

**REGULATIONS FOR APPOINTMENT OF
TEACHING AND NON-TEACHING STAFF AND
THEIR SERVICE CONDITIONS**



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**Chanakya National Law University
Nyaya Nagar, Mithapur, Patna 800 001**

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PART-I

PRELIMINARY

1. Short Title, Extent and Commencement

- i. These Regulations shall be called the Chanakya National Law University, Patna “Executive and Services Regulations, 2019”. These Regulations shall apply to every employee of the University.

Notwithstanding anything contained in this clause, the Executive Council may, by agreement with any employee, make such special provisions regarding his/her conditions of service as it considers necessary and thereupon these Regulations shall not apply to such employee.

- ii. They shall be deemed to have come into force on **31st May 2019**.

2. Definitions

- i. “Academic Council” means the Academic Council of the University.
- ii. “Academic Planning Board” means Academic Planning Board of the University.
- iii. “Act” means the Chanakya National Law University Act, 2006.
- iv. “Appointing Authority in relation to any post in the University” means the authority competent to make appointments to the post under Regulations.
- v. “Chancellor” means Chancellor of the University.
- vi. “Employee” means a person serving the University on any post including those on contract or deputation.
- vii. “Executive Council” means Executive Council of the University.
- viii. “Finance Committee” means the Finance Committee of the University.
- ix. “Finance Officer” means Finance Officer duly appointed by the University.
- x. “Non-teaching Employee” means person performing duties other than teaching work in the University.
- xi. “Pay” means the pay admissible on the relevant date and includes special pay and personal pay, but shall not include any allowance, fee or honorarium.
- xii. “Registrar” means Registrar of the University.
- xiii. “Selection Committee” means the duly constituted selection committee of the University.
- xiv. “Student” means student enrolled/registered in the University for the pursuit of higher (Legal) studies or other academic distinction duly instituted by the university including a research degree.

- xv. “Teacher” means the person (Professor, Reader/Associate Professor, Lecturer/Assistant Professor, etc.) teaching to students of the University and engaged in research work.
- xvi. “University” means Chanakya National Law University, Patna, established under Section 3 of the Bihar Act 24, 2006.
- xvii. “Vice-Chancellor” means the Vice-Chancellor of the University.

PART-II

EXECUTIVE REGULATIONS

CHAPTER-1

3. Authorities of the University

The following shall be the authorities of the University:

- i. The General Council
- ii. The Executive Council
- iii. The Academic Council
- iv. The Academic Planning Board
- v. The Finance Committee, and
- vi. Such other authorities as may from time to time be declared as such by the Statutes.

4. Committees

Any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

5. Procedure for the meetings of the General Council

- vii. The meetings of the General Council shall be either (a) General; or (b) Special.
- viii. The Annual Meeting of the General Council shall be held in the month of February/March, on such date to be fixed by the Executive Council or by the Vice-Chancellor in consultation with the Chancellor.
- ix. Meeting of the General Council shall be called by the Chancellor or by the Vice-Chancellor either on his/her own or at the request of not less than ten members of the General Council.
- x. The Annual Meeting shall be presided over by the Chancellor or by any person so nominated by the Chancellor.
- xi. One Third of the Members existing on the rolls of the General Council shall form the quorum. If the quorum is not present on the day fixed for the meeting of the General Council, the Chancellor, after waiting for one hour, shall declare that there shall be no meeting.

- xii. No business shall be conducted at the meeting unless quorum is present.
- xiii. The Registrar shall, not less than fourteen days previous to the meeting, issue to each member a notice stating the time and place of the meeting. This notice shall be accompanied by the agenda of the meeting, showing the business to be brought before the meeting.
- xiv. No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chancellor of the meeting.
- xv. At the Annual Meeting of the General Council, the Vice-Chancellor shall present the budget together with the Auditor's Report for the previous Financial Year with the statement of receipt and expenditure. The Vice-Chancellor shall lay the Annual report of the University prepared and approved by the Executive Council. The General Council may adopt the report with or without modification.
- xvi. Each Member of the General Council shall have the one vote and if there be equality of votes on any question to be determined by the General Council, the person presiding over the meeting shall, in addition, have a casting vote.
- xvii. Copies of the minutes of the General Council shall be circulated to all the members who shall be entitled to communicate to the Registrar within ten days of the receipts of the minutes, any objection to its correctness or any omissions in it.

6. Procedure for the meetings of the Executive Council

- i. The meeting of the Executive Council may be (a) Ordinary, and (b) Special Meeting.
- ii. The Executive Council shall meet at least once in four months.
- iii. The meeting of the Executive Council shall be called by the Registrar under the instruction of the Vice Chancellor or at the request of not less than five members of the Executive Council.
- iv. The Registrar shall, not less than fifteen days previous to each Ordinary Meeting, issue to each member of the Executive Council a notice stating the time and place of the meeting, and this notice will ordinarily be accompanied by an agenda showing the business to be brought before the meeting.
- v. In the case of Special Meetings the Registrar shall, not less than fifteen days prior to the date of the Special Meeting, issue to each Member of the Executive Council a notice stating the time and place of the meeting and this notice shall be accompanied by an agenda.
- vi. Report and recommendations of the Academic Council or of any of the committees of the Executive Council, if they are not included in the Agenda shall

be laid before the Executive Council provided they are received by the Registrar five days before the date fixed for the meeting of the Executive Council.

- vii. All reports and recommendations of the Academic Council or of any of the Committees of the Executive Council shall pass through the Vice Chancellor.
- viii. Six Members of the Executive Council shall form quorum at any meeting.
- ix. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- x. Each Member of the Executive Council shall have one vote and if there be equality of votes on any question to be determined by the Executive Council, the Chairman of the Executive Council or as the case may be, the Member presiding over that meeting shall, in addition, have a casting vote.
- xi. Every meeting of the Executive Council shall be presided over by the Vice Chancellor and in his/her absence by a member chosen by the Members present.
- xii. If urgent action by the Executive Council becomes necessary, the Vice Chancellor may permit the business to be transacted by circulation of papers to the members of the Executive Council. The decisions so taken shall not be valid unless agreed to by a majority of members of the Executive Council. Such decisions shall be forthwith intimated to all the members of the Executive Council. In case the Executive Council fails to take decision the matter shall be referred to the Chancellor whose decision shall be final.
- xiii. The proceedings of each meeting of the Executive Council shall be entered into a minute book and signed by the Vice Chancellor and shall be confirmed at the next meeting.
- xiv. The copies of the minutes of Executive Council shall be circulated to all the members who shall be entitled to communicate to the Registrar within fifteen days of the receipt of the minutes, any objection to its correctness or any omissions in it. In case of non-communication the resolution shall stand adopted.

7. Procedure for the meetings of the Academic Council

- i. The meeting of the Academic Council shall be (a) Ordinary, and (b) Special.
- ii. The Academic Council shall meet as often as may be necessary but not less than two times during an academic year.
- iii. Ordinary Meeting of the Academic Council shall be held on such day as the Vice Chancellor may fix.
- iv. The Special Meeting of the Academic Council shall be such as is convened by the Vice Chancellor either on his/her own motion or on the written request of any five members of the Academic Council.

- v. The Registrar shall, not less than fifteen days previous to each Ordinary Meeting, issue to each member of the Academic Council a notice stating the time and place of the meeting, and this notice will ordinarily be accompanied by an Agenda showing the business to be brought before the meeting.
- vi. In the case of Special meetings the Registrar shall give such previous notice of the time and place as the circumstances in each case may permit. Such notice shall be accompanied by an Agenda, and no motion shall be discussed at the Special Meeting which is not on the Agenda.
- vii. One half of the existing members of the Academic Council shall form the quorum for the meeting of the Academic Council.
- viii. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- ix. Each member of the Academic Council, including the Chairman of the Academic Council, have one vote and if there be an equality of votes on any question to be determined by the Academic Council, the Chairman of the Academic Council, or as the case may be, the member presiding over the meeting, shall in addition, have a casting vote.
- x. Every meeting of the Academic Council shall be presided over by the Vice Chancellor and in his/her absence by a member chosen in the meeting to preside on the occasion.
- xi. If urgent action by the academic council becomes necessary the Chairman of the Academic Council may permit the business to be transacted by the circulation of papers to the members of the Academic council. The decision taken shall not be valid unless agreed to, by the majority of the members of the Academic Council. The decision so taken shall forthwith be intimated to all the members of the Academic Council. In case the Academic council fails to take decision the matter shall be referred to the Chancellor whose decision shall be final.
- xii. The proceedings of each meeting of the Academic Council shall be entered into a minute book and signed by the Vice Chancellor and shall be confirmed at the next meeting.
- xiii. The copies of the minutes of Academic Council shall be circulated to all the members who shall be entitled to communicate to the Registrar within fifteen days of the receipt of the minutes, any objection to its correctness or any omissions in it. In case of non-communication the resolution shall stand adopted.

8. Procedure for the meetings of the Finance Committee

- xiv. The Finance Committee shall meet at least thrice every year. Presence of three members of the Finance Committee shall form the quorum of the meeting.
- xv. The Vice-Chancellor shall preside over the meetings of the Finance Committee, and in his/her absence, the Registrar shall preside. In case of difference of opinion

amongst the members the opinion of the majority of the members present shall prevail. If the vote be equally divided, the Chairman of the Committee shall have a casting vote.

