

# Constitution of Rayat Shikshan Sanstha, Satara

# RAYAT SHIKSHAN SANSTHA

Established - 1919



## CONSTITUTION

(Incorporating amendments passed from  
time to time upto 9<sup>th</sup> May 2007)



(Registered under the Societies'  
Registration Act, XXI of 1860 No. 763)

(Registered under the Bombay  
Public Trusts Act. XXIX of 1950  
No. North Satara F. 4)



***"Education through self-help" - KARMAVEER***

# CONSTITUTION OF THE RAYAT SHIKSHAN SANSTHA, SATARA.

***"Education through self-help" - KARMAVEER***

**NAME :**

1. The name of the Sanstha shall be the **RAYAT SHIKSHAN SANSTHA .**

The founder of the Sanstha -Padmabhushan Karmaveer  
BHAURAO PATIL, D.Litt.

**HEAD OFFICE :**

2. The Head Office of the Rayat Shikshan Sanstha shall be at  
Satara.

**AIMS & OBJECTS :**

3. The aims & objects of the Rayat Shikshan Sanstha shall be :
  - a) to impart generally to the rising generation of India & in particular to the residents of Maharashtra, a liberal & vocational education from pre-primary to University level, embodying a social,cultural, scientific, technical, agricultural, commercial, industrial and physical training.

- b) to train suitable teachers for the above purposes;
- c) to train village - workers for the work of village uplift and rural industries ;
- d) to open free libraries and reading rooms, hostels, residential and ordinary schools and colleges and such other institutions as may be conducive to the attainment of the aims and objects of the Sanstha, as circumstances permit;
- e) to do all lawful things and acts as are incidental or conducive to the attainment of any of the aforesaid aims and objects;

4. The Rayat Shikshan Sanstha shall provide facilities for the education of the poor by providing means to 'Earn while They Learn' on the principle of Self-Help. The institutions of the Sanstha shall be so conducted as to make no distinction of sex, region, religion, caste, creed or class and to be as free from tuition fees as possible.

5. The Sanstha shall be non-political. Members of the Managing Council of the Sanstha, the Life Members, the teachers and the employees of the Sanstha shall not engage themselves in any political activities within the precincts of the institutions of the Sanstha. The students in its institutions shall not take

any active part in politics and shall devote their entire attention to the furtherance of education.

**DEFINITIONS :**

6. In this Constitution, the following expressions shall have the following meanings unless a contrary intention appears from the context.

a) The “**SANSTHA**” means the **Rayat Shikshan Sanstha**.

b) 1. A “**LIFE MEMBER**” means and includes a Life Worker whose age is not less than forty five years and not more than fifty five years at the time of his being recommended as Life Member by the Board of Life Members and who is accepted as a Life Member by the Managing Council. The Board of Life Members shall elect by ballot and recommend to the Managing Council the required number of Life Members from amongst the willing Life Workers representing, as far as possible, different regions of Maharashtra, by a system of proportional representation by a single transferable vote, taking into consideration his academic and developmental work, his integrity and the period of his service in the Sanstha. The total number of Life Members shall not exceed fifty at a time. (Life Members enrolled before 1976 will continue to be Life Members till they retire).

2. A “**LIFE WORKER**” means and includes a teacher\*

whose age is not less than forty four years and not more than fifty four years at the time of his being accepted as a Life Worker by the Managing Council on the recommendations of the Board of Life Members taking into consideration his academic and developmental work, his integrity and the period of his service in the Sanstha, provided, however, that the Managing Council is not satisfied with the recommendations of the Board of Life Members, the Managing Council shall refer them back to the Board of Life Members with their modifications and suggestions, if any, and call for their fresh recommendations. On receipt of the fresh recommendations from the Board of Life - Members or, in case, the Board of Life Members fails to submit their fresh recommendations within a period of four months, the Managing Council shall be competent to take a final decision in this behalf. The Board of Life Members should lay down the procedure and the form of application for becoming a Life Worker. The procedure and the form shall have to be approved by the Managing Council. The Board should also see that Life Workers should represent as far as possible different regions of Maharashtra. The Total number of Life Workers shall not exceed sixty at a time. (\*teacher shall mean a teacher in a college, a secondary and a Higher Secondary School or a Junior College of Education conducted by the Sanstha.)

c) A "**MEMBER**" means and includes a person who is, as far as possible, a past student of the Sanstha and who is approved by the Managing Council as a Member and whose annual contribution shall be Rs.1,000/- provided that a person not associated with the Sanstha at least for a period of ten years immediately before his applying for such membership shall not be admitted as a member. A Member is entitled to vote only after he has contributed for three successive years. A Member who has not paid his annual contribution to the Sanstha on or before 31<sup>st</sup> March of the previous year, shall not be entitled to vote . Moreover, a Member who does not pay his annual contribution successively for a period of three years, shall cease to be a Member. The total number of Members shall not exceed one hundred and seventy five.

d) A "**FELLOW**" means and includes a person approved by the Managing council and whose contribution to the funds of the Sanstha amounts to lumpsum of not less than Rs.50,000/-. The total number of Fellows shall not exceed ten. (Fellows enrolled before 17<sup>th</sup> May 1994 shall continue to be Fellows).

e) A "**PATRON**" means and includes a person approved by the Managing Council and whose contribution to the funds of the Sanstha amounts to a lumpsum of

not less than Rs. 1,00,000/- . The total number of patrons shall not exceed ten. ( patrons enrolled before 17<sup>th</sup> May, 1994 shall continue to be patrons).

**f)** A **“BENEFACTOR”** means and includes a person approved by the Managing Council and whose contribution to the funds of the Sanstha amounts to a lumpsum of not less than Rs. 2,00,000/- . The total number of Benefactors shall not exceed ten. Benefactors enrolled before 17<sup>th</sup> May, 1994 shall continue to be Benefactors.)

**g)** An **“HONORARY MEMBER”** means and includes a person who is not an employee of the Sanstha and whose age is above fifty years and who has been accepted as an Honorary Member by the Managing Council for his distinguished and meritorious services towards the Sanstha over a period of at least twenty years. The total number of Honorary Members shall not exceed ten.

**h) THE RETIRED LIFE-MEMBERS :**

The total number of Retired Life-Members shall not exceed fifty provided, however, that the total number of existing Retired Life-Members will not come in the way of their being continued as the Members of the General Body under the category of Retired Life - Members provided further that the ceiling of fifty imposed under the constitution for the category of



Retired Life - Members that Life-Members shall not prohibit any Life - Member enrolled before 17<sup>th</sup> May ,1994 for being automatically admitted as a Member of the General Body under the category of Retired Life - Members. Other Retired Life - Members shall have to apply to the Managing Council for being admitted as Members of the General Body. The Managing Council shall consider their applications on the basis of the merit of their service record and shall admit such number of members as falls short of the ceiling of fifty of such members. The Retired Life - Member who has not paid his annual subscription to the Sanstha on or before 31<sup>st</sup> March of previous year shall not be entitled to vote. Moreover, a Retired Life - Member who does not pay his annual subscription successively for a period of three years, shall cease to be a Member of the general Body.

**THE AUTHORITIES OF THE SANSTHA :**

7. The following shall be the Authorities of the Sanstha.
  - a) The General Body
  - b) The Managing Council
  - c) The Board of Life - Members
  - d) The Higher Education Committee
  - e) The Co - ordination Committee

## **THE GENERAL BODY, ITS CONSTITUTION AND FUNCTIONS :**

8. The General Body of the Sanstha shall be the supreme authority and shall consist of :
- a) All Benefactors
  - b) All Patrons
  - c) All Fellows
  - d) All Honorary Members
  - e) All Members
  - f) All Life - Members
  - g) All Retired Life - Members, as per 6 (h)
9. The General body shall meet annually in the month of May to approve the Annual Report, Balance Sheet and Audited Statements of the Sanstha and discuss other matters of the Sanstha. In each succeeding third year the General Body shall meet for the purpose of electing the President of the Sanstha and such number of Vice Presidents as the General Body may deem fit, to elect the Secretary and the Members of the Managing Council as constituted under Article 19 (c). The Meeting shall be held at the Head Quarters of the Sanstha or at such other place as the President for the time being of the Sanstha may direct and shall be convened by the Secretary of the Sanstha by a notice of not less than twenty one days, exclusive of the day for which the meeting shall be convened,

**11.** The President by himself or on a requisition of one third of the members of the General Body may at any time require the Secretary to convene a Special Meeting of the General Body to consider and decide any question affecting the general welfare of the Sanstha. Not less than ten days' notice of any such meeting shall be given to all the Members of the General Body.

**12.** The General Body shall consider and if thought fit, sanction amendments proposed by the Managing Council and the Board of the Life-Members to the constitution. The amendments to the constitution shall be made by a majority of the total members of the General Body, and by a majority of not less than 2/3 of the Members of the General Body present and voting. Any amendment to the constitution shall come into force on the date on which it shall be sanctioned by the General Body of the sanstha. A meeting of the General Body called for any amendments to be made to the constitution shall require 21 days notice.

**13. a)** The General Body shall consider and decide all matters referred to it by the Managing Council.

**b)** The General Body may revoke or repeal any existing trust deed and execute a new trust-deed.

**14.** The president for the time being, of the Sanstha shall preside at all meetings of the General Body whenever

addressed to all the Members of the General Body. The accidental omission to give notice of the meeting to any such member shall not invalidate the proceedings of the meeting. The election shall be conducted by ballot and by a system of proportional representation with a single transferable vote. The procedure, rules and regulations shall be framed by the Managing Council.

**10.** If the President for the time being resigns his office he shall do so by addressing his letter of resignation to the Secretary of the Sanstha. If he resigns or becomes incapacitated for any reasons from continuing to act as the President or dies during the period of his office, the Secretary of the Sanstha shall convene a meeting of the General Body on fourteen days' notice, but otherwise in the manner directed by Article 9 to be held within ten weeks of the date of such resignation or incapacitation or death, as the case may be, for the purpose of electing a new President for the residue of the period of three years for which the outgoing President was elected. In the meantime and until such new President is elected, the most senior, Vice-President shall act as the President of the Sanstha. In case, the Vice-President wants to tender his resignation, he shall do so by addressing his letter of resignation to the President and sending or handing it over to the Secretary of the Sanstha.

he is present and in the absence of the President, the most senior Vice-President present shall preside. In the absence of the President and all Vice - Presidents the members present shall elect a Chairman for the transaction of the business of the meeting.

**15.** Seventy five members shall form a quorum at a meeting of the General Body. No business shall be transacted at a meeting unless there is a quorum. However, in case there is no quorum at the time stipulated in the notice, the meeting shall be adjourned for half an hour and shall start its proceedings thereafter irrespective of quorum.

**16.** All questions, except the elections of the different authorities of the Sanstha before the General Body, shall be decided by a majority of votes. In case of equality of votes, the Chairman of the meeting shall have a casting vote.

