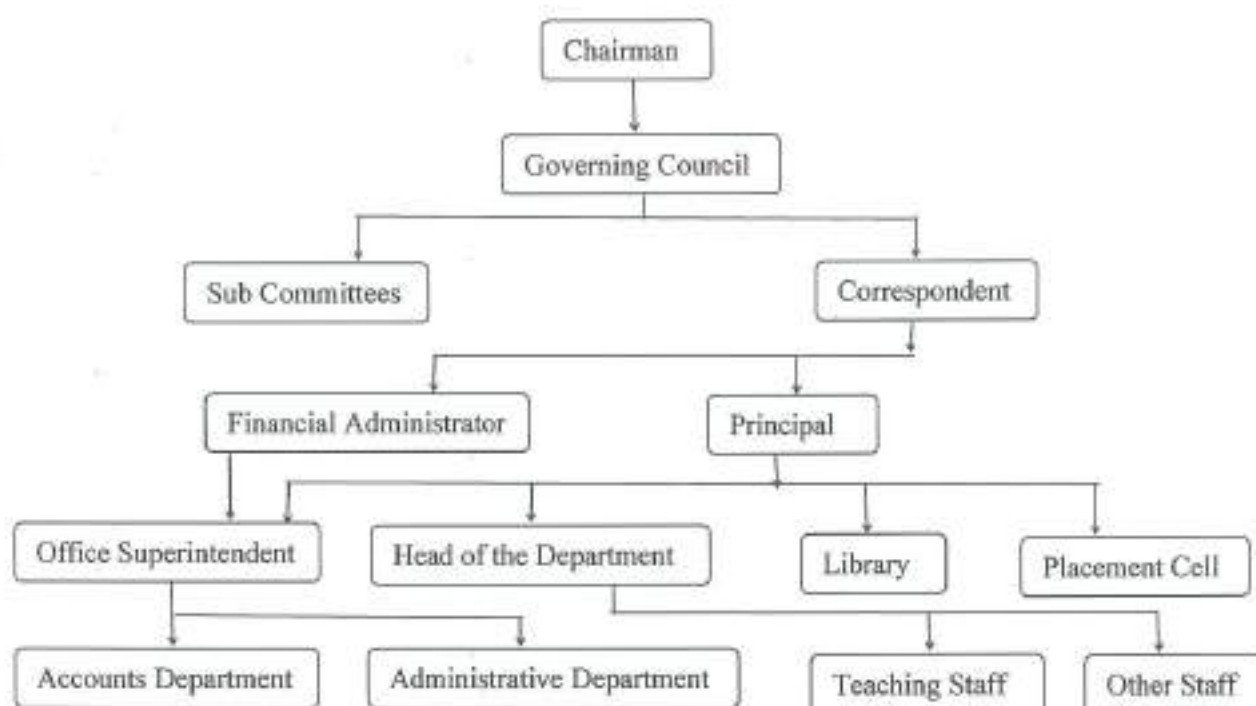


SERVICE MATTERS

Service Rules College follows Service Rules for teaching staff as per the directions issued by University of Mumbai and for non teaching staff as per the provisions of Maharashtra Civil Services Rules after May, 2010.

