

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

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B.L.D.E.A's

**COMMERCE, B.H.S. ARTS & T.G.P. SCIENCE
COLLEGE, JAMKHANDI - 587 301.**



Est:1963

**POLICY MANUAL HUMAN RESOURCE
(HR POLICY BOOK)**



Dist.: BAGALKOT

Phone Number: 08353-220183

Fax Number: 08353 220183

NAAC 3rd Cycle Accredited with 'A' Grade (CGPA-3.32)

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PRINCIPAL

**B.L.D.E. Association's
Commerce, BHS Arts & TGP Science College,
JAMKHANDI-587301.**



B. L. D. E. ASSOCIATION

Ref No. U23/2017-18

Date 01/01/2018

To
Principals and Head Masters
Of All institutions of BLDE Association

35/11/18
6/1/18

Dear Sir / Madam,

The new Human resource (HR) and finance policies have been framed by BLDE management and the training has been conducted by HR and Finance officers on 12th and 13th October 2017 for all Principals, HR coordinators and accountants of various institutes. In this connection, please find the attached hard copy of the HR policy manual for your reference and circulate this manual among your staff members for thorough understanding and stringent implementation. These policies are effective from November 2017; already soft copies are circulated to all the institutions on 3rd November 2017.

Please read the policies thoroughly and for any clarification, you can contact HR officer and finance officers at Head office.

It is the responsibility of Principal, HR coordinator and accountant/accounts officer of your institute to implement the policies effectively.

W. S. Patil
General Secretary

BLDE Association, Vijayapur

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W. S. Patil





BIJAPUR LINGAYAT DISTRICT EDUCATIONAL ASSOCIATION,

VIJAYAPUR-586103

POLICY MANUAL HUMAN RESOURCE

VISION

To be an organization that would bring in significant change in the quality of life of people in North Karnataka through education and make a major contribution to nation-building through education and research across a broad-spectrum of disciplines.

MISSION

To engage in continuously improving educational standards across multiple disciplines, establish new institutions, expand and strengthen research activities, adopt an inclusive approach in all activities, benchmark educational quality and explore new area of learning.

BLDEA HISTORY

In the year 1942, a religious leader and a visionary Shri Shri Sanganabasaveshwar Maha Shivayogigalu of Banthanal, laid a firm foundation to BLDEA by way of establishing various educational institutes. He played a major role in developing the Association and established many Primary, Higher Secondary schools and colleges for Higher education.

In the 1960s another great visionary, Dr. B.M. Patil foresaw the potential and need of scaling up educational opportunities of the people of this region. With his vision and perseverance, he gave a new dimension to the functioning of the institutions under BLDEA and established new institutions to impart professional education. The Association established an Engineering College, Pharmacy College, Nursing College and a Medical College, along with a 1,000 bed teaching hospital, a first of its kind in the country.

A new era began in the 1990's, when the son of Dr. B.M. Patil, Dr. M. B. Patil, a young and dynamic leader, took over the reins of BLDEA. His primary objective was providing quality education with modern concepts of liberalization, globalization and tremendous expansion in various new courses. He conceived the need for establishing a University and strived to establish the BLDE University, which came into existence on 29th February, 2008.

The BLDEA is propagating education in Bijapur and Bagalkot districts, which are recognized as socially, economically and educationally backward areas by then British Government and by present UGC, State Government and Central Government.

BLDEA sponsors and runs 68 Institutions in both rural and urban areas of Bijapur (now Vijayapura) and Bagalkot Districts. It includes Primary schools, High Schools, Pre-University Colleges, Degree colleges of Arts, Science, Commerce, Law, Management, Education Science,

Fine arts, Pharmacy, Nursing, Nursery, Sericulture, Engineering & Polytechnic, Medical Sciences with Post Graduate courses; and sponsors the BLDE University in detail.

INTRODUCTION

The Bijapur Lingayat District Educational Association (BLDEA) was established in the year 1910. It is a not for profit organization catering to the educational needs of under privileged children and widening educational opportunities. Promoting religious, scientific and general literature is one of the important objective of the Association. BLDEA aims to achieve this objective by establishing schools, colleges and free student hostels for poor students. The Association with a rich history of more than a century is dedicating for multi-literary development through its wide educational and cultural institutions network.

Lower strata of the society and poor are the association's target group. BLDEA has successfully completed its 100 years of fruitful, influential and proud existence. Presently 75 institutions are functioning under the aegis of BLDEA in various streams starting from primary, secondary, high schools to PU Colleges, Autonomous Arts, Science & Commerce Degree Colleges, Engineering College, Medical College, Business Schools, Pharmacy College, Nursing College and professional institutions like Colleges of Education, Polytechnics & BLDE University. Thus, the Association has contributed significantly in development of educational sector to the country.

ESTABLISHMENT

Dr. P. G. Halakatti, a native of Dharwad and a visionary, known as 'Vachana Pitamaha', who migrated to Bijapur (present Vijayapura) founded the association initially in the name of 'Bijapur Lingayat Educational Institute', on October 23, 1910. In the year 1917, the 'Bijapur Lingayat Educational Institute' took over the 'New English School', a school then run by German based Bashel Mission Company. About 83 students were studying in the school then. Later it was renamed as Siddeshwara Secondary Education School. Thus the journey of BLDEA in imparting education commenced. BLDEA is presently a pioneer institution of North Karnataka, which has gained wide reputation and popularity among the people. As the number of students grew, Dr. P. G. Halakatti felt the need of owning a new building. Knowing the perseverance of Dr. P. G. Halakatti and development of the school, the State Govt. granted six acres of land to the Association, soon after foundation was laid for the own school building.

Functioning with a concern for the overall development of North Karnataka, Dr. P. G. Halakatti established the Sri Siddeshwara Urban Cooperative Bank and started extending financial assistance

to the poor people in the region. The mastermind behind the Cooperative Bank Dr. P. G. Halakatti along with extending various benefits to the poor, also strove to strengthen the cooperative sector. As a result a new era of empowerment in various areas like literature, social, educational and economical sectors began in North Karnataka.

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RECRUITMENT POLICY & PROCESS MANUAL

1. OVERVIEW

In line with our values of BLDE Association, we seeks to recruit the most talented and faithful people. Our commitment towards excellence will be achieved by creating the opportunity for people to achieve their goals with BLDE ASSOCIATION.

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of Association to appoint the best candidate for the position based solely on merit. Existing employees are eligible to apply for positions for which they consider themselves to be suitable qualified.

2. APPLICABILITY

This policy is applicable to all the unaided present employees and any new hires in the BLDE Association.

3. TYPE OF RECRUITMENTS

BLDE Association has a range of programs in place aimed at attracting the highest caliber candidates. HR Committee manages all recruitment programs for the major institutions and provides advice and resource materials to other institutions.

- Entry Level – the entry point for people in profession
- Lateral Hires – Experience professionals
- Temporary Hires – Hire temporary resources to meet professional or faculty needs.

4. SELECTION SUPPORT

Experienced as well as entry level hires are managed either through BLDEA'S central recruitment committee. The central recruitment team will partner with the business to source and select the talented candidates.

5. BLDE ASSOCIATION RECRUITMENT PROCESS

It is the basic policy of the Association to select and place candidates on the basis of job related requirements, and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

a. PROFILE SOURCING:

The following are the sources from which HR would support the sourcing of candidates:

- Advertising, in the press or posting in BLDE Association website
- Internal referrals by employees
- Resource Management Database
- External Consultants (only after exhausting all other sources of sourcing profiles)

b. SCREENING OF PROFILES:

All the received profiles through any sources would be screened by the local HR member of the college and invite the shortlisted candidates for interview.

c. INTERVIEW PROCESS:

i. Human Resources Interview

- HR member would invite the shortlisted candidate after the initial screening
- HR member to conduct first round of face to face interview and provide their feedback to the technical panel in an Interview assessment form and the application form filled by the candidate.
- HR Member will inform the rejected candidates from this stage.

ii. Technical Team Interview

- For teaching staff hiring the interview panel would consist of Head of the Department, Principal of the respective college, the Head HR & Technical Experts
- For Non-teaching staff hiring the interview panel would consist of Principal of the respective college & local HR member.
- All the panel members have to record their feedback about the candidate in the Interview assessment sheet for the records.
- The selected candidate documents should be shared with Head HR to decide on the final compensation for the candidate.

- Local HR member has to complete the reference check as per the reference check questionnaire template.
- On successful completion of the reference check, the local HR member has to make an initial verbal offer and upon acceptance, the formal written offer is sent to the candidate.
- In case of any discrepancy in the reference check, the HR member need to highlight the same to the Head HR.
- Based on the information received HR Head, the principal to decide on the offer of the candidate.

6. OFFER & APPOINTMENT LETTER

- The selected candidate will be provided with an offer letter before joining. He/ she should accept the offer within 7 days of the receipt of the offer and revert with the confirmation of the joining date.
- The offer would automatically stands cancelled if no confirmation received from the candidate with the defined timeline as per the offer letter. Any deviations for acceptance of offer should be approved by the head HR.
- The detailed appointment letter will be shared with the candidate on the date of his/ her joining.

7. JOINING FORMALITIES

- Joining formalities to be carried out for all the employees joining BLDE Association.
- Employee need to carry the original documents and the copies of those documents as mentioned in the offer letter to complete his/her joining formalities.
- The New joiner will be provided with a joining kit by the HR member with all the forms as mentioned below:
 - Joining Report
 - Employee Information Form
 - ID Card Form
 - PF Form 11 (PF Declaration Form)
 - PF Form 2 (PF Nomination Form)

- ESI Form 1 (ESI Declaration and Nomination Form)
 - Gratuity Form F (Nomination Form)
 - Confidentiality Agreement
 - Any other Agreement standard for employees
- New joiner needs to submit the below mentioned documents mandatorily to complete their joining formalities:
 - Acceptance of Offer letter
 - Educational Qualification documents
 - Relieving letter/ Experience letter from institution (or all institution with whom he has worked)
 - Photographs (3-5 depending upon your requirement)
 - Permanent Address proof
 - Present / communication address proof
 - The new Joiner should complete all the above mentioned forms and submit to HR member on the day of their joining the Association.

The local HR member should create a mandatory personal file for every employee with all the documents above submitted by the employee as well as the list of documents collects during the phase of his / her employee, which are mentioned below:

- Copy of resume
- Resource requisition form
- Employment application form
- Interview assessment sheet
- Salary proof of last company

8. EMPLOYEE REFERAL PROCESS:

As an organization we value our people and we trust that our employees understand the need of the association and would refer better candidates for any open vacancy at the Association.

- Every employee is eligible to refer their known people to the organization.

- Every profile received through referral, will have to go through the regular process of screening to understand their suitability for the vacancy they have been referred.

9. RESOURCE MANAGEMENT PROCESS:

- The complete employee database will be maintained at the Association level with each and every employee's role and the skill set.
- At the time of any vacancy, the employee database will be scanned through to check for any immediate resources to fill the vacancy
- The employees can also apply themselves for any vacancy within the organization.
- Every profile received from employees for the vacancy, will have to go through the regular process of screening to understand their suitability for the vacancy and transfer. (for details refer Transfer policy & Process document)

10. EXTERNAL CONSULTANTS:

- External consultant should be empanelled with the BLDE association for providing the consulting services.
- BLDE should shortlist the consultants based on their, area of expertise and costing for any hiring.
- HR Members to take approval from HR Head before sharing any requirements with the consultants for sourcing the profiles.

11. RE- EMPLOYMENT OF FORMER EMPLOYEES:

A former employee of the company may be re-employed if there is a need of his service based on age criteria, except in cases where former employees has been terminated for cause. Clearance must be sought from Head HR of the Association.

12. EMPLOYEMENT CONTRACT

The employment contract refers to any legally binding document which contains the terms and conditions of employment.

All employees shall be hired under written Employment contract that shall be signed by an authorized Association representative

- a. The employment contract is for a fixed term or an indefinite period.

- b. Either party will advise the other of his desire to terminate the Employment contract, with at least 3 months advance notice.
- c. Employment Agreement
 - An employment contract describing the terms of employment will be sent by HR Member to the candidate for his/ her acceptance.
- d. Effective Date of Employment Contract
 - The effective date of Employment Contract of an employee shall be the date on which he reports for duty.
- e. Cancellation of Employment Contract
 - The Employment contract shall be cancelled if the potential employee has not commenced work within 5 working days from the date stated in the Employment Contract, without a reason acceptable to the company.

13. CONFIDENTIALITY AGREEMENT

All employees are required to sign a confidentiality agreement upon acceptance of employment

14. RECRUITMENT EXPENSE REIMBURSEMENT

The Association shall not compensate the candidate for the time spent in travelling to and fro for the interview.

15. CHANGES IN EMPLOYMENT STATUS

Changes in Employment status or the status of the family members should be reported to **HR Member of Association** by completing the Association's & Universities "Update of Employee's personal records from within one month.

16. PROCEDURE FOR RECRUITMENT FOR AIDED EMPLOYEE

The BLDE approaches for recruitment to Joint Director with proposal. Advertisement is published with regard to recruitment from Joint Director office.

According to merit system,

- | | | |
|----------------|---|--|
| 1. High School | - | Top 10 candidates will be shortlisted for interview |
| 2. Pu College | - | Top 5 candidates will be shortlisted for interview |
| 3. Degree | - | Eligible candidate will be shortlisted for interview |

Recruitment Rules: During the panel of interview, two interviewer from Government, two from BLDE and one from Backward Commission Officer/District Officer.

According to merit system,

1. High School - Top 10 candidates will be shortlisted for interview.
2. Pu College - Top 5 candidates will be shortlisted for interview
3. Degree - Eligible candidate will be shortlisted for interview

Recruitment Rules: During the panel of interview, two interviewer from Government, two from BLDE and one from Backward Commission Officer/District Officer.

The shortlisted candidate for Joining BLDE, report will be given to Government confirming for candidate selection

Once the candidate is Joined the BLDE, Joining Report with order copy will be sent to Government for Payroll Inputs.

17. RESPONSIBILITY MATRIX:

Responsibilities	Prepared by	Reviewer	Approver	Timelines
Preparation of Manpower budget	College HR Committee	College Principal	BLDEA & BLDEU HR & Management Team	Once a year
Raising Resource Requisition	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Defining Job Descriptions	Respective HOD	College Principal	Head HR	Whenever hiring to be initiated
Offer Letter	Local HR Coordinator	Head HR	Head HR	Whenever hiring initiated
Joining Formalities	Local HR Coordinator	College Principal	Head HR	Whenever hiring to be initiated

BLDE ASSOCIATION		Version 1
Human Resource Requisition Form		
Tick " √ " wherever applicable		
1. Nature of Job Position :		
Position:	Branch:	
Reporting Manager :	Department :	
Position Cost GROSS:		
2. Type of request:		
Replacement		Budget Addition
Reason for Replacement		
Transfer	Termination	Resignation
If others, Specify:		
In case of replacement, add the details of person being replaced		
Name of the employee to be replaced		
Last Working Day		
Last Salary Paid (Gross)		
3. Job Description (Please provide the complete Responsibilities of the position)		
4. Requisition request by		Approved By
Department Head	Principal	Association/University Head
Date	Date	Date
5. Official Use (To be filled by HR Only)		
Cost centre		Remarks
Date of Requisition		
Date of Position Fill Up		
HR Manager Review and Date		

APPLICATION FORM

*Please fill in the details with utmost attention, as these shall be verified BLDE Association/University and/ or by its authorized representatives.
All details are compulsory.*

PERSONAL DETAILS

Name of Applicant:		First Name	Middle	Last Name
Date of Birth (dd/mm/yy):		Place of Birth:		
Sex:		Nationality:		
Father's Name:		Passport No.:		
Marital Status:		PAN No:		
Home Phone:	Office Phone:	Mobile:		

RESIDENTIAL ADDRESS

PERMANENT ADDRESS:

City:	State:
Pin:	Phone No.:
Duration of Stay: From (mm/yy) To (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

CURRENT ADDRESS:

City:	State:
Pin:	Phone No.:
Duration of Stay: From (mm/yy) To (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

EDUCATION DETAILS

QUALIFICATION	NAME & ADDRESS OF SCHOOL / COLLEGE / INSTITUTE	NAME & ADDRESS OF BOARD / UNIVERSITY TO WHICH THE SCHOOL / COLLEGE / INSTITUTE IS AFFILIATED TO	COURSE ATTENDED (MORNING/ EVENING/ CORRESPONDENCE)	MARKS (%) CGPA & CLASS	DATES ATTENDED		ROLL NUMBER/ REGISTRATION NUMBER/ EXAM SEAT NUMBER
					YEAR OF ENROLLMENT (MM/YY)	YEAR PASSED (MM/YY)	
SSLC (X TH GRADE)							
HSC (XII TH GRADE)							

GRADUATION	
-------------------	--

DEGREE:	
DISCIPLINE:	

POST-GRADUATION	
------------------------	--

DEGREE:	
DISCIPLINE:	

ANY OTHER:	
-------------------	--

EMPLOYMENT RECORD: Starting with your present or most recent employer, please list last 3 employments. **Complete and accurate dates (month/year) must be provided.**

CURRENT EMPLOYER:		Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:			Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		
Employment Status: <i>(Please check the relevant box)</i> <input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name:		Department Head Details:		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		
		HR Manager's Details:		
Name:				
Description of Duties:		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		

EMPLOYER 1:		Employee Id:	From (mm/yy):	To (mm/yy):
Street Address:			Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		
Employment Status: <i>(Please check the relevant box)</i> <input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name:		Department Head Details:		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		
		HR Manager's Details:		
Name:				
Description of Duties:		Phone No.:		
		E-mail id: <i>(Preferably official)</i>		

EMPLOYMENT RECORD CONTINUED:			
EMPLOYER 2:		Employee Id:	From (mm/yy):
Street Address:		Employer's Phone No.:	Fax No.:
City:	State:	Country:	Postal Code:
Job Title:		Reason for Leaving:	
Employment Status: <i>(Please check the relevant box)</i> <input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency <i>Outsourcing Agency Details:</i> Name:		Department Head Details:	
		Name:	
		Title:	
		Phone No.:	
		E-mail id: <i>(Preferably official)</i>	
		HR Manager's Details:	
Description of Duties:		Name:	
		Phone No.:	
		E-mail id: <i>(Preferably official)</i>	

PROFESSIONAL REFERENCES: (Pls do not mention any references from your current employer)			
PARTICULARS	REFERENCE 1	REFERENCE 2	REFERENCE 3
Name			
Organization			
Designation/ Position			
Your reporting relationship to the Reference			
Landline No.			
Mobile No.			
Email Address			

INFORMATION RELEASE AUTHORIZATION

I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

I understand that **BLDE ASSOCIATION** may request a verification of information provided by me and /or background check of BLDE Association for this purpose.

I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.

I authorize **BLDE ASSOCIATION** to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of **BLDE ASSOCIATION** to be used only for my employment purposes.

I also authorize all the concerned persons, authorities, organizations, their employees, agents or authorized representatives, whether named in the application or not, to release the information in their knowledge / possession / records relevant to my employment.

In the event that **BLDE ASSOCIATION** and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.

I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of **BLDE ASSOCIATION**.

I have read, understood, and by my signature consent to these statements.

I authorize BLDE ASSOCIATION/UNIVERSITY to contact my present employer. Yes No

SIGNATURE:

NAME (IN BLOCK LETTERS):

DATE:

DOCUMENTS REQUIRED (COMPULSORY)

Completed & Signed Application Form with Information Release Authorization

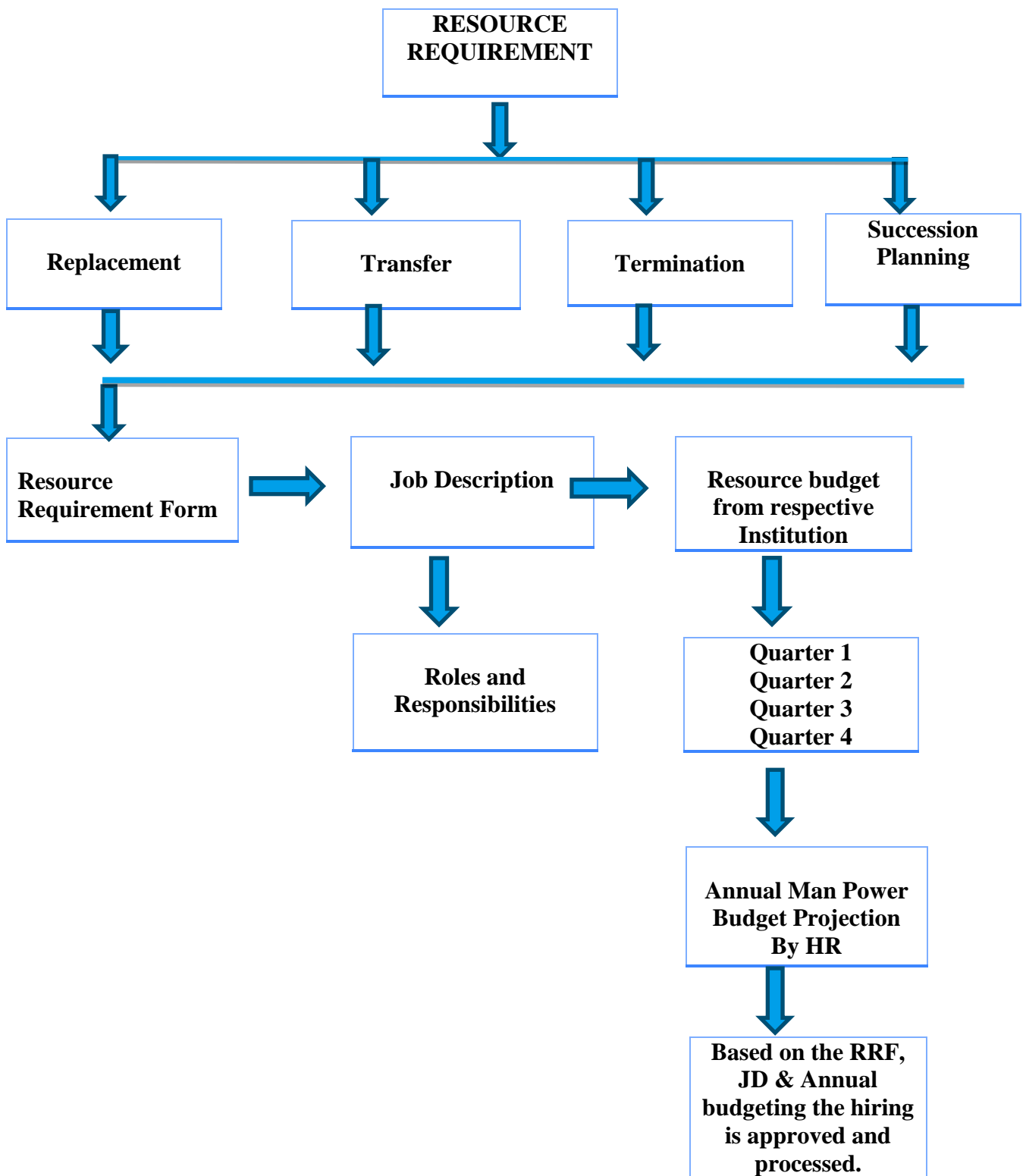
Copy of Relevant Education Certificates

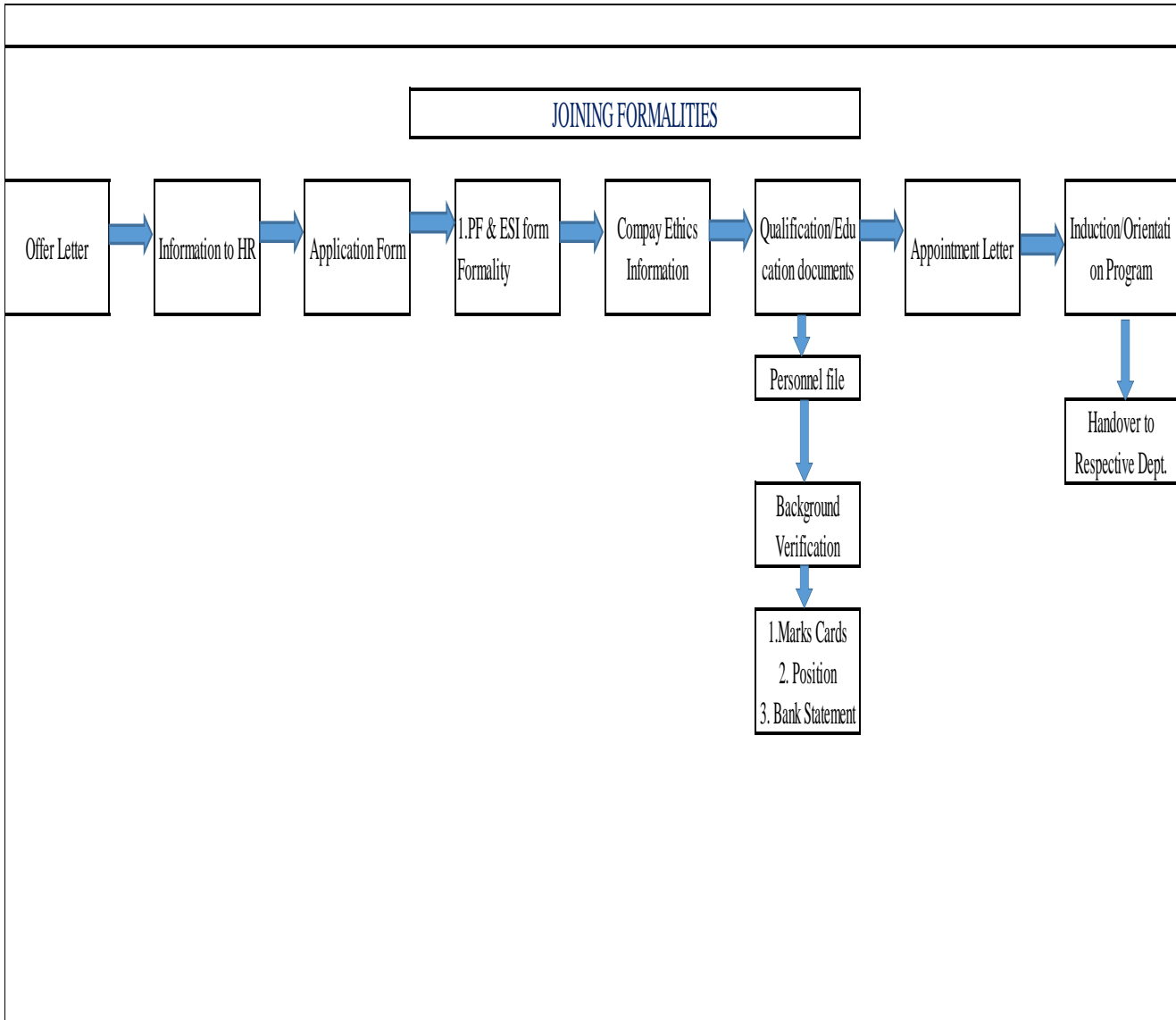
Copy of all past Employment Experience / Relieving Letters / Salary Slips/last increment letter (including current/latest employer stated in the application form)

BLDE ASSOCIATION							Version 1.0
Candidate Name							
Date of interview							
Position							
Dept.							
Interviewer Name							
Tick "√" wherever applicable							
Final Review			Excellent	Good	Satisfactory	Average	Poor
Communication Skills (Verbal, Written, Listening)	HR						
	Interviewer						
Aptitude / Personality	HR						
	Interviewer						
Behaviour / Attitude							
Responsiveness							
Job Knowledge							
Leadership Skills							
Learning Ability							
Technical / Demonstration Skills							
Remarks :							
Selected		HOLD		Review		Rejected	
HOLD Reason :							
Review Reason and date:							
Rejected Feedback :							
Joining Date :							
Final Salary Fixed Gross :							
Posting At :							
Signature with Date							
Department Head			Principal		Association Head		

BLDE ASSOCIATION/UNIVERSITY	VERSION 1.0
INTERVIEW FEED BACK FORM	
Candidate Name :	
Position applied For and Dept. :	
Date of the interview :	
Preliminary and skill Test round Details	
<p>Date of Interview : Interview Location :</p> <p>Interviewer Name : Interviewer Signature :</p>	
Demonstration/Technical Round Details	
<p>Date of Interview : Interview Location :</p> <p>Interviewer Name : Interviewer Signature :</p>	
HR Round Details	
<p>Date of Interview : Interview Location :</p> <p>Interviewer Name : Interviewer Signature :</p>	

PROCESS FLOW CHART





POLICY ON CONFIRMATION, EXTENSION AND TERMINATION OF PROBATIONARY APPOINTMENT

1. PURPOSE

- a. To assist an employee to develop his/her career in a manner which is both personally satisfying and consistent with the needs and goals of BLDE University/ Association.
- b. To provide with an opportunity to assess the performance and future potential of the employee before deciding whether or not to confirm the Appointment.
- c. To help identify the employee's training and development needs and provide appropriate development activities to assist in achieving his/her full potential.

2. APPLICABILITY

This policy covers all the areas for confirmation, extension of probation or termination of the probationary appointment of Teaching / Non-Teaching Staff.

3. GUIDELINES:

- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation Period for all Unaided (full time) employees will be 2 years from the date of joining for fresher's
- Probation to confirmation process will attract no increment. Exception to the remaining people who have joined before roll out of this policy or as per norms.
- Probation Period can be extended maximum for a period of up-to 6 months.
- For further extension, management will review the case and use its own discretion.
- The employee will be eligible for performance appraisal increment only when she/he is confirmed.
- During the probation period, employee will be eligible for one leave month on month as per the leave policy.

