

From

Financial Commissioner and Principal Secretary to  
Govt. of Haryana, Higher Education Department

To

1. The Registrar, Kurukshetra University, Kurukshetra
2. The Registrar, Maharishi Dayanand University, Rohtak
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, Bhagat Phool Singh Mahila Vishwavidyalya, Khanpur Kalan (Sonapat).
5. All the Principals of Government and Government Aided Private Colleges situated in the State of Haryana.

Memo No. KW-7/18-2009 C-IV(3)  
Dated Panchkula, the

**Subject: Regarding adoption of various recommendations of the UGC & MHRD with regard to minimum qualifications for appointment of teachers and other academic staff in the Universities and Colleges and measures for the maintenance of the standards of Higher Education.**

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In supersession of this office memo No. KW-7/18-2009 C-IV(3) dated 28.8.2009, 09.09.2009 and 29.04.2011, the State Government after re-considering the recommendations of the Ministry of Human Resource Development, Govt. of India and University Grants Commission as conveyed vide their letter No. 1-32/2006-U.II/U.I(i) dated 31.12.2008 and letter No. F.3-1/2009, dated 30.06.2010, has decided to issue a revised order on minimum qualifications for appointment of teachers and other academic staff in the Universities and Colleges and measures for the maintenance of the standards of Higher Education. The decisions taken by the State Government are incorporated in the enclosed Appendices.

Anomalies, if any, in the implementation of the scheme may be brought to the notice of Higher Education Department for clarification.

This issues with the concurrence of the Finance Department conveyed vide their U.O.No.1/46/2009-4PR(FD), dated 19.07.2011.

Deputy Secretary Higher Education  
for Financial Commissioner & Special Secretary to  
Govt. of Haryana, Higher Education Department.

Endst. No. KW-7/18-2009 C-IV(3)

Dated Panchkula, the

A copy is forwarded to the Secretary to Govt. of India, Ministry of Human Resource Development, Department of Education, New Delhi for information and necessary action.

Deputy Secretary Higher Education  
for Financial Commissioner & Special Secretary to  
Govt. of Haryana, Higher Education Department.

Endst. No. KW-7/18-2009 C-IV(3)

Dated Panchkula, the

A copy is forwarded to the Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi for information and necessary action.

Deputy Secretary Higher Education  
for Financial Commissioner & Special Secretary to  
Govt. of Haryana, Higher Education Department.

Endst. No. KW-7/18-2009 C-IV(3)

Dated Panchkula, the

A copy is forwarded to the Accountant General (Accounts) Haryana and Accountant General (Audit) Haryana, Chandigarh for information and necessary action.

Deputy Secretary Higher Education  
for Financial Commissioner & Special Secretary to  
Govt. of Haryana, Higher Education Department.

Endst. No. KW-7/18-2009 C-IV(3)

Dated Panchkula, the

A copy is forwarded to the Education Secretary, Union Territory, Chandigarh for information and necessary action.

Deputy Secretary Higher Education  
for Financial Commissioner & Special Secretary to  
Govt. of Haryana, Higher Education Department.

A copy is forwarded to the Financial Commissioner and Principal Secretary to Govt. Haryana, Finance Department with reference to his U.O.No.1/46/2009-4 PR(FD), dated 19.07.2011.

Dated :

Deputy Secretary Higher Education  
for Financial Commissioner & Special Secretary to  
Govt. of Haryana, Higher Education Department.

Financial Commissioner and Principal Secretary to  
Govt. Haryana, Finance Department

## **Appendix-I**

### **Minimum qualifications for appointment of teachers and equivalent cadres in universities and colleges and measures for the maintenance of standards in Higher Education, 2011.**

#### **1.0. Coverage**

The scheme applies to teachers and equivalent cadres of colleges and universities (excluding technical, medical, agricultural and veterinary sciences colleges and universities). However, the scope and jurisdiction of the university extend to University Colleges also.

#### **2.0. Designations and Pay Scales**

- (i). There shall be only three designations in respect of teachers in universities namely, Assistant Professors, Associate Professors and Professors and only two designations in respect of teachers in colleges, namely, Assistant Professors and Associate Professors. However, there shall be no change in the present designation in respect of Principals, Library and Physical Education Personnel at various levels.
- (ii). No one shall be eligible to be appointed, promoted or designated as Professor in universities, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) and the State Government from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs. 15,600 – Rs. 39,100 and Rs. 37,400 – Rs. 67,000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.