- xvi. The Finance Committee will give its views and make recommendations to the Executive Council on any financial question affecting the University either on its own initiative or on reference from the Executive Council or of the Vice-Chancellor.

9. Academic Planning Board

- i. The Academic Planning Board shall meet once in a year and develop plans on the future programmes of the University and recommend the same for the consideration of the Academic Council and Executive Council. It shall also recommend long term plans in relation to the different activities of the University as and when found necessary.

CHAPTER-2

OFFICERS OF THE UNIVERSITY

10. Officers of the University

The following shall be the Officers of the University:

- i. The Vice-Chancellor
- ii. The Registrar
- iii. Heads of the Departments
- iv. Such Other Officers as may be prescribed by the Statute as ‘Officers’
- v. The Finance Officer shall also be an Officer of the University

11. The Vice Chancellor: Appointment, Powers, Terms and Conditions

- i. The Vice Chancellor shall be an outstanding scholar in law and a whole time salaried officer of the University. Person of the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice Chancellor. The Vice Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor of Law in the University system or ten years of experience in an equivalent position in a reputed research and/or academic, administrative organisation with proof of having demonstrated academic leadership.
- ii. The Vice Chancellor shall be appointed by the Chancellor from out of a panel of not less than three persons recommended (the names being arranged in the alphabetical order) by a committee constituted under clause (iii) of Section 19 of the Act;

Provided that if the Chancellor does not approve of any of the persons so recommended he may call for fresh recommendations.

- iii. The committee referred to in clause (ii) shall consist of three members of whom one shall be nominated by the Executive Council, one by the university Grants Commission and one by the Government; and the member nominated by the Government shall be Convenor of the Committee;

Provided that none of the members of the Committee shall be an employee of the University.

Provided further that the panel shall be prepared from out of candidates who submit their curriculum vitae which is sponsored by some reputed person or institution in the field of law or legal professor.

- iv. The Vice Chancellor shall hold office for a term of five years from the date on which he enters upon his/her office, or until he attains the age of seventy five years, whichever is earlier, and he shall be eligible for reappointment for further terms till he attains the age of seventy five years;

Provided that the Chancellor may require the Vice Chancellor after his/her term has expired, to continue in office for such period of not exceeding a total period of one year as may be specified by him.
- v. The Emoluments and other conditions of the service of the Vice Chancellor shall be as prescribed by the regulations. The Vice Chancellor shall be entitled to free furnished residential accommodation at the Head Quarters of the University and shall also be entitled to the transport and other office facilities at his/her residence.
- vi. The Vice Chancellor shall ensure that the provisions of the Act, Statutes and Regulations are duly implemented and he shall have all powers, as are necessary for this purpose.
- vii. The Vice Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall convene the meetings of these committees and shall perform all other acts, as may be necessary to give effect to the provisions of the Act.
- viii. The Vice Chancellor shall preside over the meetings of the General Council in the absence of the Chancellor.
- ix. The Vice Chancellor, in the absence of the Chancellor shall preside over the Convocation held for conferring Degrees.
- x. He shall be entitled to be present at, and to address any meeting of any authority or other body of the university but shall not be entitled to vote there at unless he is a member of such authority or body.
- xi. The Vice Chancellor shall be the competent authority to appoint the Teachers, Librarian, Finance Officer and other officers in consultation with the Chancellor on the recommendations of the selection committee appointed by the Executive Council in accordance with the guidelines prescribed.
- xii. The Vice Chancellor shall be the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed and shall have all the powers relating to the maintenance of proper discipline in the university.
- xiii. If, in the opinion of the Vice-Chancellor, any such emergency has arisen which requires immediate action be taken, he shall take such action as he may deem fit and shall report the same for confirmation in the next meeting of the authority which in the ordinary course would have dealt with the matter.

12. The Registrar: Appointment, Powers, Terms and Conditions

- i. The Registrar shall be a whole time salaried employee of the university.
- ii. The post of Registrar shall be filled through direct recruitment. The existing minimum qualification for direct recruitment to the post of Registrar shall be as follows:
 - a. Master's Degree with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed
 - b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including As Associate Professor along with experience in educational administration or
 - c. Comparable experience in research establishment and / or other Institutions of higher education, or
 - d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
 - e. The age of superannuation, as at present, shall be 62 (sixty two) years for Registrar.
 - f. The tenure of the Registrar shall be of five years or 62 years of age whichever is earlier.
- iii. An academician shall be appointed as Registrar by the Chancellor on the recommendation of the selection committee constituted by the Executive Council and headed by the Vice Chancellor on such terms and conditions of service as may be specified subject to the provisions of Statutes and Regulations.
- iv. The emoluments and other terms and conditions of the service of the Registrar shall be such as may be prescribed in the Regulations.
- v. When the Office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such persons as the Vice Chancellor may appoint for that purpose.
- vi. The Registrar shall be the ex officio secretary of all the authorities, committees and other bodies of the university and shall also be convenor of all the meetings.
- vii. He shall note and maintain the minutes of the meeting.
- viii. The Registrar shall be the principal adjutant of the Vice Chancellor in all matters pertaining to the administration of the university. The Executive Council may entrust to him special responsibilities and powers.
- ix. The Registrar shall have the power to appoint, with the approval of the Vice Chancellor, the non-teaching staff, including employees of last grade service and

contingent staff, in pursuance of the recommendations of the Selection Committee appointed for that purpose, in the prescribed manner.

- x. The Registrar shall be the competent authority to take disciplinary action against such employees in accordance with such procedure as prescribed hereunder and administer warning to them or to impose on them the penalty of censure or of the withholding of increment; provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- xi. An appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties mentioned above.
- xii. In case where the punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Vice Chancellor along with his/her recommendations;
- xiii. Provided that an appeal shall lie to the Executive Council against the order of the Vice Chancellor imposing any penalty.
- xiv. It shall be the duty of the Registrar-
 - a. To be the custodian of the records, the common seal and such other property of the university as the Executive Council shall commit to his/her charge;
 - b. To issue all notice convening meetings of the General Council, Executive Council, Academic Council and of any Committees appointed by the authorities of the University;
 - c. To keep the minutes of all the meetings of the General Council, Executive Council and of any Committees appointed by the auditors of the University.
 - d. To conduct the office correspondence of the General Council, Executive Council and Academic Council;
 - e. To supply to the Chancellor the copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the meetings.
 - f. To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose; and
 - g. To represent the University in suits or proceedings by or against the University, sign power of attorney and verify pleadings or depute his representative for the purpose; and
 - h. To perform such other duties as may be specified in these Regulations or as may be required from time to time, by the Executive Council or the Vice Chancellor.

13. Heads of the Department and Dean of the Faculties: Appointment, Powers, Terms and Conditions

- i. The Departments dealing with the allied subjects shall be grouped into Faculties. Each Faculty may be headed by a Dean.
 - a. Dean, Academic Affairs and Law
 - b. Dean, Social Science and Humanities
 - c. Dean, Research and Development
- ii. The University shall have above three or more Deans as decided by the Executive Council on the recommendation of the Academic Council.
- iii. The Dean shall be appointed by the Vice-Chancellor for a three year term from amongst the Professors by rotation in order of seniority and shall be eligible for re-appointment for one more term at the discretion of the Vice-Chancellor.
- iv. The Dean will have the option to resign the Deanship at any time during his/her tenure and also decline the offer of appointment in his/her turn as Dean of the Faculty.

Provided that if the person appointed as the Dean, absents himself on leave including vacation/holidays or otherwise for a period of two months or more, the office of the Dean shall be deemed to have been vacated and another person shall be appointed to the office as Dean for a period of 3 years or till the date of his/her superannuation, whichever is earlier.
- v. Be the In-charge of the Faculty and shall be responsible for the observance of the rules, the bye-laws and the regulations relating to the Faculty.
- vi. Be responsible for the overall supervision, coordination and control of the Departments and the conduct of teaching and research work in different Departments of the Faculty.
- vii. Maintain discipline in the class rooms through the Heads of the Departments and ensure holding of regular classes through periodic checks or any other means as he deems fit;
- viii. Keep a record of attendance, leave of any kind of teachers and ensure that the course allotted to a teacher has been completed within the time schedule;
- ix. Call for explanation to any head of the department or any teacher of any department under the faculty in case of non-observation of Academic Calendar or non-completion of courses by any teacher and recommend to the Vice-Chancellor for suitable disciplinary action;
- x. Initiate action for updating/revising/ reviewing of the existing syllabi as prescribed by the University/UGC as the case may be within the time-schedule;
- xi. Arrange for the examinations in respect of the students of the faculty in accordance with such directions as may be given by the Academic Council or Rules/Bye-laws of the University or by the Vice-Chancellor;

- xii. Convene and preside over the meetings of the Board of the Faculty and keep the minutes of the meetings of the Board;
- xiii. Ensure submission of monthly attendance record of the students including research scholars and teachers of each department under his/her faculty duly countersigned to the Academic Section of the University;
- xiv. Work as a Member of the Disciplinary Committee when disciplinary proceedings are initiated against any member of his/her Faculty;
- xv. Discharge such other responsibilities as may be assigned to him/her by the Academic Council, the Board of Management and the Vice-Chancellor from time to time.