4. EXTENSION OF PROBATION PERIODS

- a. The probation period of a Senior Professional staff or of a Management Staff on a fixed term of probation cannot be extended.

- b. HR Head may, at their discretion or at the written request of a reporting Reporting Authority with reasons for extension, extend the probation period of a continuing professional staff once only for a maximum period of six months.

5. PROBATION CRITERIA

a) The head of Institution will ensure that probation criteria are:

- Specified as definable goals
- Related to the Job Description for the position
- Related to the level and time frame of the appointment of the employee
- Designed to ensure that the employee works productively in the Association.

6. REPORTING AUTHORITY ROLE

A. The employees reporting Reporting Authority in the first weeks of employment:

- a. Clarify probation criteria established in the contract of employment
- b. Introduce the employee to the Performance Development Framework and clarify objectives and performance indicators and establish a development plan consistent with probation criteria.

B. The employees Reporting Authority will be at regular intervals or as necessary during the probation period:

- Meet the employees to monitor and discuss progress against objectives, and provide reasonable coaching and counseling wherever necessary.
- Provide reasonable training and professional development to support the employee undertake the role.
- Document progress against objectives.
- Alert the employee to the possibility of termination if it appears that the criteria are not being met and support the employee in achieving the required performance.

7. REVIEWS

- i.** There shall be a minimum of two formal probation review/interviews during the probation period, one around mid of the appointment and the final review at the beginning of the final month of the employee's probationary period.
- ii.** Human Resources will advise departments regarding dates for formal reviews as early as possible after the employee has started work at Association. Departments will be sent email reminders one month prior to the due date to conduct the review.
- iii.** Formal reviews/interviews should be set up in advance so that both parties have time to prepare for them and to ensure that meetings remain free of interruptions.
- iv.** Reporting Principal are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. The frequency of these meetings should be determined locally according to the needs of the employee.
- v.** Any difficulties should be addressed as early as possible and reported to a HR Head as soon as possible (i.e. it is not necessary to wait for the next formal review).
- vi.** As part of the review, head of the institute should:
 - a. Praise good performance/achievements
 - b. Review timekeeping/attendance, including sickness absence.
 - c. Discuss the employee's performance to-date against the objectives set at induction.
 - d. Review/agree training/development needs, if necessary
 - e. Provide constructive feedback on progress
 - f. Identify aspects of performance/conduct that need improving.
 - g. Explore problems the employee has encountered in their role.
 - h. Provide guidance/support as appropriate, e.g. mentoring,
 - i. Introduce/agree any changes to the objectives set.
 - j. Set next review meeting (if applicable).
 - k. It is the Reporting Reporting Authority responsibility to ensure that reviews are conducted within the timescale described in this policy and that HR is supplied with the appropriate documentation as soon as possible thereafter. If any issues or concerns are identified, Principal should seek advice from the HR Head.
 - l. Written documentation is crucial to the probation as it will provide very helpful information for the forthcoming staff development review process when the probation period is completed successfully. Equally, it will indicate clearly the

reasons why an appointment is not to be confirmed in the case of unsuccessful probation.

- m. During the final review, discussions should be held between the employee and their Reporting Authority about setting objectives and an individual development plan to be reviewed at their first appraisal meeting.

A probation form (made out of two sections – one for each stage of the process) should be completed to record details of each review (including agreed objectives and set review dates) after each formal meeting.

The form shall be completed by the Principal and signed by all the parties including local HR. In case of any concerned cases or grievances, local HR to inform the matter to Head HR and take their support in addressing the issue.

The form/appropriate section should be completed, signed and forwarded to the Human Resources Department within 10 working days of the meeting.

8. CONFIRMATION OF APPOINTMENT

(a) If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet university's/association expected standards for the relevant grade/post, the Principal shall complete the probation form appropriately and recommend that the appointment should be confirmed.

(b) Employees will be advised in writing of the successful completion of their probation period.

9. DEALING WITH UNSATISFACTORY PERFORMANCE

(a) Reporting Authority should seek advice from their designated senior member of the HR HEAD whenever an employee's performance/conduct gives cause for concern when problems first arise. If appropriate, the HR Head may be present at formal hearing reviews.

(b) Where problems with meeting the appropriate standard(s) are highlighted and/or needs for relevant training identified, appropriate opportunity/support shall be provided to improve performance.

(c) The Reporting Authority shall meet formally with the employee to:

1. Discuss any problems identified;
2. Explain what aspect of the work/conduct is not considered satisfactory

3. Explain which objectives/standards are not met and the shortfall between standards and timescales expected of the employee and those achieved;
4. What remedial guidance and training will be provided;
5. Give clear early warnings of what may happen if required standards are not met;
6. Give unambiguous indication of any necessary improvements.
7. Agree a course of remedial action and timescales.
8. Record the outcome of the meeting in writing and give a copy to the Employee
9. If the required standards are not met the disciplinary procedure may be invoked.

10. EXTENDING OF PROBATION PERIOD

Exceptionally, BLDE University/Association reserves the right to extend the probation period for the following reasons / under guidelines of Bye-Laws, UGC & MCI guidelines:

- The new employee has not performed to the expected standards of performance/conduct but there is evidence that the performance/conduct is likely to improve given the extra time.
- Due to the new employee's sickness or other authorised absence, it has not been possible to adequately assess the employee's performance. The probation period will not normally be extended if the period of absence relates to a disability or maternity leave. In this regard, due cognizance will be taken of Association's obligations under the Disability Discrimination Act and Maternity provisions within the Sex Discrimination Act.

Advice should be sought from the designated Human Resources Head for your area.

Where the probation is extended, the following must be discussed between the Principal and employee:

1. Reasons for the extension.
2. Length of the extension period.
3. Assistance/training that will be given during the period of extension.
4. Areas for improvement and indication of how these will be monitored and measured.
5. Appointment will be terminated at the end of extension period if the employee fails to meet standards of performance expected for their grade/post.

6. Any extension of the probation period will not exceed six months.

During the last month of the extended period, the Reporting Authority and their employee will meet formally to review progress.

During the extension Probation period, the employee will not be eligible for any increments

If progress and performance/conduct are satisfactory at the end of the extended period, the Principal will recommend that the appointment should be confirmed and will complete the probation form as appropriate.

The employee will be advised in writing of the successful completion of their probation period.

If progress is still considered unsatisfactory, the Reporting Authority will inform the employee and make a recommendation that the appointment be terminated.

11. TERMINATING THE APPOINTMENT

Where an employee fails to achieve the expected standards of performance/conduct, for their grade/post, this shall result in the appointment being terminated, subject to notice or where appropriate, pay in lieu of notice.

(a) Prior to the final review meeting the employee will be informed in writing at least five days prior to this meeting:

- That this meeting constitutes the final review
- It will specify the areas where performance/conduct is not reaching the required levels
- It will specify the date, time and location of the review
- It will also state that the outcome of the review could be termination of the appointment.

(b) At the review meeting or extended probationary review meeting, it is the responsibility of the Principal conducting the review to:

- Ensure that the necessary investigations have been carried out;
- Ensure that the meeting is conducted fairly, in line with this procedure
- Ensure that, as far as possible, all relevant facts relating to the issues come out at the meeting;
- Decide what action, if any is reasonable and necessary based on the facts.

(c) If the appointment is terminated employees will be advised in writing that the appointment shall be terminated, inform them of their last date of service and of their right to appeal against the termination. Reasons for such a decision must be clearly explained to the employee and put in writing within three working days of the meeting. A copy of this letter must be sent to the Human Resources Department before the end of the probation period (or extended period).

(d) If the appointment is not terminated the employee will be informed in writing as to the outcome of the meeting and any further action that will be taken.

(e) A decision to dismiss would not normally be expected unless problems had been identified at an earlier stage and appropriate formal corrective action taken at that time.

12. DEFINITION OF TERMINOLOGY

- ✓ **Confirmation:** Process through which the probationer is declared permanent into the post he/she holding, after a period of 24 months on the basis of satisfactory performance and conduct keeping with applicable legislation and regulations.
- ✓ **Area:** The term area means the relevant Academic or Service Department.
- ✓ **Probationer:** This term refers to members of staff newly appointed to BLDE Association/University and subject to a probation period.
- ✓ **Appointment:** Hiring of employee/ educator on permanent or contractual basis.
- ✓ **Termination:** Stoppage of an activity or end of employment
- ✓ **Reporting Authority:** The Reporting Authority will be the individual nominated by the Chief of Administrative Officer and Chief of Operations to have supervisory responsibility over the employee on probation.
- ✓ **Principal:** Head of Academic Department or Centre; or equivalent.
- ✓ **Head of Service Area:** Head of the Department
- ✓ **Transparent:** Processes that are clearly defined, easy to understand and which are open to scrutiny.

13. PROBATION FORM

PART 1 – Introductory meeting

This process should be completed by the Reporting Authority within a week of the employee commencing work at BLDE Association. Please ensure that the employee is given a copy of this document and keep a copy as you will need it to monitor progress against set objectives at follow-up meetings.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

TRAINING NEEDS IDENTIFIED

(Reporting Authorities are responsible for ensuring that employees receive the appropriate training Courses)

List Below Training Need Identified	Method of Training (External/Internal)	Booked on:	Completed

PART 2 – FIRST REVIEW

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) _____ Signature _____

Name (Employee) _____ Signature _____

Date review completed: _____

Name (Reporting Authority of the institution) _____ Signature _____

Checked by HR Head:

PROBATION FORM

PART 3 – SECOND REVIEW

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) _____ Signature _____

Name (Employee) _____ Signature _____

Date review completed: _____

Name (Reporting Authority of the institution) _____ Signature _____

Checked by HR Head:

PROBATION FORM

PART 4 – EXTENSION OF PROBATIONARY PERIOD FINAL REVIEW

Please refer to the probation policy and guidelines before completing this section. Please seek advice from HR Head if problems are identified.

To be completed by the Reporting Authority, signed by employee, and a copy should be returned to Human Resources Department.

		Further Action Required	Review Due
Has a full induction been completed	Yes/No		
Is the employee’s attendance Satisfactory	Yes/No		
Is the employee’s timekeeping Satisfactory	Yes/No		
Has the training at induction provided	Yes/No		
Have the objectives been met?	Yes/No		
Were any problems experienced?	Yes/No		
Has the employee’s performance and progress achieved a satisfactory standard?	Yes/No		
Are there any concerns?	Yes/No		
Any other comments	Yes/No		

I recommend that *(please tick appropriate box)*

- The appointment should be confirmed
- The probation period should be extended*: indicate number of months: (**max 6 months**)
- The appointment should be terminated*

* In the case of recommendation for a probation extension or termination of appointment, please attach any relevant documentation/evidence.

I confirm that the above notes represent an accurate record of the issues discussed and the actions Undertaken/ recommended during the probation meeting/review.

Name (Reporting Authority) _____ Signature _____

Name (Employee) _____ Signature _____

Date review completed: _____

Name (Reporting Authority of the institution) _____ Signature _____

Checked by HR Head:

PROBATION FORM
PROBATION RECORD

Name of Employee		Date of Appointment	
Area		Position	
Name of Reporting Authority		Length of Probation	Month/Years
Introductory Meeting Due		Introductory Meeting Completed	
First Review Due		First Review Completed	
Second Review Due		Second Review Completed	

ANNEXURE 1

PROBATION REVIEW FORM			
BASIC INFORMATION (To be filled by Appraisee)			
Employee Name			
Employee ID No:			
Unit			
Location			
Probation Period	From:		To:
POSITION DETAILS (To be filled by Appraisee)			
Department		Designation	
Grade			
Reporting to			

SCORE BOARD			
Exceeds expectations : “5” Meets expectations: “4” Improvement needed: “3” Below expectations: “2” Doesn’t meet expectations : “1”			
State specific goals/key job responsibilities handled & the status of the accomplishment by the new employee during the period and rate the performance in a rating scale of 1 – 5			
SI No	Goals / Keys Job Responsibilities	Status of Achievement of Goals / Key Job Responsibilities (To be filled by Appraisee)	Score (1-5) (by Appraiser) core
1			
2			
3			
4			
5			

OBSERVATIONS

State specific observations about the Appraisee on their strengths and areas need to be

SI No	Major strengths consistently displayed	Areas that need improvement
1		
2		
3		
4		
5		

CONFIRMATION

Status	Confirmation	Separation
Remarks on Confirmation/Separation		
Exceeds Expectation, Meets Expectation & Improvement Needed - Confirmation, and Below & Doesn't meet expectations- Separation.		

SIGNATURE

Appraiser		Reviewer	
Appraiser		Head- Human Resources	

LEAVE POLICY

1. OBJECTIVE

To communicate the leave entitlements and provide guidelines for availing these leave.

2. APPLICABILITY

- a) All the teaching and non-teaching staff on the permanent roles or probation services and Contract Faculty in Association.
- b) The policy does not include any part time employee or consultants.

3. RESPONSIBILITIES

a) Management Team

Management is responsible for the review and approval of the requests for leave submitted by employees.

b) Human Resources Department

The Human Resources Department is responsible for:

1. Administering the leave schedules like Casual Leave, Earned Leave, Commuted Leave and special leaves, and enforcing controls for their application.
2. Advising management on changes and updates to leave policies on a periodical basis
3. All full time institution employees are entitled to pay Earned Leave based on length of service.
4. Employees under probation and Contract faculties are entitled for one day leave per month until their services are confirmed by the Association respectively.
5. Application of Earned Leave/Commuted Leave should be submitted to management one week in advance
6. For any kind of leave applied, employee has to coordinate make an alternate arrangement for his/her work for the period of leave

4. TYPES OF LEAVE:

A. LEAVE TREATED AS A DUTY

1. Casual Leave (CL)
2. Special Casual Leave

B. LEAVE EARNED BY DUTY

1. Earned Leave (EL)
2. Commuted Leave

C. LEAVE NOT DEBITED TO LEAVE ACCOUNT

1. Study Leave: For Academic pursuits
2. Maternity Leave: Leave On ground Of Health

5. GUIDELINES FOR EARNED LEAVE, COMMUTED LEAVE , CASUAL LEAVE, DUTY LEAVE and STUDY LEAVE

A. Eligibility for Earned Leave

- a) All permanent Teaching Employees are entitled to 10 working days of Earned Leave per calendar year(Vacation Employees).
- b) Principal and Administrative officer are eligible for 30 EL(NonVacation Employees)
- c) All permanent Non-Teaching are entitled to 30 working days of Earned Leave per calendar year (Non Vacation Staff).
- d) The accounting period for leave is January to December.
- e) Leave will be accrued on monthly basis at the start of the month as mentioned in the table below; however the opening balance of previous year shall be accounted on January 1st of each year.
- f) Any Teaching or Non-Teaching employees joined on or before 15th of the month would be eligible for entire months leave credit.
- g) Teaching or Non-Teaching employees joined on or after 16th of the month would be entitled for a half credit of the leave for that particular month.
- h) Maximum leave can be applied at a time for Vacation staff is 5 days for every half yearly and Non Vacation Staff is 15 days for every half yearly.

B. Eligibility for Casual Leave

- a. The teaching or Non-teaching employees shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional Circumstance where application of casual leave cannot be submitted before it begins, the staff shall apply for ex-post-facto sanction within three days after resuming on duty. However a message should be sent to the principal even though prior approval is not obtained
- b. The employees shall not be entitled to not more than five days casual leave at a time
- c. Casual leave cannot be combined with any other kind of leave

- d. The competent authority may grant leave without pay of shorter duration to the employee if no casual leave is available
- e. Casual leave can be combined with Special Casual Leave
- f. Maximum leave can be applied at a time is 7 days for every half yearly.

C. Eligibility for Commuted Leave

The employees may avail himself of commuted leave on half pay at his credit on the following condition, namely

- a. The employees shall be entitled to the leave on half pay to the extent of 20 days for every completed year of service.
- b. The leave on half pay due may be granted to the staff on medical ground. The leave requested on medical ground shall be supported by the certificate from medical authority and submitted to HR Coordinator
- c. The commuted leave shall be debited to the account of the leave on half pay at the rate of twice the number of days leave actually availed off.
- d. Provided the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of Service.

D. Eligibility for Special Casual Leave

Special Casual Leaves can avail by teacher for attending conferences, seminars, workshops, symposia which are organised by academic bodies under guidelines & approval of Reporting Authority

Special Casual Leaves can also be used for attending university board assignments, council, inspections etc. Accordingly employee has to submit the attendance certificate for the same.

E. Eligibility for Study Leave: (Academic pursuits)

The teacher shall be eligible for full pay study leave in the following manner:

1. The study leave to the teacher shall be sanctioned by the Board of Management on the recommendation of the Reporting Authority.
2. The study leave with full pay may be granted to the teacher who is confirmed in his post and who has teaching experience of not less than three years. Provided that the teacher who once avails of study leave shall not be eligible for such a leave again unless he works for the period of three years after availment of the study leave. For any kind of leave one has to make an alternate arrangement for his/her work for the period of leave.
3. The study leave at the discretion of the Board of Management shall be sanctioned to the teacher for undertaking specialized training or research within India in his subject which shall either be useful to the teacher or to the or Association; Provided that, such study leave sanctioned to the teacher shall not be more than twelve months for or time duration of the course; Provided further that, if study leave is sanctioned to the teacher, then no substitute appointment shall be made against such vacancy and work load of such teacher shall be equally distributed amongst the teachers working in the Department.
4. The teacher shall apply for study leave to the Reporting Authority at least six months in advance and with the details such as nature of studies to be undertaken, duration, permission letter of the authority where the teacher intends to work etc. through his Head of the Department and Principal who will make the alternative arrangements for his teaching work.
5. If the teacher is awarded short term fellowship by Association Grants Commission or any other funding agencies within India or abroad; he shall be eligible for full pay study leave subject to the second proviso of the clause (3) above.
6. The study leave shall not be granted to more than one teacher in the Department at a time.
7. The teacher who is granted study leave shall enter into an agreement to serve the Association for at least ten years.
8. The teacher shall refund the salary with interest to the Association, earned during the period of the study leave, if he does not re-join his duties immediately after availing of the study leave, does not comply with the terms and conditions as laid down in the agreement.
9. The study leave granted to the teacher shall not be debited to any leave account.

LEAVE ENTITLEMENTS FOR BLDE ASSOCIATION

Leave entitlements for Teaching Staff:

Type of Leaves	Entitlement for the Year
Earned Leave	10 Days
Casual Leave	15 Days
Special Casual Leave	15 Days
Study Leave	Depends on Time Duration of the course
Vacation Period	As per the University Calendar/Policy

Note: Teaching Staff, who are on non-vacation pattern are eligible to avail 30 days EL.

Leave entitlements for Non-Teaching Staff:

Type of Leaves	Entitlement for the Year
Earned Leave	30 Days
Casual Leave	15 Days
Commutated Leave	10 Days

Leave entitlements for Guest Faculty / Consultant Faculty:

Type of Leaves	Entitlement for the Year
Earned Leave	10 Days

F. ELIGIBILITY TO AVAIL LEAVE DURING PROBATION

- i) The eligibility for leave is from the date of joining, however, the entitlement to avail Leave is only upon confirmation.
- ii) Teaching Staff on probation are entitled for availing one day of leave per month and Non-Teaching staff on probation are not entitled to avail leave. Except for meeting the exigencies like natural calamities or situations beyond control (like - illness or injury of severe nature).

G. DISCRETION TO APPROVE LEAVE

For Permanent staff

1. Teaching and Non-Teaching Staff who are in confirmed services may avail leave based on the Monthly accruals during their first year of service. In case of any exigency to be met. The individual may apply for advance leave which shall not exceed the entitlement up to December.
2. Teaching and Non-Teaching staff are encouraged to plan their long leave periods well in advance (leave exceeding or equal to 5 continuous working days).
3. Teaching and Non-Teaching staff wishing to change their approved planned leave dates must notify their respective reporting Authorities.
4. The Association/University reserves the right to request Teaching and Non-Teaching staff to undertake compulsory leave with suitable notice
5. Teaching and Non-Teaching staff serving the notice period are not entitled for leave.
6. The respective Principal would consider long absence from work beyond the leave eligibility for any eventualities/contingencies or leave of absence for specific reason on a case-to-case basis. Such individual exceptional cases shall require the approval from Chief of Operations and Chief of Administrative Officer.
7. In case of Teaching /Non-Teaching employees who does not have any leave in credit, he/ she may request for Leave without Pay and select Leave without Pay as a reason while applying on. Leave without Pay is provided for any unprecedented situation and should be avoided to the extent possible.
8. Formula to calculate Leave without pay = Leave balance (in working days) X Monthly fixed pay / 30

H. LEAVE ADMINISTRATION

1. Leave records of all Teaching/Non-Teaching is updated as of January 1st every Calendar Year.
2. Leave account is opened on the date of joining of a Teaching/Non-Teaching and leaves are credited on pro rata basis.
3. Leave account is closed only upon separation along with full and final settlement.

I. CARRY FORWARD:

- a) An individual can carry forward a maximum of 180 working days in Earned Leave and 120 days in Commuted Leave till the age of 58 years.
- b) Minimum carry forward shall be Nil for Casual Leave. Any negative balance at the calendar Year (December) shall be recovered as “Leave without Pay”.
- c) The age of Super Annuation for employees shall be extension of 2 years after the retirement based on the Management Approval.

6. GUIDELINES FOR MATERNITY LEAVE

a) Eligibility

Paid maternity leave is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staff of the firm are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child.

Maternity leave is applicable for a women only up to two existing child

b) Process to avail Maternity Leave

Expecting women must apply for maternity leave and provide 10 weeks’ notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Head indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor’s certificate confirming pregnancy must be provided.

c) Commencement of maternity leave

Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks including 6 weeks after the birth of the child.

d) Combining Maternity Leave and accumulated leave balance

Women staff may take a part or full accumulated leave entitlement along with maternity leave.

e) Extension of Maternity leaves

Post completion of maternity leave as per the Act, the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit, and the remaining period up-to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

f) Leave in unfortunate event of Miscarriage

In the unfortunate event of a miscarriage, a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate. The staff and practitioner is required to inform the Principal and HR Coordinator so that the leave dates are updated on their Service Register

g) Voluntary resignation during Maternity Leave

Women staff on maternity leave, would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.

7. GUIDELINES FOR PUBLIC HOLIDAYS

- Each year BLDE Association observes 12 days as public holidays.
- In addition, there will be 3 compulsory holidays – Republic Day, Independence Day, and Mahatma Gandhi Jayanti.
- Each office will publish its 12 holidays for the subsequent year by the end of December of each year.
- As far as possible, each location will observe the 12 public holidays from the Holidays published by the State Government.

8. GUIDELINES FOR BERAVENTMENT LEAVE

1. We care and stands by our people in case of an unfortunate event of death in the immediate family (defined as parents, in-laws, spouse, children).
2. All the permanent staff, are eligible to avail Bereavement Leave.
3. A Teaching/Non-Teaching Staff is eligible to avail maximum three (3) working days leave in a financial year which may be in continuous or otherwise, within first fifteen (15) days of the death of the family member.
4. Bereavement leave can be calculated with the existing Commuted/Casual leave balance.

9. SPECIAL CASUAL LEAVE :

- a) Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year for the following purposes: Support educational programme (Seminar/Conference/Workshop).
- b) Events of/State/National/International importance.
- c) For participation in sports & Educational Programmes (e.g. Seminar / Conferences / Workshops) events of / State / National or International importance only one event of its kind in a year is permitted.
- d) When the employee is selected for such participation in respect of international sports events of any one of the recognized sports association as a member of a team which is accepted as representative on behalf of the country.
- e) Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and holidays can be prefixed and suffixed to the special casual leave.
- f) Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University / Board as examiners, for attending the examination and any other assignments, council inspections etc. They will not be eligible for TA & DA from the Institution. However, one has to submit the attendance certificate for the same.

10. ATTENDANCE POLICY

All employees are expected to report to work on time every day that they are Scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work they are expected to notify their Reporting Authorities within 10 minutes of their start time.

11. ATTENDANCE RECORDING

All the institutions under the association and the have to maintain one record for attendance and leave to track every individual records and use the same for various purposes like Attendance and leave management, employee's track record during annual review and monthly payroll processing.

Every employee has to mandatorily login and logout their daily attendance. Any missing logs for In, Out or both will be considered as leave if not regularized next working day.

12. OCCURRENCE

Late log in for Teaching/Non-Teaching Staff after defined time.

- a) Three Times Grace Time of 15 mins accepted.
- b) After three Late Attendance and Half Day loss of pay
- c) Second Warning and one Day loss of pay

Any late report, unreported, patterned or unapproved absence(s) and excessive absenteeism will be addressed under the Association Policy. Failure to report to work for three (3) consecutive days without notice will be deemed a voluntary termination by the employee. Every disciplinary action has to be recorded in writing and share with employee one copy and get his / her acknowledgement for their records.

Unauthorized/uninformed leaves for more than 3 days will be treated as absconding and can fetch termination from service. A lieu of notice of first warning letter will be sent to the employee for completion of Full and Final Settlement as per the registered address in our records. Second Notice will be sent to the employee after seven working days, when there are no response on Account of First Notice. When there is no response for two notice, an employee will be terminated from Service.

13. GOVERNANCE AND VALIDITY

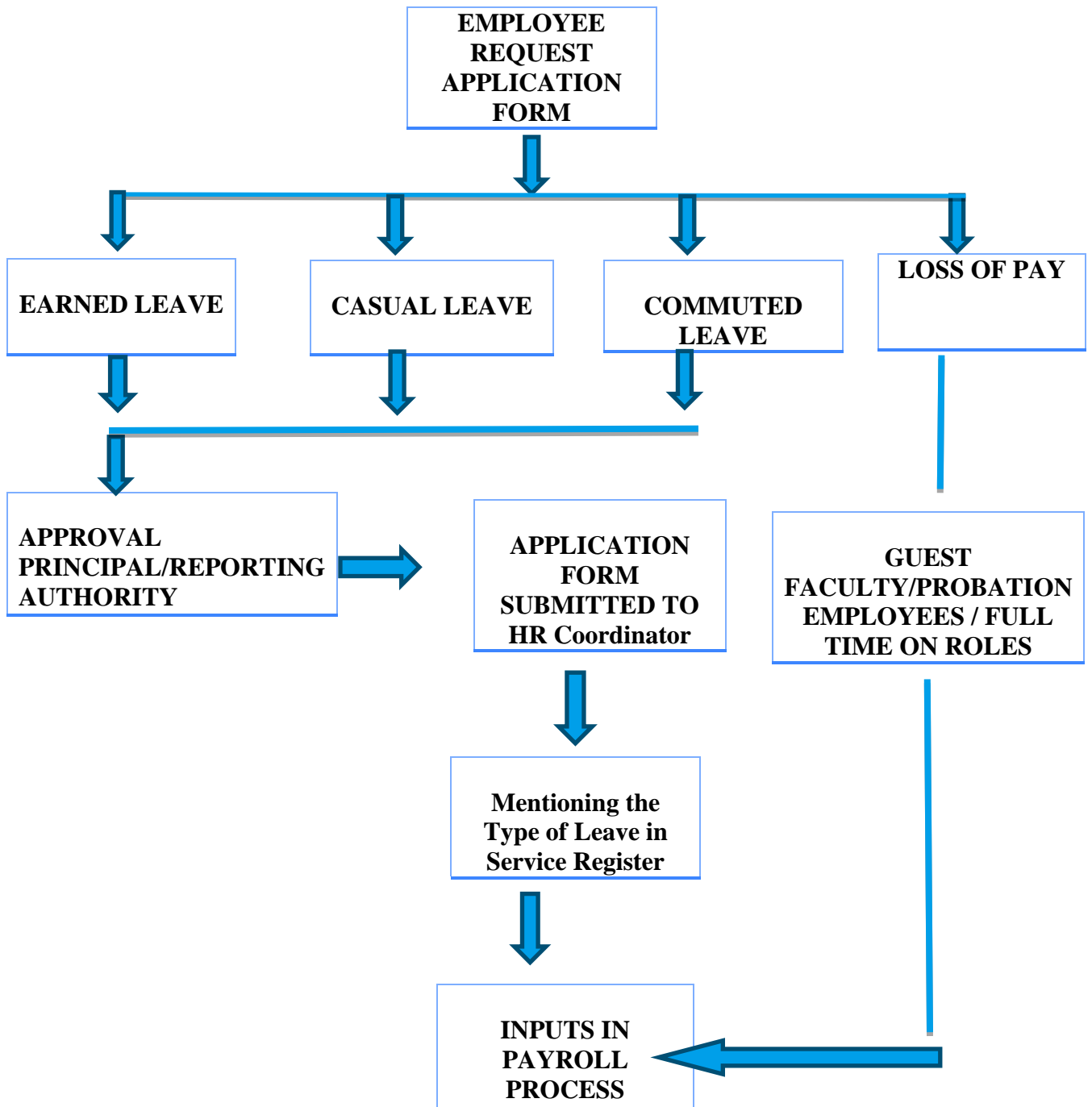
The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Association's/University's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR team; similarly all suggestions for improvement of the scheme should be addressed to them.