- (iv). Entry level pay of directly recruited Professor in Universities appointed on or after 1.1.2006 may be granted Rs. 43000/- in Pay Band-4 with AGP of Rs. 10,000/- notionally w.e.f. 1.1.2006 and actually from the date of notification.
- (v) Entry level pay of directly recruited Readers in Universities appointed on or after 1.1.2006 may be granted Rs. 22320/- in Pay Band-3 with AGP of Rs. 8000/- notionally w.e.f. 1.1.2006 and actually from the date of notification.
- (vi) Pay scales, structure and pay fixation formula as per FD notification no 1/46/2009-4 PR (FD) dated 20-8-2009, dated 27.8.2009 and dated 2.9.2009 shall be applicable. **(Appendix-II)**

### **3.0. Recruitment**

**(a) For Universities-** The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions illustrated at clause number 7.0 to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed in this notification.

**(b) For Colleges-** The direct recruitment to the posts of Assistant Professors in Colleges shall be on the basis of merit through all India advertisement and selections by HPSC and/or a selection committee constituted by the Government and the duly constituted Selection Committees set up under the rules/instructions of the State Government.

### **4.0. Qualifications for the post of Assistant Professor (Universities and Colleges)**

- (i). National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been laid down by the UGC through its regulations, and so adopted by the State

Government vide letter no. 7/66-2003 C IV (3) dated 17.7.2009. **(Appendix-III)**

- (ii). The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level.
- (iii). A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.
- (iv). A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (v). A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (vi). Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

#### **4.1. Qualifications for the post of College Principal**

- i. Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the

institution concerned with evidence of published work and research guidance.

- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the post of Principal..
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of **Appendix-IV**.

#### **4.2. Qualifications for the direct recruitment of Professor and Associate Professor in Universities.**

##### **A. Professor-**

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications in Refereed Journals.
- (ii). The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii). A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iv). Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v). A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of **Appendix IV**.

**OR**

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

**B. Associate Professor**

- (i). Good academic record with a Ph.D. Degree in the concerned/allied/ relevant disciplines.
- (ii). The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- (iii). A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (iv). A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research papers in refereed journals only /policy papers.
- (v). Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (vi). A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of **Appendix IV**.

**4.3 Qualifications for Music and Dance Disciplines**

**1. ASSISTANT PROFESSOR (Universities and Colleges):**

- (i). Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at



the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

- (ii). Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.
- (iii). NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**2. ASSOCIATE PROFESSOR (Direct Recruitment for Universities only):**

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

**3. PROFESSOR( For Universities):**

- (i). An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at

doctoral level with outstanding performing achievements in the field of specialization.

- (ii). The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii). A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iv). Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v). A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of **Appendix IV**.

**OR**

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

#### **4.4. Qualifications for Drama Discipline (Universities):**

##### **1. ASSISTANT PROFESSOR:**

- (i). Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- (ii). Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards

and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

- (iii). Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**2. ASSOCIATE PROFESSOR:**

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

**3. PROFESSOR:**

- (i). An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.
- (ii). The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii). A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

- (iv). Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v). A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of **Appendix IV**.

**OR**

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

**4.5 Qualifications for Visual (Fine) Arts Disciplines (UNIVERSITIES)**

**1. ASSISTANT PROFESSOR**

- (i). Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- (ii). Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification, candidates, who are, or have been awarded a Ph.D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

- (iii). Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**2. ASSOCIATE PROFESSOR:**

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

**3. PROFESSOR:**

- (i). An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.
- (ii). The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii). A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iv). Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v). A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based

Appraisal System (PBAS), set out in this notification in Tables I to IX of **Appendix IV**.

**OR**

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

**5.0. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:**

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

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

**6.0. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN.**

**1. UNIVERSITY LIBRARIAN**

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.

- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. **Desirable:** A M.Phil./Ph.D. Degree in library science/ information science / documentation/ achieves and manuscript-keeping.