Recruitment and Promotion Policy

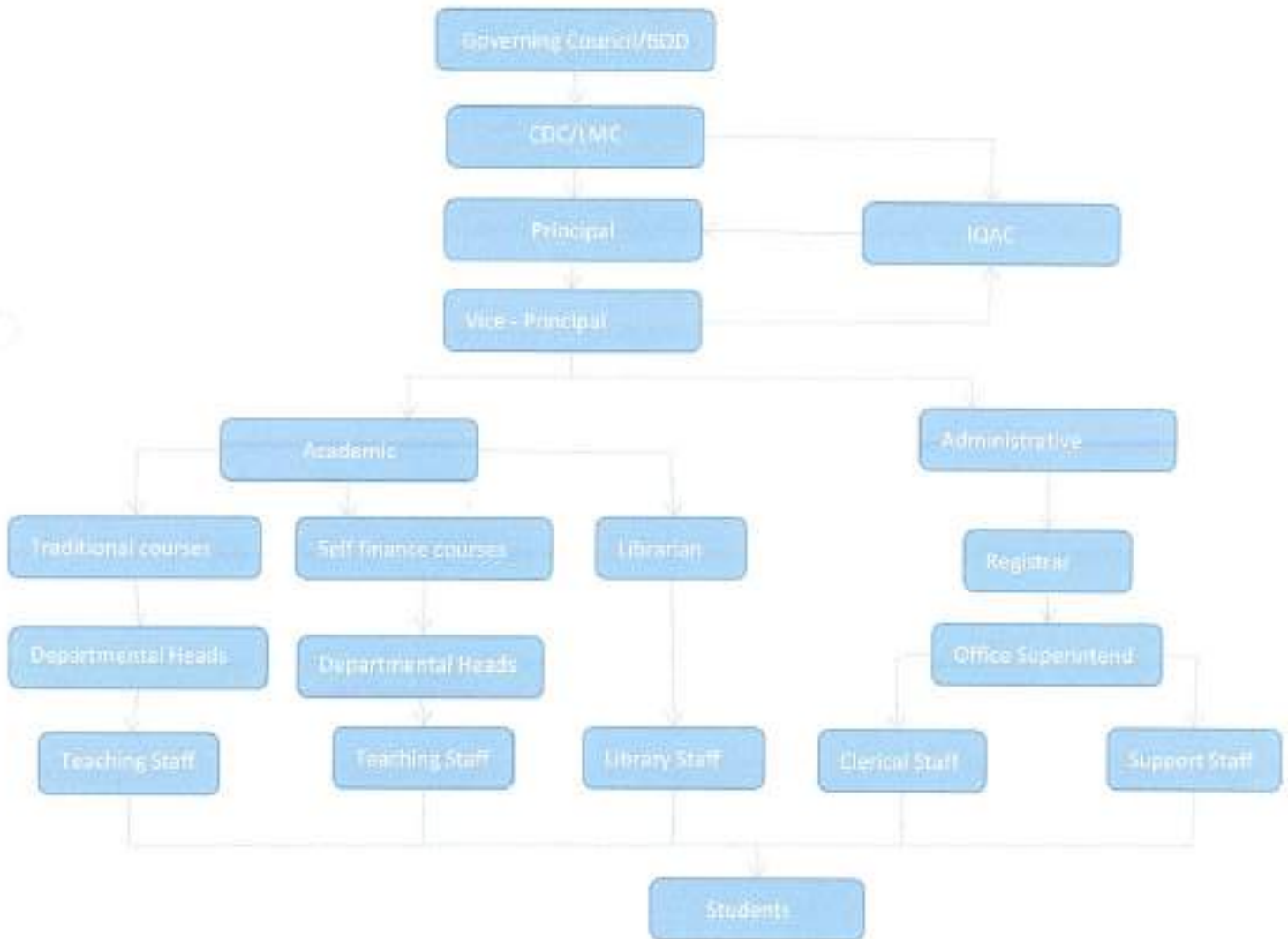
College follows Recruitment and Promotion Policy for teaching staff as per the guidelines issued by University of Mumbai in consonance with the norms stipulated by University Grants Commission and for non teaching staff as per the guidelines issued by Government of Maharashtra.




Principal

Jeevanlal Bhambhani Sanstha's
Arts, Com. & Science College, Goveli,
Goveli, Tal. Baramulla, Dist. Thane - 421103

6.2.2 Organogram of the Institution



CRITERIA VI



6.2.2 HR POLICIES

QUALITY POLICY OF HUMAN RESOURCE DEPARTMENT

1. To provide quality human resources (both Teaching and Non-Teaching) to the Institution based on the manpower requirement through an effective selection process.
2. To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
3. To motivate staff members to pursue higher studies (P G / Ph D)
4. To promote Staff Welfare Programs and to create a progressive environment in the Institution.
5. To monitor the staff performance and to reward the best performers and take measures to improve the performance level of the average / low performers.
6. To recognize the service of the staff members and to motivate them through a rewarding system.