**17.** The president may, at any time, direct that the Managing Council shall hold an inquiry into the working of the Sanstha or any of its institutions or departments. On receipt of the direction, the Managing Council shall hold such inquiry and shall take such action as may be thought necessary on the reports of the inquiry.

**18.** There shall be a Secretary and one or more Joint Secretaries of the Sanshta. The Secretary shall be

elected by the General Body from amongst its members, generally for a period of three years, and shall remain in office until the new Secretary is duly elected. The Secretary shall act as the Secretary of the General Body and of the Managing Council of the Sanstha. He shall give effect to the resolutions of the General Body and of the Managing Council, sign all documents to be executed by and on behalf of the Sanstha, represent the sanstha in all legal proceedings and perform such other duties and functions as may be assigned to him by the Managing Council from time to time. The Secretary may raise loans with the previous sanctions of the Managing Council of the Sanstha. The Secretary is authorised to delegate his powers to any suitable person from the Sanstha, if and when necessary. In case, the Secretary wants to resign, he shall tender his resignation to the Chairman of the Managing Council of the Sanstha.

The Joint Secretary or Joint Secretaries as the case may be, shall be appointed, generally for a period of three years by the Managing Council from amongst Life -Members of the Sanstha on the recommendations of the Board of Life -Members.

The Joint Secretary or Joint Secretaries shall work under the Secretary and Managing Council. In case, the office of the Secretary falls vacant, the

Managing Council shall appoint a person who shall have all powers and privileges of the Secretary until the vacancy is duly filled in by the General Body, provided that the period between the appointment of such person by the Managing Council and election of the Secretary by the General Body shall not be more than six months.

**THE MANAGING COUNCIL :**

- 19.** There shall be a Managing Council consisting of :
- a)** Six Members elected by the Board of Life Members from amongst themselves by a system of proportional representation by a single transferable vote for a period of three years.
  - b)** Three Members elected by the Life Workers from amongst themselves by a system of proportional representation by a single transferable vote for a period of three years. Necessary arrangement for these elections pertaining to "a" and "b" shall be made by the Secretary of the Sanstha.
  - c)** Fifteen persons elected by Benefactors, Patrons, Fellows, Honorary Members, Members and Retired Life-Members from amongst themselves as far as possible, representing different regions of Maharashtra out of which two shall be from the Retired Life Members. The election shall be on the principle of proportional representation by a single transferable

vote. Procedure, rules and regulations in this behalf shall be framed by the Managing Council.

- d) The Secretary and
- e) The orgnizer, if any

20. The life of every Managing Council shall be for nearly three years. Each Managing Council shall remain in office till its successor is constituted. Any vacancy or vacancies caused by the resignation, death or otherwise, the members of the Managing Council representing Life Workers, Life Members, Retired Life Members and Members shall be filled in by the respective bodies for the residual period in the next immediate meeting of the General Body in consonance with Article 19 of the constitution.

21. The Managing Council shall elect its Chairman and Vice-Chairman from amongst its members in its first meeting. If the Chairman wants to resign his office he shall do so by addressing his letter of resignation to the Secretary of the Sanstha. If the Vice-Chairman wants to resign his office, he shall do so by addressing his letter of resignation to the Chairman of the Sanstha and sending or handing it over to the Secretary of the Sanstha.

**EXECUTIVE COMMITTEE :**

22. 1. The Managing Council shall constitute from amongst



its members, a Committee to be called the Executive Committee consisting of :

- a) The Chairman of the Managing Council. He shall be the Chairman of the Committee.
- b) The Vice-Chairman.
- c) The Secretary. He shall be the Secretary of the Committee.
- d) Four members from the Managing Council of whom two shall be Life-Members.
- e) The Organiser, if any.

The Executive Committee has power to pass resolutions, to open accounts with banks and authorise a person or persons to operate the accounts of the various branches of the Sanstha. It shall exercise the powers delegated to it by the Managing Council.

#### **ACCOUNTS COMMITTEE :**

**22. 2** The Managing Council shall constitute a committee to be called the Accounts Committee consisting of :

- a) Three members from the Managing Council.
- b) The Secretary of the Sanstha shall be the Chairman of the committee.
- c) The Joint Secretary (Higher Education) shall be the Secretary of the committee.
- d) The Joint Secretary. (Secondary Education)

e) **The Auditor of the Sanstha.**

The Accounts Committee shall have the power to go into the Audit Reports of the various branches of the Sanstha and submits its reports to the Managing Council for necessary action. It shall have those powers which are delegated to it by the Managing Council.

**23.** The Managing Council may appoint an Organiser. The duties of the Organiser shall be to co-ordinate the activities of the various institutions of the Sanstha and the different authorities thereof under the directions of the Managing Council and in collaboration with the Secretary.

**24. a)** The Immovable properties and investments for the time being and from time to time belonging to the Sanstha, shall be vested in the Managing Council of the Sanstha.

**b)** It shall be the duty of the Managing Council to see that the immovable properties and investments belonging to the Sanstha and from time to time, vested in them, are not used for any political purposes or for any other purposes inconsistent with the Aims and Objects of the Sanstha.

**25.** The Managing Council will have the following functions :

**a)** To prepare the annual report of the Sanstha, and also

- to arrange for publication of the annual report and audited statements of accounts of the Sanstha, after they are duly adopted and accepted.
- b)** To prepare annual statements of income and expenditure for the previous year and the budgets of the following year and sanction the same.
- c)** To prepare schemes for expansion of the academic and the economic activities of the institutions of the Sanstha.
- d)** To consider and act upon, both from the educational and financial point of view, proposals regarding offers of donations, endowments and other gifts and the proposals for the return to the donor of a donation, endowment or gift previously accepted.
- e)** To frame in consultation, if necessary, with the Board of Life-Members, regulations for the conduct of its business and for the discharge of its functions. All such regulations shall come into force from the date on which they are passed by the Managing Council. But they shall be placed before the General Body for its consideration at its next meeting. The General Body may either sanction such regulations or if two third of the members of the General Body vote in favour, may refer back such regulations or any of them with reasons to the Managing Council for reconsideration. Any such regulations shall be valid

not with standing that the regulations on reconsideration by the Managing Council may be cancelled, modified or otherwise varied, to meet the suggestions of the General Body.

**f)** To inquire into the conduct of a Life-Member and take necessary action thereon.

**g)** To frame amendments to the Constitution of the Sanstha and to recommend the same to the General Body.

**h)** To regulate the teaching and where necessary examinations of the institutions of the Sanstha in consultation with the Board of Life-Members.

**i)** To arrange for physical training of the pupils in the institutions of the Sanstha.

**j)** To make, in accordance with the recommendations of the Board of Life-Members, regulations for the admission, conduct and residence of the students of the institutions of the Sanstha.

**k)** To accept Life Workers on the recommendations of the Board of Life-Members and to accept Life-Members.

**l)** To appoint teachers and heads of the institutions and members of the establishment of each institution, to frame rules for granting of leave, promotions and extension of service in consultation with the Board of

Life-Members, and to transfer or punish the Life - members, and employees in the institutions of the Sanstha.

- m)** To arrange for the periodical inspections of the institutions of the Sanstha and to take, in consultation with the Board of Life-Members, such actions as in each case may be considered necessary, for the benefit of such institutions or improvement of the **efficiency** of the institutions.
- n)** To fix in accordance with the recommendations of the Board of Life-Members, the scales of salaries and allowances, to be paid or made to the Life Members, and employees of the Sanstha in the various institutions and the rates of fees to be charged.
- o)** To take all necessary legal steps in the interest of the Sanstha.
- p)** To enter into, vary, carry out, or cancel contracts, on behalf of the Sanstha for the construction of buildings, the supply of materials and if necessary to enter into lease for premises for the institutions of the Sanstha.
- q)** To consider, and if thought fit, to sanction in accordance with the recommendations of the Board of Life -Members, the institution of insurance Policy, or Provident Fund or both for the benefit of Life -

Members and employees of the Sanstha and to frame rules for the same.

**r)** To approve persons eligible as Members, Fellows, Patrons, Benefactors and Honorary Members and Retired Life-Members as the Members of the General Body under the provision made in clause 6 ( h ).

**s)** To administer generally, in consultation with the Board of Life-Members, funds and properties of the Sanstha.

**t)** To acquire by way of purchase, lease etc. and hold property to enable it to carry out its objects.

**u)** To sell, lease, mortgage or otherwise dispose of its property.

**v)** To borrow and raise money with or without the security of its property.

**w)** To exercise such other powers as may, from time to time, be conferred on it by the General Body.

**x)** To frame rules and regulations regarding the elections of the various bodies under this constitution.

**y)** The Scrutiny Committee be constituted by the President in consultation with the Chairman of the Managing Council to consider the applications received from the workers devoted to the Sanstha for being admitted as Members of the General Body.

26. The Managing Council shall meet at least once in every two months with clear ten days notice of each meeting. Seven members shall form a quorum. The Chairman shall preside at each meeting, and in his absence the Vice-Chairman and in case both of them are absent, the members present shall elect a Chairman for the meeting. All questions before the Council will be decided on show of hands by a majority of votes, and in case of any equality of votes, the Chairman of the meeting shall have a casting vote.

**THE FUNDS AND PROPERTIES OF THE SANSTHA :**

27. The funds and the properties of the Sanstha shall be dealt with under the following two heads viz :
- a) Permanent funds and the properties of the institutions of the Sanstha or of the Sanstha.
  - b) Current funds of the institutions of the Sanstha or of the Sanstha.

**28. PERMANENT FUNDS :**

- The permanent funds and the properties of the Sanstha shall include
- a) All buildings, lands, leasehold property and other kinds of immovable property of the several institutions of the Sanstha, or of the Sanstha.
  - b) All endowments made for founding scholarships and prizes or for other purposes in the institutions of the Sanstha or in the Sanstha.

- c) All deadstock such as furniture and other equipments in the institutions of the Sanstha or in the Sanstha.
- d) All books in the libraries and all apparatus in the laboratories of the institutions of the Sanstha or of the Sanstha.
- e) All other property such as mechanical equipments, implements, other durable equipments of the institutions of the Sanstha or of the Sanstha.
- f) All money set apart as reserve fund by the Managing Council.

**29. CURRENT FUNDS :**

- a) All yearly subscriptions or contributions or donations received.
- b) Fees and fines received.
- c) Grants - in - aid from the Govt. or local bodies or private institutions.
- d) Money grants made for specific current expenditure.
- e) Interest received from endowment for specific current expenditure.

**30.** The permanent funds of the Sanstha shall be appropriately invested from time to time by the Managing Council.

**31.** A donation ear-marked for a particular purpose by the donor thereof shall be utilized for that purpose only.



## **AMENDMENT TO THE CONSTITUTION :**

32. The General Body shall have the power, on the recommendations of the Board of Life-Members and the Managing Council to repeal, alter or amend this Constitution in any manner whatsoever.
33. Any such amendment to the Constitution shall come into force on the date on which it shall be sanctioned by the General Body of the Sanstha.