## **2. DEPUTY LIBRARIAN**

- i. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/ College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. **Desirable:** A M.Phil./Ph.D. Degree in library science/ Information science/ Documentation/Archives and manuscript-keeping/computerization of library.

## **3. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

**6.1. MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS**

**1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS.**

- i. A Ph.D. in Physical Education.
- ii. Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/ College (selection grade).
- iii. Participation in at least two national/international seminars/ conferences.
- iv. Consistently good appraisal reports.
- v. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/athletes for competitions like state/ national/ inter-university/ combined university, etc.,

**2. University Deputy Director of Physical Education And Sports / College Director Of Physical Education And Sports**

- i. A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii. Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.



- iv. Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- v. Passed the physical fitness test in accordance with this notification.
- vi. Consistently good appraisal reports.

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

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the university / college at the inter-university /intercollegiate competitions or the State and/or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. Passed the physical fitness test conducted in accordance with the provisions of this notification.

**6.2. PHYSICAL FITNESS TEST NORMS**

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

c.

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

**NORMS FOR WOMEN**

8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Metres.	800 metres.	600 metres.	400 metres.

**7.0. SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES:**

**7.1. Selection Committee Specifications:**

**1. Assistant Professor in the University:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
1. The Vice Chancellor or Acting Vice Chancellor to be the Chairperson of the Selection Committee.
  2. Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  3. Dean of the concerned Faculty, wherever applicable
  4. Head/Chairperson of the Department/School.
  5. An academician nominated by the Visitor/Chancellor, wherever applicable.
  6. An academician representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories to be nominated by

the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

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

**2. Associate Professor in the University**

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

1. Vice Chancellor or Acting Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
3. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department/School.
6. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

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

**3. Professor in the University**

The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in above clause.

- 4 **Assistant Professor in Colleges including Private Colleges: As per prevalent practice and rules in force from time to time.**
5. **College Principal: As per prevalent practice and rules.**
6. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

#### **7.2. SELECTION PROCEDURES:**

1. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightage given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Regulations in Tables I to IX of **Appendix IV** and prescribed by the state government from time to time.

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

2. The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance

Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments.

3. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician representing Scheduled Caste/ Scheduled Tribe/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a college Vice Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- 4(i).** Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN / ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.
- ii. In respect of Indian language publications, equivalence in quality shall be prescribed for universities located in a State by a Co-ordination Committee of experts to be constituted by the Chancellor of the State Universities.
- iii. At the time of assessing the quality of publications of the candidates during their appointments/promotions, the

selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

**7.3** The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria and template provided in this Regulation. Without prejudice, and in addition, to the requirements provided for selection of Associate Professor under this Regulation, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be, during the period of service as Assistant Professor, on a graded scale is as follows:-

- a. for those who possess a Ph.D. Degree, 1 one publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis;
- b. for those with a M.Phil. Degree, 2 publications made during the period of service as Assistant Professor, in addition to the M.Phil. thesis; and
- c. for those without Ph.D. or M.Phil. qualification, at least 3 publications during the period of service as Assistant Professor.

**Provided** that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

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

**7.4** The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria based PBAS set out in this notification and reprints of five major publications of the candidates.

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

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

**7.5** The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall also involve the following:

- a. Assessment of aptitude for teaching, research and administration;
- b. Ability to communicate clearly and effectively;
- c. Ability to plan, analyze and discuss curriculum development, research problems and college development/administration;
- d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture; and
- e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma given under this notification.

**7.6** In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of

deliverables indicated against each of the posts in this notification which need to be taken up by the concerned institution as per API based PBAS proforma for both direct recruitment and CAS promotions.

**7.7.** 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 the API criteria based PBAS proforma laid down in this notification. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers.

**7.8.** While the API:

- a. Tables I and III of **Appendix IV** are applicable to the selection of Professors/ Associate Professors /Assistant Professors in universities and colleges;
- b. Tables IV, V and VI of **Appendix IV** are applicable to Directors/ Deputy Directors/ Assistant Directors of Physical Education and Sports; and
- c. Tables VII, VIII and IX of **Appendix IV** are applicable to Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions, the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in these Tables of **Appendix-IV**.