CLASSIFICATION OF EMPLOYEES

"Employee" shall be classified as:

- (a) Permanent
- (b) Probationer
- (c) Temporary
- (d) Adjunct
- (e) Part Time
- (f) Visiting
- (g) On-Contract
- (h) Casual
- (i) Substitute
- (j) Trainee

- A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Principal / Registrar.
 - A "Probationer" employee means one who is appointed on probation but not given the confirmation in writing by the Principal / Registrar. (NOTE: A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)
 - A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.
 - An "Adjunct" employee is a faculty hired by the Institution to teach but is not a full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. He / she should be an eminent Professional / Scientist / Engineer having recognition at national / international level and having outstanding published work.
 - A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.
 - A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.
- An "On-Contract" employee means a person appointed on contractual employment for a specified period. 15
- A "Casual" employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.
 - A "Substitute" employee is one who is engaged in the place of a permanent employee who is temporarily absent.
 - A "Trainee" employee is hired by the Institution to impart training for a particular period of time.



Principal

Jeevandeep Shaikhanik Sanstha's
 Arts, Commerce & Science College, Goveli,
 Goveli, Tal. Kalyan, Dist. Thane - 421103

ADMINISTRATION, SERVICE CONDITIONS, WELFARE FACILITIES & DECENTRALIZATION OF POWERS

1. ADMINISTRATION POLICY

Notice Board

- It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and Marathi.
- Posting on Employee Notice / Bulletin Boards / Posters / Display of Information ---:No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department. .
- All the Employee related information displayed on the notice board should be in English.
- Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department.. All Notices / Internal Memo"s / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards.
- All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Registrar / HoD before the same is displayed.
- The undated Notices / Other information will remain posted for a maximum of 15 days.
- The Principal / Registrar / HOD will ensure that Notices and other information posted / displayed must be for official purpose only.

Fire Prevention

Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus:- □

- Free access to fire extinguishers. □
- Light should never be shielded with linen or other combustible material. □
- The NO SMOKING rule shall be enforced throughout the Institution. □
- Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times. □
- Always familiarize yourself with fire procedures.

No Smoking

- Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

2. SERVICE CONDITIONS

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Registrar or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.
- Every member of the staff shall devote his / her duty time of the said employment.
- Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION

Minimum Qualifications for direct requirement to the post of Professor, Associate Professor, Assistant Professor Qualifications for TEACHING POSTS will be as laid down by the University Grants Commission (UGC) and as adopted by the University, from time to time.

Essential Qualifications for the post of Assistant Professor / Lecturer

1. Good academic record with at least 55% (50% for candidates belonging to SC / ST or those who passed their Master's degree prior to 19.09.1991 and hold a Ph. D degree) or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the master's degree level in the relevant subject from an Indian University.
2. Candidates should have qualified the National eligibility Test (NET) for Assistant Professors/ Lectures conducted by the UGC / CSIR or a similar test accredited by the UGC.

General Notes:-

1. NET / SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturer / Assistant Professor, provided however, that candidates who are or have been awarded Ph. D degree in compliance of the University Grants Commission (Minimum Standards and procedure for awards of M. Phil / Ph. D degree), Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET / SLET.
2. Any relaxation in the prescribed qualification can only be made by the UGC in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualification.
3. A relaxation of 5% marks (from 55% to 50%) at Master's level to the persons with disability (PwD) shall be granted for the post of Lecturer / Assistant Professor.
4. The qualifications and other service conditions shall be such as prescribed by the University of Mumbai/ UGC from time to time.

5. The candidate applying under PwD category may specifically mention in their application main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
6. The candidates already in service must apply through proper channel.
7. The College reserved the right not to fill up any or all the post(s) advertised.
8. Application format may be obtained from the date of submission either in person or by sending a self addressed and stamped envelope of __10__X__4__ size. Application form are also available on website __jsspcollegegovei.com
9. A separate application is to be submitted for each post.
10. Applications on the prescribed format may reach the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi – 110054 on or before __24th July__ 2010 (the last date should be at least 21 days from the date of publication of the Advertisement) complete in all respects with self attested copies of certificates, mark sheets, testimonials etc.