14. Such other officers as may be prescribed by the Statute as Officer

i. Finance Officer: Appointment, Powers, Terms and Conditions

- a. The Finance Officer shall be a whole time salaried employee of the University and shall be appointed on the recommendation of the Selection Committee duly constituted for the purpose on such terms and conditions as may be prescribed by the regulations of the Executive Council.
- b. The emoluments and other terms and conditions of service of the Finance Officer shall be such as prescribed in the regulation from time to time.
- c. When the Office of the Finance Officer is vacant, or when the Finance Officer is by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of his/her office shall be performed by such persons as the Vice Chancellor may appoint for the purpose.
- d. The Finance Officer shall not be a member of the Finance Committee. But he may be invited as a special invitee.
- e. The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as maybe prescribed by Regulations.
- f. Subject to the control of the Executive Council or the Vice Chancellor, the Finance Officer shall-
 - (i) hold and manage the property and investments including trust and endowed property;
 - (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are spent on the purpose for which they are granted or allotted;
 - (iii) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;

- (iv) keep a constant watch on the state of the cash and bank balance and on the state of investment;
- (v) watch the process of the collection of revenue and advise on the methods of collection employed;
- (vi) have the accounts of the University regularly audited by an internal audit party;
- (vii) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, and institutions maintained by the University;
- (viii) bring to the notice of the Vice Chancellor any unauthorised expenditure and other financial irregularities and suggest appropriate action against the person(s) at fault; and
- (ix) call for from any office or institution under the University, any information or returns that he may consider necessary for the performance of his/her duties.

15. Controller of Examinations: Appointment, Powers, Terms and Conditions

- i. The Controller of Examination shall be a whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee consisting of the following:-
 - a. Vice-Chancellor - Chairperson
 - b. One expert in the relevant field nominated by the Chancellor.
 - c. One nominee of the Executive Council.
 - d. Three experts in the relevant field appointed by the Executive Council who are not connected with the University.
 - e. Any other member/members to be included as per the directives of the UGC issued from time to time.
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as per the guidelines of the UGC.
- iii. The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- iv. The Controller of Examinations shall be an invitee to the Executive Council as and when requirement arises.
- v. The Controller of Examinations shall be entitled to suitable furnished accommodation in the campus of the University with facilities of telephone, fax and internet for official use at his/her residence.

- vi. The Controller of Examinations (COE) shall be the Principal Officer in-charge to conduct examination, tests and the declaration of result. He shall discharge his/her functions under the direct superintendence, direction and guidance of the Vice-Chancellor. In the absence of COE by virtue of any reason, Assistant Controller of Examination(ACOE) will look-after the work of COE in addition to his/her own work;
- vii. COE shall be a full time salaried officer of the University and will report to the Vice-Chancellor. ACOE(s) shall be a full time salaried officer of the University and will report to the COE;
- viii. The COE will be the supervisor of Examination Committee constituted by the Academic Council;
- ix. The Controller of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required;
- x. The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
- xi. Subject to prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities namely:-
 - a. To prepare academic calendar including examination schedule and implement the same;
 - b. To appoint examiners and moderators as prescribed in the rules & regulations;
 - c. To arrange for printing of question papers and answer books and their safe custody;
 - d. To arrange to evaluation and to process the results;
 - e. To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results;
 - f. To postpone or cancel examination in part or in whole, in the event where such need arises;
 - g. To ensure confidentiality and to make assessment/ improvement in the process of the University examination/ evaluation;
 - h. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
 - i. To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations;
 - j. To appoint external agency(s)/ evaluator(s) for evaluation of examination;
 - k. To submit report regarding examination(s) to the Vice-Chancellor;

- xii. The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Vice-Chancellor;
- xiii. In the absence of the COE/ ACOE(s), his/her duties shall be performed by any officer or teacher of the University as assigned by the Vice-Chancellor.

CHAPTER-3

APPOINTMENT OF TEACHERS, ELIGIBILITY, PROCEDURE OF SELECTION COMMITTEES

16. The Executive Council has approved the creation of the following categories of posts and their number in teaching faculty in different meetings from time to time upto 27.07.2018:

Professor-Registrar	-01
Professors	-08
Associate Professor	-16
Assistant Professor	-32
Teacher Associate	-10
Adjunct/Visiting Faculty	-05*

16-A Professor

- i. An eminent scholar having a Ph.D. degree in law, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in **Appendix I**.
- ii. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

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

***The Executive Council in its meeting held on 19.11.2022 surrendered 15 (fifteen) posts of Lecturers, 10 (ten) posts of Research Associate/Teaching Assistant and 5 (five) posts of Adjunct/Visiting Faculty.**

***The Executive Council in its meeting held on 19th February 2023 removed the post of Librarian from the category of Professor's Category, Deputy Librarian in Associate Professor's Category and Assistant Librarian in the Assistant Professor's Category because there is no teaching subject of Library Science so there is no need of these posts in teaching category.**

17. Associate Professor

- i. A good academic record, with a Ph.D. Degree in law.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in **Appendix II**.

18. Assistant Professor

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

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

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

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

OR

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

- a. Quacquarelli Symonds (QS)
- b. the Times Higher Education (THE) or
- c. the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

*Note: The Academic score as specified in **Appendix II** for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

FACULTY POSITIONS CREATED BY EXECUTIVE COUNCIL

19. Teacher Associate

Uniformly good academic record with at least 55 per cent of the marks or equivalent Grade where grading system is practiced at the Post Graduate level in the relevant subject from an Indian University, or / and equivalent degree from an accredited foreign university. Teaching and Research experience are desirable.

20. Regulations relating to the appointment of Adjunct Professor, Visiting Associate Professor and Assistant Professors

- i. Distinguished person from India or abroad, having special competence in any field of study of relevance to the University, may be invited by the Vice-Chancellor to function as Visiting Professors or Adjunct Professors as the case may be in the University.
- ii. According to the arrangements entered into in each individual case, such visiting/adjunct professor will deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in the teaching and research work of the University.
- iii. Persons invited as Visiting Professor/Associate Professor or Assistant Professor may be paid such travelling expenses and hospitality as may be decided in each case by the Vice-Chancellor. The honorarium to be paid to such faculty may be decided in each case by the Vice-Chancellor and ratified by the Executive Council.
- iv. Subject to the above, the Vice-Chancellor will determine at his/her discretion such other terms and conditions as may be required in the case of any visiting Professor/ Adjunct/Associate/Assistant Professor including the duration of the appointment.

21. Regulations relating to Honorary Professors

- i. Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University, be invited by the Vice-Chancellor to function as honorary professor in the University for such period as may be determined.
- ii. An honorary professor shall be associated with the academic activities of the University and shall be provided by the University, adequate facilities for the effective performance of these duties.
- iii. The University shall provide travel reimbursement and hospitality on such terms as maybe determined by the Vice-Chancellor. Honorarium shall be provided on such terms as may be determined by the Vice-Chancellor and ratified by the Executive Council.

22. Composition of Selection Committee for all Teaching Faculties

The Selection Committee shall consist of the following:

- i. The Vice-Chancellor who shall be the Chairman of the Committee.
- ii. A member of the Executive Council nominated by the Chancellor.
- iii. A member of the Academic Council nominated by the Executive Council.
- iv. Three Experts nominated by the Vice-Chancellor from amongst the panel of names recommended by the Academic Council and approved by the Executive Council. The Experts in the panel will be subject Experts for law and non-law subjects. The Vice-Chancellor is authorized to add or delete the names of Experts in the panel.
- v. If an endowment from a donor is accepted by the University for instituting a chair the donor or his/her nominee maybe co-opted at the discretion of the Chancellor as member of the Selection Committee for the purpose of filling up of that particular position.
- vi. If the panel of Selection Committee the Experts will also be subject Experts for the Law and Non-Law subjects including Library and Information Science. The Vice-Chancellor may add or delete the name of the Experts in the panel.
- vii. The procedure for selection committee shall be as per the latest existing UGC guidelines.
- viii. The qualification for the post of Teaching Faculty shall be as prescribed by University Grants Commission (UGC). The Executive Council may prescribe higher qualifications/ experience as recommended by the Academic Council. The salary to the Teaching Faculty shall be as

prescribed by the Executive Council from time to time in pursuance of the recommendations of the UGC. Higher start may be given to the candidates in exceptional cases.

23. Composition of the Screening cum Evaluation Committee for Recruitment and CAS of Teaching Faculty

- i. Registrar as the Chairperson of the Screening Committee;
- ii. Two Professors nominated by the Vice-Chancellor;
- iii. One subject expert in the concerned subject nominated by the Vice Chancellor.
- iv. The quorum for the above committee shall be three including the subject expert.
- v. The procedure for screening cum evaluation shall be as per the latest existing UGC guidelines.

24. Career Advancement Scheme (CAS) for the Teaching Faculty and Equivalent Positions

- i. The pay structure for different categories of teachers and equivalent positions shall be as indicated in **Schedule-I** Assistant Professors / Associate Professors / Professors in the University.
- ii. An Assistant Professor with completed service of 4 years, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving up to AGP of ₹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., etc., shall be eligible for the AGP of ₹7,000 after completion of 5 years' service as Assistant Professor.
- iv. Assistant Professors who do not have Ph.D. or M.Phil. Degree in the relevant Professional course shall be eligible for the AGP of ₹7,000 only after completion of 6 years' service as Assistant Professor.
- v. The upward movement from AGP of ₹6,000 to AGP of ₹7,000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.
- vi. The pay of the incumbents to the posts of Lecturer (senior scale) (i.e., the unrevised scale of ₹10,000-15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of ₹15,600-39,100 based on their present pay with AGP of ₹7,000.