**8.0. Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions:**

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:-

**8.1. Assistant Professor / Associate Professors / Professors in Universities**

- (i). Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8000 – Rs. 13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000.
- (ii). An Assistant Professor with completed service of four years, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7,000.
- (iii). Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M./M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- (iv). Assistant Professors who do not have Ph.D. or M.Phil. or a Master's Degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.
- (v). The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down in **Appendix IV**.
- (vi). The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 – Rs. 15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15,600 – Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.

- (vii). Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other requirements laid down in **Appendix IV**, to move up to the AGP of Rs.8000.
- (viii). Posts of Associate Professor shall be in the Pay Band of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000, at-the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix). Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band of Rs. 37,400 – Rs. 67,000 with AGP Pay of Rs. 9,000 and shall be re-designated as Associate Professor.
- (x). Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.
- (xi). Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 – Rs. 67,000 and re-designated as Associate Professor in the manner described in (x) above.
- (xii). Assistant Professors completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to other conditions, as laid down in **Appendix-IV** to move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.
- (xiii). Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree in the relevant

discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down in **Appendix IV**. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor, The Pay Band for the post of Professors shall be Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000.

- (xiv). For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the university.
- (xv). Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its meeting.

## 8.2. **Assistant Professor / Associate Professors in colleges**

- (i). Persons entering the teaching profession in Colleges shall be designated as Assistant Professors and shall be placed in the Pay

Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8000 – Rs. 13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000.

- (ii). An Assistant Professor with completed service of four years, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7,000.
- (iii). Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M./M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- (iv). Assistant Professors who do not have Ph.D. or M.Phil. or a Master's Degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.
- (v). The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down in **Appendix IV**.
- (vi). The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 – Rs. 15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15,600 – Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.
- (vii). Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible , subject to other requirements laid down in **Appendix IV**, to move up to the AGP of Rs.8000.
- (viii). Posts of Associate Professor shall be in the Pay Band of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000.
- (ix). Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band of Rs.

37,400 – Rs. 67,000 with AGP Pay of Rs. 9,000 and shall be re-designated as Associate Professor.

- (x). Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.
- (xi). Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 – Rs. 67,000 and re-designated as Associate Professor in the manner described in (x) above.
- (xii). Assistant Professors completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to other conditions, as laid down in **Appendix-IV** to move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.

**8.3. Pay Scales of Pro Vice Chancellor / Vice Chancellor of Universities, Principals shall be as per FD's notification dated 20-8-2009.**

Further special allowance of Rs. 5000/- and Rs. 4000/- per month to VCs and Pro-VCs respectively may be granted from the date of notification.

And Special Allowance of Rs. 3000/- and Rs. 2000/- per month to Principals of Post Graduate and Under Graduate Colleges respectively may be granted from the date of notification.

#### **8.4. Pay Scales and Career Advancement Scheme for Librarians etc:**

##### **(a) Assistant Librarian / College Librarian:**

- i. Assistant Librarian/ College Librarian in the pre-revised scale of pay of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- ii. All existing conditions of eligibility and academic qualifications laid down by the UGC and the state Government shall continue to be applicable for direct recruitment of Assistant Librarian/ College Librarian.

##### **(b) Assistant Librarian (Sr. Scale )/ College Librarian ( Sr.Scale)**

- i. The posts of Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale) in the pre-revised scale of pay of Rs. 10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs.7,000.
- ii. Assistant Librarian/ College Librarian possessing Ph.D. in Library Science at the entry level, after completing service of four years in the AGP of Rs. 6, 000, and if otherwise eligible as per guidelines laid down by the UGC shall be eligible for the higher AGP of Rs. 7,000 within the Pay Band of Rs. 15,600 – Rs. 39,100.
- iii. Assistant Librarian/ College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per guidelines laid down by the UGC, shall become eligible for the higher AGP of Rs. 7,000.
- iv. After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian/ College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per guidelines laid down by the UGC and if any by the university, move to the higher AGP of Rs. 7,000.
- (v) The pay of the existing Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale) in the pre-revised scale of pay of Rs. 10,000 – Rs. 15,200 shall be fixed in the Pay Band of Rs. 15,600 – Rs.

39,100 with AGP of Rs. 7,000 at an appropriate stage based on their present pay.