TERMS OF EMPLOYMENT / LEAVE RULES

Probation:

1. All employees irrespective of their cadre will be on probation for a period of six months / one year when they are recruited for the posts or when they are promoted to higher grade / post.
2. During the period of probation, the employees will be assessed on their performance.
3. Deficiencies in the performance will be notified to the employee concerned and he will be advised suitably by their respective HODs to correct / rectify the same.
4. If, in spite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
5. Recommendation for extension of probation / confirmation of an employee shall be approved by the Registrar / Principal. The

recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

6. The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.

7. The extension of the probation period shall be to the maximum extent of twelve months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.

8. However, the extension or reduction of the probation period is at the discretion of the Principal.

Confirmation

- If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the employee's service is confirmed.
- In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

Working Hours

- The College shall function from 7:50 AM to 4.30 PM (runs in two sessions morning and afternoon) for Faculty. However for Non-teaching Technical and Administration Staff it will be from 8.00 AM to 5 PM. Sunday is holiday for Teaching and non teaching Staff.
- The Lunch break will be for 50 Minutes depending upon the Time Table for Teaching / Non Teaching staff and between 01.00 and 01.40 pm for Admin Staff.

Attendance

- Every employee shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed

and notified. He shall register his attendance in the Finger Print Machine and sign in the Attendance Register maintained in the Department of HRD both in the morning as well as in the evening. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time In Time Out Register". Forfeiture of half-a-day Casual Leave will be the penalty for every three days" late attendance. Habitual three days" late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.

- Employees should normally obtain permission beforehand to arrive the Institution late or leave early.
- For non-teaching staff, habitual absence or late attendance will entail penal provision.
- Employees are expected to be present in their respective Departments at least 10 minutes in advance before the working hours.

Duties and Responsibilities of Faculty

- A. Academic
- B. Research and Consultancy
- C. Administration
- D. Extension Services

- A. Academic:**
- Class room lectures
- Instruction in laboratories / guidance
- Curriculum development
- Developing resource materials and laboratory development, manuals, etc.,
- Students" assessment and evaluation
- Participation in co-curricular and extracurricular activities.
- Students counseling
- Conducting / participating in continuing education, summer / winter schools, seminars, and symposia.
- Publication of books, journals

- Upgrading by pursuing higher studies and keeping abreast with the developments in his own field. □
- Conduct of examinations. □ □
- To maintain attendance book, Staff Log Book / Lesson Plan and workload sheets □

B. Research and Consultancy □

- Research and development activities, research / project guidance.
- Industry sponsored projects / sponsored projects of Government National labs. □ □
- Providing industry consultancy and testing service, active participation in promoting industry-institution interaction.

□ **C. Administration:** □ □

- Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty-students' societies. □ Planning / Development of schedules for classes both at departmental / institutional levels □ □
- Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals. .

Extension Services □ □

- Interaction with industries / service institutions, promote community service and sports activities amongst students.
- Help, devote, Vocational services in the neighborhood, contribute towards promoting /providing formal education, promote entrepreneurship and job creation.

➤ **Research Policy**

Jssp's ACS College, Goveli is affiliated to the Mumbai University and hence adheres to all the ordinances and regulations formulated by the University of Mumbai (No.Exam. Thesis/Univ./ VCD/947 of 2018). Therefore research policy of this institute looks forward to exploring new ideas, inventions in science and technology and ensuring to undertake quality research within the legal framework. The guidelines and provisions of the Research policy shall demonstrate a continuous

commitment for maintenance of academic standards and quality of research.

➤ **Application and Scope:**

This research policy shall be applicable to those engaged in research including students, researchers, research guides, faculty and staff of Institution. This policy shall come into force from the date of approval of appropriate University authority/ies.

➤ **Removal of Difficulty/Limitation:**

Any matter not covered in this policy may be dealt with proper interpretation and application of the existing policy, principles, regulations and legal norms in letter and spirit.

➤ **Aims of Research Policy:**

Research in our institute is undertaken for pursuit of excellence and accuracy of end results. Therefore research policy provides guidelines on good and ethical practices in the conduct of research to achieve highest standards. The Research policy look ahead to creation of conducive research environment by creating focused research groups at par with international standards. This policy also focuses on utilizing the outcome of the research for the benefit of society. Our institute aims at promotion of research culture in accordance with the academic standards, legal framework, good governance and ethical practices. This policy looks upon to support research work with high standards and provide a strategy on how to achieve research goals.