- vii. Assistant Professors with completed service of 5 years at the AGP of ₹7,000 shall be eligible, subject to other requirements laid down by the UGC, to move up to the AGP of ₹8,000.
- viii. Posts of Associate Professor shall be in the Pay Band of ₹37,400-67,000 with AGP of ₹9,000. Directly recruited Associate Professors shall be placed in the Pay Band of ₹37,400 – 67,000 with an AGP of ₹9,000, at the appropriate stage in the Pay Band in terms and conditions of the appointment.
- ix. Assistant Professors completing 3 years of teaching in the AGP of ₹8,000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the University, to move to the Pay Band of ₹37,400-67,000 with AGP of ₹9,000 and to be designated as Associate Professor.
- x. Associate Professor completing 3 years of service in the AGP of ₹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 by the UGC and if any be the University. 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 ₹37,400-67,000 with AGP of ₹10,000.
- xi. The pay of a directly recruited Professor shall be fixed at a stage not below ₹43,000 in Pay Band of ₹37,400-67,000 with applicable AGP of ₹10,000.
- xii. Ten percent of the posts of Professors in the university shall be in the higher AGP of ₹12,000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility of appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the UGC, and such eligibility conditions shall, inter-alia, include publications in peer reviewed/refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a higher standard. No person appointed directly as Professor in the AGP of ₹12,000 shall be fixed at a stage less than ₹48,000 along with the AGP.
- xiii. 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 per UGC Regulations.

25. Service Regulations

i. Groups and Categories of Posts

The Executive Council may direct-

- a.* the creation of any new group or category of posts;
- b.* the abolition of any group or category of posts; or
- c.* the transfer of any category of posts from one group to another;
- d.* to keep in abeyance any of the post.

ii. Number and Duties of Posts

The Sanctioning Authority in relation to any category of posts shall have, subject to the superintendence of Executive Council, the power to:

- a. determine the number of posts in that category;
- b. create or abolish or keep in abeyance any post in that category;
- c. determine whether any post created in that category shall be temporary or permanent;
- d. specify the period for which a temporary post is created; and
- e. specify the duties attached to any post in that category.

iii. Teaching Days

The University shall adopt at least 180 working days, i.e. there shall 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, foundation day, etc., 8 weeks for vacations and 2 weeks maybe attributed to various public holidays.

The above is summarized as follows:

Sl. No.	Particular	
1.	Teaching and Learning Process	36 (180 days) weeks
2.	Admissions/Examinations preparation for Examination	8
3.	Vacation	6
4.	Public Holidays to increase and adjust teaching days accordingly	2
	Total	52

In lieu of curtailment of vacation by 2 weeks, the university teachers shall be credited with 1/3rd of the period of earned leave every year.

iv. Workload

- a. The workload of the teachers in full employment shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the university.
- b. Assistant Professor & Associate Professor 16 Hours
Professor 14 Hours
- c. 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.

CHAPTER – 4

APPOINTMENT OF NON-TEACHING STAFF, ELIGIBILITY, PROCEDURE OF SELECTION

26. The Executive Council has approved the creation of the following categories of posts and their numbers in its different meetings from time to time up to 15.11.2017:

i. Grade – I Officers and Number of Posts sanctioned

Finance Officer	-1
Deputy Registrar	-2

ii. Grade – II Officers (Middle Grade Officers) and Number of Posts sanctioned

Assistant Registrar	-2
Assistant Controller of Examinations	-1
Chief Security Officer	-1
Librarian	-1 ⁴
Warden	-2
Resident Medical Officer	-1
Maintenance Engineer (Civil)	-1
Maintenance Engineer (Electrical)	-1
Account Officer	-1
Account Officer (Junior)	-2
Personal Secretary	-2
Computer Programmer	-2

iii. Grade – III Officers and Number of Posts sanctioned

Personal Assistant	-2
Office Assistant (Senior)	-2
Office Assistant	-2
Office Assistant (Junior)	-3
Library Assistant (Senior)	-2
Library Assistant	-2
Assistant Warden	-2 ¹
Fire Fighting Supervisor	-1
Record Assistant	-2 ²
Lower Division Clerk	-4 ²
Computer Operator/Data Entry Operator	-8 ³

-
- 1. The rationalization and creation of one post of Assistant Warden for Girls Hostel was approved by the Executive Council in its meeting held on 31st May 2019.**
 - 2. The rationalization and creation of these posts were approved by the Executive Council in its meeting held on 31st May 2019.**
 - 3. The number of posts of Computer Operator/Data Entry Operator was increased from 4 to 8 by Executive Council in its meeting held on 12th February 2022.**
 - 4. The Executive Council in its meeting held on 19th February 2023 created one post of Librarian in Non-Teaching Category in the prescribed scale of Rupees 9300-34800/- Grade Pay 4200/- (Non-Teaching).**

iv. Grade-IV Officers (Last Grade) and Number of Posts sanctioned

Medical Attendant	-4
Electrician	-1
House-keeping	-2
Carpenter	-1
Gardener	-2
Attendant	-21 ⁴
Security Staff	-6
Cleaning Staff	-6
Driver	-4 ⁶
Plumber	-1

- v. Educational qualification, age, experience and other related criteria of above said Grade Officers whose eligibility criteria is not given under the rules above, shall be decided by the Selection Committee with the approval of the Vice-Chancellor.

27. Selection Procedure of Non-teaching staff

The executive council may create any posts motioned under Grades I to IV and decide their emoluments and other service conditions.

- i. Cleaning Staff and Gardeners come under the contingent service. The Executive Council may create any other post and include the same under contingent service. The Vice-Chancellor may outsource these services.
- ii. The regular appointments to the non-teaching post of Grade- I, II and III posts shall ordinarily be made by the Vice-Chancellor after inviting applications by notification and recommended by the Selection Committee.
- iii. The Vice Chancellor may him/herself appoint on contract basis the officers under Grade-I and Grade-II for a period not exceeding one year at a time and assign such responsibilities as determined by him and a report of such appointment shall be made to the Executive Council at its next meeting.
- iv. The Registrar with the approval of the Vice-Chancellor may appoint Grade-IV (Last Grade) service staff and contingent staff for a period not exceeding six month at a time on a fixed or consolidated emoluments.

5. The Executive Council in its meeting held on 31st May 2019 has also approved the surrendering of 4 posts of Attendant under rationalization.

6. The Executive Council in its meeting held on 11th December 2019 has approved one more post of Driver.

PART-III

CHAPTER – 1

MODE OF RECRUITMENTS

28. Methods of Recruitment

Recruitment to a post in the University may be made A) by promotions; A) by direct recruitment; or C) by appointment on deputation or contract

The appointing authority shall in each case determine the method of recruitment.

29. Recruitment by Promotion

- i. Appointment to a post in any category/group by promotion shall be made, whether in substantive or officiating capacity from among employees serving on a post in the next lower category/grade.
- ii. Every appointment by promotion shall be by selection on the basis of merit, with due regard to seniority and on the recommendations of a Selection Committee. Provided that every appointment to Group 'B' and above shall be made solely on the basis of merit.

30. Direct Recruitment

Appointment to any post by direct recruitment for all the Groups shall be made on the recommendation of a Selection Committee.

- i. In Grade-IV and III, from amongst candidates recommended by the Employment Exchange on requisition; or public notice displayed on University's Notice Boards.
- ii. In Grade-II and I from amongst candidates applying in response to public advertisement.

31. Appointment on Deputation or Contract

- i. A person may be appointed on any post on deputation/contract for a period of one year by the Vice-Chancellor with the approval of the Executive Council on such terms and conditions, as appropriate in a given circumstance.
- ii. The terms of the deputation/lien in case of new appointees will be settled in advance before their joining.

32. Variance in terms and conditions of service

All teachers of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as prescribed in the regulations of the University.

Provided that no alteration in the salary, the rate of Contribution of Provident Fund and the age of superannuation of the teacher in the service of the University shall be made to his/her disadvantage after he/she has joined the University.

33. Age and Fitness

No person shall be appointed in the University, who is below 18 years of age.

A person selected for appointment to any post by direct recruitment shall be required to produce at his/her own cost a certificate of good health in the prescribed form from a medical practitioner.

34. Agreement of Service

- i. Every employee, who is drawing basic salary in the Pay Band 3 with Grade Pay of ₹1,900/- or more, shall sign Agreement of Service in the prescribed form, before joining the University, accepting in writing the terms and conditions of appointment
- ii. Every teacher and member of the academic staff of the University shall be appointed on a written contract.
- iii. A copy of every contract referred to in clause (b) shall be deposited with the Registrar.