BLDE ASSOCIATION				Version 1.0
Leave Application Form				
Employee Name				
Employee Number				
Designation				
Department				
Reporting to				
Type of Leave CL/EL/COMMUTED LEAVE/Special Casual Leave	From DD/MM/YY	To DD/MM/YY	Total Number of Days	Reason for Leave
Signature:	Time:			
Date:				
I will share his/her	Work load during his/her leave period			
Signature of the Substitute	:			
Comments	Approved /Not Approved/Please Discuss			
Recommendation of HOD:				
Recommendation of Principal				

LEAVE PROCESS FLOW



LEARNING & DEVELOPMENT POLICY

14. INTRODUCTION

This policy confirms BLDE Association commitment to developing its staff and outlines the arrangements for identifying, resourcing and allocating training and development opportunities.

15. APPLICABILITY:

The policy applies to all the BLDE employees on full time, part time, contract and consolidated basis

16. PURPOSE

- a. To improve the quality, relevance and cost-effectiveness of skills development within BLDE Association.
- b. To provide employees with the necessary skills, knowledge and attitudes to perform their duties effectively and efficiently.
- c. To enhance the skills, knowledge and attitudes where gaps have been identified after performance reviews or performance assessments.
- d. To use training and development as a succession planning Strategy and as part of the staff retention strategy.
- e. To assist employees to keep abreast of changes in their occupations by gaining new Insights about their work environment.

17. COMPOSITION

The Learning and Development will be broadly categorized into two areas namely Planning and Implementation of Learning

A. Planning Team:

This team will comprise of heads human resource, and reporting manager who would support for following learning process:

- 1) Gap analysis through the annual performance appraisal system, Principal requisition, Promotion and new joiners
- 2) Based on the Input, preparation of Annual plan and the budget for the trainings.
- 3) Preparation of annual training calanders

B. Implementation team:

The central HR team at the association level would implement the learning executions with the support from locational HR members and the reporting managers. They would have the following responsibility at the implementation level:

- 1) Nomination coordination from every function
- 2) Coordination with the trainers for the learning schedule
- 3) Learning administration
- 4) Feedback analysis of trainer as well as the trainees.
- 5) Learning evaluation coordination and analysis
- 6) Reports to the management about the trainings conducted and competency report for the employees attended

18. GUIDELINES

As the resources and available time for Learning are limited, it may be necessary to prioritize Learning needs. As a general guide, the following priority will be applied:

- a) Mandatory or statutory Learning
- b) Learning to address a gap in the skills/knowledge necessary for the individual to perform their job effectively
- c) Learning to address any annual organizational development needs identified that relate to the individual's post
- d) Learning to further improve the individual's standard of work performance
- e) Learning to provide any new skills/knowledge that the individual will need to use in their role in the future
- f) Learning to support the individual's longer term career development.

In considering appropriate mechanisms for meeting learning needs, the whole range of development opportunities should be considered, including:

- ✓ On the job learning and development (such as participating in a project or job in a new area, secondments, being coached or mentored etc.)
- ✓ Off the job individual learning (including distance learning and e- learning)
- ✓ Formal education and Learning (studying towards qualifications, short courses, attending conferences etc.)

When deciding the appropriate methods of delivery by reporting authority, the following will need to be taken into account:

- a) The benefits of the Learning/development to the organization and individual
- b) The cost of the Learning/development
- c) The individual's preferred learning style
- d) The location and timing of the Learning/development (taking account of the employee's personal circumstances and working pattern)

19. LEARNING BUDGET & MONITORING

For Learning and development to be effective, it needs to be adequately resourced, both in terms of appropriate funding and protected time.

A central learning budget will be held by the department of Human Resource based on the proposal of Reporting Authority, which will be used towards learning activities that have a cost attached.

This will cover learning under these categories:

- Technical learning
- Softskill learning
- Short courses (workshops and Faculty Development Programs, etc.)

20. CROSS FUNCTIONAL TRAINING

A. Preamble

From the organisation growth and continuity prospect it is essential to have a group of people with different functional specialties or multidisciplinary skills, responsible for carrying out all processes of association and hospital operations. This helps in keeping the Institute focus towards the best practices and maintaining the morale by allowing the employees to learn new skills.

B. Definition

Cross functional training refers to training a set of people and developing newer skill sets which are similar to the current job that they perform.

C. Methodology

- HR shall provide a list of staff that is eligible for cross functional training from each unit to the concerned HOD.

- HOD shall nominate staff for the cross functional training programme.
- HR/Training department shall map the skill set required for the identified staff.
- HR/Training department shall plan a training calendar, identify trainers and define the methodology of training implementation.
- HR/Training department shall map the progress made by the employee and certify their eligibility to take up the new role.
- Additional skill set attained will be added to the Competency management list of 'Resource Management List' which can be easily accessed by the concerned vertical heads

21. EXTERNAL LEARNING

For niche skills and few people identified for these training can be sent for external trainings which is the best way of meeting the Learning need with the cost effectiveness. For Such programs, HR would roll out the information to all and seek for the nominations from respective HOD's.

Where an internal learning intervention is being planned, in-house expertise will be used to deliver the program. When external learning bodies are used, this will be in conjunction with internal staff wherever possible, so that they can tailor the learning to the organizational context, along with developing their own expertise for the future.

The following rules need to be adhered to while any employee is selected for the external programme:

- Employee, who have been nominated for external Learning, where the cost exceeds beyond Rs.5000, would be responsible to incorporate their learning within the organization and will not exit the organization for next 12 months after the Learning has been obtained.
- If the employee exits within 12 months of receiving the training, he/she would have to reimburse the amount fully to the organization during full and final settlement. No exemptions will be made in this regard.

1. External training:

External Training covers activities where development and learning takes place, skills are enhanced and / or knowledge is gained to improve performance and completed training would be entered into the employee's training record.

- Workshops.
- Faculty and Development Programs(1- 2 Weeks).

Management consists of nominees from Pre, Para and Clinical from Association. Chief Administrative Officer, Chief of Operations & HR from Association. The committee shall meet once in a quarter to discuss on the progress and any further requirements of the organisation training needs.

2. Nomination criteria for external training program

- a) Employee should have shown exemplary performance in his past performance review.
- b) Management will decide based on the cost and the content and only then the program will be sponsored.

3. External training nomination & Process

- HOD shall nominate employees for external training programmes which will add value to their department.
- HR/Training department can nominate employees for already identified training programmes.
- Where an employee has been nominated for an external program, a specific sanction for such nomination shall be obtained from the HOD as per the enclosed Annexure – I.
- On approval, the HR department will send a formal letter/email to the employee concerned intimating therein.
- Employee shall sign an undertaking (Annexure-I) before attending the training programme.
- A feedback form shall also be enclosed with the letter which the concerned employee shall return to HR department duly filled after his return from such program.
- Once nominated; employee must attend the training. In any case if the employee is not attending the training and the payment has been made, the same would be recovered from the employee's next payroll.
- Employee who have been nominated for any external training, would be responsible to incorporate their learnings within the organization
- Employee after attending the training programme shall produce the certificate issued by the authorities to HR department within 1 month from the date of attending the programme. The certificate shall be filed.
- In case the employee does not provide the certificate it shall be deemed that he/she has not attended the training programme and the amount spent on the training shall be deducted during next payroll.

- However, no TA/DA and registration fees will be paid to employees for attending Faculty Development Training programs and Workshops if it is paid by the Organiser or vice versa.

ANNEXURE -1

TRAINING FEEDBACK FORM – Sheet 1

NAME OF THE PARTICIPANT: _____ Contact No: _____

DESIGNATION: _____ Unit: _____

NAME OF THE TRAINING PROGRAMME ATTENDED: _____

PARTICIPANTS SIGNATURE: _____

DATE OF CLASSROOM TRAINING: _____ DURATION: _____ (Hours)

DATE OF HANDS-ON TRAINING(GUIDED): _____ DURATION: _____ (Hours)

DATE OF SELF TRAINING: _____ DURATION: _____ (Hours)

NAME OF THE FACULTY: _____ TOTAL DURATION OF THE TRAINING: _____ (Hours)

What is your opinion on this training? We value our honest opinion to enable us in providing best possible modules.

Overall evaluation of the program:

Ratings	Excellent	Good	Average	Poor
Was the program stimulating	4	3	2	1
Was the program useful for your work	4	3	2	1
Did the program have good discussions	4	3	2	1
Was the program well conducted	4	3	2	1
Was the program participative	4	3	2	1

Overall evaluation of the trainer:

Ratings	Excellent	Good	Average	Poor
Knowledge	4	3	2	1
Preparation	4	3	2	1
Style and delivery	4	3	2	1
Responsiveness to group	4	3	2	1
Encouraged participation	4	3	2	1

What is your learning from the program?

.....

.....

.....

Your suggestions to improve the program:

.....

.....

.....

COMPETENCY MATRIX (To be filled by reporting manager - After 3 months of the training attended)

SI No	Knowledge / Skill / Behaviour	Excel	Good	Above Average	Average	Below Average	Poor

Standard/Required Competency

Competency status -Before Training:

Competency status -After Training:

Remarks:	
----------	--

TRAINING FEEDBACK FORM – Sheet 2

ANNEXURE – II

TRAINING ATTENDANCE FORMAT

NAME OF THE TRAINING PROGRAM					
DATE					
TRAINER/S					
VENUE					
TIME					
SIGNATURE OF THE TRAINER					
SL.NO	EMP NO	NAME OF THE EE	DESIGNATION	DEPARTMENT	SIGN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

ANNEXURE - III

EXTERNAL TRAINING NOMINATION FORM

Please provide your employee details:

Employee Name:	
Unit of Employment:	
Employee Number:	
Designation:	
Department Name :	
Employee email ID:	
Employee Contact Number:	

Please provide your HOD's / approver's details:

Name of the HOD:	
Employee Number of the HOD:	
Email ID of the HOD:	
Contact Number of the HOD:	

Course Details:

Name of the Course:	
Organiser Name:	
Start Date & End Date:	
Venue:	
Cost:	

Course Content/Objectives: _____

Reason for Nomination:

Job Requirement (Existing/ Future)	
Familiarization with latest technology practices	
Professional Growth (Leadership/Managerial Skills)	
Certification program	

Disclaimer:-

I hereby agree that I am aware of and will adhere to the policies for external training program. I

would not exit BLDE for next 12 months and would incorporate my leanings within the organization. Failure to do the same, BLDE has all rights to deduct the training cost through my full & final settlement.

Signature of the HOD

Signature of the HR

Signature of the Employee

ANNEXURE IV

EXTERNAL PROGRAMME EVALUATION FORM

(To be filled by the participant on completion of training and returned to training in charge)

Name :

Title of Program :

Contents :

Duration of Program :

Program _____

1. What were the major topics covered?

2. Which other topics should have been covered during this program:

3. To what extent did the program meet the desired objectives:

Total

Partial

Not at all

(If the response is partial/ not at all, please mention objectives not achieved, with reasons.)

4. How would you rate the faculty of the program in terms of job knowledge, communication, training methodology etc.?

Good

Satisfactory

Poor

5. What do you think about the duration of the Program?

Too lengthy

Just right

Too short

6. What do you feel about the training material distributed and training aids used?

Good

Satisfactory

Poor

7. How were the administrative arrangements (boarding, lodging, etc.)?

Good

Satisfactory

Poor

8. To what extent the program will help you to perform your job better?

Large extent

Some extent

None

9. What are your plans to implement the learning so acquired in your job?

TRANSFER POLICY

1. OBJECTIVE:

Internal transfer gives employee an opportunity to widen their exposure and pursue professional growth & continue their association with the organisation. It enables the association to deploy employees with right knowledge and skills and meet with critical talent exigencies to the areas where they can best contribute to achieve the manpower planning and requisition of the Institution. This helps the employee to request for transfer for any open position to address his / her personal needs of any location transfer and role transfer

2. PURPOSE:

Transfer Policy aims to ensure smooth understanding of the transfer needs by the employee and the process of following transfers:

- 1) Organisation initiated transfer
- 2) Employee Initiated Transfer

3. APPLICABILITY:

The policy is applicable for all the employees across BLDE Association who are on permanent rolls at all the levels in the organisation.

4. ELIGIBILITY

Any movements within departments in the same location or across locations to same or different departments will be considered as Transfer. The duration of the transfer must exceed beyond six (6) months

5. PROCESS OF TRANSFER:

Organisation Initiated transfer:

- i. Association or University HR team to share the open positions circular to all the Offices under them for any internal transfer opportunity seeker
- ii. In case of Organisations finding any relevant profile internally for the transfer to another department, The Principal would discuss the opportunity with the employee.
- iii. After receiving the consent from the employee, Principal will inform HR with the details of the transfer including date of transfer, new location, duration and new reporting structure for the HR to complete the transfer process.

- iv. Annually 25% of employees will be transferred from Group - D

Employee initiated transfer:

- i. In the employee initiated request for transfer, the employee should have completed 24 months in the organisation from the time of joining or from the date of last transfer in the department, whichever is latest.
- ii. On account of completing the above requirement, employees would have to approach to their reporting authority and discuss about this open position / Opportunity. Upon receiving the written approval from the present principal, the employee can forward the transfer request to HR department for further processing. Employee will have to go through an interview process with the new department to win the new position as published.
- iii. On completion of the interview process, the principal/reporting authority would provide their feedback to HR about the internal candidate.
- iv. On successful completion of the interview, HR will revert to the employee and the present principal about the transfer action and request for a transfer date from the present principal.
- v. Transfer from one department to another department should be completed in 60days time. Additional approvals are required from the management level for any further delay in transfer by the current manager with specified reasons.
- vi. The principal should be informed about the delay in transfer.

6. RESETTLEMENT ASSISTANCE:

Resettlement assistance is applicable only in case of the Organisation Initiated transfer, for one location to another(more than 50km). The employee will be paid one-time resettlement assistance to partially cover expenses incurred towards resettling at a new location. The amount of assistance shall be as under:

Levels (Designation)	Maximum Entitlement (Rs.)
Management Level	Rs. 20,000/-
Principal and Heads of Department	Rs.15,000/-
Executive/Teaching Faculty/Non-Teaching Faculty	Rs.10,000/-

The above-indicated amount will be paid after effecting the transfer and shall be taxable in the hands of the transferred employee.

In case, the employee resigns from the organization within six months from the effective date of transfer, the amount paid as resettlement assistance will be recovered in full from the employee.

The employee can use the resettlement allowances during his / her transfer towards following expenses:

- 1) Packaging and transportation of household goods
- 2) Train Tickets / Bus Ticket for self and family (Spouse and children) for relocating to the place of transfer.
- 3) 5 days stay at hotel or guest house at the initial period of transfer.

To claim the amount from the organisation, employee needs to submit valid bills for the same to the head office and obtain HR Head approval.

Head Office holds all the powers to verify these bills with the vendor at any time before approving it.

7. PERFORMANCE APPRAISAL:

In case of any mid-term transfers, the employee has to ensure to collect his / her performance feedback from the present principal and submit to HR & principal along with the no due letter

8. EXIT CLEARANCE CERTIFICATE:

It is expected from an employee to hand over the duly completed exit clearance certificate on or before the last working day of transfer to the HR Head.

HR Coordinator who has an employee joining their function should ensure that all support and assistance in terms of IT, Admin etc. is rendered to the employee in settling down at the location.

9. APPLICATION FOR TRANSFER REQUEST

(Employee Initiated Transfer)

Date: __/__/____

To,

Dear Sir / Madam,

I am (Name) _____ employee ID No. _____ Working as

(Designation) _____ since (Date Of Joining) __/__/____ in the Institution/Department Of _____.

I would like to request for transfer from BLDE (Current Dept. & location) _____

To (Potential Dept. & Location) _____

Reason for transfer _____

I have completed probation period on __/__/____ & working in current location from past __ Years _ month

Name & Signature of Employee

For Office Use Only

Principal Remarks:		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	
HR Department Remarks		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	

ANNEXURE-1

DATE:

NAME:

EMPLOYEE CODE:

CURRENT LOCATION:

TRANSFERRED TO:

DEPARTMENT/INSTITUTION

14. TRANSFER ORDER APPLICATION

(Management Initiated Transfer)

Date: __/__/____

To,

Dear Candidate,

We would like inform you that, under guidelines of management you are being transferred from BLDE (Current Dept. & location) _____ To (Potential Dept. & Location) _____ with effective date of __/__/____

Your employment terms & conditions remained as per appointment order

We would appreciate your acknowledgement as an acceptance for transfer on / before __/__/__

Employee Name:

Signature with date: _____/____/____

For Office Use Only

Manager Remarks:		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	
HR Department Remarks		
Transfer Approval Status		Final Remark
Approved ()	Not Approved ()	

ANNEXURE-2

DATE:

NAME:

EMPLOYEE CODE:

CURRENT LOCATION:

TRANSFERRED TO:

DEPARTMENT/INSTITUTION

Date: __/__/____

**To,
Employee Name
Full Address**

Transfer Order

Dear (Employee Name),

This is to inform you that, based on prior intimation your employment with BLDE Association/University is being transfer from (Current Department & Location) to (New Department & Location) with effective date of __/__/____.

You are requested to report your duties at (Location & SPOC Designation) on __/__/____ at __ : __ AM

All the other terms and conditions of your Appointment Order will remain the same.

Any changes will be intimated to you on timely basis.

For and on behalf of
BLDE University/BLDE Association,

(HR Name)
Human Resource Dept.

Signed and Accepted by employee:
Date:

TRAVEL POLICY

1. INTRODUCTION

The Organisation will reimburse expenditure incurred by the teaching and non-teaching Staff for official travel. This policy covers travel and subsistence expenses related to official Domestic Travel, as well as other related expenses up to the career level of an officer.

This policy supersedes all earlier domestic travel policies and is structured for local travel (Intra City i.e. within a city including suburbs outside municipal limits) and outstation travel (within India) as follows:

PART I : GUIDELINES

PART II : ENTITLEMENTS

PART III : REPORTING ALL EXPENSES

PART IV : GOVERNANCE AND VALIDITY

PART I: GUIDELINES

2. DEFINITIONS

For the purposes of this policy the following are defined:

- a. Domestic Travel (travel within India)
- b. Local travel (Intra City i.e. within a city including suburbs outside municipal limits)
- c. Outstation travel (within India other than base location)
- d. International Travel

3. GUIDELINES FOR OFFICIAL TRAVEL

- a. The Organisation will reimburse actual expenditure incurred by the teaching staff and non-teaching staff for official travel only on submission of bills or approved rates.
- b. Teaching and non-teaching staff must obtain prior approval from the respective Principal/Reporting Authority for undertaking an outstation travel. Thereafter, all travel and subsistence expenses for such travel must be approved by the Principal or reporting authority, Chief Administrative Officer and Chief of Operations.
- c. All staff must use the national travel desk of Admin Department (office Superintendent – BLDE Admin office) for all kinds of travel

- d. Booking and reservations should be made in advance for all the planned travels through Admin Department. Fares are economical if booked early. Unnecessary charges should be avoided by checking if there is a cancellation fee or early/ late check-out fee prior to booking.

4. GUIDELINES FOR LOCAL TRAVEL (INTRA CITY)

❖ TRAVEL REIMBURSEMENT

- ❖ All employees will be reimbursed local conveyance expenses incurred on official work. Employees are expected to find out the most cost effective acceptable mode of travel available locally or transportation of Institution up to 80kms.
- ❖ Employees are expected to use fair judgement in choosing the mode of travel considering travel time, cost, safety and convenience.
- ❖ If more than one employee is travelling to the same location on the same day, they should explore possibilities of pooling.
- ❖ Principal and above may use their own transport to travel for official purposes within a city. For this purpose, the areas adjoining the city, but not included in the municipal limits will be treated as a part of the city. Employees will be reimbursed fuel expenses computed on a per km basis. The rate per km shall be Rs. 10 for four wheeler and Rs. 5 for two wheeler. Parking expenses, if any, shall be reimbursed at actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception).
- ❖ Office boys and peons will be entitled to reimbursement of travel expenses using public transport.
- ❖ All approved expenses will be reimbursed upon submission of bill to finance department and reimbursement will happen by the month end.

5. GUIDELINES FOR OUTSTATION TRAVEL

❖ MODE OF TRAVEL:

- a. Employees are expected to use fair judgement in choosing the mode of travel between Rail / Road where distance between the cities is less (Example – Pune to Mumbai or Chandigarh to Delhi or Baroda to Ahmedabad or Kolkata to Jamshedpur or Chennai to Bengaluru). In case there is a compelling business reason for air travel between cities where the distance is less a Principal or his Reporting Authority should approve of this travel

- b. Air travel for Professors and below should be approved by the respective Principal or Reporting Authority, Chief Administrative Officer and Chief of Operations

❖ **ACCOMMODATION:**

- a. Employees will be reimbursed expenses incurred towards hotel accommodation at actuals on submission of actual bills. Financial limit and accommodation eligibility for room charges per night are mentioned under entitlements.
- b. Employees can stay at defined star category hotels if the room charge per night (excluding taxes) is within the defined financial limit. If more than one employee participates in a conference/Faculty Training and development program, the employee at the higher career level is expected to exercise discretion regarding staying at the same hotel.
- c. In case the individual arranges his/ her own accommodation he/she will be allowed to claim overnight stay allowance (per night) mentioned under entitlements.
- d. Incidental expenses like tips, purchase of newspaper, magazine, water, toll charges etc. can be claimed during outstation travel against entitlements.
- e. As per tax guidelines claims against per diem are expected to be on actual expenditure. Employees may be asked to produce necessary evidence if required.

❖ **LOCAL CONVEYANCE:**

Local conveyance while on outstation travel is same as the Intra City travel policy.

PART II: ENTITLEMENTS

6. LOCAL TRAVEL (INTRA CITY)

Mode of travel	Officer and Above	Principal and HOD	Teaching and Non-Teaching Employee	Peons and office boys
General Transport	Most cost effective acceptable mode of travel available locally (considering travel time, cost, safety and convenience) or Use Institution Availability of Car			Public transport (Bus) or if available company car
Self-driven	Self-driven car	Self-driven car	Self-driven two wheeler	N.A.

Mode of travel	Reimbursement
Most cost effective acceptable mode of travel available locally (including Travel Agencies)	Actual expenditure incurred on official travel only
Self-driven car	Rs.10 X Number of kilometres of official travel
Self-driven two wheeler	Rs.5 X Number of kilometres of official travel
Parking charges	At reasonable actuals (overnight parking charges will be evaluated and allowed in rare cases basis exception)

7. OUTSTATION TRAVEL

MODE OF TRAVEL: AIR (ECONOMY), RAIL (2ND AC) OR ROAD.

Career Level	Accommodation(Per Day)	Meals per day	Local Mode of Transport per day	Overnight Stay Allowance/per night
	All cities			
Officer and above	2,000/-	Actuals	Actuals	500/-
Principal and Operations Head	1,500/-	Actuals	Actuals	500/-
Head of the Departments	1,200/-	150/- Breakfast: 400/- Lunch/ dinner	300/-	300/-
Up to and including Teaching and Non-Teaching Employees	1,000/-	150/- Breakfast: 400/- Lunch/Dinner	300/-	300/-

The above figures exclude taxes.

Note: 1. Overnight Stay Allowance will be applicable for stay with Family/Relatives

2. Above mentioned charges may/will be revised every year on financial basis

8. INTERNATIONAL TRAVEL POLICY

The policy details below are divided by the expected duration of the assignment.

Policy details related to official trips of up to 4 weeks for meetings, conferences, and training or knowledge transfer fall into the International Official Travel category.

- i. **Accommodation:** Temporary housing or hotel accommodations will be reimbursed for the duration, employees may hire a room in 3 or 4 star hotels and the booking will be done by Admin Coordinator (Office Superintendent in BLDE Admin Office). If an employee stays with either friends or relatives, he shall be paid US\$ 50 per day for the period of stay with friends/relatives.

- ii. **Local Conveyance:** Local transportation is paid for the full duration of the Employee's stay. Reimbursement occurs upon submission of receipts. This is not a cash entitlement or Credit Card will be provided from the organisation with the limit for local purchase
- iii. **Airline Tickets:** Employees to level of Principal and Head of Operations will receive an economy / coach class roundtrip tickets for themselves only. Officer Level and above may avail of business class if the air journey (take-off time to landing time) exceeds 3 hours.
- iv. **Advance:** An option of cash advance equivalent to a maximum of 7 days expected actual expenditure is available to all employees traveling overseas. The advance, if taken, must be settled within 15 days of return or use of Credit card, must be settled within 15 days of return.
- v. **Medical Insurance:** All employees are responsible to get themselves medically insured before commencing any foreign travel. If the travel is expected to exceed 1 month, the medical insurance should also cover dental insurance. The insurance premium will be bore by the organization. And the medical insurance will be done by Admin Coordinator

Part III: Reporting expenses

2. Reporting expense process

All official expenses must be reported within seven (7) calendar days from the completion of travel to the correct expense type and Admin Department/HR Coordinator will collect all the expense report and submit to the Accounts. Each individual is responsible for the timeliness and accuracy of submitting expense reports with supporting documents.

Part IV: Governance and Validity

The Institution reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

The decision of the Institution's management shall be final and binding on all concerned on any matter that needs resolution.

All clarifications with regard to this policy can be obtained from the HR Department; similarly all suggestions for improvement of the scheme should be addressed to them.

TRAVEL POLICY FORMAT

BLDE ASSOCIATION/UNIVERSITY				Name:			
Purpose of Trip:				Address:			
				EMPLOYEE ID:			
1	Enter Dates						
2	Enter Name of City						
3		From					
4	Traveling	To					Total
5		Personal Car Mileage					Amount
6		Room Rent	1				0.00
7	Living	Breakfast	2				0.00
8	Expenses	Lunch	2				0.00
9		Dinner	2				0.00
10							0.00
11		Plane Fare	1				0.00
12		Enter car mileage rate @:	0.33	0.00	0.00	0.00	0.00
13		Taxi / Limousine					0.00
14		Rented Car	1				0.00
15	Travel	Other Transport.	1				0.00
16	And	Telephone					0.00
17	Other	Tolls					0.00
18	Expenses	Parking					0.00
19		Tips (ex Meals)					0.00
20		Registration Fee	1				0.00
22		Daily Total		0.00	0.00	0.00	0.00
1. Reimbursement will not be made unless a bill is attached						Less Amount Not Reimbursable (E.G. Meals)	
2. Receipt required if over \$25.00						Less Amount Charged and Billed to the University	
						Balance	
						0.00	

Entertainment	Name of Guests, Position Titles, Business Connections					Date	Place - Name and Location	Amount	
APPROVALS:							Total Entertainment Expense	0.00	
Employee Signature					Date		Total Travel Expense on this Report	0.00	
					08-08-17		Less Cash Advance		
Print Name									
Approval					Date		Use Only One	Advance In Excess (attach check or cash)	0.00
Print Name									
Approval					Date			Paid Expenses In Excess of Advances	0.00
Print Name									
ACCOUNT NUMBER(S)					AMOUNT(S)				

REWARDS AND RECOGNITION POLICY MANUAL

1. OBJECTIVE

The objective of the reward and recognition policy is to motivate the employees for their out of the way contributions in terms of creativity and innovation to the organisation.

2. APPLICABILITY:

This policy is applicable to all the employees of Association, who are On-roll, Contract, Consolidated, temporary at all levels of the organisation.

a. Periodicity:

Assessments and recommendations can be done on Quarterly / Half yearly / Yearly Basis and one employee can be nominated multiple times in different quarters. Further spot achievement awards can be recommended during shorter terms of Quarterly basis. For ongoing performance achievements these awards can be Assessed yearly basis.

b. Performance Management Link:

A special consideration and weightage can be given in Performance Based Incentive (Incentives/Bonus) for Employee's winning rewards & awards in appraisal year. This can be an additional Incentives increase over and above the recommended PBI by Appraisers During yearly Appraisal process.

3. REWARD CRITERIA:

In order to align employee's performance to Association values, Employee's showcasing exceptional examples of leading these values can be considered for Reward and Recognition Program. The Award for best Teaching and Non Teaching criteria are

- Innovation award – New ideas and thoughts in any areas and process improvement.
- Student Focus award – Concentration towards student performance improvements other than the regular classes.
- Accountability & Team work award – Person who has taken up responsibility and execution of the work with complete accountability and team work
- Full Attendance award – who attains 95% of attendance for the year.

4. ASSESMENT PARAMETERS

a. Quarterly:

Reward & Award:

- Gift Voucher/Cash Reward (Rs.1500)
- Certificate of Appreciation
- Best Employee of EOQ to place in notice board of all colleges

b. Half Yearly:

Reward & Award:

- Gift Voucher/Cash Rewards (Rs.2500)
- Certificate for Appreciation
- Best Employee for “ EOH” to place in notice board of all colleges and Association

c. Annual Award:

Reward & Award:

- Gift Vouchers/Cash Rewards (Rs.5000)
- Certificate of Appreciation
- Best employee for “EOY” to place in notice board of all colleges and Association

d. Best Teacher and Researcher Awards

These awards can be given during the BLDEA’S foundation day celebration annually and individual nominations will be called for this award

- Best Teacher of the year – Gift Voucher/Cash Reward (Rs. 10000)
- Best Researcher of the year - Gift Voucher/Cash Reward (Rs. 10000)

5. NOMINATION FORM FOR THE EMPLOYEE OF THE MONTH/QUARTER

Name of the Nominee:	
Designation of the Nominee:	
Department:	
Reporting Manager:	
Award Category (Technical or Non-Technical):	
Month /Quarter/ Annual of the financial year:	

1.What are the achievements/contribution of the nominee?