**(c) Deputy Librarian / Assistant Librarian (Selection Grade)/  
College Librarian (Selection Grade)**

- i. Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000 initially at the time of recruitment.
- ii. On completion of service of five years, Assistant Librarian (Sr.Scale)/ College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs. 15,600 – Rs. 39,100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree or equivalent published work etc. for Deputy Librarian) as laid down in **Appendix IV**. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade), as the case may be.
- iii. The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.
- iv. After completing three years in the Pay Band of Rs. 15,600 – Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility laid down in **Appendix IV**.
- v. Assistant Librarians (Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC and if any by the university, shall also be eligible for being placed in the AGP of Rs. 8,000.
- vi. Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12,000

– Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)

- vii. Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12,000 – Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade).

**(d) Librarian (University)**

- i. The post of Librarian shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with the Academic Grade Pay of Rs. 10,000.
- ii. The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for appointment to the post of Librarian (University).
- iii. Deputy Librarian completing service of three years in the AGP of Rs. 9,000 and otherwise eligible as per conditions prescribed by the UGC and if any by the university, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- iv. Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' of the 6th Central Pay Commission (CPC) in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.



**8.5. Pay Scales and Career Advancement Scheme for Physical Education Personnel:**

**(a) Assistant Director of Physical Education (Assistant DPE); College Director of Physical Education (College DPE)**

- i. The Assistant Director of Physical Education/ College DPE in the pre-revised pay scale of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- ii. Pay of incumbent Assistant Directors of Physical Education/ College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with an AGP of Rs. 6,000, in accordance with the 'fixation formula' of the 6th CPC.
- (iii) All existing conditions of eligibility and academic qualifications laid down by the UGC and the state govt. shall continue to be applicable for direct recruitment of Assistant Director of Physical Education/College DPE.

**(b) Assistant Director of Physical Education (Senior Scale)/College DPE (Senior Scale)**

- i. Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 7,000.
- ii. Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6,000 shall, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, move to higher AGP of Rs. 7,000 in the Pay Band of Rs. 15,600 – Rs. 39,100.
- (iii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing M.Phil. in Physical Education at the entry level of Assistant DPE/College DPE in the AGP of Rs.

6,000 shall, after completing service of five years in the AGP of Rs. 6,000, be eligible for the higher AGP of Rs. 7,000.

- (iv) Assistant Directors of Physical Education/ College DPEs without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant Director of Physical Education/College DPE in the AGP of Rs. 6,000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, be eligible for being placed in the AGP of Rs. 7,000.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15,600 – Rs. 39,100 at an appropriate stage in the AGP of Rs. 7,000.

**(c) Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade)/ College Director of Physical Education (Selection Grade)**

After completing service of five years in the Pay Band of Rs. 15,600–Rs. 39,100 with the AGP of Rs. 7,000 and subject to satisfying other eligibility conditions laid down by the UGC and if any by the university, Assistant Director of Physical Education (Senior Scale)/College DPE (Senior Scale) shall move to AGP of Rs. 8,000 in the Pay Band of Rs. 15,600 – Rs. 39,100. They shall be designated as Deputy Director of Physical Education/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade), as the case may be.

- i. After completing service of three years in the Pay Band of Rs. 15,600 – Rs. 39,100 and the AGP of Rs. 8,000 and subject to eligibility laid down in **Appendix IV**, Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with the AGP of Rs. 9,000. They shall continue to be designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade)
- ii. All Incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE(Selection Grade) who have

completed service of at least three years in the un-revised Pay Scale of Rs. 12,000 – Rs. 18,300 as on 1 January, 2006 shall be eligible to be fixed in the Pay Band of Rs. 37,400 – RS. 67,000 with AGP of Rs. 9,000.

- iii. All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12,000 – Rs. 18,300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8,000 in the Pay Band of Rs. 15,600 – Rs. 39,100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade)/ College DPE (Selection Grade) in the un-revised Pay Scale.
- (v) Pay of the directly recruited Deputy DPE in universities shall be initially fixed with the AGP of Rs. 8,000 in the Pay Band of Rs. 15,600 – Rs. 39,100, and after completing three years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000.

**(d) Director of Physical Education (University):**

- i. Post of Director Physical Education in universities shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000.
- ii. Post of Director Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e. the minimum qualification number of years of relevant experience and other conditions prescribed by the UGC shall continue to be the eligibility for recruitment.
- (iii) Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000.