CHAPTER – 2

TENURE

35. Probation

- i. Every person appointed to a post in the University after commencement of these regulations whether by promotion or direct recruitment, shall be on probation for a period of one year. The confirmation at the end of one year shall be automatic, unless the appointing authority extended the probation for another year by a specific order, before expiry of the first year. Subject to this clause it is obligatory from the part of the University to issue an order of confirmation to the incumbent within 45 days of the completion of probationary period after due process of verification of satisfactory performance.
- ii. Where a person is appointed to a post in the University on probation, during his/her period of probation, if found unsuitable for holding that post, or has not completed his/her period of probation satisfactorily, the Appointing Authority may:
 - a. in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
 - b. in the case of a person appointed by direct recruitment, terminate his/her services in the University without notice.
- iii. Every person appointed to a permanent post in the University by promotion or by direct recruitment shall, on satisfactorily completing his/her period of probation, be eligible for substantive appointment to that post.

36. Temporary and Permanent Service

- i. An employee shall be a temporary employee of the University until he is appointed substantively to a permanent post in the University.
- ii. An employee appointed substantively to any permanent post in the University shall be a permanent employee of the University.

37. Substantive Appointments

No employee shall be appointed substantively to any post unless:

- i. Such post is permanent and nobody else has been substantively appointed to it; and
- ii. The service of the employee in the university is approved by the Appointing Authority.

38. Termination of Services

- i. The service of a temporary employee may be terminated by the Appointing Authority without assigning any reasons:
 - a. During the period of probation following the first appointment, at anytime without notice;
 - b. After such period of probation, at any time by a notice of one month in writing given by the Appointing Authority to the employee or at anytime without notice on payment of one month's pay.
- ii. Without prejudice to the provisions of clause (i) of the service of a temporary employee shall be terminated:
 - a. If his/her appointment is made for a specified period, on the expiry of such period; or
 - b. If his/her appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.
- iii. The services of a permanent employee maybe terminated by a notice of three months or on payment of pay for such period as the notice falls short of there months or without a notice on payment of three months' pay, if the post to which he is substantively appointed is abolished.

An employee who is given notice of termination of service under Clause 3 may be granted during the period of notice such Earned Leave as may be admissible to him and where the leave so admissible and granted is more than three months, his/her services shall be terminated on the expiry of such leave.

39. Lien

A permanent employee of the University shall hold lien for not more than two years on the post substantively held by him provided his/her appointment in the other organisation was made through the University. However, the Executive Council may consider relaxation as per special case upto five years.

40. Retirement

An employee shall retire on superannuation from the services of the University:

- i. On his/her attaining the age of 62 years (other than teachers; Registrar and Librarian). The age of retirement on superannuation for teachers, Registrar and Librarian shall be 65¹ years.
- ii. On his/her being declared medically unfit for service by a Medical Board to be designated by the Executive Council in this behalf; or
- iii. On the imposition of the penalty of compulsory retirement.

1. The age of retirement of Superannuation for teachers, Registrar and Librarian shall be 65 years was approved by Executive Council in its meeting held on 12th February 2022.

41. Re-employment/Extension in the service of the University after retirement on superannuation

It will be open to the University to re-employ an employee, subject to a physical fitness, on his/her superannuation for a period of one year at a time if his/her services are needed by the University.

42. Voluntary retirement after twenty years of service

- i. University employees who have put in not less than 20 years' qualifying service may, by giving notice of three months in writing to the appointing authority retire from service voluntarily. The scheme is purely voluntary, the initiative resting with the University's employee himself. The University does not have the reciprocal right to retire its employees on its own, under this Scheme.
- ii. A notice of less than three months may also be accepted in deserving cases, with the concurrence of the Sanctioning Authority.
- iii. If an employee retires under the Scheme of voluntary retirement while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such withdrawal is made before the expiry of the notice.
- iv. Before an employee gives notice of voluntary retirement with reference to these instructions, he/she should satisfy himself/herself by means of a reference to the Registrar that he/she has, in fact, completed 20 years' qualifying service.
- v. A notice of voluntary retirement given after completion of 20 years qualifying service will require acceptance by the appointing authority if the date of retirement on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing rules applicable to him/her.
- vi. A notice of voluntary retirement given after completion of 20 years qualifying service will require acceptance by the appointing authority if the date of retirement on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing rules applicable to him/her.

Such acceptance maybe generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the employee and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a Court of law against the employee concerned. The notice of voluntary retirement even in such cases could also be accepted with the approval of the Chairman of the General Council of the University. Even where the notice of voluntary retirement given by the University employee giving

notice may presume acceptance and the retirement shall be effective in terms of the notice unless the competent authority issues an order to the contrary before the expiry of the period of notice.

- vii. The weightage up to five years would be given as an addition to the qualifying service actually rendered by him for purpose of gratuity. The total qualifying service after allowing the weightage should not, in any event, exceed 33 years of qualifying service. The total qualifying service after giving the weightage should also not exceed the qualifying service which he/she would have had rendered if he/she had retired voluntarily. It will, however, not entitle the university employee retiring voluntarily to any notional fixation of apply for purposes of calculating the gratuity, which will be based on the actual emoluments calculated with reference to the date of retirement.
- viii. The scheme of voluntary retirement under these orders will not apply to those employees who retire voluntarily under the provisions of Regulation 47 Clause (ii)
- ix. The scheme of voluntary retirement under these orders will also not apply to those University employees on deputation to autonomous bodies / public undertakings, etc.
- x. An employee giving notice of voluntary retirement may also apply, before the expiry of the notice, for the leave standing to his/her credit which may be granted to him/her to run concurrently with the period of notice. The period of leave, if any, extending beyond the date on which University employee should have retired on attaining the age of superannuation, may be allowed as terminal leave. Leave salary for such terminal leave shall be payable in accordance with the provisions of Regulations.

43. Resignation

- i. An employee may, by notice of one month in writing addressed to the Appointing Authority, resign from the service of the University.
- ii. The Appointing Authority may, if it deems proper in any special circumstance, permit an employee to resign from the service of the University by notice of less than one month.

CHAPTER – 3

PAYS AND ALLOWANCES

44. Scales of Pay

- i. The scales of pay for the posts of Teachers in the University have been specified in this **Schedule-I** and shall be such as notified by the UGC from time to time.
- ii. The scales of pay for the posts of non-teaching employees in the University has been specified in **Schedule-II** and shall be such as given by the Government of Bihar to its employees from time to time.

45. Initial Pay

- i. An employee shall, on his/her appointment to a post on a time-scale of pay, draw pay at the lowest stage of the time-scale unless the Sanctioning Authority decides that he shall draw pay at any higher stage;

Provided that, when such appointment is made by promotion:

- a. If the employee has been drawing a higher pay in any other substantive appointment in the University immediately before his/her appointment to such post, he shall draw pay at the stage next higher to such pay; and
- b. If he has previously served in the same post or in any other post in the University on the same or identical time-scale of pay admissible to him under clause (I), he shall draw such higher pay and the period of his/her duty in such post on such pay shall also be counted for purpose of increment.

46. Increments

- i. Each annual increment for the teaching staff shall be as such as provided by the UGC in the relevant pay band and the AGP as applicable for the respective stage in the pay band.
- ii. Each annual increment for the non-teaching employees shall be as provided by the State Government of Bihar in the relevant pay band.
- iii. An increment shall not be drawn unless it is sanctioned in writing by the sanctioning authority.
- iv. An increment shall not be sanctioned unless the conduct of the employee has been good and his/her work has been satisfied.
- v. An increment shall be due from the first of the month in which it falls due.
- vi. The Executive Council may in recognition of the exceptional merit of an employee sanction such additional increment to the employee as it may deem fit.

47. Pay During Leave

- i. An employee on casual leave or compensatory leave or quarantine leave shall draw pay as on duty.
- ii. An employee on earned leave or commuted leave shall draw pay as drawn by him/her before proceeding on leave.
- iii. An employee on leave on half pay shall draw pay at half the rate of pay drawn by him before proceeding on leave.
- iv. An employee on study leave may draw pay as such rate as may be specified by the Executive Council.
- v. No pay shall be admissible to an employee on extra-ordinary leave.
- vi. An employee shall draw leave salary equal to the pay drawn by him/her immediately before proceeding on earned leave.

48. Pay During Suspension

An employee under suspension, during the period of suspension, be paid subsistence allowance as admissible *mutatis mutandis* in Govt of India or Govt of Bihar as the case may be.

49. Special Pay, Personal Pay, Honorarium and Fee

The Executive Council may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

50. Drawal of Pay

- i. An employee shall be entitled to the pay of the post to which he is appointed from the date on which he/she assumes charge of the post.
- ii. The Pay and Allowances to the employees of the University shall be payable on the last working day of the month to which they relate, except for the month of March, which shall, whoever, continue to be payable on the first working day of April.
- iii. An employee resigning from the service of the University without the notice required under regulation shall not, unless the Sanctioning Authority directs otherwise, be allowed to draw pay due but not drawn.

Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.

CHAPTER – 4

ALLOWANCES

51. The following kinds of Allowances are admissible to the employees of the university:

i. Dearness Allowance

Dearness Allowance shall be admissible at the rate of Central Government and will be subject to such conditions as prescribed by it.

ii. Compensatory (City) Allowance

Compensatory (City) Allowance shall be admissible to an employee at the rates prescribed by the Government of Bihar in various pay ranges.

iii. House Rent Allowance

House Rent Allowance shall be admissible to the employees as per the House Rent Rules of the Government of Bihar.

iv. Medical Allowance

Medical Allowance shall be admissible to the employees as per the House Rent Rules of the Government of Bihar and will be given along with the salary.

v. Allowances During Suspension

An employee under suspension shall, during the period of suspension, draw house rent allowances admissible to him/her and dearness allowance at half the rate admissible to him/her immediately before the suspension.