➤ **Research Strategy:**

The research strategy identifies the research goals and defines the action plan required to

achieve these goals. The goals for research are mentioned below:

- Enhance the quality of research in our institute.
- Enhance external and internal funding for research.
- Promote scholarship/ fellowship schemes for researchers.
- Support national, regional and industry-specific research and development policies.
- Objectives of Research Policy:
- To affirm research on a prime agenda.

- To provide a framework of regulations and mandates for the governance of research and development.
- To encourage and promote good research practices.
- To ensure and create research culture with regard to ethical considerations.
- To introduce legal provisions of ethical practices in research, intellectual property
- rights, patent norms, cyber laws and tools for conduct of fair research.
- To provide required support for meeting all legislative, regulatory requirements
- for undertaking research.
- To frame guidelines with reference to financial support available for research.
- To integrate research facilities for facilitating academic community and to best utilize available resources for research.
- To ensure fair treatment to all researchers, faculty, students and staff.
- To ensure effective communication (internally and externally) for conduct of research.
- To establish fair, rational, transparent decision-making processes and policies for allocation of research funds and other kinds of support for research.
- To balance the needs of researchers in view of capacity development and encourage Post doctoral fellows, Young Scientists, Women Scientists, inspire fellows, Ramanujan fellows etc. to join this University.
- To attract researchers from across the globe to join research in university campus.
- To clarify roles and functions of various committees, Head/ Director/ Coordinator of Department/ School/ Centre, Research Guide in order to facilitate researcher to understand the university research system and smoothly undertake research.


Principal

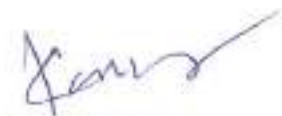
Jeevandeep Shalishanik Sanstha's
Arts, Commerce & Science College, Govelli,
Govelli, Tal. Kolhapur, Dist. Kolhapur - 421103

CODE OF CONDUCT & DISCIPLINE

1. General

- Every employee shall : Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- Endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
- Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.
- No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)
- No employee shall: 1. Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the 2. Bring or attempt to bring any outside influence to bear upon

the Management to further his interest in the Institution. 3. Misuse the amenities provided by him by the Institution for the discharge of his official duties. 4. Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and / or its associates



Principal

Jeevandeep Shikshanik Sanstha's
Arts, Commerce & Science College, Goveli,
Goveli, Tal. Kalyan, Dist. Thane - 421103

University of Mumbai

Phone - 022 - 2265 2816
E-mail - dy.registrar.tau@fort.mu.ac.in



Teaching Appointments &
Approval Section
UNIVERSITY OF MUMBAI
Fort Campus, University of Mumbai

26th March, 2019


Ref.: TAAS(CT) / ICD / 2018-19 / 1241

Circular

Attention of all the Directors / Heads of the University Departments, Professor-cum-Director of Institute of Distance Education, Director of Academic Staff College, Director of Adult & Continuing Education and Extension, Director of Knowledge Resource Centre, Principal of Sir J J School of Architecture, Principal of V V Dalvie College, Talera, Principal of Vishwabhusan Bharatratna Dr Babasaheb Ambedkar College, Ambadave, I/C Director / Co-ordinator of Sub centers and the Principals of affiliated aided and unaided colleges are hereby informed that,

Hon'ble Vice-Chancellor of the University of Mumbai, by and under the powers vested to him under Sub-Section (5) of Section 12 of the Maharashtra Public Universities Act, 2016, issued the Direction No. 01 of 2019 that, the provisions of the Government Resolution No. Misc-2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 (enclosed as Annexure) shall be applicable to the teachers in the University working on the State Government sanctioned posts as well as on the posts created from the University fund, aided and unaided affiliated colleges, and also recognized institutions.

Provisions of the above said Government Resolution No. Misc - 2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 shall be applicable with effect from 1st January, 2016.