## **THE BOARD OF LIFE – MEMBERS :**

34. The Board of Life- Members shall consist of all Life - Members of the Sanstha.
35. The Board of Life-Members shall be in charge of the day-to-day administration of the institutions of the Sanstha and the raising of funds for it, subject to the control and supervision of the Managing Council.
36. The Board of Life-Members shall frame, with the approval of the Managing Council, bye-laws for the transaction of its business and for the carrying out of its duties.
37. The Board of Life-Members shall frame rules to provide for the following :
- a) Its membership.
  - b) The conduct of its members.
  - c) Minimum qualifications of a Life-Member.

d) Duties to be assigned to the Life-Members.

e) Period of service.

f) Release from service.

g) Pay and other amenities.

h) Punishment.

i) General conduct.

These rules will be referred to the Managing Council by the Board for the approval. The rules shall come into force as soon as they are approved by the Managing Council.

**38.** A Life Worker shall accept Aims and Objects of the Sanstha and shall promise in writing to work in connection with the institutions of the Sanstha at any of its centres.

**39.** A Life Worker should, as far as possible, be a person who is a past student of the Sanstha and who holds any of the following qualifications :

a) Ph.D. Degree of a recognized University.

b) Masters Degree of a recognized University.

c) B.T.,B.Ed. or B.P.Ed. of a recognized University.

d) B.E. of a recognized University.

e) M.B.B..S. of a recognized University.

f) D.Ed. (Post graduate diploma in Education from

G.B.T.C.)

- g) A Degree of a foreign University of repute.
- h) A.M.
- i) LL.M.
- 40.** A Life-Member shall sign a declaration to the effect:
- a)** that he shall faithfully abide by the aims and objects of the Sanstha.
  - b)** that in serving the Sanstha he shall seek no personal advantage for himself.
  - c)** that he shall be content with such provisions for himself and his dependents, as the Sanstha shall be able to make and that he shall devote no part of his time and energies towards private earnings or for any other purpose contrary to the aims and objects of the Sanstha.
- 41.** Delete the complete clause.
- 42.** The age of retirement of a Life-Member or a Life Worker shall be the same as that prescribed for teachers by the Education Department / University. (The age of retirement of Life-Members enrolled before 1976 shall be sixty years.)
- 43.** The Managing Council may allow a Life-Member to retire if he so desires, after a period of fifteen years of service. The retiring member will not be entitled to any claim or other advantages as a Life Member.

- In respect of the insurance policies assigned by the retiring member in the name of the Sanstha they will be reassigned to him and he shall be responsible to pay the further premia of these policies.
- 44.** In case of Life-Member whom the Sanstha has given special facilities such as higher or foreign education, special leave or otherwise, the Managing Council will have the power to make a special individual contract for minimum service.
- 45.** A Life-Member may be exempted from the obligation of Life-Membership, partially or fully, provided that he is declared by medical experts appointed by the Managing Council to be physically or mentally unfit for the work of the Sanstha. In such a case, the said Life-Member shall be entitled to the full benefit of his insurance policies.
- 46.** A Life-Member may be relieved from the obligation of Life-Membership, upon a resolution passed by the Managing Council on the recommendations of the Board of Life-Members made at a meeting by a majority of not less than two thirds of the total number of Life – Members or three fourth of the life members present and voting, whichever is greater.
- 47.** A Life-Member leaving the Sanstha in contravention

of the rules of the Sanstha shall, in addition to his being disentitled to all the privileges attached to Life-Membership, have to pay a penalty of not more than Rs.1000/- as decided by the Managing Council or a compensation according to his agreements with the Sanstha in the case of a Life-Member who has been given special facilities by the Sanstha.

**48.** A Life-Member shall have to abide by all the decisions of the Managing Council with regard to the nature and other details of his work.

**49.** A Life-Member acting contrary to the discipline and decision of the Managing Council, or not putting in satisfactory work, or who is guilty of an act of which the Managing Council shall be the ultimate judge, may be subject to such penalty including removal from Life-Membership as the Managing Council may deem fit and necessary, to impose upon him.

**50.** The general conduct of a Life-Member in and outside the Sanstha shall be subject to the supervision and control of the Managing Council which may, if necessary or expedient, take such steps against him, as the Managing Council may deem just and proper in the interest of the Sanstha.

**51.** The Sanstha shall have the right to lend the service of a Life-Member to an outside organization if the Managing Council, on the recommendations of the

Board of Life Members, considers this to be necessary or expedient to do so in the interest of the Sanstha.

In such a case, the income derived by the Life-Member from that organization will go to the Sanstha, the Life-Member being entitled only to his scale of pay and allowances and other advantages in the Sanstha. He may, however, be given any additional allowances, if necessary, as may be decided by the Managing Council.

**52. Delete :**

(The insurance policies in force, prior to the deletion of this article, shall continue to be in force till they mature.)

**53.** On the maturity of the policy of a Life-Member the Sanstha shall pay the amount recovered on the policy of the Life Member to the Life-Member, or to his heir or heirs, or his legal representatives, or to such other person or persons as the assured may, by will or otherwise in writing, have directed.

**54.** In the absence of any direct lineal descedants male or female, or of such directions as mentioned in the foregoing article, the Managing Council shall have the power to determine whether the insurance amount recovered should or should not be paid to any person or persons belonging to the family of the deceased, and if to be paid, to whom.

**PROVIDENT FUND :**

55. The Sanstha shall give the benefit of the Provident Fund Scheme to its Life Members and other permanent servants.

**THE HIGHER EDUCATION COMMITTEE :**

56. The Higher Education Committee shall consist of
- i) The Chairman of the Managing Council. He shall be the Chairman of the Committee.
  - ii) The Vice-Chairman of the Managing Council.
  - iii) The Secretary.
  - iv) The Organizer, if any.
  - v) The Joint Secretary or Joint Secretaries.  
The Joint Secretary in charge of Higher Education shall be the Secretary of the Higher Education Committee.
  - vi) Three Members of the Managing Council.
  - vii) The Principals of the colleges conducted by the Sanstha.
  - viii) Three college teachers, one from each University, by rotation every year according to seniority as a college teacher in the respective University.
  - ix) Three members from the non-teaching staff in the colleges, one from each University by rotation every year according to seniority of service in the respective University.

- x) The Auditor of the Sanstha.

**THE FUNCTIONS OF THE HIGHER EDUCATION COMMITTEE :**

57. The Higher Education Committee shall recommend to the Managing Council through the Board of Life-Members in respect of the following :

- a) Selections, appointments, promotions, transfers and grant of leave, other than casual leave, of the staff of the colleges.
- b) Budget estimates of the colleges.
- c) Schemes regarding academic activities of the colleges.
- b) Matters of day-to-day administration of the colleges.

**THE CO-ORDINATION COMMITTEE :**

58. The Co-ordination Committee shall consist of :

- a) The Chairman of the Managing Council. He shall be the Chairman of the Committee.
- b) The Vice-Chairman of the Managing Council.
- c) The Secretary
- d) The Organizer, if any .
- e) The Joint Secretary or Joint Secretaries.  
The Joint Secretary in charge of Secondary Education shall be the Secretary of the Co-ordination Committee.
- f) One person representing the Parent Body for every



fifty School Committees, nominated by the Managing Council.

**g)** One Head Master for every twenty five schools conducted by the Sanstha. Of these one third shall be from Life - Members. One third from Life Workers and the rest from the Head Masters other than the Life-Members and Life-Workers. Life Member Head Masters shall be elected by the board of Life-Members from amongst themselves by a system of proportional representation by a single transferable vote. Life Worker Head Masters shall be elected by the Life Workers from amongst themselves by a system of proportional representation by a single transferable vote. Other Head Masters shall be nominated by the Managing Council according to their seniority as Head Masters.

**h)** Five Asstt. Teachers other than Life-Members and Life Workers, one from each region of the Sanstha according to their seniority as teachers.

**i)** All Inspectors and the Auditor of the Sanstha.

**THE FUNCTIONS OF THE CO-ORDINATION COMMITTEE :**

**59.** The Co-ordination committee shall recommend to the Managing Council through the Board of Life-Members in respect of the following :

**a)** Co-ordination of the activities of the School Committees.

- b)** Selections, appointments and transfers of employees of the Secondary Schools.
  - c)** Confirmation, promotion of and punishment to the employees of the Secondary Schools of the Sanstha.
  - d)** Grant of leave, other than casual leave, to the employees of the Secondary Schools.
  - e)** Framing bye-laws and regulations for the conduct of the School Committees and the Co-ordination Committee.
- 60.** The Managing Council shall have final power to accept, reject or modify the resolutions passed by the Higher Education Committee and the Co-ordination Committee.



**THE FUNCTIONS OF THE CO-ORDINATION COMMITTEE :**

The Co-ordination committee shall recommend to the Managing Council through the Board of Life-Members in respect of the following :

- a) Co-ordination of the activities of the School Committees

# UGC Regulation-2018

**UNIVERSITY GRANTS COMMISSION**  
**New Delhi-110002, The \_\_ February, 2018**

**DRAFT 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. \_\_\_\_\_ -In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), and in pursuance of the MHRD \_\_\_\_\_ read with Ministry of Finance(Department of Expenditure) O.M.No. \_\_\_\_\_ and in terms of the MHRD Notification MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017 and its Corrigendum No. 1-7/2015-U.II(2) dated 08.11.2017 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, issued by University Grants Commission vide Regulations No. \_\_\_\_\_ dated \_\_\_\_, 2018 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 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (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 They 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. Consequences of failure of the Universities to comply with the recommendations of the Commission, as provision of Section 14 of the University Grants Commission Act, 1956:

If any University Grants affiliation in respect of any course of study to any college referred to in sub-section(5) of Section 12-A in contravention of the provisions of the sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provision of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause(f) of clause (g) of Sub-Section(I) of Section 26, 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.

**DRAFT 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**

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

**1.0 COVERAGE**

1.1 For teachers in Faculties for which Statutory Professional Councils/Bodies exist like Indian Council for Agricultural Research, Ministry of Health and Family Welfare and Ministry of AYUSH, National Council of Teacher Education, All India Council for Technical Education, Rehabilitation Council of India, etc., the norms and regulations stipulated by the concerned Statutory Professional Councils/Bodies, if any, shall apply for the purposes of direct recruitment with the following proviso:

- i. The UGC Regulations shall be applicable for direct appointment of Teachers, in case the concerned Statutory Professional Councils/Bodies have not laid down the norms so far with the condition that in such cases, the norms of the Statutory Professional Councils//Bodies shall be applicable from the date they are notified by the concerned Councils/Bodies.
- ii. In the subjects in which NET/SET/SLET is conducted by UGC/CSIR or any other body accredited by UGC, NET/SET/SLET shall be an additional requirement for appointment to the post of Assistant Professor and equivalent positions as per Clause 3.3.