(Please specify the reason for nominating this employee)

--	--

2) Nominee’s contribution/achievement is related to which aspect of the organization? Please tick the relevant option.

Growth	
Productivity	
Quality	
Cost	
Process	

3) How would you rate the employee in the following behavioural aspects?

Rating Scale:-1-poor, 2-average, 3- good, 4-very good, 5-excellent

Criteria	Poor (1)	Average (2)	Good (3)	Very Good (4)	Excellent (5)
General Behavior					
Team player					
Knowledge of his/her subject					

4) What are the documents/statistics/data provided to support nominee’s contribution/achievement?

5) Remarks (if any):

Name of the Nominator: _____

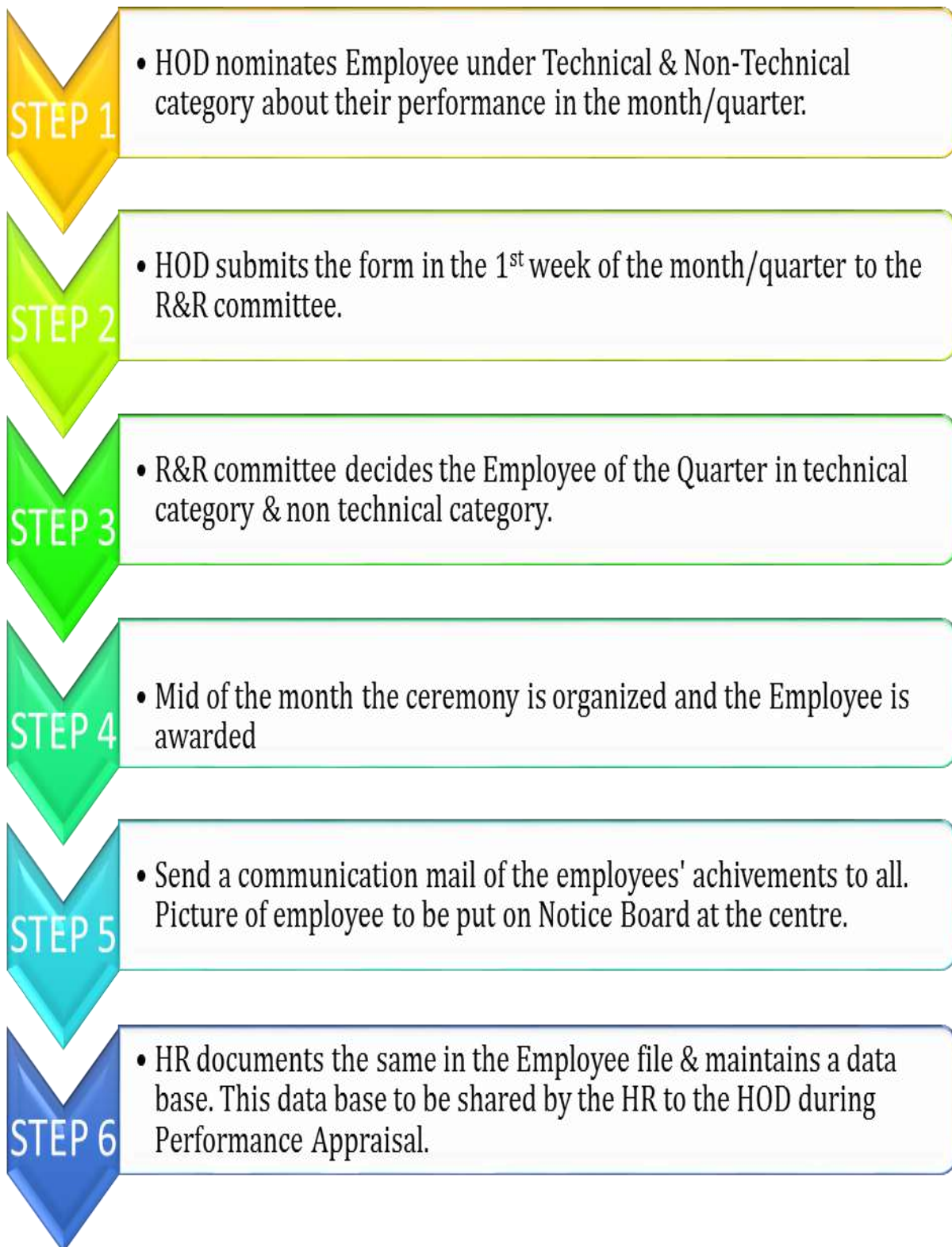
Signature: _____

6. REWARDS & RECOGNITION PROCESS:

1. HR team to roll out the communication to all departments about the monthly/ Quarterly/ Annual nomination process to be initiated in the templates for their respective nominations with the last date of entry.
2. Teams to share their nominations in the defined templates and their supporting's for the nominations'
3. Every College can share only one nomination under each category.
4. HR team to collate the data received from all the parties and submit the report to the Reward Committee.
5. Reward Committee to evaluate the nominations and shortlist One under each category as final awardees.
6. Rewards & recognition committee convener should maintain records of the R&R event timely basis in below format & send it across HR Department.

Rewards & recognition event records			
Date	Name of the employee / Department	Number Of Certificate given	Number Of Trophy given

PROCESS FLOW FOR REWARD & RECOGNITION PROGRAMS



RESEARCH POLICY

1. INTRODUCTION

Status of educational institution is highly dependent upon research productivity and innovations. The success of institution in reaching its goals is greatly reliant upon the involvement of the faculty with all the aspects of research initiatives which are planned by the BLDE Association. Hence, this research policy aims to help our faculty members, researchers and students to attain distinction and contribute to BLDE Association and society at large.

2. OBJECTIVES

- i) To promote research, innovation and intellectual capital
- ii) To ensure integrity, quality and ethics in research
- iii) To integrate teaching and research through translational and instructional research and
- iv) To incentivise the generation of intellectual capital.

3. PROMOTION OF RESEARCH

The BLDE Association believes that the researchers are free to choose the subject of their research, to get the financial support from any funding agencies for their research work, and to report their findings and conclusions. However, the research proposals, results and reports are available for scrutiny to the authorities of BLDE Association and peer reviewers. The techniques/methodologies used by the faculty/researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The BLDE Association shall create favorable environment for research activities. Due to limited resources, the BLDE Association may not support fully all research activities, but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the merits of proposal. It shall also provide development opportunities to faculty/researchers for writing research proposals for funding and reports, publications, patent filing, etc.

4. INTERNAL RESEARCH PROJECTS

The BLDE Association encourages faculty members to conduct research. Thus, it has developed a scheme for providing financial assistance to Internal Research Project (IRP). According to this scheme, a faculty member will prepare proposal and submit to the central research committee at the association and on the recommendations of this committee, the

association grants financial assistance up to Rs. 1.0 Lakh to the principal investigator. It is also mandatory to send half-yearly progress report to the Administrative office. For this purpose, every year the management earmarks financial budget under each institution. The limit for Sanction of IRPs is 10% of the total permanent faculty of the institution.

5. EXTERNALLY FUNDED RESEARCH PROJECTS

Faculty members can submit Major Research Project proposals to different funding agencies. These proposals will be scrutinized by the central research committee before submitting the same to a funding agency, after getting the approval from the committee; the faculty can submit the same to funding agency. The association provides all kinds of infrastructure facilities available to take up the sanctioned project.

The management has mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency. At the same time the progress of the project should be submitted to central committee on half yearly basis.

6. TRAINING FOR RESEARCH AND PUBLICATIONS

Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or having insufficient research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about how to write a paper and under which format it should be submitted, sometimes the papers are not accepted. Therefore, the association/Institutions shall organize rigorous training programmes for researchers in the identified areas.

7. PUBLICATION OF PAPERS AND JOURNALS

Publication of papers is critical for the effectiveness of the Institutes. Faculty members must publish continuously in quality journals. Therefore, the BLDE Association encourages the publication of papers by the faculty with a targeted aim.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinized and guided by a research committee comprising senior professors. Each institution shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and to contribute to the existing body of knowledge.

8. PATENTS AND IPR

The BLDE Association would like to strengthen the research, leading to filing of patents. If any innovation is done, the association shall encourage the researchers and scholars to patent it. However, when a faculty/scholar files for a patent, a thorough scrutiny will be carried out at Department level, institution level and at the management level committee. The BLDE Association shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the BLDE Association as per the guideline developed from time to time. The Association/Institutions shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

9. CENTERS OF EXCELLENCE

The BLDE Association would like to create an environment for each department and an institution, where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the specialized areas. Through these efforts, the Association shall promote a particular department or an institution as the 'Centre of Excellence' in due course for a specialized thrust area.

10. CODE OF ETHICS FOR RESEARCH

BLDE Association promotes research that benefits the larger section of society and so all institutes under the association are committed to research focused on people, organization and industry. To honor the trust placed in researchers by research participants, funding organizations and society, the researchers should at all times act correctly and in ways that respect the rights and dignity of the participants, organizations and industry. In this regard all faculty members, researchers and students undertaking research are bound by code of research ethics.

1. Academic honesty: One should be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. They are not suppose to fabricate, falsify, or misrepresent data.

2. Integrity: One should keep the promises and agreements; act with sincerity; strive for consistency of thought and action.

3. Carefulness: Please avoid careless errors and negligence; carefully and critically examine the research data and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

4. Intellectual Property: One should honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

5. Confidentiality: Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

6. Social Responsibility: Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

7. Competence: Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

8. Legality: Know and obey governmental policies, relevant laws and institutional rules and regulations.

9. Animal care: Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

10. Human subject's protection: While conducting research on human subjects, the care should be taken to minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

11. PLAGIARISM

BLDE Association aspires to facilitate the highest standards of knowledge and skills through its academic and research programmes. The aim of BLDE Association is to prepare graduates who will be able to take their expertise to the society. As a part of this preparation, the faculty/students are required to work on assignments, project/seminar reports, thesis, research papers, cases, etc. At the same time, it is expected that the faculty members should contribute in generation and dissemination of knowledge through research projects, by publishing/presenting research papers/articles/cases/books etc. In this context, plagiarism assumes importance as it undermines basic objective of higher education and harms the reputation of the institutions. It is therefore important to sensitize faculty, students and research staff regarding plagiarism, performed either willfully or ignorantly. The Association shall strive to have 'Zero Tolerance' against plagiarism. In this direction, BLDE Association has subscribed the "*Turn-it-in*" software to check the plagiarism and all the institutes have been supplied with user ID and password. The institutions should make best use of this tool.

12. MERIT INCENTIVES FOR PROMOTION OF RESEARCH

The faculty members are honored with an incentive in the form of cash for various distinguished research /merit activities in the field of academics and research. Merit Incentives is applicable only for Confirmed Employees.

The details are as follows:

A. Merit Incentives to faculty members for research grants projects from external funding agencies:

The policy of merit incentive to faculty for getting research grants from external funding agencies like DST, AICTE, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO etc. or any other research organizations is proposed. The breakup of the merit incentive in the form of cash is as follows:

Name	Incentive
Principal investigator/Programme coordinator	3% of the sanctioned fund (excluding fellowships, remuneration, contingency and institute overhead charges)

Note: The principal investigator receives his 50% share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the project in stipulated period. The remaining 50% share will be released after completion/submission of audited reports/ project completion certificate.

B. Merit incentives for books publications and patents:

Sl. No	Type of work	Incentive
01	Full book/monogram published with reputed publisher having ISBN no.	Rs. 5000=00
02	For each Full Book/ Monogram (with chapter or partial contribution) published with reputed publisher having ISBN No.	Rs. 3000=00
03	For each patent (Granted) * Expenses for patent filing, drafting and other office fees will be borne by the BLDE Association for genuine patentable works.	Rs. 10,000=00

In case of multiple authors, the cash will be given to corresponding author.

C. Research publications in journals:

Sl. No	Journal type	Incentive
01	For papers published in journals having impact factor 5.1 - 10	Rs. 5000=00
02	For papers published in journals having impact factor 2.1 - 5.0	Rs. 3000=00
03	For papers published in journals having impact factor 1.1 - 2.0	Rs. 2000=00
04	For papers published in journals having impact factor 0.6 - 1.0	Rs. 1500=00
04	For papers published in journals having impact factor 0.0 – 0.5	Rs. 1000=00

Note:

- Impact factors calculated by Thomson reuters/JCR will be considered; journal's own impact factor calculation will not be taken into consideration.
- Papers published in non-indexed/non-refereed journals will not be considered.
- On-line open access journals will not be considered until and unless they are indexed and possess impact factors by Thomson reuters/JCR.
- The BLDE Association will not pay the publication charges for papers published in Paid journals.
- In case of multiple authors, cash will be given to corresponding author

D. Presentation of research papers in conferences:

Type of conference	Nature of support	Frequency
For presenting papers in national conferences/seminars	Travel allowances and registration fees for presenting author	Max. of one in an academic year
For presenting papers in international conferences organized in India	Travel allowances and registration fees for presenting author	Once in two Years
For presenting papers in international conferences organized outside India.	Maximum of Rs 50,000=00 or Registration fees, whichever is lesser for presenting author.	Once in three years

Note:

- Travel allowances will be paid for sleeper class travelling by train within India.
- For abroad travel (international conferences), the travel allowances to be borne by the candidates or through funding agencies.

13. SHRI. B.M. PATIL AWARD FOR BEST RESEARCH PAPER OF THE YEAR

Objectives:

- a. To encourage the faculty/researchers of BLDE Association to publish high quality original research work in reputed indexed journals.
- b. To recognize and reward the best research works published across institutions of BLDE Association.

Eligibility: Fulltime faculty members of BLDE Association who are on the payrolls.

Frequency: Annually

Policy

1. An eligible faculty submitting research paper for the award should bear the BLDE institution's affiliation as corresponding and work should have been carried out in BLDEA's institution only. The paper ought to be published the calendar year previous to the year of the award. For example, the papers published in the year 2016 between January and December shall qualify for nomination for the 2017 award.
2. A covering letter addressed to the General Secretary, BLDE Association containing all the relevant details of the research article along with two copies of the original research publication has to be submitted through the proper channel, duly forwarded through the Head of the Institution.
4. The Research committee of BLDE Association shall further facilitate the evaluation process to examine the papers objectively based on novelty/originality, and impact factor.
5. General publications including reviews, short communications, editorials, case reports, perspectives etc. are not applicable for the award.
6. The award will be granted to the corresponding author on condition that he/she has a BLDE affiliation.
7. All the other authors listed in the publication having the BLDE affiliation shall also receive a certificate of appreciation signed by the Hon'ble President, BLDE Association.
8. The award shall carry a memento and certificate.

PREVENTION OF SEXUAL HARASSMENT & REDRESSAL POLICY

1. INTRODUCTION

The BLDE Association and BLDE University values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organisation and are our Employees (as defined below) have the right to protection from Sexual Harassment (as defined below) at the workplace and enjoy the right to work with dignity, which is recognized as a universal human right by the International Convention of the United Nations. The Convention on the Elimination of all forms of Discrimination against Women, which has also been ratified by the Government of India, directs States Parties to take appropriate measures to eliminate discrimination against women in all fields, specifically including equality under law, in governance and politics, the workplace, education, healthcare, and in other areas of public and social life.

The Central Government has brought into force the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the “**Act**”) along with Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Rules 2013 (the Rules) framed thereunder, with effect from 9th December 2013 and this gender neutral policy has been framed in consonance with the Act and the Rules thereunder.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the work place.

Sexual Harassment is a serious matter and includes any unsolicited and unwanted verbal, non-verbal or physical conduct of a sexual nature that offends a reasonable person, and interferes with the person’s professional activities and opportunities at the workplace. Such practices create a demeaning work environment that is intimidating, hostile, and offensive and is characterized by fear, the precise opposite of our Institution’s values.

The Institution has a ‘zero-tolerance’ approach to any instance of Sexual Harassment. Anyone who engages in this behaviour is subject to formal punishment, including dismissal and may even result in prosecution.

2. DEFINITIONS

A. “**Sexual Harassment**” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. physical contact and advances; or
- ii. A demand or request for sexual favours; or
- iii. Making sexually coloured remarks; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:

- a) Implied or explicit promise of preferential treatment in employment; or
- b) Implied or explicit threat of detrimental treatment in employment; or
- c) Implied or explicit threat about present or future employment status; or
- d) Interference with work or creating an intimidating or offensive or hostile work environment; or
- e) Humiliating treatment likely to affect health or safety of the Employee.

C. “**Complainant**” or “**Aggrieved Person**” means any person who files a complaint alleging Sexual Harassment.

D. “**Respondent**” means a person against whom the complaint has been made.

“**Employee**” means a person working in or for the Institution, whether permanent or temporary, probationary, part-time or working as a consultant or on a voluntary basis or engaged through an agent or contractor and would include all genders.

3. ELIGIBILITY

- The policy is applicable to all irrespective of any gender difference.
- The policy will be applicable to all or any incidents of Sexual Harassment that may have occurred within the premises of the Institution.
- It shall also be extended to any incident that may have occurred at outside work premises (for example office picnic, office dinner, etc.), as long as the Complainant and Respondent are associated with the Institution and the Sexual Harassment took place in the course of work.

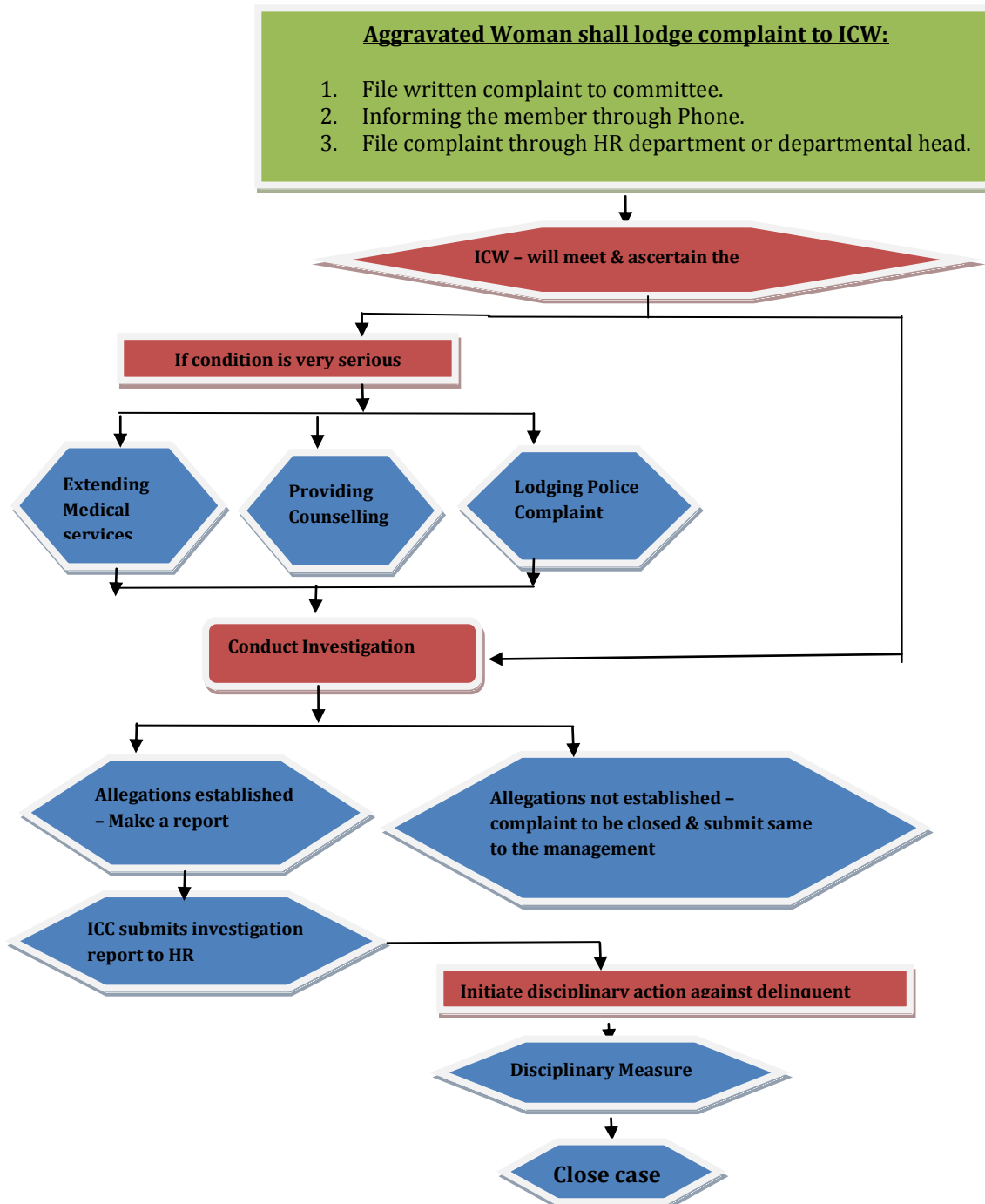
- This policy is applicable to all Employees, as defined above.
- This policy also covers Employees on site programme with continuity of service to other member firms where no such policy or provisions are available locally.
- The offender need not be of the opposite sex.
- Sexual harassment may occur without economic injury to or discharge of the Complainant.

4. CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE:

- a) An Internal Complaints Committee has been constituted by Order as stated in the annexure hereto;
- b) Every office under Association and university at different locations will form an IC Committee to address any complaints and report to central office at Association and University level.
- c) Each Internal Complaints Committee shall be headed by a woman, who shall be its Presiding Officer. Such woman shall be a senior level Employee of the Organisation.
- d) The Internal Complaints Committee has not less than two Members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- e) There shall also be at least one person selected from external resources like non-governmental Organisation or associations committed to the cause of women, or a person familiar with the issue of sexual harassment.
- f) In conducting the inquiry, a minimum of three members of the Internal Complaints Committee including the Presiding Officer shall be present.
- g) The Internal Complaints Committee members shall be appointed for a term of 3 years.
- h) Where the Presiding Officer or any member of the Internal Complaints Committee contravenes any of the provisions set out herein, such Presiding Officer or member, as the case may be, shall be removed from the Internal Complaints Committee and the vacancy so created or any casual vacancy shall be filled by fresh appointment in accordance with the provisions of this policy.
- i) For the purposes of making an inquiry, the Internal Complaints Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 in respect of the following matters:
 - i. Summoning and enforcing the attendance of any person and examining him on oath;
 - ii. Requiring discovery and production of documents; and
 - iii. Any other matter which may be required as per the law.

- j) All the Internal Complaints Committees shall report their findings to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment
- k) The Internal Complaints Committee shall in each calendar year, prepare in such form and at such time, an annual report and submit the same to the Chief Administrative Officer and Chief of Operations of the Institution who has been empowered to deal with the matter of sexual harassment.

2. PROCEDURE & FLOW CHART



A. Procedure for Lodging a Complaint:

- i. A complaint may be lodged, with the Chief Administrative Officer and Chief of Operations of the Organisation, in writing within 3 months from the date of the incident or if it is a series of incidents then the date of the last incident by:-
 - Any Aggrieved Person.
 - In case of more than one Aggrieved Person, by all, or any one or more of them on behalf of themselves against the common respondent.
 - Any co-employee who has knowledge of the incident, with authorization/written consent on behalf of the person aggrieved.
 - Anonymous complaints shall not be entertained under this policy.
 - Where the aggrieved employee is unable to make a complaint on account of their physical incapacity the complaint may be filed by:-
 - A relative or friend ; or
 - A co-worker ;or
 - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
 - Where the Aggrieved Person is deceased, the legal heir.
 - Where the aggrieved employee is unable to make a complaint on account of their mental incapacity the complaint may be filed by :-
 - A relative or friend ; or
 - A special educator ;or
 - A qualified psychiatrist or psychologist; or
 - The guardian or authority under whose care she is receiving treatment or care; or
 - Any person who has the knowledge of the incident jointly with any of the persons mentioned above.
- ii. Where such complaint cannot be made in writing the Chief Administrative Officer and Chief of Operations shall render all reasonable assistance to the Aggrieved Person for making the complaint in writing.
- iii. The Chief Administrative Officer and Chief of Operations in consultation with the Internal Complaints Committee may for reasons to be recorded in writing extend the time limit for a period not exceeding three months if it is satisfied that the circumstances were such which prevented the Aggrieved Person from filing a complaint within the stipulated period of three months.

- iv. Six copies of the complaint shall be filed with the Chief Administrative Officer and Chief of Operations along with all supporting documents and the names and addresses of the witnesses.

Before the commencement of inquiry proceedings, at the request of Aggrieved Person, the Chief Administrative Officer and Chief of Operations in consultation with Internal Committee may take steps to resolve the matter through conciliation between the parties.

B. Procedure for dealing with Complaints of Sexual Harassment:

- v. No monetary settlement shall be made as a basis of conciliation.
- vi. Where any such settlement is arrived, it shall be recorded and copies of the same shall be provided to the concerned parties and no further inquiry shall be conducted.
- vii. Where the Aggrieved Person informs the Internal Complaints Committee that any term or condition of the settlement has not been complied with, by the Respondent, the Internal Complaints Committee shall proceed to make an inquiry into the Complaint.
- viii. In case the conciliation fails, or the Aggrieved Person wishes to opt out of the said conciliation, or where no mutually agreeable settlement can be reached during the said conciliation, where the Respondent is an employee, an inquiry into the matter shall be conducted as per the procedure prescribed herein.

C. Procedure to Conduct Inquiry:

Subject to the success or failure of the conciliation process, and the compliance of the terms of settlement by the Respondent, where the Respondent is an Employee, an inquiry into the complaint shall be commenced within a period of four weeks of receipt of the complaint by the ICC from the Chief Administrative Officer and Chief of Operations, or the conclusion of the conciliation process, whichever is later.

The enquiry will be conducted as follows:

- a) A copy of the complaint and charge sheet shall be provided to the Respondent within seven working days and the Respondent shall be required to submit a written statement of his/her defence, along with the list of documents, names and addresses of the witnesses, within a period of ten working days from the date of receipt of the copy of the complaint and charge sheet. The written statement, submitted by the respondent, shall be shared with the Complainant.

- b) Distinct charges, statement of imputations of misconduct/misbehaviours, statement of facts, reply of the Respondent, supporting documents and list of witnesses shall be placed on record.
- c) Statements, examination and cross-examination of the witnesses if any, of both the parties shall be recorded in the form of question and answer and signed by the witness.
- d) All the proceedings of the Inquiry shall be recorded in writing and shall be signed by the Complainant and the Respondent as a verification of the correctness and accuracy of the record.
- e) During the inquiry both the concerned persons shall represent themselves in person or in cases where a co-worker or legal heir has filed the complaint on behalf of the Aggrieved Person, through such co-worker, legal heir. There shall be no advocates and or representatives permitted to appear on behalf of the Complainant/Respondent.
- f) At the commencement of the inquiry, the procedure to be followed in the inquiry shall be explained to all concerned parties.
- g) The inquiry shall be conducted in Kannada, Hindi or English language, whichever is requested by any or both of the parties.
- h) The venue for inquiry shall be, as far as practicable, as per the convenience of the Complainant.
- i) Where both parties are employees, the parties shall, during the course of the inquiry be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Internal Complaints Committee.
- j) Inquiry shall be completed within 90 days from the date on which the inquiry is commenced. If there is any delay in completion of the inquiry, the Internal Complaints Committee shall record and put down in writing the reasons for such delay.

D. Findings and Directions of the Internal Complaint Committee:

On the completion of an inquiry a detailed and reasoned final report shall be prepared and put on record along with any of the recommendations to the employer as under.

- 1) Where the allegations against the Respondent have been proved:
 - To take action against the Respondent commensurate with the gravity of the offence of which he / she has been found guilty;

- To deduct from the salary or wages of the Respondent, such sum of compensation to be paid to the Complainant, as it may determine, or to direct the Respondent to pay such compensation to the victim.
 - Where the Respondent ceases to be in employment, the Institution may direct the Respondent to pay such sum to the Complainant.
- 2) Where the allegations against the person accused have not been proved the ICC shall:
- Dismiss the complaint
 - In the event that it is determined that the complaint was not *bona fide* or the complaint was filed with ulterior motive(s), to initiate action against the Complainant. However, the mere inability to substantiate a complaint or provide adequate proof does not constitute grounds for taking action against the Complainant.
 - In the event that the Internal Complaints Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Institution or the employer of the witness, where the witness is not an Employee, to take action against such witness.
- 3) Any person aggrieved, by the recommendations or the implementation / non-implementation of the recommendations of the Internal Complaints Committee, may prefer an appeal within 90 days as prescribed under the Act and Rules framed thereunder.
- 4) The employer shall take action on the recommendation of the ICC within 60 days from the receipt of the recommendations.
- 5) The Internal Complaints Committee may grant interim relief to the aggrieved person as considered necessary under the circumstances.

6. RIGHTS AND EXPECTATIONS OF THE COMPLAINANT AND THE RESPONDENT:

- ✓ **Non-retaliation:** Retaliation of any sort against the Complainant/Respondent and other parties involved in the alleged harassment, or those consulted during the investigation will not be tolerated.
- ✓ **Opportunity to respond:** A person against whom a complaint has been made shall be treated fairly, informed of the applicable procedures, given notice of the allegations against him/her, and be given adequate opportunity to respond.
- ✓ **Accompanying colleague:** A non-legal person from the Institution may accompany a Complainant and/or the Respondent, if they wish to, during the inquiry proceedings but

such person shall not be allowed to take part in or speak during the inquiry proceedings unless such person is a witness to the complaint.