**9.0. Career Advancement Scheme Regulations:**

**The new Career Advancement Scheme shall be effective prospectively i.e. from the date of notification. Provided that in the event any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these regulations on or after date of notification, the promotion of such candidate shall be governed by the provisions of these regulations. Provided further that the candidates become eligible for promotion under Career Advancement Scheme during the period from 01.09.2009 to date of notification their cases shall be governed by the provisions of the existing scheme as per Notification dated 08.12.2000 and their pay shall be fixed in accordance with FD notification dated 20.08.2009, 27.8.2009 and 02.09.2009.**

**9.1.** The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of **Appendix IV** provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II(b) provide for CAS promotions of teachers in universities and colleges respectively, which accommodate these differences.

**9.2.** The API based system through the PBAS proforma for CAS promotions shall be implemented in a prospective manner from the date of notification, which for API scores under categories I and II shall be initially based on the annualized API scores earned by the teachers as depicted in Tables II (a) and II(b), or by Librarian/Physical Education and Sports cadres as depicted in Tables V(a) and V (b), Tables VIII(a) and VIII (b). This annual API scores for categories I and II can be compounded prospectively as and when the teachers (or Librarian/ Physical Education and Sports cadres, as the case may be) become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion

**Illustration:** If a teacher is considered for CAS promotion in 2011, one year API score of 2010-11 for categories I and II only is required; If a teacher is eligible for CAS promotion in 2012, then two years API scores of categories I and II for 2010-11 and 2011-12 cumulatively would be required and so on.

- 9.3.** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as evolved in this notification duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in this notification, as on 31 December, 2008 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.
- 9.4.** Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in this notification as per Tables II(a and b) of **Appendix IV** or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
- CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS in the Tables of **Appendix-IV**.
- 9.5.** The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professors/equivalent cadres in Librarians/ Physical

Education from one AGP to the other higher AGP shall consist of:

**9.5.1. For University teachers:**

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

**9.5.2 For College teachers:**

**A. For private colleges:**

- i. Dean of Colleges of the concerned university.
- ii. Higher Education Commissioner's nominee
- iii. VC's nominee
- iv. Subject Expert
- v. Principal of the college concerned;

**B. For Government Colleges:**

- i. Financial Commissioner and Principal Secretary to Govt Haryana, Higher Education Department
- ii. Higher Education Commissioner
- iii. Joint/Deputy Secretary to Govt. Haryana, Higher Education Department.
- iv. Principal of the concerned college
- v. Subject Expert.

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

**9.5.4.** The Screening cum Evaluation Committee in case of universities on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology given under this notification and as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Syndicate/ Executive Council

/Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

- 9.5.5.** All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
- 9.5.6.** CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- 9.5.7.** The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.
- 9.5.8.** Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- 9.5.9.** In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

- 9.5.10.** (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- (b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
- (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

**10.0. Stages Of Promotion Under Career Advancement Scheme Of Incumbent And Newly Appointed Assistant Professors/ Associate Professors/Professors**

- 10.1.** Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 9.2. of this notification.
- 10.2.** An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- 10.3.** An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- 10.4.** An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.



- 10.5.** The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in notification.
- 10.6.** Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).
- 10.7.** Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- 10.8.** Associate Professor in case of universities completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of **Appendix IV** stipulated in these Regulations, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. *Provided* that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
- 10.9.** Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in this notification through a duly constituted Expert

committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

- a. post-doctoral research outputs of high standard;
- b. awards / honours /and recognitions;
- c. Additional research degrees like D.Sc., D.Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology. The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II(A) of **Appendix-IV** for teachers in University departments. No separate interview need to be conducted for this category.

#### **11.0 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS, ETC.**

**11.1** Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology shall be eligible for the higher grade (stage 2).

**11.2** Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system, and PBAS methodology shall be eligible for the higher grade (stage 2).

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

**12.0 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION AND SPORTS PERSONNEL**

- 12.1** Assistant DPE&S in the entry level grade/College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education shall, after completing service of four years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed in this notification, shall move to next higher grade (stage 2).