1.2 The Universities/State Governments shall modify or amend the relevant Act/Statutes of the Universities concerned within 6 months of adoption of these Regulations.

**2.0 PAY SCALES, PAY FIXATION FORMULA AND AGE OF SUPERANNUATION, ETC.**

2.1 The revised scales of pay and other service conditions including age of superannuation in central universities and other institutions maintained and/or funded by the University Grants Commission (UGC), shall be strictly in accordance with the decision of the Central Government, Ministry of Human Resource Development (Department of Education), as contained in **Appendix-I and II**.

2.2 The pay scale shall, in the Central Universities and other institutions maintained and/or funded by the UGC, be fixed in accordance with the pay "fixation formula" approved by the Ministry of Human Resource Development (MHRD), as contained in **Appendix-I and II**.

- 2.3** The pay fixation formula for teachers shall apply for other positions in the Library and Physical Education and Sports cadres in the Central Universities and Colleges thereunder and Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC.
- I.** The revised scales of pay and age of superannuation as provided in Clause 2.1.0above, may also be extended to Universities, colleges and other higher educational institutions coming under the purview of the State Legislature and maintained by the State Governments, subject to the implementation of the scheme as a composite one in adherence of the terms and conditions laid down in the MHRD notifications as provided in the MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017 and its Corrigendum No. 1-7/2015-U.II(2) dated 08.11.2017 with all conditions specified by the UGC in these Regulations and other Guidelines as contained in Appendix I and II.
- II.** 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.
- III.** All other aspects which are not covered in these Regulations, on applicability, financial assistance, date of implementation of revised pay and allowances and payment of arrears, etc. shall be as laid down in the MHRD Notifications letter No.1-7/2015-U.II(1) dated 02.11.2017 and its Corrigendum MHRD letter F.No. 1-7/2015-U.II(2) dated 08.11.2017 provided as Appendix-I and II of these Regulations.

### **3.0 RECRUITMENT AND QUALIFICATIONS**

- 3.1** The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges and Senior Professor in the Universities shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations. These provisions shall be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees shall be as prescribed in these Regulations.
- 3.2** The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Senior Professors, Principals, Assistant Librarians, Deputy Librarians, Librarians, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports and Directors of Physical Education and Sports, shall be as prescribed by the UGC in these Regulations.
- 3.3**
- I.** The National Eligibility Test (NET), or an accredited test (State Level Eligibility Test SET/SLET) 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 under the control of the respective state only.

- i. *Provided* further, that candidates, who have been awarded 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 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 equivalent positions in Universities / Colleges / Institutions.
- ii. *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) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis 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 must be in a refereed journal;
  - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- II. NET/SLET/SET shall not be required for such disciplines for which NET/SLET/SET is not conducted.

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

- I. A relaxation of 5% shall be provided at the graduate and master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard 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)/Other Backward Classes (OBC)(Non-creamy Layer) 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 grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

- 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 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered valid at the Master's level.
- 3.7 The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professors.
- 3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professors.  
The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities. 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. For promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges, the Ph. D. shall be a mandatory qualification if the date of eligibility falls on or after 01.07.2021.
- 3.9 The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the 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. The period of leave taken for pursuing Research Degree i.e. for acquiring Ph.D. degree shall not be counted as teaching experience for the purpose of direct recruitment/ promotion.

#### **4.0 DIRECT RECRUITMENT**

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

##### **I. Assistant Professor:**

##### **Eligibility :**

##### **A.**

- i) Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a 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, 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 fulfillment of the following conditions :-

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis 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 must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- iii) 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.** Ph.D degree from a university/institution with a ranking in top 500 in the World University ranking (at any time) by Quacquarelli Symonds (QS), the Times Higher Education (THE) and Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

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

## **II. Associate Professor:**

### **Eligibility:**

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

- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

### **III. Professor:**

#### **Eligibility:**

##### **A.**

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, 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/industries with evidence of having successfully guided doctoral candidate.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

##### **OR**

- B.** An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.

### **IV. Senior Professor in Universities**

- i) The appointment to the post of Senior Professor shall be through direct recruitment.
- ii) Up to 10 percent of the existing sanctioned strength of Professors in the university shall be appointed as Senior Professor in the universities.

#### **Eligibility:**

- i) An eminent scholar with good track record of high quality publications in the reputed 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 the University/College/National level institute.
- iii) 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/UGC listed journals and award of minimum two Ph.D degrees under his/her supervision during last 10 years and interaction with a Selection Committee constituted as per UGC Regulations.

### **V. College Principal (Professor's Grade)**

#### **A. Eligibility:**

- i. Ph.D. degree

- ii. Professor/Associate Professor with a total service/ experience of fifteen years of teaching/research/ administration in Universities, Colleges and other institutions of higher education.
- iii) A minimum of 120 Research Score as per Appendix III, Table 2.

## **B. Tenure**

College Principal shall be appointed for a period of five years initially extendable for another term of five years on the basis of performance assessment by a similar Selection Committee process which shall take into account an External Peer Review Committee assessment, constituted as per these regulations.

## **VI. Vice Principal**

An existing senior faculty member shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal, who can be assigned specific activities, in addition to existing responsibilities. During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal.

## **4.2. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.**

### **I. ASSISTANT PROFESSOR:**

#### **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 fulfillment of the following conditions:-
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;

- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.  
*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- v) 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 and a professional artist with highly commendable professional achievement in the concerned subject having Bachelor degree, who should have:
  - (a) Studied under noted/reputed traditional Masters/Artists
  - (b) 'A' grade artist of AIR/Doordarshan; and
  - (c) Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.

## **II. ASSOCIATE PROFESSOR:**

### **A.**

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

**OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should be or have:
  - a) 'A' grade artist of AIR/Doordarshan;
  - b) Eight years of outstanding performing achievements in the field of specialization;
  - c) Experience in designing of new courses and /or curricula;
  - d) Participation in National Seminars/Conferences/Concerts in reputed institutions; and
  - e) Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. PROFESSOR:**

### **A.**

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions with a minimum of 6 research publications in the peer reviewed/UGC listed journals and a total research score of 120 as per Appendix III, Table 2.
- ii) Contribution to educational innovations such as designing of new curriculum and/or outstanding performing achievement in the field of specialization.

**OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should be or have:
- 'A' grade artist of AIR/Doordarshan;
  - Ten years of outstanding performing achievements in the field of specialization;
  - Significant contributions in the field of specializations and ability to guide research;
  - Participation in National/International Seminars/Conferences/ Workshops/Concerts and/or recipient of National/International Awards/Fellowships; and
  - Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

#### **4.3 DRAMA DISCIPLINE:**

##### **I. ASSISTANT PROFESSOR:**

**A.**

- 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.
- 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 fulfillment of the following conditions :-
  - Ph.D. degree of the candidate awarded in regular mode only;
  - Evaluation of the Ph.D. thesis by at least two external examiners;
  - Open Ph.D. viva voce of the candidate had been conducted;
  - Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*
- 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 and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- a) A professional artist with Bachelor degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from National School of Drama or any other such approved Institution in India or abroad;
- b) Five years of regular acclaimed performance at regional/ national/ international stage with evidence; and
- c) Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **II. ASSOCIATE PROFESSOR:**

### **A.**

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

### **OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should have:
  - a. A recognized artist of Stage/ Radio/TV;
  - b. Eight years of outstanding performing achievements in the field of specialization;
  - c. Experience in designing of new courses and /or curricula;
  - d. Participation in Seminars/Conferences in reputed institutions; and
  - e. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. PROFESSOR:**

### **A.**

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization with a minimum of 6 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per Appendix III, Table 2.
- ii) Contribution to educational innovations such as designing of new curriculum and/ or outstanding performing achievement in the field of specialization.

### **OR**

- B.** A traditional and a professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should have:
  - a. Ten years of outstanding performing achievements in the field of specialization;

- b. Has made significant contributions in the field of specializations and has the ability to guide research;
- c. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/ Fellowships; and
- d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

#### **4.4 VISUAL (FINE) ARTS DISCIPLINE**

##### **I. ASSISTANT PROFESSOR:**

###### **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 fulfillment of the following conditions :-

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- iii) 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 Professional artist with highly commendable professional achievement in the concerned subject, who should have:

- a. Bachelor degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
- b. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and

- c. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **II. ASSOCIATE PROFESSOR:**

### **A.**

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

### **OR**

- B.** A Professional artist with highly commendable professional achievement in the concerned subject having Masters degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed), who should be or have:
  - a. A recognized artist of his/her own discipline;
  - b. Eight years of outstanding performing achievements in the field of specialization;
  - c. Experience in designing of new courses and /or curricula;
  - d. Participation in Seminars/Conferences in reputed institutions; and
  - e. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. PROFESSOR:**

### **A.**

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research at doctoral level, with outstanding performing achievement in the field of specialization, a minimum of 6 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per Appendix III, Table 2.
- ii) Contribution to educational innovations such as designing of new curriculum and/ or outstanding performing achievement in the field of specialization.

### **OR**

- B.** A Professional artist with highly commendable professional achievement in the concerned subject having Masters degree, who should have:
  - a. Ten years of experience of holding regular regional/national exhibition/workshops with evidence;
  - b. Significant contributions in the field of specialization and ability to guide research;
  - c. Participation in National/International Seminars/Conferences/ Workshops and/or recipient of National/International Awards/ Fellowships; and
  - d. Ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.



## 4.5 YOGA DISCIPLINE

### I. ASSISTANT PROFESSOR:

- A. Good academic record with at least 55% marks (or an in a point scale wherever grading system is followed) at the Master's degree level (Yoga), in the 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 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.

Or

- B. 55% marks in Master degree(Yoga)+Ph.D. 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.

Or

- C. Master degree in any discipline with 55% of marks +Ph.D. 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 will be valid only for five years from the date of notification of these regulations

### II. ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. degree in concerned /allied/relevant disciplines.
- ii. A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and/or research/policy papers in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix III, Table 2.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

### III. PROFESSOR

- A.
- i. An eminent scholar with Ph. D. qualifications(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 in the peer reviewed/UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.
  - ii. A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level Institution/Industries, with evidence of having successfully guided doctoral candidate.

- iii. Contribution to educational innovation, design of new curricula and technology mediated teaching learning process.

Or

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

#### **4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**

##### **I. ASSISTANT PROFESSOR:**

Bachelor 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 grading system is followed) from a recognized University

##### **II. ASSOCIATE PROFESSOR:**

- i) Master in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.) with eight years experience as Assistant Professor.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed/UGC listed journals.

##### **III. PROFESSOR:**

- i) Masters 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 like Ph. D. in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed/UGC listed journals.