- ✓ **Confidentiality:** Complaints of Sexual Harassment shall be handled with utmost confidentiality. The facts should be made available only to those who require to know them in order to investigate and resolve the matter. However, the Internal Complaints Committee members have a responsibility to gather required information and come to a resolution. Once the names of the parties involved are given to them, the Internal Complaints Committee members will keep the information confidential, unless there is a grave danger presented by the alleged harassment, so as to justify taking extraordinary steps, such as immediate administrative intervention. It is imperative that the parties involved be discreet and limit their conversations about the alleged incident, only to those who have a role in resolving the complaint.
- ✓ The Parties are bound to maintain confidentiality of the proceedings conducted and the final report under this policy and shall execute a confidentiality undertaking at the commencement and the end of the proceedings.

7. AN EMPLOYEE'S RESPONSIBILITIES UNDER THIS POLICY:

A. If You Are Sexually Harassed:

- Don't be ashamed and don't blame yourself.
- Say 'NO' clearly. Inform the offender that his/her attentions are unwanted.
- Make it clear that you find the behaviour offensive. If it persists, write a memo to the offender asking him to stop; keep a copy.
- Remember that Sexual Harassment is against the Institution's policy and is also against the law.
- Know your rights under this policy.
- Keep a written, dated record of events. Write down each incident including date, time and place, details of what happened and your response.
- Confide in the Ethics Officer or one of the Committee members.
- Get help. Don't delay.
- Do not hesitate to raise the issue with the Chief Administrative Officer and Chief of Operations or any one of the members of the Internal Complaints Committee for appropriate redressal of the issue.

B. It is important that each and every employee who:

- Believes to have been subjected to Sexual Harassment, or subject to retaliation which is in violation of this policy; raises the issue with the Internal Complaints Committee and avails of appropriate relief and redressal of the grievance.
- Has been told about or witnessed conduct that may violate this policy;
- with the written consent of the Aggrieved Person, raises the issue or assists the Aggrieved Person to raise the issue with the Internal Complaints Committee;
- At the request of the Aggrieved Person and in consultation with the Internal Complaints Committee assists the Aggrieved Person to initiate action under the Indian Penal Code.

8. THE INSTITUTION SHALL

- a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Complaints Committee;
- c) Organise workshops and awareness programmes at regular intervals for sensitising the Employees on issues relating to Sexual Harassment;
- d) Provide necessary facilities for dealing with the complaint and conducting an inquiry;
- e) Assist in securing the attendance of the Respondent and witnesses;
- f) Make available to the Internal Complaints Committee such information, as may be required in relation to the complaint made;
- g) provide assistance to the Aggrieved Person if he/she so chooses, to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent, or if the Aggrieved Person so desires, where the Respondent is not an Employee, in the workplace at which the incident of Sexual Harassment took place;
- i) Treat Sexual Harassment as a misconduct and initiate action for such misconduct;
- j) Monitor the timely submission of annual reports of the investigations conducted in each calendar.
- k) The Organisation reserves the right to alter, add to, vary or substitute any of the provisions of this policy at any time.

- l) If any of the provisions contained herein are found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

9. DETAILS OF THE COMMITTEE

A. Members of the Committee:

1. External Neutral Member (NGO)- Chairperson
2. Convener (Preferably Executive HR)
3. Internal Committee Member
4. Internal Committee Member
5. Internal Committee Member
6. Internal Committee Member

B. Quorum: The quorum for the meeting is 50% of the members with the chairperson being mandatory and that for passing any resolution is 2/3rd of the members.

C. Frequency of meeting: Members of the committee meet once in four months.

D. Common minimum agenda:

- Review of Previous minutes of meeting.
- Medical audit review
- Any other related issues

E. Terms of office:

The committee will be appointed for a period of one Year. The management of Association office / University Office will have the right to reappoint all or any of the said members and appoint new members and/or to fill any vacancy, howsoever caused.

F. Records and retention period of records:

- Minutes of meeting
- Attendance sheet

The records shall be maintained for minimum of 2 years.

The Internal Complaints Committee for Women meeting minutes are circulated amongst the members and any other department as deemed necessary.

PERFORMANCE APPRAISAL – EMPLOYEE POLICY

1. POLICY

This policy sets out the responsibilities of reporting manager and employee and specifies the processes for the implementation of Employee Performance Development and Review.

The Institution is committed to provide a working environment with structures and systems that:

- a. Support the achievement of Institution objectives;
- b. Encourages improvement and innovation; and
- c. Recognises individual performance and addresses unsatisfactory performance through a performance development process.

2. OBJECTIVES

- a. Facilitates two way communications between Individual and organisation.
- b. Provides a quantitative goal for every individual to guide their performances.
- c. It provide a means to review the continuous progress on the performances. The process supports in identification of training needs for individuals
- d. Provide input into the Annual Training Plan.
- e. To monitor individual performance

3. APPLICABILITY

This policy is applicable to all the employees under Association and University

4. PRINCIPLES

Reviewing employee performance and fostering employee development towards the organisations goal are critical elements in the achievement of Institution priorities and its overall success. As a tool to assist in the review of performance, employees participate in an annual performance appraisal and review process.

Performance review is a joint responsibility between the Reporting Authority and the employee. Performance development and review is a process through which employees and Reporting Authority can work together to:

- a. Identify, document and describe work expectations;
- b. Discuss learning and development needs; and
- c. Plan for future individual and organisational growth and development.

The Performance development and review program are designed to provide:

- a. A structured yet flexible approach to developing and managing performance;
- b. All employees with a clear understanding of their work roles within Institution, including the contribution of their work to the achievement of organisational vision and strategies;
- c. A process to recognise achievement and address unsatisfactory performance
- d. Better communication between reporting authority and employee
- e. A process for identifying employee strengths and how they might best be utilised, and improved, and a means for developing further skills and knowledge for a successful career; and
- f. The opportunity for employees to develop to their full potential.

The employee appraisal and review program consist of following integrated components:

- ❖ Defining Key Result Area (KRA)
- ❖ Periodical review of performance based on KRA
- ❖ The appraisal discussion and developmental needs.

5. DEFINING KEY RESULT AREA:

Defining the KRA (Key Result Area) is critical in providing a foundation and direction for performance development which includes:

- a. Objectives;
- b. Aligning to the organisation Strategy;
- c. Playing your expected role And
- d. Competency Statements.

The KRA's are defined on annual based on any job vacancy and/or in case of job redesign. The KRA will consequently be revised if deemed necessary by the reporting manager and approved by the officer in case of any change in the role for the individual.

6. PERIODICAL REVIEW OF PERFORMANCES

Periodical review of KRA is an equal responsibility for employee as well as the reporting manager. It is critical that reporting manager reviews each team member's performance and provides a qualitative feedback for the employee's improvement

7. ANNUAL PERFORMANCE REVIEW

During the final annual performance review cycle, the employee will have to start the process with filling up the self-appraisal form and the same will be reviewed by the reporting manager and add his comments after his discussion with the individual.

Reviewer would give his final comments after his discussion with the reporting manager and the same will be considered for the annual appraisal

8. THE APPRAISAL DISCUSSION & DEVELOPMENTAL NEEDS

- The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in his/her role.
- The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.
- The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
- The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
- The appraisee and appraiser should agree on a Personal Development plan for the appraisee for the following year. This will reflect the appraisee's aspirations and the organisation's requirements, and should align personal and organisational goals. The organisation and the Reporting Authority will support the individual to achieve these goals during the forthcoming year.
- Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

9. THE EMPLOYEE DEVELOPMENT PROCESS

Employee development and career planning will be discussed during performance appraisals with a view to identifying:

Individual training needs related to job requirements and work performance, Personal and career aspirations; and Organizational opportunities.

The outcome of this discussion is incorporated into Institution training plan and activities. Workshops, conferences etc. deemed appropriate for the employee’s professional development will be identified and discussed with the employee as they become available.

10. PERFORMANCE APPRAISAL RATING WITH DEFINITIONS:

Performance Rating Name	Rating	Definition
EXCEPTIONAL PERFORMANCE	5	Performing and contributing at a level that anticipates changing expectations. Always exceeds challenging goals. Always exceeds commitments and delivers more than expected with the highest quality.
EXCEEDS EXPECTATIONS	4	Performing and contributing at a level that outpaces changing expectations. Often exceeds challenging goals. Often exceeds commitments and delivers more than expected with the highest quality.
FULLY MEETS EXPECTATIONS	3	Performing and contributing at a level that keeps pace with changing expectations. Meets challenging goals on-time, and with high quality.
MEETS MINIMUM EXPECTATIONS	2	Meets minimum threshold targets, but performs inconsistently, sometimes falling behind in meeting dynamic goals. Often improvement is needed in timeliness, quality or scope of the performance.
FAILED TO MEET EXPECTATION	1	Performance does not meet standards of job.

PERFORMANCE APPRAISAL FORMAT

Appraisal Form – June to May Cycle

Employee Name & ID:	
Date of Joining:	
Designation:	
Department:	
Appraisal Period:	
Appraiser Name & Designation:	
Reviewers Name & Designation:	

SECTION A: PERFORMANCE

5- Exceptional Performance, 4 – Exceeds Expectations, 3 – Fully Meets Expectations, 2 – Meets Minimum Expectations, 1 – Failed to meet Expectations

Sl. No	Key Result Area (KRA)	Weightage (%) (A)	Measuring Criteria	Rating Achievement					Self-Rating (B)	Manager Final Rating (C)	Weighted Score A x C/100
				5	4	3	2	1			

Note: Total Score can be rounded off to the nearest number.

SECTION B: ADDITIONAL RESPONSIBILITIES HANDLED OTHER THAN KRA (20%)

Sl. No	Additional Responsibilities	Self-Rating	Manager Rating

SECTION C: COMPETENCIES DISPLAYED TO ACHIEVE THE KRA (5%)

Part 1: Job Competency

Job Knowledge, skills, quality and safety consciousness	1	2	3	4	5
Has knowledge of concepts, policies, procedures & latest developments relevant to the job					
Effectively applies knowledge to carry out work on a daily basis					
Exhibits quality & safety in terms of satisfying requirements of neatness, timeliness, safety protocols etc.					

Part 2: Commitment And Initiative

Punctuality, initiative and learning, adherence to work ethics and dependability	1	2	3	4	5
Is punctual & timely on the job & deliverables.					
Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks.					
Follows operating procedures & protocols with sincerity & does not resort to short cuts. Also reflects the organization's values in daily behaviour.					
Can be relied upon to handle all situations effectively. Is able to identify the problem even in stressful situations & generate alternative solutions.					

Part 3: Interpersonal Relations

Team work, effective communication, positive empathetic attitude, preventability	1	2	3	4	5
Works effectively with all concerned internal & external customers as per demands of the job					
Is clear in communication (oral &/ or written) as per job requirements.					
Deals with internal & external customers with courtesy, empathy and respect, in verbal & non verbal communication					
Presents herself/ himself in a pleasing manner in terms of personal grooming & hygiene, with adherence to requisite standards.					

SECTION D: PERSONAL DEVELOPMENT PLAN

Attributes	Self-Assessment by Appraiser	Appraiser's Remarks
1. Personal Development Plan (PDP)-Please indicate training, seminars, on-the-job training, projects etc		
2. Areas for job rotation/Career growth		

SECTION: E

(To be completed by the Appraiser)

1. Overall comments & Recommendation :

2. Appraiser's Comment on the process:

Appraiser's Signature : -	Appraiser's Signature : -
Date: -	Date: -

3. Overall Performance Rating: (Please tick) to be based on performance against Key Performance Indicators (KRA) only.

Exceptional Performance	Exceeds Expectation	Fully Meets Expectation	Meets Minimum Expectation	Failed to meet expectations

SECTION E:

(To be completed by the Reviewer)

Comments by Reviewer:	
Reviewer's Signature:	Date:

11. PERFORMANCE IMPROVEMENT PLAN

PIP has been developed for the employees who receive an overall rating of 2 or 1 during the annual performance review:

Invite to Performance Meeting for Employee Attaining a Rating of 2.

HR Head to write to the employee after their discussion with the reporting manager, giving 5 working days' notice to the employee and requesting the employee to attend the meeting.

After the discussion with the employee, HR to send a final letter to the employee informing the following:

- Date, time and place of the formal meeting held.
- The issue of the first written improvement note and a performance improvement plan (PIP). The PIP will set out the areas where the current performance does not meet the standard required, areas for improvement and timescale.
- Any measures, such as additional training, support or additional supervision/peer support to be provided will also be outlined.
- Date set for a performance review meeting, normally in 6 weeks' time.
- The consequences of failing to improve within the review period and right of appeal.

Review Period - During the 6 week review period, regular progress meetings should be held and a note of these issued to reporting authority.

As this is the formal stage, progress meetings to monitor the employee's performance against the PIP should take place on a regular basis in which the employee will be expected to demonstrate improvement in their performance.

A final review meeting will be called at the end of 6 weeks by the HR member including the reporting Authority and the employee who is being evaluated under the PIP. The potential outcomes of the performance review meeting are:

1. Satisfactory Improvement - Where the Reporting Authority assesses that the employee has achieved the required standards no further action will be taken and a letter issued.

2. Partial Improvement - Where the Reporting Authority assesses that significant improvement has been achieved and the required standard is likely to be achieved shortly, the review period may be extended maximum up to 6 weeks from the date of the earlier review. This must be confirmed in writing and a further review meeting date is defined. In case of no improvement seen in the performance of the employee after the second review. The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.

3. Insufficient or no Improvement - Where the Reporting Authority assesses there has been no overall improvement or an insufficient level in performance since the issue of the first written improvement note, The employee will be provided with final advice for his resignation after serving his notice period as per the terms of employment.

PERFORMANCE IMPROVEMENT PLAN

EMPLOYEE NAME		REPORTING AUTHORITY NAME		
ROLE TITLE		ROLE TITLE		
DEPARTMENT		DATE		
SL.NO	PERFORMANCE ISSUE/CONCERN	EXPECTED IMPROVEMENT ACTION/PERFORMANCE	SUPPORT & DEPENDENCIES	DUE DATE

Reporting Authorities comments

Employees comments

The PIP has been agreed by			
Reporting Authorities Signature & Date		Employee Signature & Date	

PIP Progress - Summary

S.No	Date of Review	Progress	Next Action Required	Date

SEPERATION POLICY

The amended provisions in the policy are effective November 1st, 2017.

1. INTRODUCTION

Separation from the Company can be due to resignation, retirement, death while in service or termination. In order to ensure smooth exit, the following policy shall be adopted.

2. NOTICE PERIOD

Employees on probation will be required to serve one month notice period for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees, and employees in the confirmed services will be required to serve three months of notice period.

3. RESIGNATIONS

A. Process of submitting resignation

Employee desirous of resigning from the services of the company will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal/Reporting Authority. The employee is required to serve the notice period as applicable.

Upon receiving the letter, the following actions shall be initiated:

- The HR Coordinator will forward the copy of the resignation letter to the respective HR Head within a fortnight of receiving the letter/email from the employee with comments on the acceptance of the resignation.
- The HR Coordinator will also indicate the last working date.
- Employee who is confirmed in the service, and is serving notice period, the salary for the last working month will be placed on hold, and will be paid along with the full and final settlement. The same will be applicable to the employee who is on probation and Guest Faculty, and is serving notice period.
- The intimation of the resignation of an employee along with the last working day will be updated by the HR representative.
- The HR team shall initiate exit clearance process with various internal departments.
- The resigning employee will be communicated by the HR representative on the exit formalities.
- It will be the responsibility of the resigning employee to ensure that the exit formalities are completed as guided by the HR team, to facilitate timely final settlement. The exit interview will be conducted on the last working date or a day prior.

B. Exit interviews shall be conducted by the HR team as under:

- For Teaching and Non-Teaching Staff, exit interview shall be conducted by the respective HR Coordinator.
- For Officer and Principal above, the exit interview shall be conducted by the respective location HR head

C. Notice Period

Employee will be expected to serve the notice period as per the policy applicable. The resignation shall be accepted by the reporting Authority / Principal and the last working date shall be defined based on the institution exigency. The organisation reserves the right of discretion either to accept or refuse the payment of shortfall of notice, thereby; an employee will be required to serve the full notice period.

In an event of exit the following shall be considered:

1. Employees serving full notice period –

The last working day will be decided by the HR Head in coordination with Principal and Administrative Officer, unless there is a specific request from the function to extend the tenure post completion of notice period, by additional days. The extension beyond notice period shall be mutually agreed between the Institution and the employee. In case, the employee is unable to serve the extension beyond the notice period the last working day shall be as per the policy.

2. Employees serving partial notice period; following may be the circumstances

a) If the employee requests for an early release from the duty, the Principal, Administrative Officer has the discretion to recommend the waiver of notice period based on business exigency. There will be a mutual separation, between both the parties by not paying each other for the shortfall of notice period.

b) In such a situation, the leave accumulated will be adjusted against the shortfall of notice period, and if there is any balance leave available, the same will not be encashed.

In an event, after adjusting the leave balance against the shortfall of the notice period, and no leave balance is due, there will be no encashment due.

c) Employees who have resigned from the services and are not willing to serve the due notice period the Administrative Officer and HR Head will have the right to accept or refuse such a request. In such a case, the employee shall pay the notice pay for the unserved period.

d) If the employee is willing to serve the notice period and the Administrative Officer does not wish to continue with the employee concerned, the organisation will pay for the balance notice period based on fixed pay to the employee and relieve the employee from the duties.

e) Notice Pay shall be computed as under:

Notice Pay = Un-Served Period (in working days) X Monthly Fixed Compensation / 30.
The above will not be applicable if the separation is on account of ethics, integrity or any act of misconduct.

4. RELIEVING DATE:

An employee, who is serving notice period, and is to be relieved from the services, if the last day of work, is falling on a weekly holiday or a paid holiday, the employee will be relieved on a working day prior to the holiday.

The Employee Will Be required To Refund all loans, advances and any other dues to the company return all company's property held by the employee hand over possession (free of all encumbrances) of company's leased / owned accommodation complete "exit clearance / handover form"

5. ENTITLEMENTS ON SEPARATIONS

It is the employee's responsibility to ensure that they complete the process of exit clearance. Employees shall receive the following on separation:

Monthly Compensation (Basic Salary, HRA, DA, AGP and Gross)

- Allowance if applicable) till the last working day. If the employee works for part of the month, then the amount payable will be computed as under:
- (Monthly Compensation / 30) X No of calendar days with our organisation.
- Reimbursement of expenses if applicable
- Organisation's contribution to the employee's Provident Fund (as per rules).
- Gratuity, will be payable as per the rules applicable. (refer para no. 7 on Gratuity rules in the policy Remuneration & Benefits)

Eg. Provident Fund Contributions (employee's as well as Company's) will be transferred as per PF & EPS rules, provided the employee applies for transfer of PF after joining the prospective employer.

- In case an employee desires to withdraw the PF accumulation, as per the PF rules, the employee can submit the withdrawal form only after 2 months from the last working date. The onus of completing the form as per requirement rests with the exiting employee.
- In the unfortunate event of death of an employee; settlement will be completed only on receipt of satisfactory legal documents evidencing right to receive the dues.

6. INCREMENT/ REVISION LETTER

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

7. RETIREMENT

The retirement age for Teaching and Non-Teaching Staff is 58 years as per the record submitted at the time of joining.

8. OVERALL CO-ORDINATION / CLARIFICATION / SUGGESTIONS

The Organisation reserves the right to add, delete, amend, or modify in any manner any of its policies bearing in mind the circumstances from time to time.

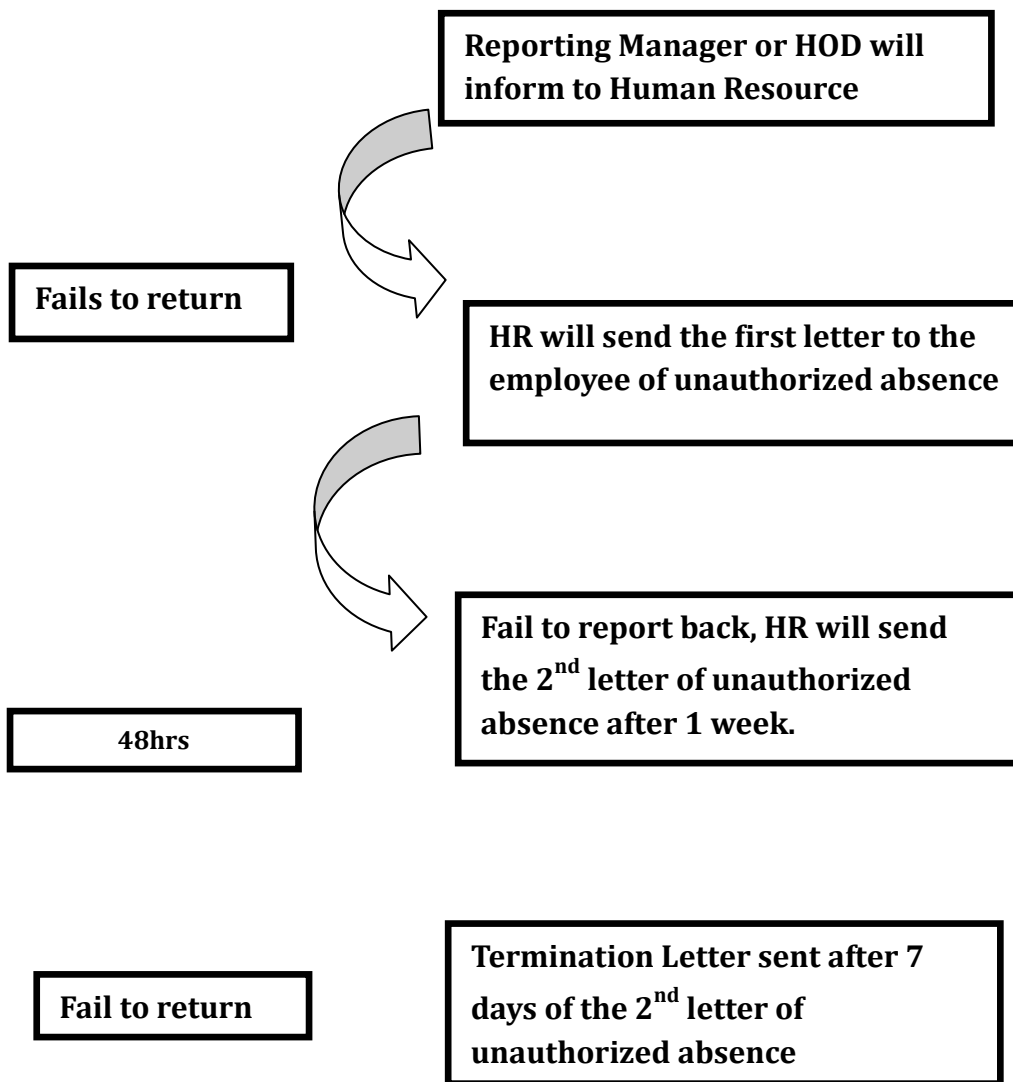
The decision of the management shall be final and binding on all concerned on any matter that needs resolution.

The Separations policy will be coordinated by HR. All clarifications with regard to the policy can be obtained from HR; similarly all suggestions for improvement of the scheme should be addressed to them.

9. UNAUTHORIZED ABSENCE / ABSCONDING

An employee whether or not entitled to leaves, if go on leave without approval from Reporting Manager is considered as unauthorized absence.

In the case employee fails to report within 48hrs (2days) to work absconding process start as below



If employee revert back / reports back to duties on 1st or 2nd letter, in such cases suitable action will be taken under guidelines of management.

TERMINATION

Termination of services of regular Employee or on probation is made on the grounds of Long Absenteeism and/or any other Disciplinary Action(s).

In case of Termination due to any disciplinary action, the concerned employee is relieved on the very same day. All the following processes are undertaken on the same day.

- NO DUES CERTIFICATE duly signed by respective HOD
- Full & Final Settlement cheque handed over
- All Legal dues paid and receipt obtained from the employee.
- Handing over all information and equipment

NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the HR head.

Handing Over & No Objection Certificate

- Any employee who tenders his/her resignation will be on a notice period as per the agreed employment terms. During that tenure it's the moral responsibility of such employee to hand over his possessions and properties belonging to the company to the assigned person/ before relieved from his/her services.
- Reporting Authority shall initiate the process and the newly joined employee will take over charges & responsibilities from the outgoing employee by signing his/her release clearance form on the last day of working.
- The outgoing employee shall furnish all the information/documents relevant to the profile with the newly joined employee for a smooth functioning.
- On the final day of the employment the outgoing employee shall ensure his/her NOC/ Release Clearance Form with obtained signatures of the concerned reaches the Human Resources Department in order to process his/her Settlement.
- On the closing hours of the last working day the employee's service come to cessation and stand relieved from his duties.

EXIT INTERVIEW

The Employee who has submitted the Resignation shall attend the Exit Interview to share his or her opinions and views on the Company's policies, procedures, systems and practices for improvement in these areas.

- An Exit Interview is arranged and conducted by the HR Head
- Exit Interview shall be conducted before processing Full & Final Settlement.
- In case of Separation owing to Termination NO Exit Interview is conducted.

FULL & FINAL SETTLEMENT

- For processing Full & Final Settlement, following aspects are thoroughly checked & calculated
- Accumulated Leave as on date for calculating Leave Encashment
- Successful/Regular completion of minimum five years of service subjected to Government Norms as per eligibility of Gratuity act.
- Information in No Dues Clearance Form for any Loan Recovery or Salary Payable
- Employee who's No Dues Clearance is not cleared due to various reasons, their Full & Final Settlement is kept pending. After clearing all the dues, his or her Full & Final Settlement is processed.
- In case, an Employee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Employee.
- Full and Final Settlement process is initiated from HR Department in coordination with Finance Department based on No Due Certificate received from concerned Reporting Authority.
- Gratuity will be paid based on the eligibility(Completion of 5 years) in Full and Final Settlement Process
- If employee initiates PF transfer and the process can be done online in coordination with HR. For withdrawal, Form 10C and 19 should be signed by the Institution and given to the employee.
- Finally the approval required from Chief Administrative Officer and Chief of Operations for completion of Full and Final Settlement Process.
- Cheque will be issued to the employee after 30 working days from the date of relieving signed by General Secretary.

STATUTORY DEDUCTION OF INCOME TAX

The BLDE Association shall deduct from the gross amount of Gratuity to which the employee is entitled, any income tax, or any statutory tax, which the employee is liable to pay, and shall pay to the employee the net amount after deduction.

EXIT INTERVIEW FORM

Name of Departing Employee: _____ Date of Resignation: _____

Department: _____ Current Position: _____

Reporting to: _____

Person Conducting the Interview: _____ Date: _____

1. Reason for resignation, with explanation:

Feedback – Communication across, flow of information, job responsibilities, behavioral & Technical

2. Feedback on the working environment:
3. Feedback on your peers
4. Feedback on your manager:
5. Feedback on the job you handled:
6. Feedback on supporting staff of BLDE UNIVERSITY / ASSOCIATION (HR, Finance, Marketing, Purchase, Stores etc.,)

7. Suggestions to improve: Immediate working environment, Supporting staffs & Organization.

8. Re-joining to our organization

9. Referring your friends and family:

10. Do you think we could have retained you, if yes how?

11. Rate your satisfaction as employee in on the scale of 1 to 5 (1 dissatisfied and 5 being extremely satisfied)

12. Share your thoughts:

Interviewer's Comments:
Retire: Yes <input type="checkbox"/> No <input type="checkbox"/>

Employee's Signature:

Date:

Interviewer's Signature:

Date:

NO DUE CERTIFICATE FORMAT

NO DUES CERTIFICATE		PART A”	
<p>Mr. /Ms / Dr. _____ EMP No: _____</p> <p>Designation _____ DOJ: _____</p> <p>Department: _____ UNIT: _____ has resigned from services on _____ of company and he /she will be relived from the services of company with effect from _____. (After closing hours). Please indicate dues, if any in his / her name from your department to enable us to settle his /her final dues.</p>			
Date :		Authorised Signature	
Department	Dues if any(in Rs)	HOD Name	Signature
Concerned HOD - Handing over responsibilities - Handing over of all the files/keys/other documents - Punch card (if any)			
Stores & Purchase			
Accounts (LOAN)			
IT Department (Mobile/Sim card/Laptop)			
IT Department (Application Credential)			
Admin Department			
HRD (ID Card, Punch Card)			
HR Legal			
Exit Interview			

TIME OFFICE/PAYROLL		PART "B"
1	No. of days payable during current month	_____ days
2	No. of days payable for last month	_____ days
3	Leave encashment(days)	_____ days
TIME - OFFICE		
HR SECTION		PART "C"
1	Gratuity payable, if any	Yes/No
	Date of Joining: _____ Date of Leaving: _____	____ years ____ months ____ days
	Claim form in respect of Gratuity –Form "I"	Received / Not received
2	Notice pay Recovery , if any	_____ days
3	Other deductions, if any	
Head – HR / FO		

PART "D"

(To be filled by an employee seeking separation or being relieved from the services of Company)

I wish that following action is to be taken in respect of my-

Sl No.	Heads	Details
1	PF/EPF	
2	Gratuity	
3	Address for Correspondence	
4	Address for remittance of dues, if any	

I agree to reimburse or repay the total amount against my personal bills, if any institute may receive that after I am relieved from the services of Institute.

Date :

Place :

SIGNATURE

RECEIPT

RECEIVED a sum of Rs(Rupee.....) from the Management Of M/s _____ Limited, Address: _____ in full and final settlement/satisfaction of all my claims/demand for reinstatement or reemployment including earned wages, encashment of leave, notice pay, retrenchment compensation, and bonus.