Provided that the house rent allowance and the compensatory (City) allowances shall not be admissible unless the employee resided at the Head Quarters of the University for substantial part of the month for which it is claimed.

vi. Allowances During Leave

a. House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:

(i) During causal leave, compensatory leave or quarantine leave, the same as on duty.

(ii) During leave with allowances for the first four months, the same as he was drawing immediately before proceeding on leave.

Provided that the CCA shall not be admissible unless the employee resided at the headquarters of the University for not less than half of the month for which it is claimed, and in the case of HRA he continues to actually incur the expenditure.

- b. DA may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowance during leave will be based on the leave salary actually drawn.
- c. During the study leave DA, HRA and CCA whether in India or abroad will be regulated by the EC by special orders.

CHAPTER – 5 LEAVE

52. Leave for Teaching Staff and its kinds:

The following kinds of leave are admissible to the teacher faculty members:

i. Casual Leave:

An employee maybe granted casual leave of not more than

- a. The total Casual Leave granted to a teacher shall not exceed 8 days in a calendar year with full pay and admissible allowances to meet the special and urgent circumstances such as illness, urgent personal work.
- b. Maximum three days casual leave may be availed with both prefix, suffix and intervening holidays not exceeding six days in all.
- c. Ordinarily casual leave should be applied for sanction in advance except in the case of emergency and for satisfactory reasons.

ii. Earned Leave:

- a. Only permanent confirmed teachers are entitled for earned leave.
- b. Leave will be earned at the rate of one day for every thirty days of actual service including vacation.
- c. One third of the period will be credited to earned leave during which teacher is required to perform duty during the vacation period.
- d. For the purpose of computation of period of actual service in respect of earned leave, all periods of leave except casual leave and duty leave shall be excluded.
- e. Earned leave may be accumulated upto 300 days (three hundred days)
- f. A maximum period of earned leave may be sanctioned at a time which shall not exceed 30 days.
- g. Earned Leave exceeding 30 days may, however, be sanctioned by the Vice-Chancellor in case of higher study or training or leave with medical certificate or when the entire leave, or a portion thereof, is spent outside India.
- h. Earned will normally be granted during the winter and summer placement period.

iii. Medical Leave

- a. 20 (twenty) days of medical leave in a year may be granted on half pay basis (Pay means Gross Salary) to the maximum of 360 (Three hundred Sixty) during the entire service on account of medical treatment of the permanent confirmed teachers and against the medical certificate from a registered medical practitioner to the satisfaction of the university authorities.
- b. Medical leave can be availed on half pay or full pay basis. In case of full pay the permanent confirmed teacher has to surrender the double of the amount of half pay medical leave.
- c. In case of a fraction of a year the calculation of medical leave will be on pro-rata-basis.
- d. 10 (Ten) days of medical leave in a calendar year may be granted on half pay basis (pay means consolidated emoluments) to the contractual teaching employees against the medical certificate from registered medical practitioner to the satisfaction of the university authority. The medical leave will expire on completion of the calendar year if, not availed*.

iv. Duty Leave

- a. Duty leave not exceeding 12 (twelve) days in a Calendar year may be granted to a teacher, if permitted by the Vice-Chancellor, to attend / participate in any work, such as:
 - (i) to conduct examination of a university / Public Service Commission / Board of Examination or any other similar body / institution;
 - (ii) to attend Conference, Symposia, Seminar / Delegation or working on committee appointed by the Govt. of India / State Government, UGC or other University;
 - (iii) working in another Indian or Foreign University when so deputed by the University.
- b. In computing 12 days of leave admissible, the days of actual journey, if any, to and from the places where the activities specified above, take place, will be excluded.
- c. The Duty Leave shall not accumulate; nor can it be combined with any other kind of leave except the casual leave.
- d. It may be granted with holidays or vacation by the sanctioning authority on such occasion.
- e. Teachers who participate in Orientation or Refresher Course may be granted Duty Leave equal to the actual period of such Orientation or Refresh Course in addition to the above said period. However, to claim this leave the prior permission of the sanctioning authority is necessary.

***Executive Council in its meeting held on 19.11.2022 added this paragraph.**

v. Maternity Leave

- a. Female teachers may be granted maternity leave on full pay basis upto a period of 180 days at a time and not more than 360 days including maternity leave on account of miscarriage/abortion, etc., during the entire period of service on production of medical certificate.
- b. Maternity leave can be availed for pre-natal and post-natal periods or at the time of miscarriage or abortion on production of medical certificate from a competent authority to the satisfaction of university authorities.
- c. Maternity leave on account of miscarriage or abortion shall not exceed two weeks at a time.
- d. Any kind of leave (except casual leave) in continuation with or in continuation of maternity leave may be granted if the same is supported by medical certificate acceptable to the university authority.
- e. Maternity leave may be sanctioned to the teachers during probation period also. However, the period of probation may be extended to that extent.

vi. Study Leave

An employee may be granted study leave for such period and on such terms as the Executive Council may determine to enable him / her to undergo within or outside India, a special course of study or instruction.

- a. An employee granted study leave under provision of the Regulation will be required to execute a bond for serving the University for a minimum period of three years after his/her return from study leave. The salary during the period may be regulated with reference to the UGC Regulations.
- b. The Executive Council at its discretion may grant study leave to an University employee:
 - (i) Who has satisfactorily completed period of probation and has rendered not less than five years of regular contiguous service including the period of probation in the University.
 - (ii) Who is not due to reach the age of superannuating from the University service within three years from the date on which he is expected to return to duty after the expiry of the leave.

53. General Rules:

- i. Leave cannot be claimed as of right. The university authority at its discretion may refuse or revoke any leave at any time.
- ii. “Completed years of service” means continuous service of specified duration under the university and includes periods of sanctioned leave.
- iii. Teachers on probation period will be guided by the leave rules applicable to the temporary employees of the university.
- iv. The service of a teacher is terminable at one month’s notice from either side or on payment of one month’s salary in lieu of one month notice. He may be removed by following disciplinary procedure.
- v. The teachers who are on probation should be treated as temporary employees and they will be guided by the leave Rules applicable to the temporary employees.
- vi. Winter placement and winter vacation is not synonymous. Winter vacation is distinct from winter placement. The teaching personnel are not expected to treat winter placement as winter vacation. They are not supposed to avail winter placement as vacation and therefore all teaching personnel, unless sanctioned leave by the competent authority in accordance with leave Rules should not absent themselves during winter placement period. Leave availed during winter placement which is not due shall be considered only against extra ordinary leave without pay.

54. Leave for Non-Teaching Staff

The following kinds of leaves are admissible for the non-teaching staff:

i. Casual Leave

- a. Casual Leave may be granted for 16 (sixteen) days within one calendar year with full pay and admissible allowance.
- b. Casual leave is granted to meet the special circumstances such as illness / urgent private work and will be treated as duty for the purpose of calculation of other duty.
- c. Maximum three days of casual leave maybe availed with both prefixed suffixed and intervening holidays not exceeding 6 (six) days in all.
- d. Ordinarily casual leave should be applied for sanction before it is taken except in case of emergency and for satisfactory reason. In exceptional circumstances and for urgent/special reason the Vice-Chancellor may grant special causal leave.
- e. Casual leave cannot be accumulated beyond the current calendar year.

ii. Special Casual Leave

- a. Maximum of 10 (ten) days of special casual leave may be granted to the non-teaching staff considering the special circumstance and duties of the employee.

iii. Compensatory Leave:

- a. This leave is admissible to the non-teaching employee who performs his/her duties during holidays, religious festivals and other occasions.
- b. The maximum number of days for which compensatory leave is admissible is 20 (twenty) days in a calendar year.
- c. This leave may be availed along with casual leave.

iv. Earned Leave

- a. Earned Leave may be granted one day for each 22 days of work during the first three years of joining. After three years the employee will earn one day's earned leave for 11 days of work including holidays.
- b. Earned leave will not accrue during the period the employee is availing the same.
- c. Earned Leave may be accumulated for 300 days.
- d. Earned Leave encashment shall be after superannuation / retirement which shall be of maximum 300 days taking into consideration the last pay drawn along with Dearness Allowance as on the date of superannuation / retirement.

v. Encashment of unutilized Earned Leave on Death of Employee in Service

In the case of death in service of an employee the cash equivalent of leave salary in respect of earned leave at the credit to be paid to his/her family subject to a maximum of 300 days. Further such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

vi. Medical Leave

- a. 20 (twenty) days of medical leave in a year may be granted on half pay basis (Pay means Gross Salary) to the maximum of 360 (Three hundred Sixty) during the entire service on account of medical treatment of the permanent confirmed non-teaching and against the medical certificate from a registered medical practitioner to the satisfaction of the university authorities.
- b. Medical leave can be availed on half pay or full pay basis. In case of full pay the permanent confirmed non-teaching has to surrender the double of the amount of half pay medical leave.
- c. In case of a fraction of a year the calculation of medical leave will be on pro-rata-basis.

- d. 10 (Ten) days medical leave in a calendar year may be granted on half pay basis (pay means consolidated emoluments) to the contractual non-teaching employees against the medical certificate from a registered medical practitioner to the satisfaction of the university authority. The medical leave will expire on completion of the calendar year if, not availed*.