##### **IV. PRINCIPAL / DIRECTOR / DEAN:**

Masters 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).

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

#### **4.7 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**

**I. ASSISTANT PROFESSOR:** Bachelor Degree in Physiotherapy (B.P/T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an

equivalent grade in a point scale wherever grading system is followed) from recognized University.

## **II. ASSOCIATE PROFESSOR:**

- i) Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of Physiotherapy recognized by U.G.C and published work of higher standard in peer reviewed /UGC listed journals.

## **III. PROFESSOR:**

- i) Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with ten years total experience.
- ii) Desirable: Higher Qualification like Ph. D. in any discipline of Physiotherapy recognized by U.G.C and published work of high standard in peer reviewed/ UGC listed journals.

## **IV. PRINCIPAL / DIRECTOR / DEAN:**

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

## **4.8 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN,UNIVERSITY DEPUTY LIBRARIANAND LIBRARIAN**

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

1. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
2. 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 fulfillment of the following conditions:-

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

- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

3. 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.

## **II. UNIVERSITY DEPUTY LIBRARIAN**

1. A Master's Degree in library science/information science/documentation with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2. Eight years experience as an Assistant University Librarian/College Librarian.
  - i. Evidence of innovative library services including integration of ICT in library.
  - ii. Ph.D. Degree in library science/ Information science / Documentation/Archives and manuscript keeping/computerization of library and a total research score of 75 as per the criteria given in Appendix III, Table 2.

## **III. UNIVERSITY LIBRARIAN**

1. A Master's Degree in Library Science /Information Science/Documentation with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.
2. At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years' experience as a College Librarian.
3. Evidence of innovative library services including integration of ICT in library.
4. Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping and a total research score of 120 as per the criteria given in Appendix III, Table 2.

## **4.9 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**

### **A.**

- i. Master's Degree with 55% marks in Physical Education and Sports or Physical Education or Sports Science (or an equivalent grade in a point scale wherever 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, CSIR or 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* 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) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

*(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).*

- 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 Graduation level.

## **II. UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS**

### **A.**

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science and a total research score of 75 as per the criteria given in Appendix III, Table 2. 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 degree at least at 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 and a total research score of 120 as per the criteria given in Appendix III, Table 2.
- (ii) Experience of at least ten years in Physical Education and Sports as University Deputy/College DPES (Academic Level 13A) or fifteen years as University Assistant DPES/College DPES (Selection Grade) or teaching for ten years in Physical Education and Sports or Sports Science.
- (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.

### **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

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

## **5.0 SELECTION COMMITTEES AND GUIDELINESS ON SELECTION**

### **PROCEDURES:**

The UGC has evolved the following guidelines on: (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Senior Professor, 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; and (b) specified selection procedures for direct recruitment and Career Advancement Schemes for teachers and other academic staff in universities and colleges.

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

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

## **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. Vice Chancellor to be the Chairperson of the Selection Committee.
  - ii. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
  - iii. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - 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 representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

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

## **III. Professor in the University**

The composition of the Selection Committee for the post of Professor in the University shall have the following composition:

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
- i. Vice Chancellor to be the Chairperson of the Selection Committee.
  - ii. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
  - iii. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - 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 representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

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



#### **IV. Senior Professor**

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

- i. Vice Chancellor to be the Chairperson of the Selection Committee.
- ii. An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
- iii. Three experts not below the rank of Senior Professor/Professor with minimum ten years experience in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- iv. Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
- v. Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior most Professor (not below the rank of Senior Professor/Professor with minimum ten years experience) of the Department/School.
- vi. An academician (not below the rank of 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) At least four members, including two outside subject experts, shall constitute the quorum.

#### **V. Assistant Professor in Colleges including Private Colleges:**

(a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the concerned subject in the College.
- iv. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as 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 to be nominated by the Chairperson of the Governing Body of the College 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 of the College.

- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
  - (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by the State Public Service Commission.
  - (d) For all levels of teaching positions in Constituent college(s) of a university, the selection committee norms shall be similar to that of the posts of departments of the university.

## **VI. Associate Professor in Colleges including Private Colleges**

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition:
  - i. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - ii. The Principal of the College.
  - iii. The Head of the Department of the concerned subject from the college.
  - iv. Two University representatives nominated by the Vice Chancellor, one of whom will 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 to be nominated by the Chairperson of the Governing Body of the College 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 of the College.

- vi. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

## **VII.College Principal**

### **A. Selection Committee**

- (a) The Selection Committee for the post of College Principal shall have the following composition:
- i. Chairperson of the Governing Body as 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 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 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 do not belong to that category.
- (b) At least five members, including two experts, should 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 Performa 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 a similar Selection Committee process which shall take into account an External Peer Review Committee assessment.

### **B. External Peer Review Committee**

The External Peer Review Committee for the post of College Principal 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 With Excellence/Autonomous Colleges/NAAC 'A+' accredited Colleges.

**Note: It is clarified that the MHRD notification as provided in the MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017 (Appendix I) mentions of two grades for the post of Principal, however the regulation has merged the two grades and only Principal (Professor Grade) shall be applicable.**

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

**IX.** 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:**

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

**B. For College teachers:**

- a. The Principal of the college;
- b. Head of the concerned department from the college;
- c. Two subject experts in the concerned subject nominated by the Vice Chancellor from the university panel of experts;

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

**5.2.** The Screening cum Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Performa designed

by the respective university based on these Regulations and as per the minimum requirement specified:

(a) In Appendix III, Tables 1 to 3 for each of the cadre of Assistant Professor;

(b) In Appendix III, Tables 4 for each of the cadre of Librarians; and

(c) In Appendix III, Tables 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.

## **6.0 SELECTION PROCEDURES:**

- I.** 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 grading system Performa, based on the Appendix III, Tables 1, 2, 3 A, 3 B, 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 latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations.

- II.** The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating Appendix III, Table 1, 2, 3 A, 3 B, 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 III, Table 1, 2, 3 A, 3 B, 4 and 5 prescribed 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 representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a College Vice Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- IV. The process of selection of Professor shall involve inviting the bio-data with duly filled Performa developed by the respective universities based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix III, Table 1 and 2 and reprints of all significant publications of the candidates.

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

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

- V. In the case of selection of faculty members who are from outside the academic stream 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), 4.4 (I.B, II.B, III.B) and 4.5 (III.B) of these regulations, the universities' statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements including those laid down in these regulations.

- VI. In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical Education and 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 concerned institution while developing Performa for both direct recruitment and CAS promotions.

- 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 Performa 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 students' assessment of individual teachers in the Assessment Criteria and Methodology Performa.

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

- i. **Teaching-Learning and Evaluation:** 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 attending to examination supervision duties, question papers setting for university/college examinations, participation in evaluation of examination answer scripts, conducting examinations for internal assessment as per schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

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

#### **B. Assessment Procedure**

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

**Step 1:** The college/university teachers shall submit to college/university an annual self-appraisal report in a prescribed Performa to be designed based on the Tables 1 to 5 of Appendix III. 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 the clauses 6.4 of these regulations.

#### **6.1 While the Assessment Criteria and Methodology:**

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

(b) Table 4 of Appendix III is applicable to Assistant Librarians/ Deputy Librarians and Librarians for both direct recruitment as well as Career Advancement Promotions, the minimum requirement of Assessment Criteria and Methodology to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in these Tables of Appendix III; and

(c) Table 5 of Appendix III are applicable to Assistant Directors/ Deputy Directors/ Directors of Physical Education and Sports.

- 6.2** The minimum norms of Selection Committees and Selection Procedures as well as Assessment Criteria and Methodology requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be as per these regulations.
- 6.3** The criteria for promotions under Career Advancement Scheme as given in these regulations shall be effective prospectively from the date of notification of these regulations. However, to avoid hardship to the faculty members who have already qualified or are likely to qualify shortly under existing regulations, a choice may be given to the faculty members to opt for being considered for promotions under existing regulations itself. This option can be exercised only within two years from the date of notification of these regulations.
- I.** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Assessment Criteria and Methodology Performa as evolved by the concerned university duly supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations is notified, can be considered for promotion from the date, on or after Date, on which they fulfill these eligibility conditions, provided as mentioned above.
  - II.** The Selection Committee specifications as delineated in Clauses 5.1 to 5.3 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.
  - III.** CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid outas in the Tables 1, 2 and 3of Appendix III.
  - IV.** CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
  - V.** The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for /CAS Promotion.
  - VI.** Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum grading indicated in the appropriate Assessment Criteria and Methodology system tables by submitting an application and the required Assessment Criteria and



Methodology Performa. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she fulfills the CAS promotion criteria as defined in Table 1, 2, 4 and 5 of Appendix III at a later date and applies on that date and is successful, his/her promotion will be effected from that date of candidate fulfilling the eligibility criteria.
- iii) Candidate who does not succeed in the first assessment, then the candidate shall have to be re-assessed only after a minimum period of 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 last rejection.

**VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under Career Advancement Scheme of 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, the faculty members 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 faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the Career Advancement Scheme of these regulations.

**OR**

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the Career Advancement Scheme of 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 relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto 11<sup>th</sup> July, 2016 i.e. the date of issue of 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) (4<sup>th</sup> Amendment), Regulations 2016. Thereafter the provisions for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the Career Advancement Scheme of 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 amendment 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) (4<sup>th</sup> Amendment), Regulations 2016 shall be applicable.

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

- A.** Entry level Assistant Professors (Level 10) would 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 out 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 with Ph.D. or five years of service with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days duration on teaching methodology; and
- ii. Any one of the following: Completed 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

Taken 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. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, **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.
- 2) Any two of the following in the last five years of Academic Level-11: Completed courses / programmes from among the categories of Refresher Courses/Research Methodology/

Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes/ 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 taken 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 conduct of a MOOCs course during the period of assessment.

**Note:**The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges from 01.07.2020.

**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 III, 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) Selection Grade Assistant Professor who have completed three years of service in that grade.
- 2) Ph.D. degree in concerned subject/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/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 taken one MOOCs course (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 conduct 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 two of the last three years of the assessment period as prescribed in Appendix III, **Table 1**, and
- ii) The promotion to the post of Associate Professor is recommended through selection committee constituted as per 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 that grade.
2. Ph.D. degree in concerned subject/allied/relevant discipline.
3. A minimum of 10 research publications in peer reviewed/ 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 III, 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 III, Table 1 and at least 110 research score as per Appendix III, Table 2.
- ii) The promotion to the post of Professor is recommended through selection committee as per 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:** Assistant Professors who have completed four years of service with Ph.D. or five years of service with 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 and satisfy the following conditions:

- i) Attended one Orientation course of 21 days duration on teaching methodology;
- ii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iii) One research publication during assessment period.