Gratuity and all other dues, which could accrue during the employment with the company. I

HEREBY DECLARE THAT I DO NOT HAVE ANY CLAIM WHATSOEVER AGAINST BLDE University / Association

I SAY RECEIVED Rs..... vide cheque No.....dated.....

Drawn on Bank of

FULL NAME :

SIGNATURE

Date

FULL & FINAL SETTLEMENT FORMAT

Employee Name:
Employee No.:
Designation :
Department / Location
Date of Joining:
Date of Leaving:
Worked days in _____

Earnings	Monthly rate	Amt for current month (in Rs.)		Deductions	Monthly rate	Amt for current month (in Rs.)
Basic				ESI	1.75%	-
HRA				PF	12.00%	-
DA				PT	0	-
AGP				Loan Recovery	0	0
Gross Salary	-	-		Notice Period Recovery	0	0
Allowance if any				Salary Advance	0	0
Total Salary	-	-				
				Total Deductions		-
Net Pay						-
Total Payable						-
Prepared By : _____ Authorised By : _____ Approved By : _____						

OFFER LETTER

Date: _____

To,

Employee Name

Address

Subject: Letter of offer and terms of employment

Dear Name.,

Thank you for exploring career opportunities with **BLDE Association** (hereinafter referred to as the “Institution”).

You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of in department of.....Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Institution at the earliest, but in any case not later thanor any other date approved by the Institution in writing, failing which this offer shall automatically stand cancelled. Your employment with the Institution shall commence on the date of your joining the Association and shall be subject to the terms and conditions stated in this letter along with the enclosures.
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is made to you on the basis of the information and documents that you have furnished to the Association as on date of offer.
4. The Association reserves the right to conduct background checks, directly or indirectly at any time, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are Association found to be unsatisfactory, as determined by the Association, in its sole discretion, the Association may

withdraw/cancel this offer. However, if at any time post joining it is found that, the Association is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Association shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of two years from the date of joining. Your probation period may be extended in writing by 6 months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.
6. Separation: During the probation period your employment can be terminable by giving one month's notice for non-teaching employee and teaching employees notice period will be intimated based on academic requirements in writing or salary in lieu thereof, by either side.
7. Upon joining, your compensation will be as described in Annexure A.
8. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
9. You shall keep the contents of this offer and the Annexures hereto confidential.
10. You will be governed by the policies of the Association that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:
11. This offer shall automatically stand withdrawn, if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures by signing and returning the duplicate copy of this letter. We look forward to your joining the BLDE Association family and to your valued contribution in taking the Institution to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.

With warm regards,

For **BLDE ASSOCIATION**
GENERAL SECRETARY

I have read and understood the terms of this letter and all Annexures hereto annexed. I accept this letter of offer and terms of employment, and my tentative date of joining is....., 2017

Name: _____

Signature: _____ **Date:** _____

ANNEXURE A

NAME		
DATE OF JOINING		
DESIGNATION		
DEPARTMENT		
COMPONENTS	ANNUAL AMOUNT	MONTHLY GROSS AMOUNT
BASIC		
HRA		
DA		
AGP		
MONTHLY GROSS		
ESI		
FIRMS CONTRIBUTION PF		
NET PAY		

For BLDE Association

GENERAL SECRETARY

Accepted By:

Name of the employee:

Sign and date of acceptance: _____

ANNEXURE B

1. NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment.

This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Association during the performance year.

The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2. SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1. Employers contribution towards Provident Fund (PF) & ESIC:

The Provident Fund membership begins effective the date the employee joins the Institution. The salary structure as offered to the employee contains the Institution's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization.

ESIC Benefits upon eligibility as per ESIC Act

2.2. Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.3. Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Institution may deduct such tax liability or any amounts owed by the employee to the Institution from the employee's salary or from any other amounts payable by the Institution to the employee.

2.4. The annual leave entitlement is applicable for confirmed employee\

3. TERMS AND CONDITIONS:

- 3.1. You may be transferred or deputed to any of the Institution's offices, subsidiaries or affiliates in Karnataka either on short term or long term at any point in time. The Institution may vary these terms and conditions and your compensation in the event of such transfer or deputation.
- 3.2. You will put your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Organization. While in the service of the Institution you shall not, without the express written permission of your Reporting Authority and Administrative Officer with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.
- 3.3. If at any time, in the opinion of the Institution which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of the status or the post you hold in the Institution, or of any other conduct considered by the Association as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Institution shall be entitled to terminate your employment forthwith.
- 3.4. If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.
- 3.5. You shall be bound by all the policies, rules, regulations and procedures established by the Association, which includes revisions to existing policies/new policies issued from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Institution, the terms of the latter shall prevail.

4. CONFIDENTIALITY

- 4.1. You acknowledge that during the course of your employment with the Association, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and other details of (i) the Association and (ii) other third parties whose

confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

- 4.2. You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Association and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.
- 4.3. You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Association to your reporting Authority / Administrative Officer. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Association without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Association's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.
- 4.4. During your employment with us or at any time thereafter, without the prior written consent of the Association, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information

about the affairs of the Association or its clients obtained by you in the course of your employment with us.

4.5. You acknowledge that breach of any of your above obligations will cause irreparable damage to the Association, its students and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate’s employees or affiliate’s retainers of the Association for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from your current / previous employer a release in writing from any obligations restricting you taking employment with the Association on a full time basis or from providing services to other institution.

7. LEAVE

During the probation period, employee is eligible to avail one day leave upon proper approval. After the confirmation period, employees can avail leaves as mentioned in leave policy.

8. TERMINATION

8.1 Termination by the Association

The Association may terminate your services at any time with or without Cause subject to the terms specified above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Association, or

- b. Your breach of the Association's code of conduct, policies, rules, regulations and procedures, or
- c. The Association finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or long term or short term assignment, or
- e. Insubordination; or misconduct, or Any other reason that the Association may deem fit.

Save and except under the circumstances referred to above, if the terminates your services , it shall provide written notice of 3 months, or such other period stated in the Association's policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

8.2 Termination by Employee

In an event of you being desirous to resign from the services of the Association, the notice period is of 3 months or as per the Association's policy prevailing at the given date.

8.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

9. JURISDICTION

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit documents a photocopy of the following documents on the date of joining:

- a. Education & Qualification Certificate : SSLC, PUC, Diploma, Graduate / Post Graduate
- b. Certificate of any other additional qualification.
- c. Service certificates from previous employer(s) or equivalent, and relieving letter from last employer
- d. Last increment letter or salary certificate and last drawn pay slip
- e. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID
- f. If employee already a member PF UAN (Universal Account Number) :
- I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),
 - i. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number
 - ii. Aadhaar Card In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrolment number.
- h. Information pages of your valid passport.
- i. Four passport size colour photographs (in formals) with white background.

APPOINTMENT LETTER

Date:

To,
NAME & ADDRESS

Dear Mr.

We refer to your application for employment and the subsequent interview you had with **BLDE ASSOCIATION**

We are pleased to make an appointment of employment with on the following terms and conditions.

- a) Role :
- b) Date of Joining :
- c) Consolidated Salary/Scale of Pay :
- d) Department :
- e) Institution :

During your employment with us, you shall be governed by the following terms & conditions:

1. In the first instance, you will be on **probation** for a period of 2 Years from the date of your joining, upon successful completion of your probation period you will be confirmed in the services of the organization. In case of extension of probation, you will be provided a maximum period of 6 months to improve your performance and finally confirm your services. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or salary in lieu thereof during the initial or extended period of probation due to non-performance.
2. Your place of posting will, at present, is at _____ as agreed. You will be liable to be transferred in such capacity as the Management may determine from time to time, to any other location, Section/Department, Establishment or branch of the Institution. In such case, you will be governed by the terms & conditions of service applicable to the new assignment.
3. Your salary will be paid monthly as consolidated in your probationary period.
4. After confirmation, this contract of employment is terminable by either party by giving each other 3 months' notice in writing or 3 months' salary in lieu of such notice. Notice period shall commence from the date of acceptance of resignation by the reporting manager and Human Resources team. On acceptance of the resignation

letter, Serving the full notice period will become incumbent and no leave shall be granted during the notice period and you will immediately return the all correspondence, specifications, books, documents, market or business data, literature, drawings, effects or records etc., belonging to the Institution and shall not make or retain any copies of these items.

5. You shall be responsible for and shall take proper care of all books, computer software, materials, documents or any other property etc., generally and specifically entrusted to you. You shall not take any papers, books, computer software, materials, documents or any other property of the Institution out of the work premises, nor shall you in any way at any time/s disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, or information relating to or of the Institution.
6. Your role & responsibility will be defined by your reporting authority and define your goals within one month of your joining. You will work with the different supervisors as may be decided by the Management from time to time for the execution of different assignments. You shall diligently and satisfactorily carry out instructions given to you by your Superiors in connection with the work assigned to you to the best of your skill and ability.
7. You will strictly observe punctuality. However, in exceptional circumstances expressly explained by you, the Management / Superiors shall allow you a grace period upto 10 minutes at the start of your college hours but you shall not be allowed to join duties later than one hour of the starting time and will be marked as absent. In case you come later than 10 minutes on three days in a month, your half day leave shall be deducted for every such three days on which you have come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction as stated hereinabove, disciplinary action for habitual late coming can also be initiated.
8. Your residential address indicated above shall be deemed to be the correct address for sending you any communication and unless changed by written intimation by you, the communication sent to you at the above address shall be deemed to have been correctly served. During your employment with us, the Management is at liberty to use your personal Email ID for any official communications which shall be deemed lawful communication to you.
9. Absence for a continuing period of 8 days including absence when leave applied for but not granted and when over stayed for a period of 8 days would make you to lose

your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.

10. You will be bound by Rules & Regulations, certified standing orders as in operation besides Office orders, enforced by the Management with due amendments, from time to time, in relation to Conduct, Discipline, Annual Leave / Holidays or any matter relating to service conditions which will be deemed as Rules, Regulations and Orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service Rules or to introduce fresh service Rules which will be binding upon you. At the time of your joining, you will be briefed and Inducted about the Institution policy and adherence to the contents will also form part of the terms of your employment with us.
11. During the tenure of your service, you will keep your emoluments secret from other employees of the Institution and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matter relating to the Company, will not be divulged by you to any person other than those of the Management.
12. The age of retirement shall be 58 years, as per your date of birth recorded in the Institution records at the time of your joining.
13. Subject to Company's growth and prosperity, your increments/promotion and/or demotion will depend at the sole discretion of the Management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior as assessed during Annual Performance Appraisal discussions.
14. This appointment is based on the information given by you in your employment/personal data Form and otherwise, it shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventuality, you are liable to be discharged from service and subjected to further action as is deemed fit.

BLDE ASSOCIATION

GENERAL SECRETARY


Coordinator
B.L.D.E. Association's
TOAC

Commerce & B.L.D.E. Association's College, Jamkhandi.
Commerce, BHS Arts & TGP Science College, Jamkhandi.
Ph: 08353 - 223344





PRINCIPAL

B.L.D.E. Association's
Commerce, BHS Arts & TGP Science College,
JAMKHANDI-587301.



B.L.D.E.A's
COMMERCE, B.H.S. ARTS & T.G.P. SCIENCE
COLLEGE, JAMKHANDI - 587 301.



Est:1963

UGC NEW GUIDELINES

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IQAC
Coordinator
IQAC
B.L.D.E. Association's
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Ph : 08353 - 223344




Principal
PRINCIPAL
B.L.D.E. Association's
Commerce, BHS Arts & TGP Science College
JAMKHANDI-587301.

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

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

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

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018
Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.
1.0 Coverage

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

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
 - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
 - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

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

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

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

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

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

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

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

3.0 Recruitment and Qualifications

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

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

3.3

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

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

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

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



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

- II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
- I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- 3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 3.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 3.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 3.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.
- 3.12 **Qualifications:**
No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule I of these Regulations.
- 4.0 **Direct Recruitment**
- 4.1 **For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.**
- I. **Assistant Professor:**
- Eligibility (A or B) :**
- A.
- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

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

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

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

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

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

OR

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

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

II. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, Collège or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

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



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

OR

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

IV. Senior Professor in Universities

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

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

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

A. Eligibility:

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice Principal

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

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

I. Assistant Professor:

Eligibility (A or B):

A.

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

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

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

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

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

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

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:
- i) studied under a noted/reputed traditional Master(s)/Artist(s)
 - ii) Has been 'A' grade artist of AIR/Doordarshan;
 - iii) Has the ability to explain, with logical reasoning the subject concerned; and
 - iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor :

Eligibility (A or B):

A.

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

OR

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

- i) been 'A'-grade artist of AIR/Doordarshan;
- ii) eight years' experience of outstanding performing achievement in the



- field of specialisation;
- iii) experience in designing of new courses and /or curricula;
- iv) participated in National level Seminars/Conferences/Concerts in reputed institutions" and
- v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :**Eligibility (A or B):****A.**

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

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

- i) Having Masters degree, in the relevant subject
- ii) Has been 'A'-grade artist of AIR/Doordarshan
- iii) Has Ten years of outstanding performing achievements in the field of specialisation
- iv) Has made significant contributions in the field of specialisations and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:**I. Assistant Professor****Eligibility (A or B)****A.**

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

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

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

Note:

1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
2. NET/SLET/SET shall also not be required for such Masters Programmes, in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:
- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
 - ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
 - iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:**Eligibility (A or B) :****A.**

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

- B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:
- i) Been recognised artist of Stage/ Radio/TV;
 - ii) Eight years of outstanding performance in the field of specialisation;
 - iii) Experience of designing new courses and/or curricula;
 - iv) Participated in Seminars/Conferences in reputed institutions; and
 - v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

**II. Professor****Eligibility (A or B) :**

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

OR

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

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

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

iii) Made significant contribution in the field of specialisation

iv) Guided research;

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

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

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

4.4) Yoga Discipline**i. Assistant Professor :****Eligibility (A or B) :**

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

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

OR

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

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

II. ASSOCIATE PROFESSOR

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

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

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

III. PROFESSOR**Eligibility (A or B) :****A.**

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

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

4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**I. ASSISTANT PROFESSOR:**

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

II. ASSOCIATE PROFESSOR:

- i). Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC-listed journals.

III. PROFESSOR:

- i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC-listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognised by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**I. ASSISTANT PROFESSOR:**

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

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



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

III. PROFESSOR:

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

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C. and
(ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

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

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

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

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

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

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

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

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. UNIVERSITY LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports****Eligibility (A or B) :-****A.**

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university / inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

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

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

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



- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

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

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B):

A.

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these Regulations.

OR

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

III. University Director of Physical Education and Sports

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

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

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

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

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

5.1 Selection Committee Composition

I. Assistant Professor in the University:

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

- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- iv) Dean of the Faculty concerned, wherever applicable.
- v) Head/Chairperson of the Department/School concerned.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

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

II. Associate Professor in the University

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

- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
- iv) Dean of the faculty, wherever applicable.
- v) Head/Chairperson of the Department/School.
- vi) An academician representing SC/ST/OBC/Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

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



III. Professor in the University

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- Vice-Chancellor who shall be the Chairperson of the Committee.
 - An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - Dean of the faculty, wherever applicable.
 - Head/Chairperson of the Department/School.
 - An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- Vice Chancellor who shall be the Chairperson of the Committee.
 - An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
 - An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

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

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:
- Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
 - The Principal of the College.
 - Head of the Department/Teacher-in-charge of the subject concerned in the College.
 - Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

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

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

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

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
- iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

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

VII. Professor in Colleges, including Private and Constituent Colleges

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

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
- iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority



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

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VIII. College Principal and Professor

A. Selection Committee

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
- i) Chairperson of the Governing Body to be the Chairperson.
- ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
- v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor.

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

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

- i) Nominee of the Vice-Chancellor of the affiliating University.
- ii) Nominee of the Chairman, University Grants Commission.

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

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

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

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

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

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



- ii) The Dean of the Faculty concerned;
- iii) The University Director, Physical Education and Sports; and
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The University Director, Physical Education and Sports; and
- iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

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

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

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

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

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

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

6.0 SELECTION PROCEDURE:

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

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

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

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

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

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

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

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

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

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

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

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

B. Assessment Process

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

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

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

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



6.1 Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

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

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

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

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

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

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

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

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

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

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

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

OR

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

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

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions;
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

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

TABLE-A

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

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



Table-B

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

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

Table-C

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

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

Table-D

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

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

Table-E

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

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

Table-F

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

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

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

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

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

B. Career Advancement Scheme (CAS) for Colleges teachers

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

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

- Attended one Orientation course of 21 days' duration on teaching methodology; and
- Any one of the following: Completed one Refresher / Research Methodology Course

OR



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

OR

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

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

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

Eligibility:

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

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

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

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

CAS Promotion Criteria;

A teacher shall be promoted if,

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)****Eligibility:**

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
 - ii) Attended one Orientation course of 21 days duration on teaching methodology;
 - iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOC's course (with certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
 - iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

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

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten



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

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

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period. (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

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

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

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

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

Eligibility:

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

D. Career Advancement Scheme (CAS) for Librarians**Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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

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

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

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

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

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

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

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

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

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

Note:

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

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

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

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

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

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.



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

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

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

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

7.1 PRO-VICE-CHANCELLOR:

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

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

7.3. VICE CHANCELLOR:

- i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be

- persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
 - iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

8.1 DUTY LEAVE:

- i. Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

8.2 STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.



- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

8.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.



8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges

The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
 - (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
 - (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
 - (iv) Leave not debited to leave account
 - (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
 - (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted:
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.

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

For removal of doubt, it may be clarified :

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

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

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

Explanation:

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

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

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

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

VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. 'Leave Not Due'

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days; and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

9. Research Promotion Grant

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

9.1 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

- 11.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 11.3 Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 11.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 11.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

- 12.1 Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 12.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The



fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days

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

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

15.0 Workload

15.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

- Assistant Professor - 16 hours per week
- Associate Professor/Professor - 14 hours per week

15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

16.2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

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

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

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

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

Teacher should:

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

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

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

IV. Teachers and Authorities :

Teachers should:

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

V. Teachers and Non-Teaching Staff :

Teachers should :

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

VI. Teachers and Guardians

Teachers should:

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

VII. Teachers and Society

Teachers should:

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

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

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (A) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (B) Manage their private affairs in a manner consistent with the dignity of the profession;
- (C) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (D) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(C) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
 - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

- b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
- (b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College Librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil. degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.



xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil. at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

19.3 Allowances and Benefits

- I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

SANJEEV KUMAR NARAYAN, Under Secy.

[ADVT.-III/4/Exty./147/18]

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.I(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
Administrative Section

Shanti House, New Delhi
Dated 2 November, 2017

Conditions

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.I(1) dated 2.1.2017 in the Annexure (Page 2) appended in the said order, the following conditions are specified:

- (a) Class Secretaries level 18, their pay may be fixed at "Rs. 700" instead of "Rs. 500"
(b) Class Secretaries level 18B, their pay may be fixed at "Rs. 700" instead of "Rs. 500"
(c) Class Secretaries level 18, their pay may be fixed at "1,50,000" instead of "1,30,000"

5. The rest of the content of the above order remains the same.


(Dr. K.K. Tripathy) Secretary
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice-Chancellors of all Central Universities/ Institutions attached to the Government, only those of the Central Government.
3. Principal Secretary to Higher Education, South Block, Central Secretariat, New Delhi.
4. Secretary (Administration), Higher Education, Shanti House, New Delhi.
5. Secretary, Department of Higher Education, Shanti House, New Delhi.
6. Secretary, Department of Higher Education, Shanti House, New Delhi.
7. Secretary, Department of Higher Education, Shanti House, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Higher Education), Shanti House, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, located by the National Information Centre.



Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,700	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) I	27,100	36,900	45,800	1,31,400	1,46,200	1,82,200
2	39,400	47,000	52,200	1,36,300	1,59,500	1,87,700
3	41,300	49,100	54,700	1,39,425	1,64,800	1,99,800
4	43,000	51,300	57,200	1,43,000	1,67,900	2,09,100
5	44,900	53,600	59,800	1,47,000	1,72,300	2,05,100
6	46,800	56,000	62,500	1,51,300	1,77,200	2,11,300
7	48,800	58,500	65,300	1,56,000	1,72,300	2,17,600
8	50,900	61,100	68,200	1,61,000	1,77,400	2,24,100
9	53,100	63,800	71,200	1,66,400	1,82,700	
10	55,400	66,600	74,300	1,71,800	1,88,200	
11	57,800	69,500	77,500	1,77,500	1,93,900	
12	60,300	72,500	80,800	1,83,500	1,99,800	
13	62,900	75,600	84,200	1,89,700	2,05,800	
14	65,600	78,800	87,700	1,96,200	2,11,800	
15	68,400	82,100	91,300	2,02,900	2,18,000	
16	71,300	85,600	95,000	2,09,800		
17	74,300	89,300	98,800	2,16,900		

K. K. T...

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
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	1,71,800			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,300	1,82,400			
30	1,35,700	1,62,000	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	1,71,800	2,05,300				
39	1,77,100					
40	1,82,400					

K. K. T...

Appendix IITable I**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.



Table 2

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

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

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

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper 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	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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

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

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

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



Note:

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

Table: 3 A

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

S.N.	Academic Record	Score			
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				
	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 concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table: 3 B**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (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 | - | 25 Marks |
| (ii) | JRF/NET/SET | Maximum | - | 10 Marks |
| (iii) | In awards category | Maximum | - | 03 Marks |



- (B) Number of candidates to be called for interview shall be decided by the college.
- (C)
- | | | |
|-----------------------|---|------------|
| Academic Score | = | 84 |
| Research Publications | = | 06 |
| Teaching Experience | = | 10 |
| TOTAL | = | 100 |
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.		
(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.		
(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.




3.	Institution participating in external competitions	<p>Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.</p> <p>Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p>Unsatisfactory - Neither good nor satisfactory.</p>
4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p>	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	<p>(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii)Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <p>i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		

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GOVERNMENT OF KARNATAKA

**KARNATAKA CIVIL SERVICES
(GENERAL RECRUITMENT)
RULES, 1977
AND
KARNATAKA CIVIL SERVICES
(PROBATION) RULES, 1977
(As on February 2006)
(Amendment upto December 2005 incorporated)**

Department of Personnel and Administrative
Reforms



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GOVERNMENT OF KARNATAKA

Karnataka Civil Services (General Recruitment) Rules, 1977

(Amended upto December 2005)

NOTIFICATION

NO. DPAR 57 SRR 75, DATED 25TH JUNE, 1977

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules, namely:-

1. Title, Commencement and Application - (1) These rules may be called the Karnataka Civil Services (General Recruitment) Rules, 1977.

2) They shall come into force on the date of their publication in the Official Gazette.

3) (a) These rules shall apply to recruitment to all State Services and to all posts in connection with the affairs of the State of Karnataka and to members of all the State Civil Services and to the holders of posts whether temporary or permanent except to the extent otherwise expressly provided-

(i) by or under any law for the time being in force; or

(ii) in respect of any member of such service by a contract or agreement subsisting between such member and the State Government.

[Provided that the provisions of rule 3(2), 3A, 9(1A) 15(1), 16, 16A and 17 of the rules shall have effect, notwithstanding anything inconsistent therewith contained in the rules of recruitment specially made in respect of any service or post].

(b) These rules shall not apply to recruitment to posts-

(i) to be filled by appointment of members of All India Services;

(ii) in any Industrial Undertakings of the Government;

(iii) filled by casual employment; and

(iv) in work-charged establishments.

2. Definitions: (1) In these rules and in the rules of recruitment specially made in respect of any service or post, unless the context otherwise requires,-

(a) "appointed on probation" or "appointed on officiating basis" means appointed on trial.

(b) "Armed Forces of the Union" means the Naval Military Air Forces of the Union and includes the Armed Forces of the former Indian States (but excludes the Assam Rifles, Defence security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army]

(c) "Bachelor's degree", "Master's degree", "Degree", or "Doctorate" means such degree or Doctorate granted by a University established by law in India.

(d) Omitted.

1. Inserted proviso vide notification No. DPAR 1 SRR 90 dated 6-3-91 Gazette dated 14-3-1991.

2. Substituted vide notification No. DPAR 5 SRR 92, dated 31-3-92. Gazette dated 1-4-1992.



- (dd) "bonded labourer" means a person who has been released from the bonded labour system by virtue of the Bonded Labour System (Abolition) Act, 1976 (Central Act 19 of 1976) or the rules made thereunder or the Karnataka Bonded Labour System (Abolition) Ordinance, 1975 and who produces a certificate from the District Magistrate that is a bonded labourer who has been released from liability to pay the bonded debt under the provisions of the said Act or the Karnataka Bonded Labour System (Abolition) Ordinance, 1975 (Karnataka Ordinance 13th of 1975);
- (e) "Commission" means the Karnataka Public Service Commission;
- (f) "diploma" or "certificate" means a diploma or certificate granted by a University established by law in India or by an authority authorised by the Government to grant such diploma or certificate;
- (g) "direct recruitment" in relation to any service or post means appointment otherwise than by promotion or transfer from any State Civil Service, but shall not include appointment under rule 15;
- (h) "equivalent qualification" means a qualification notified by the Government to be equivalent to a qualification prescribed in respect of any post in the rules regulating recruitment to any State Civil Service;

(i) "Ex-Serviceman" means a person, who has served in any rank (whether as a combatant or as non-combatant) in the Regular Army, Navy and Air Force of the Union does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, and

- (a) who has retired from such service after earning his pension; or
- (b) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (c) who has been released otherwise than on his own request from such service as a result of reduction in establishment; or
- (d) who has been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or in-efficiency and has been given a gratuity;

and includes personnel of the Territorial Army of the following categories, namely:-

- i) Pension holders for continuous *embodied* service;
- ii) Persons with disability attributable to military service; and
- iii) gallantry award winners.

Explanation : The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-servicemen" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen, but shall not be appointed to a State Civil Service or post until they are permitted to leave the uniform.

1. Substituted vide Notification No. DPAR 19 SRR 88, dated 16-3-1989, Gazette dated 27-4-89.



(j) "Government" means the Government of Karnataka;

(k) "Government servant" means a person who is the member of the Civil Service of the State of Karnataka or who holds a civil post in connection with the affairs of State of Karnataka and includes any person whose services are temporarily placed at the disposal of the Government of India, the Government of another State, a local authority, any person or persons whether incorporated or not;

(l) "local candidate" shall have the same meaning as in the Karnataka Civil Services Rules.

'(1-1) "Other Backward Classes" means the persons belonging to the classes or categories classified as,-

- i) Category-I (Most Backward);
- ii) Category-II (a) (Relatively More Backward);
- iii) Category-II (b) (More Backward);
- iv) Category-III(a) (Backward)
- v) Category-III (b) (Relatively Backward)

by the Government under Article 16(4) of the Constitution of India, in Order No. SWD 150 BCA 94, dated 17th September, 1994 read with G.O. No. SWD 251 BCA 94, dated 31st January 1995 and as amended from time to time.]'

[(II) "Physically handicapped candidate" or "Person with disability" means a person suffering from not less than forty percent of any of the following disabilities as certified by a medical authority, namely:-

- (i) blindness
- (ii) low vision
- (iii) leprosy cured
- (iv) hearing impairment
- (v) Locomotor disability
- (vi) mental retardation
- (vii) mental illness

Explanation:-

(a) Blindness refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) total absence of sight; or

1. Inserted by Notification No. DPAR 4 SRR 95, Dated 25th July 1995 Gazette dated 10-8-95.
2. Substituted vide Notification No. DPAR 50 SRR 2000, dated 3-9-05 Gazetted dated 3-9-05.



(ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or

(iii) limitation of the field of vision subtending an angle of 20 degree or worse;

(b) Person with low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device;

(c) Leprosy cured means any person who has been cured of leprosy but is suffering from,-

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation;

and the expression "leprosy cured" shall be construed accordingly.

(d) "Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(e) "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(f) "mental retardation" means a condition of arrested or incomplete development of mind of a person who is specially characterised by sub normality of intelligence.

(g) "mental illness" means any mental disorder other than mental retardation.

(m) "promotion" means the appointment of a Government servant from a post or grade of service or class of service to a higher post or higher grade of service or higher class of service;

¹[(mm)..... Omitted]

²[(mmm) Scheduled Castes, Scheduled Tribes shall have the same meaning as in the Constitution of India.]

(n) "selection" means selection in accordance with provisions of these rules,-

(i) after consulting the Commission where such consultation is necessary; or

(ii) by the Advisory or Selection Committee, if any, appointed for the purpose by the Government; or

(iii) by the Appointing Authority where no Advisory or Selection Committee has been appointed.

(2) The General Clauses Act, 1897 (Central Act X of 1897), shall apply for the interpretation of these rules as it applies for the interpretation of a Central Act.

3. Method of Recruitment

³[(1) Except as otherwise provided in these rules or any other rules specially made in this behalf, recruitment to any service or post shall be made by direct recruitment which may be either by

1. Omitted vide Notification No. DPAR 111 SRR 2002, dated 3-2-2004, Gazette dated 21-2-2004.

2. Inserted vide Notification No. DPAR 33 SRR 78, dated 3-3-1978 Gazette dated 5-4-79.

3. Renumbered vide Notification No. DPAR 78 SRR 76, dated 19th June 1982, Gazette dated 24th June 1982.



competitive examination OR by selection or by promotion which may be either by selection or on the basis of seniority-cum-merit. The methods of recruitment and qualifications shall be as specified in the rules of recruitment specially made in that behalf:

Provided that in respect of direct recruitment to any service or post when the method of recruitment is not specified in the rules of recruitment specially made, the method of recruitment shall be by selection after an interview by the Commission, the Advisory or Selection Committee or the Appointing Authority as the case may be.