- 12.2.** Assistant DPE&S/College DPE&S in the entry level grade, possessing M.Phil. in Physical Education shall, after completing service of the five years in the entry level stage (stage 1), be eligible for the next higher grade (stage 2) on satisfying the API scoring system and PBAS methodology.
- 12.3.** Assistant DPE&S/ College DPE&S in the entry level grade, without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant DPE&S/College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology shall be placed in the next higher grade (stage 2).
- 12.4.** After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed, Assistant DPE&S (Senior Scale) / College DPE&S (Senior scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPE&S/ Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.
- 12.5.** After completing service of three years in stage 3 and subject to satisfying API/ scoring system and PBAS methodology prescribed in this notification, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the next higher grade (stage 4). They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade).
- 13. Incentives for Ph. D./M.Phil. and other higher qualification:**
- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, coursework and external evaluation as prescribed by the UGC if such person joins service after qualifying NET. Those who have

not done Ph.D. in accordance with the regulations of UGC, 2009 shall not be entitled for these increments.

- ii. Teachers who complete their Ph.D. Degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation, etc.
- iii. However, teachers in service who have been awarded Ph .D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- iv. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D, in respect of either course-work or evaluation or both, as the case may be.
- v. Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- vi. Five non compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. Degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science if such person joins service after qualifying NET. Those who have not done Ph.D.

in accordance with the regulations of UGC, 2009 shall not be entitled for these increments.

- vii. Assistant Librarian / College Librarian and other Library personnel acquiring the degree of Ph.D, at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- viii. However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work , if any, as well as evaluation , and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- ix. In respect of every other case of persons in the posts of Assistant Librarian/ College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph .D, in respect of either course -work or evaluation or both, as the case may be.
- x. Assistant Librarian/ College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xi. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education/ College Director of

Physical Education who are recruited at entry level with Ph.D. Degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education if such person joins service after qualifying NET. Those who have not done Ph.D. in accordance with the regulations of UGC, 2009 shall not be entitled for these increments.

- xii. Persons in posts of Assistant Director of Physical Education/ College DPE or higher positions acquiring the degree of Ph.D. in the discipline of Physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non compounded advance increments.
- xiii. However, persons in posts of Assistant Director of Physical Education/ College DPE or higher positions who have been awarded Ph.D. in Physical Education at the time of coming into force of this Scheme or having been enrolled for Ph.D. in Physical Education have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- xiv. In respect of every other case of persons in the posts of Assistant Director of Physical Education/ College DPE or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D., in respect of either course-work or evaluation or both, as the case may be.

- xv. Assistant Director of Physical Education/ College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xvi. Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./ M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- xvii. Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D./M.Phil. while in service, would not be entitled to benefits under this Scheme.
- xviii. Two non-compounded advance increments for M.Phil. at entry level and one for M.Phil. in service would be granted.

**Note: The provision for grant of incentives for Ph.D. and M.Phil shall be effective from 01.09.2009. This is on the condition that NET would be essential qualification at entry level.**

#### **14.0. SELECTION OF PRO-VICE CHANCELLOR / VICE**

**CHANCELLOR OF UNIVERSITIES:** The selection of Pro Vice Chancellor and Vice Chancellor shall be made as per existing statutory provisions and practices for selection and appointment of Pro Vice Chancellors and Vice Chancellors in State Universities.

#### **15.0. DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE (For Universities)**

##### **15.1. DUTY LEAVE:**

- (i). Duty leave of the maximum of 30 days in an academic year may be granted for the following:



- a. Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - b. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
  - c. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - d. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
  - e. For performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
  - (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
  - (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
  - (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

### **15.2. STUDY LEAVE:**

- i. Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the

university or to make a special study of the various aspects of university organization and methods of education.

- ii. Subject to the terms contained in this Clause 8.2, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years service being continuous.  
**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:
  - a. the person is a teacher on the date of the application;
  - b. there is no break in service; and
  - c. the leave is requested for undertaking the Ph.D. research work.
- iv. Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the

Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

- v. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- vii. No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council/Syndicate. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- viii. Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- ix. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- x. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- xi. A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- xiii. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

**Provided** that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- i. A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- ii. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent

teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

- iii. The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

### **15.3. SABBATICAL LEAVE:**

- i. Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

***Provided*** further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc

teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

**16.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE (For Colleges):** For College teachers existing rules or as per decisions/norms taken from time to time shall apply.