**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 three of the last four years of the assessment period (as prescribed in Appendix III, **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) Senior Assistant Professors who have completed five years of service in that grade.
- ii) Ph.D Degree in the concerned subject/allied/relevant disciplines.
- iii) Any two of the following in the last five years of Academic Level-11: Completed course / programme from among the categories of Refresher Courses/Research Methodology/ Workshops/ 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, taken one 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 conduct of a MOOCs course during the period of assessment.

- iv) Three research publications in the peer reviewed journals/UGC listed journals during assessment period.

**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 III, 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) Selection Grade Assistant Professor who have completed three years of service in that grade.
- 2) Ph.D Degree in the concerned subject/allied/relevant disciplines
- 3) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/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 taken one MOOCs course (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 conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer reviewed/ UGC listed journals out of which three research publications shall be published during the assessment period.

**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 prescribed in Appendix III, Table 1 and a research score of at least 70 as per Appendix III, Table 2
- ii) The promotion to the post of Associate Professor is recommended through selection committee constituted as per 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 that grade.
- 2) Ph.D degree in concerned subject/allied/relevant discipline
- 3) A minimum of ten research publications in the peer reviewed/ 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 III, 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 III, Table 1 and at least 110 research score as per Appendix III, Table 2.
- ii) The promotion to the post of Professor is recommended through selection committee constituted as per these Regulations.

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

Senior Professor shall also be through promotion under CAS. Promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not less than the rank of a senior professor or a professor of at least ten years of experience. The selection shall be based on 10 best publications during last 10 years and interaction with a selection committee constituted as per these regulations.

##### **Eligibility:**

- i) Ten years as a Professor.
- ii) A minimum of ten publications in the peer reviewed / UGC listed journals and two Ph.D. successfully awarded under his/her supervision during this period.

#### **D. Career Advancement Scheme (CAS) for Librarians**

**Note: The following provisions apply only to those personnel who are not involved in teaching of Library Science. Teachers in institutions where Library Science is a teaching department will be covered by the provisions given under sections 6.4 (II) and 6.4 (III), of these regulations for Colleges/Institutions and for Universities, respectively.**

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

##### **Eligibility:**

Assistant Librarian/ College Librarian who has completed four years of service with Ph.D. in Library Science/ Information Science/ Documentation Science or equivalent degree or five years of service with M.Phil., or six years of service for those without M.Phil./Ph.D.

- (i) Attended one Orientation course of 21 days duration and
- (ii) Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities of at least 5 days as per Appendix III, Table 4.

**CAS Promotion Criteria:** An Assistant Librarian/College Librarian shall be promoted if:

- i) The Assistant Librarian/ College Librarian gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, Table 4, and
- ii) The promotion is recommended by the screening cum evaluation committee.

**II. 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) University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) who has completed five years of service in that grade.
- 2) Any two of the following in the last five years: Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities as per Appendix III, 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), or taken/developed one MOOCs course in the relevant subject (with e-certification), or library up-gradation course.

**CAS Promotion Criteria:** An individual shall be promoted if:

- i) The individual 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 III, Table 4 and
- ii) The promotion is recommended by screening cum evaluation committee.

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

**Eligibility:**

- 1) University Assistant Librarian (Selection Grade/Academic Level 12)/College Librarian (Selection Grade/Academic Level 12) who has completed three years of service in that grade.
- 2) Any one of the following in the last three years: Training/Seminar/Workshop/Course on automation and digitalization, maintenance and other activities as per Appendix III, 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), or taken/developed one MOOCs course in the relevant subject (with e-certification), or library up-gradation course.

**CAS Promotion Criteria:** An individual shall be promoted if:

- i) The individual 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 III, Table 4 and
- ii) The promotion is recommended by a Selection Committee constituted as per these regulations based on the interview performance.

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

**Note:** 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 will be covered by the provisions

given under sections 6.4 (II) and 6.4 (III), of these regulations for Colleges/Institutions and for Universities, respectively.

**I. 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(Senior Scale/Academic Level 11) and Sports /Senior College Director of Physical Education and Sports(Senior Scale/Academic Level 11)**

**Eligibility:**Assistant Director of Physical Education and Sports /College Director of Physical Education and Sports who has completed four years of service with Ph.D. in Physical Education or Physical Education & Sports or Sports Science or five years of service with M.Phil., or six years of service for those without M.Phil/Ph.D.

- i) Attended one Orientation course of 21 days duration and
- ii) Any one of the following: Completed Refresher / Research Methodology Course/ workshop, or/ training Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least 5 days duration, or taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:** An individual shall be promoted if:

- i) The individual gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, Table 5; and
- ii) The promotion is recommended by the screening cum evaluation committee.

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

**Eligibility:**

- 1) Assistant Director of Physical Education and Sports(Senior Scale/Academic Level 11) / College Director of Physical Education and Sports(Senior Scale/Academic Level 11) who has completed five years of service in that grade.
- 2) Any two of the following in the last five years: Completed one course / programme from among the categories of refresher courses, methodology workshops or 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, taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS Promotion Criteria:** An individual shall be promoted if



- i) The individual 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 III, Table 5 and
- ii) The promotion is recommended by the screening cum evaluation committee.

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

**Eligibility:**

- 1) 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) who has completed three years of service
- 2) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses, Methodology Workshop, or 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 taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS Promotion Criteria:** An individual shall be promoted if

- i) If the individual gets 'satisfactory' or 'good' grade performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix III, Table 5 and
- ii) The promotion is recommended by selection committee constituted as per these regulations based on the interview performance.

**6.5.** Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for

discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

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

### **7.1 PRO-VICE-CHANCELLOR:**

The Pro-Vice-Chancellor shall be a whole time Professor of the University and shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.

- 7.2** The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of Vice-Chancellor. However, it shall be the prerogative of the Vice-Chancellor to recommend a new Pro-Vice-Chancellor to the Executive Council, during his tenure. These Regulations, for selection of Pro- Vice- Chancellor, shall be adopted by the concerned University through amendment of their Act/Statute.

### **7.3. VICE CHANCELLOR:**

- i. Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.
- ii. The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public Notification or nomination or a talent search process or in combination. The members of the above Search 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 committee must give proper weightage to 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 Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State/Private Universities.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search Committee.
- iv. The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.

## **8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE**

### **8.1 DUTY LEAVE:**

- i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
  - (a) Attending Orientation Programmes, Refresher Courses, Research Methodology Workshop, Faculty Induction Programmes, conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;

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

## **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 used) for pursuing further studies leading to Ph.D./Post doctoral qualification or for undertaking 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 of course 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 organization in India or abroad. He/She may however be allowed to accept a fellowship or a research scholarship or an adhoc teaching and research assignment with honorarium or any other form of assistance, other than 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. Study leave shall be granted to entry-level appointees 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 organization and methods of education giving full plan of work.

- iv. 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 very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. Study leave shall be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.
- vii. 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 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 of 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, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed off at the discretion of the teacher. When 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 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 the purposes of 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 for the period for which the Bond has been executed.

- xi. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing herself/himself of study leave, shall undertake that 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 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 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 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 guidelines.

Notwithstanding the above, the Executive Council/Syndicate may order that nothing in these guidelines 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 guidelines.

- 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 para (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 para(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. This report shall reach the Registrar/Principal within one month of the expiry of every six months 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 study 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 study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
  - xvii. With a view of enhancing knowledge and skills of faculty members, especially junior faculty, at the rank 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 academic standards of Universities/Colleges/Institutions in the long run.

### **8.3 SABBATICAL LEAVE:**

- i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a 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 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 organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- 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**

- (a) 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 and Sabbatical leave/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 kinds of leave, subject to such terms and conditions as it may deem fit to impose.

### **I. Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed 8 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 other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.
- (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 will be restricted to 6 working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

- (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except 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 actual service including vacation; *plus*
  - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of 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 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 avoidance of doubt, it may be noted:

1. 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 Central/State Governments.

### **IV. Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

*Explanation:*

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.



## **V. Commuted Leave**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher 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 due; 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 rules unless the authority competent to sanction leave has reason to believe that the teacher will 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) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for 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, provided 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 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 leave

is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without 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 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 still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still 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 earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

## **IX. Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted 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 wives, 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.

#### **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 appointments.

#### **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 Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III Table 1 to 5 provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.

- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one-year duration. Ad hoc or Temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - (iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service in the existing/previous organization.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

## **11.0 PERIOD OF PROBATION AND CONFIRMATION**

**11.1** The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

**11.2** The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

**11.3** Subject to this Clause 11, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

**11.4** Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by 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, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, 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 her/him 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 adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:

	Number of weeks: 6 day a week pattern		Number of weeks: 5 day a week pattern	
Categorization	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) Weeks	36 (180 days) weeks	36 (180 days) weeks

<b>Admissions/Examinations preparation for Examination</b>	12	10	8	8
<b>Vacation</b>	8	10	6	6
<b>Public Holidays (to increase and adjust teaching days accordingly)</b>	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

**14.2** In lieu of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3<sup>rd</sup> of the period of 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, 1/3 of the period will be credited as Earned Leave.

## **15.0 WORKLOAD**

**15.1** The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the University/College, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure should be provided by the University/College. The minimum direct teaching-learning process hours should be as follows:

Assistant Professor	16hours
Associate Professor and Professor	14 hours

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

## **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 of the

same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.

**16.2.** The self-appraisal methodology, as per Clause 6.0.8 and its sub-clauses and Clauses 6.1.0 to 6.4.0 and all the sub-clauses contained therein and as per Table 1 to 5 of Appendix III as per applicability, 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 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teachers should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

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

### **Teachers should:**

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

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;



- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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

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

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (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:**

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

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

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

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### **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 for 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 be required to 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 doing Ph.D.
- 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. Ph.D. shall be made 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 in 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 Centers of UGC, Universities/Institutions with Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes will be treated at par with the Orientation Programmes already being run by the Human Resource Development Centers of UGC for the purpose of CAS requirements. Universities/Colleges/Institutions shall send the faculty members in a phased manner so that teaching 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 centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under PMMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these regulations.