***Executive Council in its meeting held on 19.11.2022 added this paragraph.**

vii. Maternity Leave

- i. Female staff members may be granted maternity leave on full pay basis upto a period of 180 days at a time and not more than 360 days including maternity leave on account of miscarriage/abortion, etc., during the entire period of service on production of medical certificate.
- ii. Maternity leave can be availed for pre-natal and post-natal periods or at the time of miscarriage or abortion on production of medical certificate from a competent authority to the satisfaction of university authorities.
- iii. Maternity leave on account of miscarriage or abortion shall not exceed two weeks at a time.
- iv. Any kind of leave (except casual leave) in continuation with or in continuation of maternity leave may be granted if the same is supported by medical certificate acceptable to the university authority.
- v. Maternity leave may be sanctioned to the non-teaching during probation period also. However, the period of probation may be extended to that extent.

CHAPTER – 6

RETIREMENT AND OTHER BENEFITS

55. Employee's Provident Fund

- i. All the Regular (Permanent and Temporary) and Contractual employee completing one year of continuous service shall be entitled for membership of Employee's Provident Fund and EPF Act and Rules shall be applicable to them.
- ii. Notwithstanding the foregoing provisions persons who have retired from State/Central Government, Universities or National Institutes, if re-employed in the University may be permitted to subscribe to the University Provident Fund, provided that where the term of re-employment is initially for a year or less but is later extended so as to exceed one year the contribution with interest will be credited only after the completion of one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re-employed person is allowed to contribute to the Provident Fund if such period exceeds one year.
- iii. The rate of subscription may not be less than 10% of his/her emoluments and not more than his/her total emoluments, the amount so calculated being rounded off to the nearest rupee, provided that in the case of subscription at the minimum or maximum rates, the rounding off will be to the next higher or the next lower rupee respectively. The provident fund deductions will be made after confirmation with effect from the date of appointment.
- iv. The University shall contribute to this fund 10% of pay from the date of subscription. No subscription or contribution shall be made in the Provident fund by an employee who is on leave without pay.

56. Gratuity

- i. A permanent employee who has completed five years' qualifying service and whose service in the University is terminated may be paid a gratuity equal to one half of the emoluments of the employee for each completed year of his/her qualifying service.
- ii. If a permanent employee who has completed five years' qualifying service dies while in the services of the University, such member or members of his/her family as may have been nominated by him/her in this behalf in the manner prescribed by the Vice-Chancellor, may be granted gratuity equal to one half of the emoluments of the employee for each completed year of his/her qualifying service, subject to a minimum of twelve times the emoluments at the time of his/her death.

- iii. A permanent employee may nominate any person other than his/her family members as his/her nominee for the claim of death gratuity.
- iv. The amount of gratuity admissible under cause A and B shall in no case exceed 16.5 times the emoluments of the employee or ₹20,00,000/- (Twenty Lakhs), whichever is less or as notified by the Government of India.

The Death gratuity as admissible in the case of death in service of an employee is at the following rates:

Length of Service Death Gratuity payable to family:

- Less than one year, 2 times of emoluments.
 - One year or more, 6 times of 'emoluments' but less than 5 years
 - 5 years or more, 12 times of 'emoluments' but less than 20 years
 - 20 years or more, Half of emoluments for every completed six-monthly period of qualifying service subject to maximum of 33 times 'emoluments' of ₹20,00,000 (Twenty Lakhs), whichever is less.
- v. For the purpose of this regulation:
 - a. 'emoluments' means the monthly pay plus dearness allowance to which the employee may be entitled at the time of termination of his/her service or his/her retirements or his/her death, as the case may be.
 - b. 'qualifying service' means continuous service in the University as a permanent employee.
 - c. 'family' should not include relations other than the wife, husband, children or parents of the employee.

CHAPTER – 7

GENERAL CONDITIONS OF SERVICE FOR TEACHING FACULTY

57. Whole Time Employment

- i. An employee may be required to undergo 1 refresher course of study or instruction in every two years within or outside India.
- ii. An employee may be required to serve the University at any place and in any post not lower than the post to which he is substantively appointed.
- iii. An employee on his/her request or otherwise may be sent on deputation, whether within or outside India for such period as may be determined by the Executive Council.

58. 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/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her 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:

- a.* Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b.* Manage their private affairs in a manner consistent with the dignity of the profession;
- c.* Seek to make professional growth continuous through study and research;
- d.* Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

- e.* Maintain active membership of professional organizations and strive to improve education and profession through them;
- f.* Perform their duties in the form of teaching, tutorial, practical courses, seminar and research work conscientiously and with dedication;
- g.* Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- h.* Participate in extension, co-curricular and extra-curricular activities including community service.

ii. Teachers and the Students

Teachers should:

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

iii. Teachers and Colleagues

Teachers should:

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

iv. Teachers and Authorities:

Teachers should:

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

v. Teachers and Non-Teaching Staff:

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

vi. Teachers and Guardians

Teachers should:

- a. Try to see 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:

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- c. 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;
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CHAPTER-8

GENERAL CONDUCT OF EMPLOYEES

59. General Conduct Regulations

- i Every employee shall at all times maintain absolute integrity and devotion to duty.
- ii Every employee shall abide by and comply with the rules and regulations of the University and all orders and directions of his/her superior authorities.
- iii Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his/her duties.
- iv Every employee shall endeavour to promote the interests and reputation of the University and shall not act in any manner prejudicial there to.
- v No employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race or sex in respect of his/her relationship with his/her colleagues and trying to use the above activities for improvement of his/her prospects or any other such activity which is against the interest of the University.
- vi No employee shall refuse to carry out the decisions of appropriate administrative and academic bodies and or/ functionaries of the University.
- vii No employee shall bring political influence in any matter of the University including pertaining to his/her service.
- viii No employee shall indulge in any act of sexual harassment of any woman at her work place.

60. Acts, Conduct and Commissions which amount to Misconduct

The following acts, conduct and commissions of an employee of the University shall amount to misconduct:-

- i If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University.
- ii If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his/her duty to the University.
- iii If the act or conduct of an employee makes it unsafe for the University to retain him in service.

- iv** If the act or conduct of an employee is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
- v** If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee.
- vi** If the act or conduct of the employee is such as to open before him temptations for not discharging his/her duties properly.
- vii** If an employee is abusive or if he disturbs the peace at the place of his/her employment
- viii** If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee.
- ix** If the employee is habitually negligent in respect of the duties for which he/she is engaged.
- x** If the neglect of the employee, though isolated, tends to cause serious consequences.
- xi** Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- xii** Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property.
- xiii** Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law.
- xiv** Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
- xv** Riotous and disorderly behaviour during and after the office hours or in office premises.
- xvi** Habitual late attendance,
- xvii** Negligence or neglect of work or duty amounting to misconduct— Habitual negligence or neglect of work.
- xviii** Habitual absence without permission and overstaying leave.
- xix** Conviction by a Criminal Court.

61. Taking Part in Politics and Election

- i** No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

- ii* No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the University qualified to vote at such elections may exercise his/her right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

62. Criticism of the University

- i* No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion;
 - a.* Which has the effect of an adverse criticism of any current or recent policies or action of the University, or
 - b.* Which is capable of embarrassing the relation between the University and of the Central Government or any state government or any other Institution or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or in due performance of the duties assigned to him/her.

63. Unauthorised Communication of Information

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

64. Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his/her family to accept from any person other than relations any gift of more than a trifling value. Interpretation of the term trifling value shall be the same as laid down in Government Servants Conduct Rules.

65. Private Trade or Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his/her official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards acceptance of remuneration as may be laid down by the Executive Council or the Vice Chancellor.

66. Investments, Lending and Borrowing

- i** No employee shall speculate in any business nor shall he make or permit his wife or any member of his/her family to make any investment likely to embarrass or influence him to the discharge of his/her official duties.
- ii** No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

CHAPTER – 9

DISCIPLINE

67. Disciplinary Authority

- i** The Vice Chancellor is empowered to take disciplinary action against employees.
- ii** The Vice Chancellor is also empowered to take disciplinary action against employees with the approval of the Executive Council.
- iii** The Registrar is empowered to take disciplinary action against employees with the prior approval of the Vice Chancellor.
- iv** The Registrar is also empowered to institute any legal proceeding with the prior approval of the Vice Chancellor.

68. Power of Appointing Authority

- i** The Appointing Authority or any other authority superior thereto may place an employee under suspension:
 - a.** where a disciplinary proceeding against him is pending; or
 - b.** where a case against him in respect of any criminal offence is under investigation or trial.
- ii** An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his/her detention, by an order of the Appointing Authority and shall remain under suspension until further orders.
- iii** An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

69. Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

- i Censure;
- ii Withholding of increments or promotion;
- iii Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules or regulation of the University or orders or directions of superior authorities;
- iv Reduction to a lower grade or post or to a lower stage in a time-scale;
- v Compulsory retirement;
- vi Removal from Service; or
- vii Dismissal from service.

70. Authority Competent to Impose a Penalty

The Appointing Authority may impose on an employee any of the penalties specified in Regulation.