**17.0 OTHER KINDS OF LEAVE RULES FOR PERMANENT TEACHERS OF THE UNIVERSITIES/ COLLEGES:** As per prevalent rules or as decided from time to time shall apply.

#### **18.0. RESEARCH PROMOTION GRANT**

The UGC or the Central Government may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments.

#### **19.0 Counting Of Past Services For Direct Recruitment and Promotion Under CAS**

- 19.1.** Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc. funded by State/Central Government, should be counted for direct

recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per **Appendix IV** – Table No. II provided that:

- a. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- b. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- c. The candidate for direct recruitment has applied through proper channel only.
- d. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institutions, for such appointments.
- f. The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - i. the period of service was of more than one year duration;
  - ii. the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

- (iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

## **20.0 PERIOD OF PROBATION AND CONFIRMATION:**

1. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
2. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
3. Subject to this Clause 20, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
4. Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by the State Government.
5. All other State Government rules on probation and confirmation shall be applicable mutatis mutandis.

## **21.0 CREATION AND FILLING UP OF TEACHING POSTS**

- 21.1.** The present statutory provisions of creation of posts with explicit prior permission of the State Govt. to be followed.
- 21.2.** The procedure for filling up of teaching posts with regard to advertisement, minimum qualifications, selections etc. as prescribed under this notification.



## **22.0 APPOINTMENTS ON CONTRACT BASIS (For Universities)**

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

**22.2** For colleges as per existing practice or as decided from time to time.

## **23.0 TEACHING DAYS**

**23.1.** The Universities/Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:

<b>Categorization</b>	<b>Number of weeks: 6 day a week pattern</b>	
	<b>University</b>	<b>College</b>
<b>Teaching and Learning Process</b>	30 (180 days) weeks	30 (180 days) weeks
<b>Admissions/Examinations preparation for Examination</b>	12	10
<b>Vacation</b>	8	10
<b>Public Holidays (to increase and adjust teaching days accordingly)</b>	2	2
<b>Total</b>	<b>52</b>	<b>52</b>

**23.2.** In lieu of curtailment of vacation by 2 weeks, the university and college teachers will be credited with 1/3<sup>rd</sup> of the period of earned leave.

#### **24.0. WORKLOAD**

**24.1.** The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. The teachers shall stay for a minimum of 5.30 hours in colleges/ department. However, in the academic interest of the institutions and students, the Principal or the Head of the Institutions/ University may retain the teachers beyond the minimum stay hours and it shall be obligatory on the part of the teacher to comply with any such orders. Direct teaching-learning process hours should be as per the existing practice and as prescribed by the state government from time to time.

**24.2** A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and

administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher in university.

## **25.0 SERVICE AGREEMENT AND FIXING OF SENIORITY**

**25.1.** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable. . A committee of two Registrars of universities, a representative of Higher Education Commissioner to be headed by one of the Vice Chancellors of the state universities shall be constituted to revise and update the service agreement to make it more comprehensive and for uniform adoption in colleges and universities.

**25.2.** The self-appraisal of linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.

### **25.3 Inter-se seniority between the direct recruited and teachers promoted under CAS (for Universities)**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

### **25.4. Inter-se seniority between the direct recruited and teachers promoted under CAS(for Colleges):**

As per existing rules/practice or as decided by the Govt from time to time shall apply.

## **26.0. CODE OF PROFESSIONAL ETHICS**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

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

#### **Teachers should:**

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities including community service. .

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

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

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

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

## **IV. TEACHERS AND AUTHORITIES:**

### **Teachers should:**

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI TEACHERS AND GUARDIANS:**

##### **Teachers should:**

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

#### **VII TEACHERS AND SOCIETY**

##### **Teachers should:**

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;

- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **27.0. Other terms and conditions**

### **(a) Increments:**

- i. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- ii. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000.

B. **Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the State Government for State Government employees on the recommendations of 6th CPC.

**(c) Age of Superannuation:** The age of superannuation will be as per State Government policy and teachers working in Government colleges will retire on attaining the superannuation age of 58 years and the teaching personnel working in private affiliated colleges and universities will retire on attaining the superannuation age of 60 years.