## **19.0 PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR**

### **19.1 PRO-VICE CHANCELLOR**

**The posts of Pro-Vice-Chancellor shall be in Academic Level 14/Academic Level 15 as the case may be, along with a Special Allowance of Rs. 4,000/- per month.**

### **19.2 VICE-CHANCELLOR**

**The posts of Vice Chancellor shall carry a fixed basic pay of Rs. 2,10,000/- along with a Special Allowance of Rs. 5,000/- per month. All other eligibilities and facilities for the**

**Vice-Chancellor as provided in the Act/Statute of the university concerned, shall be applicable besides the pay.**

## **20.0 PAY SCALES OF PRINCIPAL IN COLLEGES**

**The pay of Principal in College shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-, with the existing special allowance of Rs. 3000/- per month.**

## **21.0 OTHER TERMS AND CONDITIONS**

### **21.1 INCREMENTS**

- i. The annual increment is given in the Pay Matrix (Appendix I and II) at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.**
- ii. There shall be two dates for grant of increment, namely 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.**
- iii. All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.**

### **21.2 PROMOTION**

**When an individual gets promotion, his/her new pay on promotion would be fixed in the Pay Matrix as follows:**

**On promotion, he/she would be given a notional increment in the existing Academic Level of Pay, by moving him to the next higher cell at that level. 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 employee. 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 that level.**

### **21.3 ALLOWANCES**

- I. Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees.**
  
- II. Medical Benefits: All medical benefits as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees. Further Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of Central Government/ Health Scheme of respective State Government as the case may be for Central/State Universities/Colleges respectively.**

## Appendices

<b>Appendix I</b>	<b>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 Seventh Pay Commission (MHRD Notification MHRD letters No. 1-7/2015-U.II(1) dated 02.11.2017)</b>
<b>Appendix II</b>	<b>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 No. 1-7/2015-U.II(2) dated 08.11.2017)</b>
<b>Appendix III</b>	<b>Assessment Criteria and Methodology 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.</b>

## Appendix I

### 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 Seventh Pay Commission

No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

New Delhi, dated the 2<sup>nd</sup> November, 2017

To,  
The Secretary,  
University Grants Commission,  
Bahadurshah Zafar Marg,  
New Delhi – 110 002.

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 7<sup>th</sup> Central Pay Commission (CPC).

Sir,

I am directed to say that the Government of India have decided, after taking into consideration the recommendations made by the Pay Review Committee (PRC), constituted by the University Grants Commission (UGC), and decision of the UGC taken at the meeting of the Commission held on 22<sup>nd</sup> February, 2017, to revise the pay scales of teachers in the Higher Educational Institutions under the purview of the UGC. The revision of pay scales of teachers and equivalent academic staff shall be subject to various provisions of the Scheme of revision of pay scales as contained in this letter and Regulations issued by UGC and amendments thereof from time to time in this behalf. The revised pay scales and other provisions of the Scheme are as under:-

#### 1. Designation

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

#### 2. Revised Pay for teachers and equivalent positions:

##### (i) Pay Fixation method

The revised pay structure for different categories of teachers and equivalent positions is based on the following:

- a) The formula followed by the 7<sup>th</sup> CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The first academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.
- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalisation (IOR) is 2.67 for present AGP less than Rs.10,000 and 2.72 for the AGP of Rs.10,000 and above.

X. K. T. [Signature]  
21/11/17

e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

f) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Annexure-I**.

g) For fixation of pay of an employee in the Pay Matrix as on 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

(ii) **Revised pay for Teachers in Universities and Colleges**

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs.8000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs.9000 AGP in PB Rs.37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10000 AGP in PB Rs.37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/ PB of Rs.67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)



(iii) Revised pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian/ College Librarian (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Librarian/ College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs.8000 AGP in PB Rs.15,600-39,100)	Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs.9000 AGP in PB Rs.37,400-67,000)	Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs.10000 AGP in PB Rs.37,400-67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

(iii) Revised pay for Directors of Physical Education & Sports in Universities and Colleges

Existing pay	Revised pay
Assistant Director of Physical Education & Sports/ College Director of Physical Education & Sports (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Director of Physical Education & Sports/ College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs.7000 AGP in PB Rs.15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Rs.8000 AGP in PB Rs.15,600-39,100)	Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Rs.9000 AGP in PB Rs.37,400-67,000)	Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)

Existing pay	Revised pay
University Director of Physical Education & Sports (at Rs.10000 AGP in PB Rs.37,400-67,000)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

### 3. Revised pay of Pro-Vice Chancellor and Vice Chancellor of Universities

- (i) Pro-Vice Chancellor: The pay of the Pro Vice Chancellor of a University, presently at existing AGP of Rs.10,000 in PB Rs.37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.4000/- per month.
- (ii) Vice Chancellor: The pay of the Vice Chancellor shall be fixed at Rs.2,10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand), with the existing special allowance of Rs.5000/- per month.

### 4. Revised pay of Principals in Colleges

The pay of Principals in Under Graduate and Post Graduate Colleges shall be:

- (i) Under Graduate Colleges: The pay of Principals shall be equivalent to the pay of Associate Professor i.e. Academic Level 13A with rationalized entry pay of Rs.1,31,400/-, with the existing special allowance of Rs.2000/- per month.
- (ii) Post Graduate Colleges: The pay of Principals shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs.1,44,200/-, with the existing special allowance of Rs.3000/- per month.

#### Note:

- (i) The existing pay scale of person appointed as Principal shall be protected.
- (ii) Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as principals. After completion of their tenure as principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals' pay.

### 7. Date of Implementation

The date of implementation of the above revised pay shall be 1<sup>st</sup> January, 2016.

### 8. Incentive increment for higher qualification

The incentive structure is built-in in the pay structure itself wherein those having M.Phil or Ph.D. degree will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining the degrees of M.Phil or Ph.D.

K. R. T. J. S. S. S.  
24/1/17

## **9. Increment**

- (i) The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

## **10. Promotion**

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, he would be given a notional increment in his existing Academic Level of Pay, by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he 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 employee. 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 that level.

## **11. Allowances**

The decision on allowances of teachers and other equivalent academic staff of Universities and Colleges will be taken after consultation with the Ministry of Finance. Till a final decision on Allowances is taken after consultation with the Ministry of Finance based on the decision of the Government of India for Central Government employees, all allowances will continue to be paid at existing pay structure, as if the pay had not been revised with effect from 01.01.2016.

## **12. Superannuation and Reemployment**

The existing provisions on superannuation and reemployment of teachers shall continue.

## **13. Consultancy Assignments:**

University Grants Commission shall study the consultancy guidelines prevalent in educational institutions like IITs & IIMs, CSIR and other such institutions, and formulate detailed guidelines for consultancies including revenue sharing mechanism between the institution and the individual(s).

## **14. Anomalies of the last PRC:**

The final decision on anomalies, due to implementation of recommendations of the last Pay Review Committee, will be taken after consultation with the Ministry of Finance.

**15. Other recommendations of Pay Review Committee and UGC**

The Pay Review Committee (PRC) has recommended certain other measures on methods of recruitment, promotion, New Performance Assessment System, attracting & retaining talent, use of ICT in teaching, etc. These recommendations of PRC shall be considered appropriately by the University Grants Commission and necessary regulations will be issued by the University Grants Commission with the approval of the Central Government within a period of 3 months from the date of the approval/ decision of the Cabinet.

**16. Applicability of the Scheme:**

- (i) This Scheme shall be applicable to teachers and other equivalent academic staff in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in this letter as well as Regulations to be framed by UGC and amendments thereof in this behalf. Universities implementing this Scheme shall be advised by UGC to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of this letter.
- (ii) This Scheme does not extend to the cadres of Registrar, Finance Officer and Controller of Examinations for which a separate Scheme is being issued separately.
- (iii) This Scheme does not extend to the Accompanists, Coaches, Tutors and Demonstrators. Pay of the said categories of employees shall be fixed in the appropriate relative Level to their existing Pay in each university/ institution corresponding to such fixation in respect of Central Government employees as approved by the Central Government on the basis of the recommendations of 7<sup>th</sup> Central Pay Commission.
- (iv) This Scheme may be extended to universities, Colleges and other higher educational institutions coming under the purview of State legislatures, provided State Governments wish to adopt and implement the Scheme subject to the following terms and condition:
  - (a) Financial assistance from the Central Government to State Governments opting to revise pay scales of teachers and other equivalent cadre covered under the Scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved in the implementation of the pay revision, for the universities, colleges and other higher educational institutions funded by the State Government.
  - (b) The State Government opting for revision of pay shall meet the remaining 50% (fifty percent) of the additional expenditure from its own sources.
  - (c) The proposal for reimbursement on account of pay revision in State funded universities, colleges and other higher educational institutions shall be submitted in the prescribed format by the State Governments. The state bills preferred by the State Governments for reimbursement during 2017-18 and 2018-19 would be met to the extent of 50% of additional financial impact during these two years. There would be no central assistance thereafter.

- (d) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019.
- (e) The entire liability on account of revision of pay scales etc. of university and college teachers shall be taken over by the State Government opting for revision of pay scales with effect from 01.04.2019.
- (f) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 01.01.2016.
- (g) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised bands/ scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State Government(s).
- (h) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented by State Governments and Universities and Colleges coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and pay scales mentioned herein above.

**17. Date of implementation of revised pay and allowance and payment of arrears:**

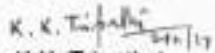
- (i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 01.01.2016.
- (ii) Payment of arrears may be released by Central Universities and Centrally funded Deemed Universities after the funds for the purpose is provided by the Ministry of Finance and released to the Universities through the UGC.
- (iii) Payment of arrears up to 40% of total arrears shall be made to State Governments for State funded Universities, colleges and other higher educational institutions during the current financial year 2017-18.
- (iv) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary.
- (v) The revised pay in the relevant Level and Cell together with the applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under this Scheme pending issue of Regulations by the UGC.

18. This Scheme is subject to the guidelines issued by the Ministry of Finance (Department of Expenditure) vide OM No.1/1/2016-E.III(A) dated 13<sup>th</sup> January, 2017.

19. Anomalies, if any, in the implementation of this Scheme may be brought to the notice of the Department of Higher Education, Ministry of Human Resource Development, for clarification/ decision of the Central Government.

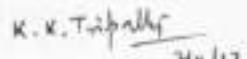
20. This issues with the concurrence of Internal Finance Division vide Dy. No.3738/IFD dated 2<sup>nd</sup> November, 2017.

Yours faithfully,

  
(Dr. K.K. Tripathy)  
Director

Copy to:

1. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
2. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi
3. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
4. Secretary, Department of Expenditure, North Block, New Delhi
5. Secretary, Department of Personnel & Training, North Block, New Delhi
6. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
7. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
8. Member Secretary, All India Council for Technical Education, New Delhi
9. Chief Secretaries of all State Governments.
10. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

  
(Dr. K.K. Tripathy)  
Director

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

M. A. T. S. S. S.  
10/11

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	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

M. K. Talwar  
20/1/19



## Appendix II

**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.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
University-2 Section

Shastrī Bhavan, New Delhi  
Dated 3<sup>rd</sup> November, 2017

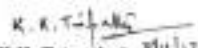
### Corrigendum

**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 7<sup>th</sup> 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.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"
- (b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

  
(Dr. K.K. Tripathy) 21/11/17  
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
5. Secretary, Department of Expenditure, North Block, New Delhi
6. Secretary, Department of Personnel & Training, North Block, New Delhi
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, 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, hosted by the National Informatics Centre.