(Dr. Ajay Deshmukh)
Registrar

Encl : as above

To,
The Directors / Heads of the University Departments, Professor-cum-Director of Institute of Distance Education, Director of Academic Staff College, Director of Adult & Continuing Education and Extension, Director of Knowledge Resource Centre, Principal of Sir J J School of Architecture, Principal of V V Dalvie College Talera, Principal of Vishwabhusan Bharatratna Dr Babasaheb Ambedkar College Ambadave, I/C Director / Co-ordinator of Sub-centers and the Principals of affiliated aided and unaided colleges in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism and Mass Communication, Music, Performing Arts, Visual Arts, Other Traditional Indian Art forms like Sculpture, Drama and Yoga etc.

98-PC / Desktop / 2019 / TAAS / Letters

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Principal

Jeevandeep Shaikshanik Sanstha's
Arts, Commerce & Science College, Govelli,
Govelli, Tal. Kalyan, Dist. Thane - 421109

University of Mumbai

Phone - 022 - 2265 2818
E-mail - dy.registrar.tau@uom.ac.in



Copy forwarded with compliments for information to:-

1. The Hon'ble Secretary to the Government of Maharashtra, Higher & technical Education Department, Mantralaya Annex, Madam Cama Road, Mumbai - 400 032.
2. The Director of Higher Education, Maharashtra State, Central Building, Pune - 411 001.
3. The Joint Director, Higher Education, Mumbai.
4. The Joint Director, Higher Education, Konkan Region, Parvat, Dist. Raigad - 410206.
5. The Presiding Officer, College Tribunal for Mumbai and S.N.D.T. Women's Universities, University Building, East Wing, Second Floor, Fort, Mumbai - 400 032.
6. The Secretaries of the Management / Societies of aforesaid colleges.
7. The Secretary, Association of Non-Government Colleges, University of Mumbai, C/o. Ramnarain Ruia College, Matunga, Mumbai - 400 019.
8. The Secretary, Principals Association, C/o. Dnyansadhana College of Arts, Science and Commerce, Sathe Wadi, Thane (West), Mumbai - 400 604.
9. The General Secretary, University of Mumbai Academic Staff Association. (UMASA)
10. The General Secretary, Mumbai University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai - 400 020.
11. The President, Mumbai University and College Teachers Association, Yashwant Bhavan, 1st Floor, Pandurang Budhkar Marg, Lower Parel, Mumbai - 400 013.
12. The President / General Secretary, MUPTA.
13. The President / General Secretary, MUNOVA.
14. The General Secretary, Educational Employees' Welfare Association.
15. The General Secretary, University of Mumbai Employees Union.

Copy forwarded for information to

16. E.S. to Hon'ble Vice-Chancellor
17. P.A. to Pro-Vice-Chancellor
18. P.A. to Registrar
19. P.A. to Director Board of Examinations and Evaluations
20. P.A. to Finance & Accounts Officer
21. The Deans of Faculties.
22. All Deputy Registrars & Assistant Registrars & Equivalent Officers

(Dr. Ajay Deshmukh)

DR-FC / Desktop / 2013 / TAA2 / Letters

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Jeevanth
Principal
Jeevanth
Arts, Commerce & Science College, Govelli,
Govelli, Tal. Kalyan, Dist. Thane - 421103.

University of Mumbai

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Teaching Appointments &
Approval Section
UNIVERSITY OF MUMBAI
Fort Campus, M.G. Road, Mumbai - 400 032



Direction No. 01 of 2019

WHEREAS the Government of Maharashtra, vide its Resolution No. Misc-2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 has revised pay scales and other measures to the improvement of standards in higher education applicable to all categories of full-time teachers / Librarians / Directors 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 and Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc Drama and Yoga, etc., in the State of Maharashtra and also in Government Institutes and Colleges ;

AND WHEREAS terms and conditions of service of the teachers in the Universities , affiliated colleges and recognized Institutions are to be laid down by Statutes to be made under Section 71 (20) of the Maharashtra Public Universities Act, 2016 ;