71. Procedure for Imposing Penalties

No order imposing any penalty on an employee shall be passed, except after:

- i the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and except after an enquiry has been held and the employee has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
- ii Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases;
 - a. Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his/her conviction on a criminal charge;
 - b. Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or
 - c. Where the Executive Council is satisfied that in the interest of the University it is not practicable to hold an enquiry than it can dispense with such enquiry and impose the penalties **prescribed under (vi) or (vii) of Regulation.**

72. Provision Regarding Employees on Deputation

- i** Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.

- ii** In the light of the findings in the disciplinary proceeding taken against such employee:
 - a.** If the authority imposing the penalty is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Regulation should be imposed on him, it shall replace his/her services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and

 - b.** If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary;

Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be placed at the disposal of the lending authority.

73. Explanation

In these regulations, the expression ‘lending authority’ means the authority which has placed the services of the borrowed employee at the disposal of the University.

CHAPTER-10

APPEALS AND REVIEW

74. Appellate Authorities

An appeal shall lie from any original order made;

- i* by the Registrar, to the Vice Chancellor and
- ii* by the Vice Chancellor to the Executive Council.

75. Period of Limitation for Appeals

No appeal shall be entertained unless it is submitted within a period of three months' from the date on which the order appealed against is communicated to the person concerned.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

76. Form, Contents and Submission of Appeals

- i* Every person submitting an appeal shall do so separately and in his/her own name
- ii* The appeal shall be addressed to the appellate authority shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- iii* Every appeal shall be submitted to the Vice Chancellor, who shall, unless he is himself the appellate authority, transmit it to the appellate authority.

77. Consideration of Appeals

The appellate authority shall consider every appeal in such manner as it deems fit and pass such order as it deems proper in the circumstances of the case; Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

78. Review

The Executive Council may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

79. Order on Re-Instatement

Where an employee who has been suspended, removed or dismissed is reinstated, the authority reinstating him shall make an order specifying:

- i* Whether the employee may draw for the period of his/her absence from duty any pay and allowances in addition to the pay and allowances, admissible under regulations.
- ii* Whether such period may be treated as duty for all or any purposes.

CHAPTER – 11

MISCELLANEOUS

80. Special Provision for Existing Employees

Every person holding a post in the University at the commencement of these regulations shall, on such commencement, be deemed to have been appointed under the provisions of these regulations to the corresponding post to be specified wherever necessary by the Vice Chancellor, and shall draw the pay drawn by him immediately before such commencement.

81. Authentication

All orders and decision of the Executive Council shall be authenticated by the signature of the Vice Chancellor or by such other authority as may be specified by the Executive Council in this behalf.

82. Holiday, Working Days and Working Hours

The University shall observe such holidays, working days and working hours as determined by the Academic Council and approved by the Executive Council.

83. Service Books and Character Rolls

- i** The University shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Executive Council.
- ii** The entries in the Service Book of an employee shall be made by the Sanctioning Authority.
- iii** The entries in the Character Roll of non-teaching employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Sanctioning Authority with his/her remarks.

84. Residuary Conditions of Service

Any matter relating to the conditions of service of an employee for which no provision is made in these regulations shall be determined by the Executive Council.

85. Adoption of UGC Service Conditions to the Academic/Senior Administrative and Library Staff of the University

- i** The VII Central Pay Commissions of UGC service conditions such as the pay scales, eligibility, recruitment/career advancement, workload norms,

accountability, etc., shall apply to teachers, senior administrative and library staff.

- ii Every faculty member will submit a self-assessment of the work done by him/her in relation to the workload indicating the targets set and targets achieved during the year. A similar self-assessment system for senior administrative / library staff will also be applicable. The Vice Chancellor will record his/her remarks on the academic output and other aspects in each case.

86. Power to Relax

Notwithstanding anything contained in these regulations, the Executive Council may, in the case of any employee, relax any of the provisions of these regulations to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the University.

87. Removal of Doubts

Where a doubt arises as to whether any authority of the University is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the decision of the Executive Council thereon shall be final.

88. Saving Clause

Wherever these regulations are found to be silent on any matter, relevant Rules and provisions as applicable in Government of India or UGC Regulations will apply *mutatis mutandis* to the employees of the University.

89. Any Changes in the condition of service directed by the University Grants Commission will automatically deemed to be considered as part of the regulation after taking prior approval of Executive Council of the University.

SCHEDULE- I Pay Scale of Teaching Employees

Academic Grade Pay in unrevised scale (in Rs.)	Pay Level in revised scale (in Rs.)
6,000	10
7,000	11
8,000	12
9,000	13A
10,000	14
	15

Pay Matrix

Pay Band (Rs.)	15,600 - 39,100			37,400 - 67,000		67,000-79,000
	6,000	7,000	8,000	9,000	10,000	
Grade pay (Rs.)	6,000	7,000	8,000	9,000	10,000	
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			

21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

SCHEDULE-II Pay Scale of Non-Teaching Employees

A. Grade –I

Sl. No.	Designation	Number of Post	Pay Scale	Grade Pay	Pay Band
1.	Finance Officer	01	15600 - 39100	7600	PB-3
2.	Deputy Registrar	02	15600 - 39100	7600	PB-3

B. Grade –II

Sl. No.	Designation	Number of Post	Pay Scale	Grade Pay	Pay Band
1.	Assistant Registrar	02	9300 - 34800	5400	PB-2
2.	Assistant Controller of Examination	01	9300 - 34800	5400	PB-2
3.	Chief Security Officer	01	9300 - 34800	5400	PB-2
4.	Resident Medical Officer	01	9300 - 34800	5400	PB-2
5.	Computer Programmer	02	9300 - 34800	5400	PB-2
6.	Librarian	01	9300 - 34800	4200	PB-2
7.	Warden	02	9300 - 34800	4200	PB-2
8.	Maintenance Engineer (Civil)	01	9300 - 34800	4200	PB-2
9.	Maintenance Engineer (Electrical)	01	9300 - 34800	4200	PB-2
10.	Accounts Officer	01	9300 - 34800	4200	PB-2
11.	Accounts Officer (Junior.)	02	9300 - 34800	4200	PB-2
12.	Personal Secretary	02	9300 - 34800	4200	PB-2

C. Grade –III

Sl. No.	Designation	Number of Post	Pay Scale	Grade Pay	Pay Band
1.	Personal Assistant	02	5200 - 20200	2800	PB-1
2.	Office Assistant (Senior)	02	5200 - 20200	2800	PB-1
3.	Library Assistant (Senior)	02	5200 - 20200	2800	PB-1
4.	Office Assistant	02	5200 - 20200	2400	PB-1
5.	Office Assistant (Junior)	03	5200 - 20200	2000	PB-1
6.	Library Assistant	02	5200 - 20200	2400	PB-1
7.	Computer Operator / Data Entry Operator	08	5200 - 20200	2400 (For Graduate 2800)	PB-1
8.	Assistant Warden	01	5200 - 20200	2400	PB-1
9.	Fire Fighting Supervisor	01	5200 - 20200	2400	PB-1
10.	Electrician	01	5200 - 20200	1900	PB-1
11.	Driver	03	5200 - 20200	1900	PB-1
12.	Plumber	01	5200 - 20200	1900	PB-1

D. Grade –IV

Sl. No.	Designation	Number of Post	Pay Scale	Grade Pay	Pay Band
1.	Medical Attendant	04	5200 - 20200	1900	PB-1
2.	House Keeping	02	5200 - 20200	1800	PB-1
3.	Carpenter	01	5200 - 20200	1800	PB-1
4.	Gardener	02	5200 - 20200	1800	PB-1
5.	Attendant	21	5200 - 20200	1800	PB-1
6.	Security Staff	06	5200 - 20200	1800	PB-1
7.	Cleaning Staff	06	5200 - 20200	1800	PB-1

APPENDIX-I

Sl. No.	Academic/Research Activity	Faculty of Law	Research Score (calculated by the candidate)	Remarks (verified by University)
1.	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper		
2.	Publications (other than Research papers)			
	(a)Books authored which are published by;			
	International publishers	12		
	National Publishers	10		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	03		
	Book	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a)Development of Innovative pedagogy	05		
	(b)Design of new curricula and courses	02 per curricula / course		
	(c)MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08		
	(d)E-Content			

	Development of e-Content in 4 quadrants for a complete course/e-book	12		
	e-Content (developed in 4 quadrants) per module	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02		
	Editor of e-content for complete course/ paper /e-book	10		
4	(a) Research guidance			
	Ph.D.	10 per degree awarded 05 per thesis submitted		
	M.Phil./P.G dissertation	02 per degree awarded		
	(b) Research Projects Completed			
	More than 10 lakhs	10		
	Less than 10 lakhs	05		
	(c) Research Projects Ongoing :			
	More than 10 lakhs	05		
	Less than 10 lakhs	02		
	(d) Consultancy	03		
5	(a) Patents			
	International	10		
	National	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)			
	International	10		
	National	07		
	State	04		
	(c) Awards/Fellowship			
	International	07		
	National	05		
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in			

	Conference Proceedings will be counted only once)			
	International (Abroad)	07		
	International (within country)	05		
	National	03		
	State/University	02		

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

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

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

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

Note:

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

APPENDIX-II

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

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

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

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the University.
- (C)
- | | |
|-----------------------|--------------|
| Academic Score | - 80 |
| Research Publications | - 10 |
| Teaching Experience | - 10 |
| Total | - 100 |