¹[Provided further that no person shall be eligible for promotion unless he has satisfactorily completed the period of probation or officiation, as the case may be, in the post held by him.

²(2) Notwithstanding anything contained in these rules or in the rules of recruitment specially made in respect of any service or post:-

(a) the promotion to the post of Head of Department or the post of an Additional Head of Department if it is in a grade equivalent to that of the Head of the Department Concerned, shall be made by selection;]

³[Provided that for the purpose of promotion by selection, the number of persons to be considered shall be such number of persons eligible for promotion in the order of seniority, as is equal to $2(x) + 4$ where (x) is the number of vacancies to be filled.

⁴[Provided further that the officer falling within the zone of consideration for promotion by selection shall not be considered for promotion unless he has at least three months service from the date of occurrence of the vacancy prior to his retirement on superannuation.]

(b) the promotion to all other posts shall be on the basis of seniority-cum-merit.]

⁵[(3) Notwithstanding anything contained in these rules or in any other rules made or deemed to have been made under the Karnataka State Civil Services Act, 1978 (Karnataka Act, 14 of 1990) maximum marks earmarked for interview. Viva-voce or personality test, as the case may be, in respect of any direct recruitment shall not exceed 5% of the maximum marks specified for written competitive examination or the qualifying examination, as the case may be and in case the maximum marks so earmarked for interview, viva-voce or personality test, as the case may be exceed the said percentage it shall be deemed to have been reduced to five percent of the maximum marks specified for written competitive examination or the qualifying examination as the case may be.

⁶[3A Qualification in respect of Ex-Servicemen.

Notwithstanding anything contained in rule 3 of these rules or the rules of recruitment specially made in respect of any service or post:-

(1) For appointment to any vacancy reserved for ex-servicemen in cadres or posts falling under Group-D, every ex-serviceman who has put not less than three years service in Armed Forces of the Union shall be exempt from minimum educational qualification, if any, prescribed in respect of such cadre or posts, and

1. Inserted vide Notification No. DPAR 20 SSR 78, dated 19th July 1978, Gazette dated 27-7-1978.
2. Inserted by Notification No. DPAR 78 SRR 76, dated 19-6-1982, Gazette dated 24-6-1982.
3. Inserted vide Notification No. DPAR 33 SRR 83, dated 10-4-1984, Gazette dated 10-5-84.
4. Inserted by Notification No. DPAR 23 SRR 93, dated 16-10-93, Gazette dated 11-11-93.
5. Inserted vide Notification No. DPAR 34 SRR 2002, dated 2-3-2002, Gazette dated 4-3-2002.
6. Inserted vide Notification No. DPAR 36 SSR 80, dated 20th October 1982 Gazette dated 10th May 1984.



(2) for appointment to any vacancy reserved for ex-servicemen in cadres or posts other than clerical posts falling under Group-C.

(a) the minimum educational qualification where such qualification prescribed is a pass in VII standard or any lower examination, may be relaxed in favour of ex-servicemen who have put in at least three years service in the Armed Forces of the Union and who are otherwise considered fit and suitable for appointment to such cadre or posts.

(b) where the posts are to be filled partly by direct recruitment and partly by promotion or transfer, and the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotion or transfer, an ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualification if he,-

- (i) satisfies the educational or technical qualifications prescribed for promotion to the post, and
- (ii) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotees.

Explanation- For the purposes of this rule, in computing the period of three years service, there shall be added any period of service which an ex-serviceman has rendered while serving in a corresponding post or posts in a civil department or a public sector undertaking or an autonomous organisation whether under the Central Government or any State Government or in a Nationalised Bank to the period of service rendered in the Armed Forces of the Union]

[(c) a matriculate Ex-servicemen who has put in a service of not less than fifteen years in the Armed Forces of the Union may be considered if the minimum educational qualification prescribed for such vacancy or post is a graduation and where,-

- (i) work experience of technical or professional nature is not essential; or
- (ii) though non-technical professional work experience is prescribed the appointing authority is satisfied that the Ex-serviceman is expected to undergo on the job training for a short duration to perform the duties of the said post.

Explanation.- For the purpose of this clause the term "matriculate Ex-servicemen" includes an ex-servicemen who has obtained the Indian Army Special Certificate of Education or the equivalent certificate in the Navy or Air Force".

(3) for appointment to any vacancy reserved for Ex-servicemen in a cadre or post other than a clerical post falling under Group-C or Group-D, where the prescribed minimum educational qualification is a pass in matriculation, the appointing authority may, at its discretion, relax such qualification in favour of ex-servicemen who have passed the Indian Army Class-I Examination or equivalent examination in the Navy or the Air Force and who have put in at least 15 years of service in the Armed Forces of the Union and are otherwise considered fit and suitable for appointment to such cadre or post on account of their experience and other qualifications.

(4) for appointment to direct recruitment vacancy reserved for Ex-servicemen if sufficient number of candidates belonging to the category of ex-servicemen are not available on the basis of general standard to fill all such vacancies reserved for them, candidates belonging to such category may be selected under relaxed standard of selection to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.



[3B. Omitted].

4. Procedure of appointment

Subject to the provisions of these rules, appointments to any service or post shall be made.-

(1) in the case of recruitment by direct recruitment,-

- (a) if it is by competitive examination, in the order of merit from the list of candidates, prepared by the Commission or other examining authority;
- (b) if it is by selection, after giving such adequate publicity to the recruitment as the appointing authority may determine, in the order of merit of candidates as determined by the Commission, the Advisory or Selection Committee or the Appointing Authority as the case may be; [.....]²

³[Provided that if two or more candidates have secured equal number of total marks in the competitive examination or in the process of selection, as the case may be, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit].

(2) in the case of recruitment by promotion,-

- (a) if it is to a post to be filled by promotion by selection, by selection of a person, on the basis of merit and suitability in all respect to discharge the duties of the post with due regard to seniority from among persons eligible for promotion;
- (b) if it is to a post other than that referred to in sub-clause (a), by selection of a person on the basis of seniority-cum-merit, that is, seniority subject to fitness of the candidate to discharge the duties of the post, from among persons eligible for promotion.

⁴**[4A Foregoing Promotion :-** (1) A Government servant who, on promotion does not want to accept such promotion may, within fifteen days from the date of receipt of the order of promotion, make a written request seeking permission of the appointing authority to forego the promotion so made, and if on consideration or such request the reasons given for foregoing the promotion are found acceptable by the appointing authority, it may permit the Government servant to forego the same.

(2) In all such cases of foregoing promotion by the Government servant he shall not be considered for promotion for a period of one year from the date of his request seeking permission to forego the promotion or till the immediate next date of consideration of promotion, whichever is later, on the eventual promotion to the higher grade, such Government servant shall lose seniority vis-a-vis his juniors promoted to the higher grade earlier, irrespective of the fact whether the posts in question are filled by selection or otherwise.

(3) In case, where the reasons given by the Government servant for foregoing the promotion are not acceptable to the appointing authority the same shall be communicated in writing to the concerned Government servant who shall, immediately on receipt of such communication, assume the charge of the promotional post, failing which it shall be construed as misconduct.

Provided that such requests seeking permission to forego promotion by female Government Servants shall not ordinarily be refused,"

1. Omitted vide Notification No. DPAR 111 SRR 2002, dated 3rd February 2004, Gazette dated 21-2-2004.
2. Omitted vide Notification No. DPAR 31 SRR 78, dated 4th February 1981, Gazette dated 10-2-81.
3. Inserted by Notification No. DPAR 31 SRR 78, dated 4th February 1981 Gazette dated 10-2-81.
4. Inserted vide Notification No. DPAR 57 SRR 2001, dated 22nd May 2002, Gazette dated 23-5-2002.



5. Disqualification for appointment

(1) No person shall be eligible for appointment to a State Civil Service unless he is, -

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, [Zaire, Ethiopia and Vietnam]¹ with the intention of permanently settling in India:

Provided that a person belonging to category (b), (c), (d) or (e) shall not be appointed unless he produces a certificate of eligibility² [indicating the date of migration] issued by the Deputy Commissioner/District Magistrate of the district in the State in whose jurisdiction the applicant is ordinarily a resident:

Provided further that a person belonging to category (b), (c), (d) or (e) may be admitted to an examination or interview conducted by the Commission or other recruiting authority.

(2) No man who has more than one wife living and no woman who has married a man already having another wife, shall be eligible for appointment to a State Civil Service:

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

(3) No person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials, shall be eligible for appointment to a State Civil Service.

(4) No applicant for appointment to a post in any department of Government shall be eligible for appointment if he is, at the time of his application, in permanent or temporary employment in any other Department of Government or under any other State Government or Central Government or any other State Government or Central Government or any other authority specified by the Government in this behalf and has made the application without the consent of the head of the department or of the Government or of the authority, as the case may be, under whom he is employed.

Provided that this sub-rule shall not be applicable to a person employed in any department of Government as a local candidate as long as he is treated as such.

(5) No person who has not passed the³ [seventh standard] examination in any language 1 [with Kannada as one of the subjects¹ and who does not express willingness to serve as a member of the Home Guards under the Karnataka Home Guards Act, 1962 shall be appointed [to a Group-D]² post in any of the State Civil Services and every person appointed [to a Group-D]¹ post shall, if so required by the appointing authority, at any time be liable to serve as a member of the Home Guards.

1. Substituted vide Notification No. DPAR 1 SRR 79, dated 9th August 1979, Gazette dated 23rd August 1979.
2. Inserted by Notification No. DPAR 25 SRR 80, dated 20th May 1982, Gazette dated 1st July 1982.
3. Substituted vide Notification No. DPAR 74 SRR 2002, dated 29th January 2003, Gazette Dated 30th January 2003



(6) No person shall be eligible for appointment to a State Civil Service if he or she-

(a) is or has been a member of, or has associated himself or herself with, any body or association after such body or association is declared as an unlawful body or association; or

(b) has participated in, or is associated with, any activity or programme-

(i) aimed at subversion of the Constitution of India;

(ii) aimed at organised breach or defiance of law involving violence;

(iii) which is prejudicial to the interests of the sovereignty and integrity of India or the security of the State; or

(iv) which promotes, on grounds of religion, race, language, caste or community feelings of enmity or hatred between different sections of the people; or

(c) is dismissed from service under the Government of India or any State Government.

(d) is or has been permanently debarred or disqualified by the Union or any State Public Service Commission from appearing for any examination or selections conducted by it.

(7) No person who is or has been convicted of an offence involving moral turpitude or who is or has been temporarily debarred or disqualified by the Union or any State Public Service Commission from appearing for examination or selections conducted by it shall ordinarily be appointed to the State Civil Service unless, the Government after a review of all the circumstances consider him suitable for such appointment.

6. Age limit for Appointment

¹[(1) Save as other wise provided in the rules of recruitment specially made and applicable to any service or post prescribing higher age limit, every candidate for appointment by direct recruitment must have attained the age of eighteen years and not attained the age of,-

²[(a) (thirty eight years) in the case of a person belonging to any of the Scheduled Castes or Scheduled Tribes or Category-1 of the Backward Classes;

(b) (thirty six years) in the case of a person belonging to any of the category-II(a) or II(b), III(a) or III(b) of Other Backward Classes; and

(c) (thirty three years) in the case of any other person.

on the last date fixed for the receipt of applications or on such other date, as may be specified by the appointing authority.]

³[Provided that in the case of the following repatriates the upper age limit shall be relaxed by three years for recruitment through competitive examinations held by the Karnataka Public Service Commission and upto forty five years for all other recruitments, and it shall be further relaxed by five years for persons belonging to the Scheduled Castes and Scheduled Tribes among them:-

(a) Persons of Indian origin who migrated to India from East Pakistan (now Bangladesh) on or after 1st January 1964 but before 26th March 1971;

(b) Persons of Indian origin from Burma who have migrated on or after 1st June 1963 and the repatriates from Ceylon (now Sri Lanka) who have migrated on or after 1st November 1964;

1. Substituted in Notification No. DPAR 33 SSR 78 dated 31st March 1979, Gazette dated 5th April 1979.

2. Substituted vide Notification No. DPAR 04 SRR 95, dated 25th July 1995 Gazette 10-8-95.

3. Inserted by Notification No. DPAR 25 SRR 80, dated 20th May 1982, Gazette dated 1st July 1982.



(c) Persons of Indian origin who have migrated from the East African countries of Kenya, Uganda and the United Republic of Tanzania;

(d) Persons of Indian origin who have migrated from Vietnam.]³

[(2) Where maximum age limits other than age limits specified in sub-rule (1) are fixed for recruitment for any service or post then unless the rules of recruitment provided for enhanced age limit in the case of a person belonging to Scheduled Castes, Scheduled Tribes, Category-I, Category-II(a), Category-II(b), Category-III(a), Category-III(b) of Other Backward Classes, the maximum age limits shall be deemed to have been enhanced by five years in the case of a candidate belonging to any of the Scheduled Castes or Scheduled Tribes or Category I of Other Backward Classes and by three years in the case of a candidate belonging to any of the Category II(a) or Category II(b) or Category III(a) or Category III(b) of Other Backward Classes.]

[(2A) Notwithstanding that the maximum age limits specified in the rules of recruitment to any service or post is less than those prescribed in sub-rule (1), the maximum age limits specified in the said sub-rule (1) shall respectively be deemed to be maximum age limits in respect of the class or persons specified therein for recruitment to the said service or post.

Savings:- Recruitment to any service or post in the said service pending on the date of commencement of these rules shall be finalised in accordance with the rules which were in force immediately prior to the commencement of these rules.]³

(3) Notwithstanding anything contained in sub-rule (1) the maximum age limit for appointment shall be deemed to be enhanced in the following cases to the extent mentioned namely:-

(a) in the case of candidate for appointment to a Group D post on the personal establishment of a Minister, Minister of State or Deputy Minister, by five years, if such appointment is only for the duration of the term of office of such Minister, Minister of State or Deputy Minister;

(b) in the case of a candidate who is or was holding a post under the Government or a local authority or [a corporation established by a State Act or a Central Act or established by the Government under a State Act or Central Act and owned or controlled by the Government] by the number of years during which he is or was holding such post or [ten] years whichever is less

(c) in the case of a candidate who is an ex-serviceman, by three years plus the number of years of service rendered by him in the Armed Forces of the Union;

Savings:- Notwithstanding the amendment to the said rules, by rule 2, recruitment to any service or post advertised before the commencement of these rules shall be made as if the said rules have not been amended by these rules]³

(d) in the case of a candidate who has been released from the National Cadet Corps after service as whole time Cadet Instructor by the number of years of service rendered by him as such Cadet Instructor;

1. Substituted vide Notification No. DPAR 04 SRR 95, dated 25th July 1995 Gazette dated 10-8-95.
2. Substituted vide Notification No. DPAR 33 SRR 78, dated 31-3-1979, Gazetted dated 5-4-1979.
3. Inserted vide Notification No. DPAR 69 SRR 76, dated 2nd December 1980, Gazette dated 11th December 1980.



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(e) in the case of a candidate who is or was a village Group Inspector appointed in a Rural Industrialisation Scheme sponsored by the State Government, by the number of years of his service as such village group inspection;

(f) in the case of a candidate who is physically handicapped, by ten years;

(g) in the case of a candidate who is or was a member of the staff of the former Maharaja of Mysore, by the number of years he is or was such a member;

(h) in the case of a candidate who is or was holding a post under the Census Organisation of the Government of India in this State, by the number of years during which he is or was holding such post or by five years whichever is less;

(i) in the case of a candidate who is a widow, by ten years;

¹[Explanation:- Omitted.

²(j) in the case of a candidate who is bonded labourer, by ten years

(k) in the case of a candidate for appointment to a Group B, Group C or Group D post in the office of the Resident Commissioner, New Delhi and the Karnataka Bhavan, by eight years.

(4) Where the Government is of the opinion, that it is necessary or expedient so to do, to be recorded in writing relax any of the provisions of sub rule (1) to (3) with respect to any appointment to any service or post made prior to 18th June 1974.

07. Promotion after date of compulsory retirement

No Government servant who is retained in service after the date of compulsory retirement or superannuation shall be promoted to another post;

Provided that nothing, in this rule shall apply to a Government servant who is retained in service after the date of compulsory retirement or superannuation in pursuance of the Government Orders No. GAD 3 DTB 58, dated 14th August 1958 and 5th November 1958.

³[Provided further that nothing in this rule shall apply to a Government servant who is retained in service upto the last day of the month in accordance with the proviso to clause (a) of Rule 95 of the Karnataka Civil Services Rules]³

8. Provision for reservation of appointments or posts

⁴[Omitted.....] Appointments or posts shall be reserved for the members of the Scheduled Castes, Scheduled Tribes and other Backward Classes to such extent and in

1. Omitted vide Notification No. DPAR 37 SSR 77 dated 8-2-1979 Gazette dated 22-2-1979.
2. Inserted vide Notification No. DPAR 58 SSR 80, dated 5-11-1982 Gazette dated 22-12-1982.
3. Inserted vide Notification No. DPAR 44 SRR 80, dated 6-1-1981 Gazette dated 22-1-1981.
4. Omitted vide notification No. DPAR 28 SRR 95, dated 21-10-1995 Gazette dated 2-11-1995



such manner as may be specified by the Government under clause (4) of Article 16 of the Constitution of India.

¹[Provided that, notwithstanding anything in the rules of recruitment specially made in respect of any service or post, the backlog vacancies in the promotional quota shall be determined and implemented with effect from 27th April, 1978.

Note: The backlog vacancy means the extent of the number of vacancies available under the roster system upto the level of lowest category in Group A post calculated from 27th April, 1978.]

09. Provision for Ex-serviceman ²(Physically Handicapped)² and ³[members of the family of a project displaced persons]⁵ [Women] and [Kannada Medium Students]

¹[(1) Notwithstanding anything contained in the rules of recruitment specially made in respect of any service or post, if in such rules of recruitment direct recruitment is prescribed as one of the methods of recruitment, ⁴[ten percentage of the vacancies set apart for that method in each of the categories of General Merit, Scheduled Castes and Scheduled Tribes and in each of the Categories among Other Backward Classes shall be reserved for, and] shall be filled by direct recruitment from among ex-servicemen and members of the families of persons who, while serving in the Armed Forces of the Union, were either killed or permanently disabled-

Explanation:- For the purpose of this sub-rule members of the family means the wife or husband, as the case may be, and children and step children wholly dependent on the person who served in the Armed Forces of the Union.]

²[(1A) Notwithstanding anything contained in the rules of recruitment specially made in respect of any service or post, if in such rules of recruitment, direct recruitment is prescribed as one of the methods of recruitment, the following percentage of the vacancies set apart for that method in each of the categories of General merit, Scheduled Castes and Scheduled Tribes and in each of the categories among other Backward Classes shall be reserved for, and shall be filled by direct recruitment from among the candidates who are physically handicapped, namely:-

(i) three percent of the vacancies in Group-"A" or Group-"B" posts as may be identified and notified by the Government.

(ii) five percent of the vacancies in Group-"C" or Group-"D" posts as may be identified and notified by the Government.]³

Provided that this sub-rule shall not be applicable to direct recruitment to,-

(i) [Omitted]³

(ii) any post for appointment to which specific physical standards are prescribed in the rules of recruitment;

(iii) the post of drivers of motor vehicles; and

(iv) such other posts as the Government may by order direct.]⁵

1. Inserted vide Notification No. DPAR 13 SRR 92, dated 1st April 1992 Gazette dated 1-4-92
2. Inserted vide Notification No. DPAR 37 SSR 77, dated 8th February 1979, Gazette dated 22nd February 1979.
3. Substituted vide Notification No. DPAR 50 SSR 2000 dated 3-9-2005 Gazette dated 3-9-2005
4. Substituted vide Notification No. DPAR 28 SRR 95, dated 21st October 1995, Gazette dated 2-11-95.
5. Inserted vide Notification No. DPAR 23 SSR 99 dated 23-11-1990 Gazette dated 24-11-2000.



[Provided further that this sub-rule shall also not be applicable for direct recruitment of persons suffering from a physical handicap of such nature and in respect of such posts as may be specified by notification, by Government from time to time.]

27(1AA) Notwithstanding anything contained in the rules of recruitment specially made in respect of any service or post, if in such rules of recruitment direct recruitment is prescribed as one of the methods of recruitment, for a period of twenty years from the date of commencement of Karnataka Civil Services (General Recruitment) (Fifty Seventh Amendment) Rules 2000, five percent of the posts set apart for that method in each of the categories of General Merit, Scheduled Castes and Scheduled Tribes, and in each of the categories among other Backward Classes, shall be filled by direct recruitment from among the members of the family of a project displaced person:-

Provided that, this sub-rule shall not apply to direct recruitment to Group-A and Group-B posts:

Provided further that where on account of acquisition of any land or plot in the gramatana or other property belonging to a project displaced person, possession there of was taken twenty years prior to the commencement of the Karnataka Civil Services (General recruitment) (Fifty seventh Amendment) Rules, 2000, the members of the family of such project displaced person shall not be eligible for recruitment under this sub-rule;

Provided also that, all things being equal, direct recruitment under this sub-rule shall be made in the following order of preference, namely:-

- (i) the members of the family of a project displaced person who has lost to a project, his dwelling house and at least fifty percent of his agricultural land on which he was dependent,
- (ii) the members of the family of project displaced person who was landless in the pre-project period, but lost his dwelling house to a project;
- (iii) the members of the family of a project displaced person who has lost to a project, only fifty percent or less of his agricultural land on which he was a dependent;
- (iv) the members of the family of a project displaced person in any other case;

Explanation :- For the purpose of this sub-rule,

(I) "project displaced person" means any tenure holder, tenant, Government lessee or owner of other property who has been in possession of the land or other property for a period of at least five years before the date of publication of the preliminary notification of acquisition of such land or property and who on account of acquisition of his land, including plot in the gramatana or other property in the affected area under the project, has been displaced from such land or other property for the purpose of the project;

(II) "Members of the family" in relation to a project displaced person means the family of the project displaced person consisting of such persons and his or her spouse, sons, unmarried daughters, brothers and sisters residing with him and dependent on him for their livelihood;

1. Inserted vide Notification No. DPAR 64 SSR 79, dated 27th August 1981, Gazette dated 10-9-1981.
2. Inserted vide Notification No. DPAR 23 SRR 99, dated 23-11-2000, Gazette Dated 24-11-2000.



"Project" means the construction, extension or improvement of any work for the supply of water for the purposes of irrigation or for the production and supply of electricity or of any work conducive to electrical development and includes any other work of public utility, construction, extension, improvement or development which results in displacing persons from lands which may be used for such work"]

[(1B) Notwithstanding anything contained in the rules of recruitment specially made in respect of any service or post, in all direct recruitment thirty percent of vacancies set a part for that method in each of the categories of General Merit, Scheduled Castes, Scheduled Tribes and in each of the categories among Other Backward Classes shall, subject to any general instructions that may be issued by the Government regarding the manner of appointment, be filled from among women candidates.

Provided, that if sufficient number of eligible women candidates are not available, to the extent of thirty percent, the unfilled vacancies shall be filled by men candidates belonging to the same category.

Provided further that nothing in this rule shall prevent the women candidates from competing and for being considered against seventy percent of direct recruitment vacancies, if selected on the basis of merit.]¹

²["Provided also that the Government may, by Notification exclude any service or post from the application of the provision of this sub-rule."]²

[(1C) Notwithstanding anything contained in the rules of recruitment specially made in respect of any service or post, in all direct recruitment, five percent of vacancies set apart for that method in each of the categories of General Merit, Scheduled Castes, Scheduled tribes and in each of the categories among other Backward classes shall, subject to any general instructions that may be issued by the Government regarding the manner of appointment, be filled from among candidates who have studied in Kannada Medium from first standard to tenth standard where the qualifying examination prescribed for a post is S.S.L.C. or higher or from first standard to qualifying examination where the qualifying examination prescribed for a post is lower than S.S.L.C"]³

(2) If sufficient number of suitable persons belonging to the categories mentioned in sub-rule (1) and sub-rule (1A) are not available for filling up the vacancies set apart for them such vacancies shall be filled by direct recruitment.

(3) ⁴[Omitted]

10. Conditions relating to suitability and certificates of Character

No person shall be appointed to any service or post unless the appointing authority is satisfied that he is of good character and is in all respects suitable for appointment to Government service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates given not more than six months prior to the date of his selection, by two respectable persons unconnected with his college or university, and not related to him testifying to his character, in addition to the certificate or certificates which may be required to be furnished from the educational institution last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment to Government service, the decision of the Government shall be final.

1. Inserted vide Notification No. DPAR 34 SRR 95, dated 6th March 1996 Gazette dated 6-3-96.
2. Omitted vide Notification No DPAR 28 SRR 95, dated 21st October 1995 Gazette dated 2-11-95.
3. Inserted vide Notification No. DPAR 52 SRR 98, dated 7-12-1999 Gazette dated 7-12-1999.
4. Inserted vide Notification No. DPAR 71 SRR 2001, dated 24-10-2002 Gazette dated 28-10-02.



11. Procedure in respect of applications by Government servants.-

A Government servant applying for an appointment to any service or post shall submit his application through the authority competent to appoint him to the post which he holds at the time of making the application. Such authority shall decide whether the Government servant shall be permitted to apply and such permission shall ordinarily be granted unless the authority considers that the grant of such permission will not be in public interest or will not be consistent with any specific agreement entered into by the applicant with the Government:

[Provided that this rule shall not be applicable to a Government servant employed in any department of Government as a local candidate as long as he is treated as such.]¹

12. Conditions relating to Physical Fitness

²[(1) No candidate selected for appointment in accordance with the provisions of clause (1) of rule 4 shall be appointed to any post in the State Civil Services unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform. Government may by order prescribe the physical standards required to be satisfied by a person for appointment to any service or post and specify the medical authority which may grant the certificate of physical fitness and provide for such other incidental matters as may be necessary. The opinion of the medical authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidate.]²

³[(1A) A candidate selected for appointment who fails to appear before the medical authority specified by the Government under sub-rule (1) shall be given one more opportunity to appear before such authority. If the candidate fails to appear before the medical authority even on the second occasion, his name shall stand deleted from the list of selected candidates and he shall cease to be eligible for appointment.]

³[(2) Government may, in any case, for good and sufficient reasons, dispense with the production of the certificate under sub-rule (1).]³

(3) The appointing authority may, in the case of persons appointed temporarily in short vacancies of less than three months duration dispense with production of the certificate under sub-rule (1).

13. Fees:- Every candidate for direct recruitment to any service or post may be required to pay such fees, if any, as may be prescribed-

(i) by the Commission in respect of his application and examination;

(ia) by any other authority making direct recruitment, with the consent of the Government in respect of his application and examination and;

(ii) by the Government, in respect of his medical examination:

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1. Substituted vide Notification No. DPAR 38 SRR 79, dated 21st July 1981 Gazette dated 30th July 1981 and further substituted vide Notification No. DPAR 21 SRR 85, dated 31st July 1985 Gazette dated 5-9-95.
 2. Substituted vide Notification No. DPAR 35 SRR 77(1) dated 8th February 1978, Gazette dated 23rd February 1978.
 - Inserted vide Notification No. DPAR 5 SRR 83 dated 10th May 1984 Gazette dated 14-6-84.



Provided that ¹[a candidate belonging to a scheduled Caste or a Scheduled Tribe]¹ or ²[the Category-1]² shall be exempt from the payment of any fees prescribed under this rule and in the case of] ¹ a candidate who is goldsmith certified by the Tahsildar of the taluk in which he is ordinarily resident, as displaced in his business as a result of the Gold Control Order, 1962, or a member of the family of such goldsmith certified as such by the Tahsildar, the fees payable shall be one fourth of the fees prescribed under this rule.

³[Provided further that persons of Indian origin who have migrated from East Pakistan (now Bangladesh), Burma and Sri Lanka shall be exempt from the payment of fee prescribed in respect of the application for the post advertised or for admission to competitive examination conducted by the Karnataka Public Service Commission.]³

14. Method of recruitment and qualification for certain temporary posts:

In the case of any temporary post not included in the cadre of any State Civil Services or to which the rules of recruitment specially made in respect of any service or post are not applicable, the method of recruitment and qualifications for recruitment shall be the same as are applicable to the corresponding permanent posts included in any such cadre or in respect of which the said rules of recruitment are applicable.

15. Provision for appointment of retired Government Servants and for appointment by contract:

(1) Notwithstanding anything contained in these rules or in the rules of recruitment specially made in respect of any service or post, the Government may, if it considers necessary for reasons to be recorded in writing, that it is in public interest so to do-

(a) appoint to a service or a post any person who has retired from the service of the Government, Central Government or any other State Government on such terms and conditions and for such period, as may be necessary, and after consultation with the Commission where such consultation is necessary;

(b) appoint to the following categories of posts any person who is in its opinion is able to discharge the duties of such post on such terms and conditions as may be determined by agreement.

(i) posts of Heads of Departments when suitable officers are not available for appointment, according to the rules of recruitment applicable to the posts;

(ii) posts requiring technical qualification; ⁴[.....]