AND WHEREAS having regard to the provisions of the above said Government Resolution dated 8th March, 2019, draft Statutes relating to pay scales and other subject matters mentioned in the said Government Resolution will have to be framed and placed before the statutory authorities as laid down in Section 72 of the Maharashtra Public University Act, 2016 ;

AND WHEREAS framing of the Draft Statutes and obtaining the approval of the University Authorities and subsequent assent by the Hon'ble Chancellor is time consuming process ;

DLPC / Section /2018/TAAS/ Letters

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Principal

Jyotiba Phule Arts, Com. & Sci. College, Govelli,
Govelli, Tal. Kalyan, Dist. Thane - 421103

University of Mumbai

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Teaching Appointments &
Approval Section
UNIVERSITY OF MUMBAI
Fort Campus, Mumbai



...2...

THEREFORE, I, Prof. (Dr.) Suhas Pednekar, Vice-Chancellor of the University of Mumbai, by and under the powers vested in me under Sub-Section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives ;

1. Provisions of the Government Resolution No. Misc-2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 (enclosed as Annexure) shall be applicable to the teachers in the University, affiliated colleges and recognized institutions with effect from 1st January, 2016 ;
2. Provisions of the above said Government Resolution dated 8th March, 2019 shall be applicable to the teachers in the University working on the State Government sanctioned posts as well as on the posts created from the University fund ;
3. Provisions of the above said Government Resolution dated 8th March, 2019 shall be applicable to the teachers in the aided and unaided affiliated colleges, and also aided & unaided recognized institutions ;

This Order shall remain in force till the Statutes in this regard comes into force.

Ref.: TAAS(UT)/ICD/2018-19/
26th March, 2019.

(Prof. Suhas Pednekar)
Vice-Chancellor

Principal

Jeevandeep Shalkhanik Sanstha's
Arts, Commerce & ... Govelli,
Govelli, Tal. Kalyan, Dist. Talasari - 41103

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.I, 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.

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

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 to 19 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 1 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

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.

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

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

- 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.

- 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 (LB, IIB, IIIB), 5.3 (LB, IIB, IIIB) and 5.4 (IIIB) 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 Table I 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 fulfil 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

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.

16.0 Leaves

Study leave, maternity leave, casual leave, medical leave shall be admissible to the teachers at par with the state government employees.

17.0 Superannuation and Reemployment

The existing provisions on superannuation and reemployment of teachers shall continue

18.0 Consultancy Assignments

The consultancy Rules, terms conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the State Government Rules.

19.0. Period of Probation and Confirmation

- a. The minimum period of probation of a teacher shall be one year, extendable by maximum period of one more year in case of unsatisfactory performance.
- b. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- c. Subject to this Clause, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- d. The probation and confirmation Rules shall be applicable only at the initial stage of recruitment, issued from time to time by the State Government.
- e. All other State Government Rules on probation and confirmation shall be applicable *mutatis mutandis*.

20.0. Creation and Filling-up of Teaching Posts

Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post Professor, of there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

21.0. Service Agreement and Fixing of Seniority

- a) At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- b) The self-appraisal methodology, as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

c) Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

The Rules and regulations of the State Government shall apply, for all other matters of seniority.

22.0. Code of Professional Ethics

I. Teachers and their Responsibilities:

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

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the

conduct of university and college examinations, including supervision, invigilation and evaluation; and

- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

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

IV. Teachers and Authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing Rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such Rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should :

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

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

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper n Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			
		International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
	State/University	02	02	

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |
- a) Two authors: 70% of total value of publication for each author.
b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
		80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SET	03			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

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

Note:

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

B) Number of candidates to be called for interview shall be decided by the concerned universities.

C) Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
TOTAL	-	100

Table: 3 B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
		80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SET	05			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

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

Note:

A) (i) M.Phil + Ph.D	:	Maximum - 25 Marks
(ii) JRF/NET/SET	:	Maximum - 10 Marks
(iii) In awards category:		Maximum - 03 Marks
B) Number of candidates to be called for interview shall be decided by the college.		
C) Academic Score	-	84
Research Publications	-	06
Teaching Experience	-	10
TOTAL	-	100

Table 4

Assessment Criteria and Methodology for Librarians

Sr. No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website. 	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>

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