(iii) posts in the personal establishment of a Minister, a Minister of State or a Deputy Minister.

⁵[Provided that notwithstanding anything to the contrary contained in any rule made under the proviso to article 309 of the Constitution of India or in the agreement, or the terms and conditions and the period of appointment of any person under clause (a) or clause (b), the services of a person so appointed shall be liable for termination at any time by a notice in writing given either by such person to the Government or by the Government to such person and the period of such notice shall be one month:

1. Substituted vide Notification No. DPAR 19 SRR 84, dated 4th April 1986. Gazette dated 17th April 1986. Further substituted vide Notification No. DPAR 21 SRR 86, dated 12th December 1986. Gazette dated 12th December 1986.
2. Substituted vide Notification No. DPAR 21 SRR 86, dated 12th December 1986. Gazette dated 12th December 1986 and further substituted vide Notification No. DPAR 04 SRR 95, dated 25th July 1995 dated 10-8-95.
3. Inserted vide Notification No. DPAR 25 SRR 80, dated 20th May 1982. Gazette dated 1st July 1982.
4. Omitted vide Notification No. DPAR 9 SRR 80, dated 8th June 1981. Gazette dated 18th June 1981.
5. Inserted vide Notification No. DPAR 20 SRR 80, dated 8th April 1980. Gazette dated 10th April 1980 comes into force with effect from 25th June 1977.



Provided further that the services of any such person may be terminated forthwith and on such termination he shall be entitled to claim a sum equivalent to the amount of his pay plus allowance for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or, as the case may be, for the period by which such notice falls short of one month.]

¹[(iv) posts in the personal establishment of a Chair-person of a Commission or a Committee constituted by Government, where such Chairperson is a non-official and has been given the status of a Cabinet Minister or a Minister of State or a Deputy Minister.]

²[(v) Group C post in the Legal Cell of the Karnataka Bhavan, New Delhi, when suitable persons are not available for appointment according to the rules of recruitment applicable to the post.]

³[(vi) Posts of personal Assistants, Second Division Assistants, drivers and Group-'D' Posts sanctioned in Revenue Department for assisting the Members of Parliament and any other post which may be sanctioned in Revenue Department for the said purpose.]

(2) The total period of appointment of any person or the total period of appointment in any post under clause (b) of sub-rule (1) shall not exceed five years;

⁴[Provided that appointments to posts mentioned in sub-clause (iii) of clause (b) of sub-rule (1) may be made for a period co-terminus with the tenure of office of the Minister, the Minister of State, [the Deputy Minister or the Member of Parliament]⁵ concerned.

(3) Notwithstanding anything contained in clause (b) of sub-rule (1) a person in the service of the Government shall not be eligible for appointment under the said clause.

16. Relaxation of rules relating to appointment and qualifications:-

Notwithstanding anything contained in these rules or the rules of recruitment specially made in respect of any service or post, the Government may, for reasons to be recorded in writing-

(a) appoint to a post-

- (i) an officer of the Defence Services, an All India Services or a Civil Service of the Union, or the Civil Services of any other State;
- (ii) an officer holding a post of an equivalent grade by transfer or by deputation from any other service of the State for recruitment to which these rules apply;

⁶[Provided that appointment by transfer under this sub-clause shall not be made unless the officer has passed the examination prescribed under the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 for the post to which he is proposed to be transferred.]

⁷[Provided further that where it is necessary in public interest to appoint an officer belonging to a service which has no equivalent grade, an officer holding a post in the next lower grade in such service may be appointed by deputation for a period not exceeding two years:

Provided also that no such appointment shall be to a post which is equivalent to or higher than the next promotional post to such officer in such other service.]⁸

1. Inserted vide Notification No. DPAR 17 SRR 84, dated 28th May 1985 - Gazette dated 20th July 1985.

2. Inserted vide Notification No. DPAR 26 SRR 89, dated 6-6-1989, Gazette dated 6-7-89

3. Inserted vide Notification No. DPAR 14 SRR 2000, dated 11-10-2000 Gazette dated 11-10-

4. Inserted vide Notification No. DPAR 34 SRR 89, dated 22-10-1990 Gazette dated 1-11-1990.

5. Inserted vide Notification No. DPAR 1 SRR 79 dated 9-8-1979 - Gazette dated 23-8-1979 and further substituted vide notification No. DPAR 44 SRR 96 dated 21-1-1998 - Gazette dated 23-1-98.



(iii) an officer who by bodily infirmity is permanently incapacitated for the post which he holds
Provided that appointment under this sub-clause shall not be:-

- (1) to a post lower than that held by such officer save with his consent;
- (2) to a post higher than the post held by such officer except when the Government is of the opinion that there is no other equivalent post to which such officer can be appointed:

[(iiiia) an officer who by bodily infirmity is temporarily incapacitated for the post which he holds:

Provided that the duration of appointment under this sub-clause shall not be for a period longer than the duration of the bodily infirmity on account of which he is held to be incapacitated to hold the post in the service to which he belonged.]

(iv) in the State Civil Services Group-A on deputation, a person with specialised qualifications in the service of a University established by law in India and holding an equivalent post for such period not exceeding five years and on such terms as the Government may in each case determine;

Provided that, whereas the Government is of the opinion that in view of the special circumstances of a case the period of deputation has to be extended beyond five years as stipulated under this clause, it may, for reasons to be recorded in writing, extend the same for a further period of one year at a time subject to a maximum of three years, so however, that the total period of deputation including the extended period shall not exceed eight years.

(b) relax, by notification for such period as may be specified therein, the qualifications prescribed for purposes of direct recruitment in the rules of recruitment specially made in respect of any service or post, if candidates possessing the prescribed qualifications are not available:

Provided that in the case of post for which recruitment is required to be made in consultation with the Commission, such relaxation shall not be made except after consulting the Commission.

[16-A. Appointment by transfer within the service.] Notwithstanding anything contained in these rules or the rules of recruitment specially made in respect of any service or post, a Head of the Department in respect of service may in public interest and for reasons to be recorded in writing and subject to any general instructions that may be issued by Government in this behalf appoint by transfer a member of a Group-C or Group-D service from a post in one unit of seniority to an identical post in the same cadre in another unit of seniority.

Explanation:-

- (1) 'Unit of Seniority' means the jurisdiction of the appointing authority in respect of a post.
- (2) Such transfer shall not be permissible from one cadre to another cadre.

17. Appointment by direct recruitment or by promotion in certain cases.-

Notwithstanding anything contained in these rules or in the rules of recruitment specially made in respect of any service or post, the appointing authority may-

(a) fill by direct recruitment a vacancy reserved to be filled by promotion when it is satisfied that the persons eligible to be considered for promotion are not fit to be so promoted; or

(b) fill by promotion a vacancy required to be filled by direct recruitment when such vacancy is not likely to last for more than one year.

1. Inserted vide Notification No. DPAR 9 SRR 80, dated 8th June 1981, Gazette dated 18th June 1981.
2. Inserted vide Notification No. DPAR 9 SRR 80 dated 8th June 1981, Gazette dated 18th June 1981.
3. Substituted vide Notification No. DPAR 147 SRR 2004, dated 25-7-2005 gazetted dated 27-7-2005.



[(c) Omitted.]

[Note: Save as provided in Clause (b), no promotion shall be made against a direct recruitment vacancy.]

18. Joining time for appointment:-

(1) A candidate appointed by direct recruitment shall assume charge of the post specified by appointing authority as soon as possible after the date of the order of appointment, but not later than [fifteen days] from this date.

Explanation.- For the purpose of the sub-rule "the date of the order of appointment" means the date of despatch of the order of appointment by registered post to the address given by the candidate.

(2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time, as it may deem necessary.

(3) The name of the candidate who fails to assume charge of the post within the time specified in sub-rule (1) or within the further time granted under sub-rule (2) shall stand deleted from the list of selected candidates and the candidates concerned shall cease to be eligible for appointment.

19. Probation and appointments by promotion

(1) All appointments by direct recruitment to any service or post shall be on probation for such period, not being less than two years, as may be provided for in the rules specially made in respect of such service or post;

Provided that where no period of probation or a period of probation of less than two years is specified in the rules of recruitment, the period of probation shall, notwithstanding anything contained in such rules, be two years.

Provided further that the Government may, by order:-

(i) waive the period of probation of a person if he has discharged for a period of two years the duties of the post to which he is appointed or of a post the duties of which are in the opinion of the Government, similar and equivalent to those of such post; or

(ii) reduce the period of probation of person by such period not exceeding the period during which he has discharged the duties of the post to which he was appointed or of a post the duties of which are, in the opinion of the Government, similar and equivalent to those of such post.

(2) Nothing contained in sub-rule (1) shall be applicable to persons recruited under the Karnataka District Judges (Recruitment) Rules, 1962.

(3) (a) Save as otherwise provided in the rules of recruitment relating to any service or post and subject to the proviso to clause (f) all appointments by promotion shall be on an officiating basis for a period of one year, which may, for reasons to be recorded in writing, be extended by the appointing authority by a period not exceeding one year;

1. Omitted vide Notification No. DPAR 42 SRR 93, dated 9th February 1994 Gazette dated 24-2-94.

2. Inserted Vide Notification No. DPAR 42 SRR 93, dated 9th February 1994 Gazette dated 24-2-94.

Provided that the Government may, by order,-

- (i) waive the period of officiation of a person if he has already discharged for a period of one year the duties of the post to which he is promoted; or
- (ii) reduce the period of officiation of a person by such period not exceeding the period during which he has discharged the duties of such post.

(b) At the end of the period of officiation or the reduced or extended period of officiation, as the case may be, the appointing authority shall consider the suitability of the person so promoted to hold the post to which he was promoted;

(c) If the appointing authority considers that the work of the person so promoted during the period of officiation or the reduced or extended period of officiation is satisfactory, it shall, as soon as possible, issue an order declaring the person to have satisfactorily completed the period of officiation. Such an order shall have effect from the date of the expiry of the period of officiation or the reduced or extended period of officiation, as the case may be.

(d) If at the end of the period of officiation or the extended period of officiation under clause (a), as the case may be, the appointing authority considers that the person is not suitable for the post to which he is promoted it shall, by order revert the person to the post which he held prior to his promotion.

(e) A person shall not be considered to have satisfactorily completed the period of officiation unless a specific order to that effect is passed. Any delay in the issue of an order under clause (c) or clause (d) of this sub-rule shall not entitle the person to be deemed to have satisfactorily completed the period of officiation.

(f) A person who has been declared to have satisfactorily completed his officiation under clause (c) shall be confirmed as a full member of the service in the group or category for which he was promoted at the earliest opportunity to any substantive vacancy which may exist or arise in the permanent cadre of such group or category:

Provided that where the appointment is made by promotion to a temporary post in any service, the person concerned shall be continued on an officiating basis in the temporary post.

(4) Notwithstanding anything contained in any other rules made under the proviso to article 309 of the Constitution of India no person whose period of probation or officiation has been either waived or reduced under the second proviso to sub-rule (1) or, as the case may be, the proviso to clause (a) of sub-rule (3) shall be eligible for confirmation [or promotion] till the expiry of the period of probation or officiation as the case may be. [which the person had to undergo] but for such waiver or reduction.

20. Misconduct.

A candidate found guilty of impersonation or submitting fabricated documents or documents which have been tampered with or making statements which are incorrect or false or of suppressing material information or of using or attempting to use unfair means in an examination conducted for purposes of recruitment or otherwise resorting to any other irregular or improper means in connection with his recruitment may, in addition to rendering himself liable to a criminal prosecution and to disciplinary action, be debarred either permanently or for a specified period-



(a) by the Commission or other recruiting or examining authority from admission to any examination or appearing for any interview for selection of candidates; and

(b) by the Government from employment under it.

21. Repeal

(1) The Karnataka State Civil Services (General Recruitment) Rules, 1957 are hereby repealed:

Provided that the said repeal shall not affect the previous operation of the said rules or anything duly done or suffered thereunder or affect any right, liability or obligation acquired, accrued or incurred under the said rules.

(2) Any reference in any rule or order to the rules repealed by sub-rule (1) shall be construed as a reference to these rules.

(3) All proceedings commenced under the rules repealed by sub-rule (1) and pending on the date of commencement of these rules shall be continued and disposed of in accordance with provisions of these rules.

By Order and in the name of the Governor of Karnataka.

(N.P. JOSHI)

Deputy Secretary to Government,
Department of Cabinet Affairs and Department of
Personnel and Administrative Reforms
(Service Rules).

Under Secretary to Government,
Department of Personnel & Administrative Reforms
(Service Rules-1)



(a) by the Commission or other recruiting or examining authority from admission to any examination or appearing for any interview for selection of candidates; and

(b) by the Government from employment under it.

21. Repeal

(1) The Karnataka State Civil Services (General Recruitment) Rules, 1957 are hereby repealed:

Provided that the said repeal shall not affect the previous operation of the said rules or anything duly done or suffered thereunder or affect any right, liability or obligation acquired, accrued or incurred under the said rules.

(2) Any reference in any rule or order to the rules repealed by sub-rule (1) shall be construed as a reference to these rules.

(3) All proceedings commenced under the rules repealed by sub-rule (1) and pending on the date of commencement of these rules shall be continued and disposed of in accordance with provisions of these rules.

By Order and in the name of the Governor of Karnataka.

(N.P. JOSHI)

Deputy Secretary to Government,
Department of Cabinet Affairs and Department of
Personnel and Administrative Reforms
(Service Rules).
Under Secretary to Government,
Department of Personnel & Administrative Reforms
(Service Rules-1)



**KARNATAKA CIVIL SERVICES
(PROBATION) RULES, 1977
NOTIFICATION**

No. DPAR 57 SRR 75, dated 25th June 1977

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules, namely:-

1. Title and Commencement.- (1) These rules may be called the Karnataka Civil Services (Probation) Rules, 1977.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Definition.- In these rules, unless the context otherwise requires,-

(1) "appointed on probation" means appointed on trial.

(2) "probationer" means a Government servant on probation.

3. Period of Probation.- The period of probation shall be as may be provided for in the rules of recruitment specially made for any service or post, which shall not be less than two years, excluding the period if any, during which the probationer was on extraordinary leave.

4. Extension or reduction of period of probation- (1) The period of probation may, for reason to be recorded, in writing, be extended-

(i) by the Governor or the Government by such period as he or it deems fit;

(ii) by any other appointing authority by such period not exceeding half the prescribed period of probation;

Provided that if within the prescribed or extended period of probation, a probationer has appeared for any examinations or tests required to be passed during the period of probation and the results thereof are not known before the expiry of such period, then the period of probation shall be deemed to have been extended until the publication of the results of such examinations or tests or of the first of them in which he fails to pass.

(2) The Government may, by order, reduce the period of probation of a probationer by such period not exceeding the period during which he discharged the duties of the post to which he was appointed or of a post the duties of which are in the opinion of the Government, similar [and] equivalent to those of such post.

5. Declaration of satisfactory completion of probation etc.,-(1) At the end of the prescribed or as the case may be the reduced or extended period of probation the appointing authority shall consider the suitability of the probationer to hold the post to which he was appointed, and-

(a) if it decides that the probationer is suitable to hold the post to which he was appointed and has passed the special examinations or test, if any, required to be passed during the period of probation it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation and such an order shall have effect from the date of expiry of the prescribed, reduced or extended period of probation;

(b) if the appointing authority decides that the probationer is not suitable to hold the post to which he was appointed or has not passed the special examinations or special tests. If any,



required to be passed during the period of probation, it shall, unless the period of probation is extended under rule 4, by order, discharge him from service.

(2) A probationer shall not be considered to have satisfactorily completed the probation unless a specific order to that effect is passed. Any delay in the issue of an order under sub-rule (1) shall not entitle the probationer to be deemed to have satisfactorily completed his probation.

Note.- In this rule and rule 6 'discharge' in the case of a probationer appointed from another service or post, means reversion to that service or post.

6. Discharge of a probationer during the period of probation.- (1) Notwithstanding anything in rule 5, the appointing authority may, at any time during the period of probation, discharge from service a probationer on grounds arising out of the conditions, if any, imposed by the rules or in the order of appointment, or an account of his unsuitability for the service of post; but the order of discharge except when passed by the Government shall not be given effect to till it has been submitted to and confirmed by the next higher authority.

(2) An order discharging a probationer under this rule shall indicate the grounds for the discharge but no formal proceedings under the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957, shall be necessary.

7. Termination for misconduct.- No order terminating the services of a probationer, whether during or at the end of the period of probation for any misconduct, shall be passed except in accordance with the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957.

8. Appeal.- No appeal shall lie against an order discharging a probationer under rule 5 or rule 6.

9. Confirmation.- Subject to sub-rule (4) of rule 19 of the Karnataka State Civil Services (General Recruitment) Rules, 1977, a probationer who has been declared to have satisfactorily completed his probation shall be confirmed at the earliest opportunity in any substantive vacancy which may exist or arise;

Provided that where more than one approved probationer is available for such confirmation, the senior-most approved probationer on the date of vacancy shall be confirmed.

10. Increment and Pay.- (1) A probationer appointed at the initial or higher stage of a time scale may draw the increment that fall due during the prescribed '[.....]' increments after the expiry of such period unless and until he is declared to have satisfactorily completed his probation.

11. Probation where validity of appointment is questioned.- Notwithstanding anything contained in the preceding rules, where the validity of the appointment of any person as probationer is questioned in any legal proceeding before a Court of law '[and where interim orders barring the declaration of satisfactory completion of the period of probation has been ordered by such court of law]' the period of probation of such person shall continue until the final disposal of such proceedings, and pending such disposal, the appointing authority may, if it is satisfied that the probationer has satisfactorily completed the prescribed or extended period of probation direct that the probationer shall be entitled to draw increment in the scale of pay of the post held by such probationer from such date as may be specified in such direction and increments shall subject to the other provisions governing the drawal of increments applicable to Government servants generally, be drawn by such probationer accordingly.

1. Omitted vide Notification No. DPAR 65 SSR 78 dated 18-4-1980 Gazette dated 1-5-1980.

2. Inserted vide Notification No. DPAR 16 SRR 85, dated 31-12-1985 Gazetted dated 16-1-1986.



Provided that where no such interim order has been ordered in such proceedings, the appointing authority may, if it is satisfied that the probationer has satisfactorily completed the prescribed or extended period of probation, declare by order that the probationer has satisfactorily completed his probation, subject to the final decision in such proceedings.

12. Repeal.- (1) The Karnataka Government Servants Probation Rules, 1957 are hereby repealed:

Provided that the said repeal shall not affect the previous operation of the said rules or anything duly done or suffered thereunder or affect any right, liability or obligation acquired, accrued or incurred under the said rules.

(2) Any reference in any rule or order to the rules repealed by sub-rule (1) shall be construed as a reference to these rules.

(3) All proceedings commenced under the rules repealed by sub-rule (1) and pending on the date of commencement of these rules shall be continued and disposed of in accordance with the provisions of these rules.

Governor of Karnataka,

By Order and in the name of the Governor of Karnataka.

(N.P. JOSHI)

Deputy Secretary to Government
Department of Cabinet Affairs and Department of
Personnel and Administrative Reforms
(Service Rules).


Coordinator
IQAC

B.L.D.E. Association's
Commerce, BHS Arts & TGP Science College, Jamkhandi.
Ph : 08353 - 223344





PRINCIPAL
B.L.D.E. Association's
Commerce, BHS Arts & TGP Science College,
JAMKHANDI-587301.

6.2.2



ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

1. Teacher

- a) Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.
- b) A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.
- c) Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

2. Recruitment

- i) The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days' from the date of publication of the advertisement time and make appointments thereto on all India basis on the recommendations of the Selection Committee as per UGC Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010.
- ii) The fee for processing application form shall be collected as prescribed by the University from time to time. The SC/ST/DA (Physically Handicapped) candidates need not pay processing fee.
- iii) In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
- iv) The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee.
- v) The in-service candidates should apply through Proper Channel.



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**Conditions of Service of Appointed Teachers of the University and the Selection Committee
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3. Minimum Qualifications and Experience

- I. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed in the UGC Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010 and amended from time to time, shall be followed.
- II. In addition to the above, the Vice-Chancellor may prescribe in consultation with the concerned Dean of School and Chairperson of the Centre, to the Academic Council such specification or any other condition as required for the post to be filled up.

The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as under:

(i) PROFESSOR

- a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- b) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- c) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- d) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

OR

- a) An outstanding professional, with an exceptional accomplishment established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials

(ii) ASSOCIATE PROFESSOR

- a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- b) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- c) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books



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and/or research/policy papers.

- d) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, as evidenced by Ph.D. thesis /co-authored books/publications in peer reviewed journals.
- e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

(iii) ASSISTANT PROFESSOR

- a) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.
- c) Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.
- d) NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

III. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.

IV. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

4. Shortlisting of Applications

- a) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him /her for being called for interview.
- b) The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- c) The Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the UGC Guidelines in consultation with the Vice Chancellor.



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5. Reservation Policy

- I. The rules and procedures prescribed by the Govt. of India, MHRD and UGC in respect of the Reservation policy for reserved categories shall be followed
- II. A relaxation of 5% may be provided at the graduate and master's level for the SC/ST/Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. Rounding off of marks to make it to 55% or 50% as the case may be through grace mark procedure etc., by universities is not permissible for claiming relaxation.
- III. The statutory provision for relaxation prescribed by MHRD & UGC in case of the candidates belonging to SC/ ST/ OBC/PH categories will be made applicable to them.

6. Process of Selection

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API).
- b) Universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.
- c) In all the Selection Committees of direct recruitment of teachers, an academician representing Scheduled Caste/ Scheduled Tribe/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- d) The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the University based on the API criteria provided in UGC Regulation 2010.
- e) The publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be



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- factored into the weightage scores while finalizing the outcome of selection by the selection committee.
- f) The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria based PBAS set out in UGC Regulations 2010 and reprints of five major publications of the candidates.

7. Selection Committee

The **Selection Committee** for the post of **Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician nominated by the Visitor.
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.
4. Dean of the concerned School, wherever applicable.
5. Chairperson of the Centre.
6. An academician representing SC/ ST / OBC/ Minority /Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category.

The **Selection Committee** for the post of **Associate Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee. Vice Chancellor may delegate power to Pro Vice Chancellor to chair the Selection Committee.
2. An academician nominated by the Visitor.
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.



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4. Dean of the concerned School. Wherever applicable
5. Chairperson of the Centre.
6. An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category.

The **Selection Committee** for the post of **Assistant Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee. Vice Chancellor may delegate power to Pro Vice Chancellor to chair the Selection Committee.
 2. An academician nominated by the Visitor.
 3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.
 4. Dean of the concerned School, wherever applicable
 5. Chairperson of the Centre.
 6. An academician representing SC/ ST/OBC /Minority /Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category.
- g) The Registrar, and while the office of the Registrar is vacant, the Deputy Registrar nominated by the Vice-Chancellor for the purpose, shall be the ex-officio Secretary of the Selection Committee, but shall not be deemed to be a member thereof.
- h) At least four members, including Chairperson and two outside subject experts shall constitute the quorum.



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i) Selection committee shall assess the following dimensions with the weightages given below:

	Assistant Professor	Associate Professor	Professor
Minimum API Score	As stipulated in the API developed by the University	Consolidated API score requirement of 300 points from category III of API's	Consolidated API score requirement of 400 points from Category III of API's
Selection Committee criteria/Weightages (Total Weightages=100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Technical Skills (30%) c) Interview performance (20%)	d) Academic Background (20%) e) Research performance based on API score and quality of publications (40%) f) Assessment of Domain Knowledge and Technical Skills (20%) g) Interview performance: (20%)	h) Academic background (20%) i) Research performance based on API score and quality publications (40%) j) Assessment of Domain Knowledge and Teaching Skills (20%) k) Interview performance: (20%)

j) The University shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.

k) No recommendations should be made with a condition attached to the concurrence of the future events.

l) The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation, If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.

m) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC



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Regulation 2010 para no. 6.4.11

- n) Outstation candidates belonging to SC/ST/DA categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket /proof.

8. Appointment

- I. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- II. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- III. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
- IV. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Gandhinagar or any other place which is the Headquarters of the University.
- V. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19 (1) of the Central Universities Act, 2009.
- VI. The Executive Council may appoint a teacher or any other academic staff of any other University or organisation for undertaking a joint project in accordance with Statute 19 (2) of the Central Universities Act, 2009.

9. Contract

- I. Incumbent teacher shall enter in to contract as per Proforma given in Annexure-I
- II. Short term appointee for teaching shall enter in to contract as per Proforma given in Annexure-II.

10. Period of Probation and Confirmation

- I. The minimum period of probation shall be one year extendable by a maximum period of one



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- I. more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- II. Subject to this Clause it is obligatory on the part of the university to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- III. Probation and confirmation rules are applicable only at the initial stage of recruitment, as issued from time to time, by Government of India.
- IV. All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

- I. It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation with Annual Performance Report duly scrutinized with recommendation of the concerned Dean.
- II. The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.
- III. In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.
- IV. Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

11. Pay and Allowances

A Per the Government of India rules /UGC regulations issued from time to time and adopted by Central University of Gujarat

12. Increment

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation



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

Teachers and the students

b) Teachers should:

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

Teachers and colleagues

c) Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii) Speak respectfully of other teachers and render assistance for professional betterment;



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- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and authorities:

d) Teachers should:

- i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession;
- vi) Should adhere to the conditions of contract;
- vii) Give and expect due notice before a change of position is made; and
- viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- ix) No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.
- x) Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

Teachers and non-teaching staff:

- i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within University; and



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

Teachers and guardians

e) Teachers should:

- i) Try to see through teachers' bodies and organizations, that University 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 University.

Teachers and society

f) Teachers should:

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

16. Teaching Days, Work Load and Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the University Grants Commission from time to time.

17. Age of Superannuation

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC and Govt. of India, adopted by Central University of Gujarat from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.

In special cases, a teacher on his / her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.



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18. Voluntary Retirement

As Per the Government of India/UGC Rules issued from time to time and adopted by Central University of Gujarat

19. Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

20. Resignation

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

21. The other conditions of service or any matter which are not covered above shall be as prescribed by the University Grants Commission/Government of India and Central University of Gujarat from time to time.



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Annexure-I

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance”.

(To be typed on rs.10/- non-judicial stamp paper & submit one original and two copies thereof.)

WRITTEN CONTRACT OF APPOINTMENTS-SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED his / her the _____ day
of _____ the year Two Thousand _____ of the
Republic of India between _____ S/O
/D/O/W/O _____ aged _____
_____ years, residing at _____ of the
first part (hereinafter called 'the party of the first part') and the Central University of
Gujarat of the second part.

WHEREAS the Central University of Gujarat (hereinafter referred in as “the University”) have engaged the party of the first part as _____
(Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all-time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre/Office)



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4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay including the grade pay of Rs. _____) in the pay scale of Rs. _____. He/she shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force.
5. The party of the first shall, during the period of this / her agreement earns leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance as per rules of the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable.
9. The Party of the first part shall submit himself / herself for Self-Appraisal PABS methodology as prescribed by the UGC/ University as notified and amended from time to time.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this / her agreement and the decision of the University as their applicability shall be final.



ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

IN WITNESS WHERE OF _____ (name) _____ the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands in the _____ year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF:

Witness:

- 1)
- 2)

Signed and sealed on behalf of the University under the authority of the Executive Council by:

Signature:

Designation:

In the presence of:

- 1. Signature
- 2. Signature



ORDINANCE NO.19

**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

Annexure-II

SERVICE CONTRACT FOR SHORT-TERM APPOINTMENT AS A TEACHER

Memorandum of Agreement made this the _____ day of _____ Two Thousand _____ and between _____ (hereinafter called the 'Teacher') of the first part, and the Central University of Gujarat being a body corporate constituted under the Central University Act, 2009 (hereinafter called the 'University') of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____ to be a member of the teaching staff of the University with effect from the _____ and the said _____ hereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed there under, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said _____ shall be a contract teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the term of his appointment for which he is appointed or is terminated as herein after provided, shall continue in the service of the University for the period of his appointment as aforesaid.
3. That the University shall pay _____ during the continuance of his engagement hereunder as a remuneration of his services a consolidated salary of Rs. _____
4. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University.
5. That the teacher shall devote his whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or public service commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice Chancellor, to any other academic work.



ORDINANCE NO.19

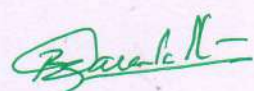
**Conditions of Service of Appointed Teachers of the University and the Selection Committee
Procedures for their Appointment**

6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified below:
- Where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:
Provided that the Executive Council may, if it is of the opinion, that the Circumstances of the case do not warrant the suspension of the teacher or a member of academic staff, revoke such order.
 - Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
 - Save as aforesaid the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving one months' notice in writing or on payment of one months' salary in lieu of notice.
 - No teacher or a member of the academic staff shall be removed until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
 - The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:
Provided that where a teacher or a member of the academic staff is under suspension at the time of his removal, the removal shall take effect from the date on which he was placed under suspension. "
 - The teacher may at any time, terminate his engagement by giving the Vice Chancellor one months' notice in writing or on payment to the University of one month salary in lieu thereof, provided that the Executive Council may waive the requirement of notice at its discretion.
 - On the termination of this engagement, from whatever cause, teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him.


Coordinator
IQAC

B.L.D.E. Association's
Commerce, BHS Arts & TGP Science College, Jamkhandi.
Ph : 08353 - 223344




PRINCIPAL 19
B.L.D.E. Association's
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