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

*K. K. Singh*  
10/10

Pay Band (Rs.)	15,600-38,100			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	1,71,900		
28	1,27,900	1,52,900	1,77,100		
29	1,31,700	1,57,500	1,82,400		
30	1,35,700	1,62,200	1,87,900		
31	1,39,800	1,67,100	1,93,500		
32	1,44,000	1,72,100	1,99,300		
33	1,48,300	1,77,300	2,05,300		
34	1,52,700	1,82,600	2,11,500		
35	1,57,300	1,88,100			
36	1,62,000	1,93,700			
37	1,66,900	1,99,500			
38	1,71,900	2,05,500			
39	1,77,100				
40	1,82,400				

K. K. T. *[Signature]*  
 11/11

### Appendix III

#### Table 1

#### Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned): 100% (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	Good—Involved in at least 3 activities Satisfactory—1-2 activities Not-satisfactory-Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities

	publication in peer reviewed/UGC list of Journals.	
<p><b>Overall Grading:</b></p> <p><b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2.</p> <p>Or</p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p> <p><b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching 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 etc. 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 due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.</p>		

**Table 2 Assessment Criteria and Methodology for University Teachers  
(Academic/Research)**

(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.)

<b>Academic/Research Activity</b>	<b>Faculty of Sciences/Engineering/Agriculture/ Medical /Veterinary Sciences</b>	<b>Faculty of languages/Humanities/Arts/Social Science /Library/Education/Physical Education/Commerce/Management &amp; other related discipline</b>
1. Research Papers Published in Peer Reviewed/UGC listed Journals	08 per paper	10 per paper
2. Books/ e-books authored which are published by International publishers National publishers Chapter in Edited Book Editor of Book by International Publisher Editor of Book by National Publisher *e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture	10 08 05 10 08 05 05	10 08 05 10 08 05 05
3. Research Projects Completed: More than 10 lakhs Less than 10 lakhs Ongoing: More than 10 lakhs Less than 10 lakhs Consultancy:	10 05 05 02 03	10 05 05 02 03
4. Patents International	10	10

National	07	07
<b>*Policy Document</b>		
International	10	10
National	07	07
State	04	04
<b>5. Research Guidance</b>		
Ph.D.	10/per degree awarded 05/thesis submitted	10/per degree awarded 05/per thesis submitted
M.Phil./PG dissertation	02/degree awarded	02/per degree awarded
<b>6. *Invited lectures / Resource Person /paper presentation</b>		
International (Abroad)	7	7
International (within country)	5	5
National	3	3
State / University	2	2

**The Research Score for papers would be augmented as follows:**

Peer reviewed /UGC listed journals

- i) Paper in referred 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

Joint Publication:

(a) Two authors: 50% 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 70/30. First Supervisor shall get 7 marks and co-supervisor 3 marks.
- In development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at national level, contribution to development of e-content modules in complete course/paper/e-book may be awarded points same as that of contributed chapters in edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for editor of a book by National Publisher.
- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for complete course may be awarded points same as that for editor of a book by National Publisher.
- For the purpose of calculating research score of the person, the combined research score from the categories of **Policy Document** and **Invited lectures / Resource Person /paper presentation** shall have an upper capping of 30% of the total research score of the person.
- The research score shall be from the minimum of 3 categories out of 6 categories.

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



S.No.	Academic Record	Score		
		1.	Graduation	80% and above = 15
2.	Post Graduation	80% and above = 28	60% to less than 80% = 25	55% to less than 60% = 20
3.	M.Phil.	60% and above = 07		55% to less than 60% = 05
4.	Ph.D.	30		
5.	NET with JRF NET or equivalent	07 5		
6.	Research Publications (2 marks for each research publications published in Peer Reviewed/UGC listed Journals)	10		
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10		

**# 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**

**(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) SET/SLET score shall be valid for appointment in respective State Universities/Colleges/Institutions only**

**Table: 3 B**

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

S.No.	Academic Record	Score		
		1.	Graduation	80% and above = 21
2.	Post Graduation	80% and above = 33	60% to less than 80% = 30	55% to less than 60% = 25
3.	M.Phil.	60% and above = 07		55% to less than 60% = 05
4.	Ph.D.	20		
5.	NET with JRF NET or equivalent	10 08		
6.	Research Publications (2 marks for each research publications published in Peer Reviewed/UGC listed Journals)	06		
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10		

**# 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- 20 Marks

**(ii) JRF/NET/SET** Maximum - 10 Marks

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

**(C)** Academic Score - 84

Research Publications - 06

Teaching Experience - 10

**Total : -100**

**(D)** SET/SLET 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	Regularity of attending library	90% and above – Good

	<p>(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"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<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. Satisfactory – at least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>Good/Satisfactory – Catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS promotion committee)</p>
4.	<p>Checking inventory and extent of missing books</p>	<p>Good ; checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory</p>

		Or Checked inventory and missing books 1% or more.
5.	<p>Digitisation of books database in institution having no computerized database.</p> <p>Promotion of library network. Systems in place for dissemination of information relating to books and other resources. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. Design and offer short term courses for users. Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities Satisfactory : At least one activity 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. 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.</p>	
<p>Note :</p> <ol style="list-style-type: none"> <li>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>(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.</li> <li>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>		

**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	Good-National level competition in at least one discipline plus State/District level. Competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  Or District level competition in at least 5 disciplines. Unsatisfactory- Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	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. Being invited for coaching at state/national level. Organizing at least three workshops in a year..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.	Good: Involved in any two activities. Satisfactory: 1 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. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.	

	Not Satisfactory: If neither good nor satisfactory in overall grading.
--	--

Note:

- (ii) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- (iii) 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.
- (iv) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.





# महाराष्ट्र शासन राजपत्र

## असाधारण भाग आठ

वर्ष ३, अंक ७ (३)]

बुधवार, जानेवारी ११, २०१७/पौष २१, शके १९३८

[ पृष्ठे ११९, किंमत : रुपये २७.००

असाधारण क्रमांक ११

प्राधिकृत प्रकाशन

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांनी प्रख्यापित केलेले अध्यादेश व केलेले विनियम आणि विधि व न्याय विभागाकडून आलेली विधेयके (इंग्रजी अनुवाद).

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRAKASH H. MALI,  
Principal Secretary to Government,  
Law and Judiciary Department.

### MAHARASHTRA ACT No. VI OF 2017

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017).

An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

**WHEREAS** it is expedient to provide for academic autonomy to non-agricultural and non-medical universities in the State of Maharashtra and to make better provisions therefor;

**AND WHEREAS** the Government of Maharashtra had appointed committees under the Chairmanships of Dr. Arun Nigvekar, Dr. Anil Kakodkar, Dr. Ram Takwale and Late Mrs. Kumud Bansal with a view to consider and recommend on different aspects of higher education and learning and to suggest various measures to ensure such autonomy;



**AND WHEREAS** after considering the recommendations of the said committees the Government of Maharashtra considers it expedient to make a law to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and to regulate the non-agricultural and non-medical universities in the State of Maharashtra in more effective manner, to provide for participation of universities in social and educational spheres, to establish Maharashtra State Commission for Higher Education and Development, to constitute various Boards, and to repeal the Maharashtra Universities Act, 1994; it is hereby enacted in the Sixty-Seventh Year of the Republic of India as follows:—

Mah.  
XXXV  
of  
1994.

## CHAPTER I PRELIMINARY

- Short title and Commencement. **1.** (1) This Act may be called the Maharashtra Public Universities Act, 2016.  
(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.
- Definitions. **2.** In this Act, unless the context otherwise requires,—
- (1) "academic services unit" means university science and instrumentation centre, academic staff college, computer centre, university printing press or any other unit providing specialized services for the promotion of any of the objectives of the university ;
- (2) "adjunct professor", "adjunct associate professor" or "adjunct assistant professor" means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of collaboration or association with the university ;
- (3) "affiliated college" means a college which has been granted affiliation by the university ;
- (4) "authorities" means the authorities of the university as specified by or under this Act;
- (5) "autonomy" means a privilege of the university conferred by the Statutes to permit a college, institution or a university department to conduct academic programmes and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations ;
- (6) "autonomous college", "autonomous institution" or "autonomous department" means a college, institution or department to which autonomy is granted and is designated to be so by the Statutes ;
- (7) "bodies" means the bodies of the university formed by the respective authorities ;
- (8) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the university ;
- (9) "choice based credit system" means the curricular system that offers multiple interdisciplinary choices for students to select from the courses (core, elective or minor or soft skill courses) to accumulate credits as prescribed in Statutes;
- (10) "cluster university " means the cluster university established under sub-section (6) of section 3 of the Act ;

(11) "collaboration" means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organizations in the field of agriculture, industry, trade and commerce, sports, social, cultural, science, technology and any other field ;

(12) "college" means a college affiliated to the university, situated in the university area or jurisdiction ;

(13) "College Development Committee" means the College Development Committee constituted under section 97 of this Act ;

(14) "Collegium of Heads of Department of Affiliated Colleges and recognized institutions" means an electoral college consisting of heads of departments from affiliated colleges and recognized institutions who shall elect from amongst themselves as members to the concerned authorities;

(15) "Collegium of Graduates of the University" means an electoral college consisting of registered graduates of the university, who shall elect from amongst themselves as members to the different authorities ;

(16) "Collegium of Management Representatives" means an electoral college consisting of representatives of management committees of affiliated or autonomous colleges or institutions who shall elect from amongst themselves as members to the different authorities ;

(17) "Collegium of Principals" means an electoral college consisting of fulltime approved Principals and Directors of recognized institutions who shall elect from amongst themselves as members to the different authorities ;

(18) "Collegium of Teachers" means an electoral college consisting of fulltime approved teachers from affiliated and autonomous colleges and recognized institutions, who shall elect from amongst themselves as members to the different authorities ;

(19) "Collegium of University Teachers" means an electoral college consisting of fulltime teachers from University Departments, University Institutions, and Conducted Colleges appointed by university who shall elect from amongst themselves as members to the different authorities ;

(20) "Commission" means the Maharashtra State Commission for Higher Education and Development constituted under section 76 of this Act;

(21) "community college" means an institution providing skill-based academic programs as prescribed in the Statutes ;

(22) "conducted college" means a college maintained and managed by the university ;

(23) "De-notified Tribes (Vimukta Jatis)" means tribes declared as such by the State Government, from time to time;

(24) "department" means a department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes;

(25) "Director" means a head of an institution including a centre or a school of the university as designated by the Management Council or a head of a recognized institution;

(26) "Director of Higher Education" and "Director of Technical Education" means respectively, Director of Higher Education, Maharashtra State and Director of Technical Education, Maharashtra State;

(27) "Empowered Autonomous College " means an autonomous college that is identified by the university Grants Commission as College with potential for Excellence or College Excellence, which has high level grade as specified by the Government by notification in the *Official Gazette* as has been given the status of Empowered Autonomous College by the Authority under the Statutes, with a power to grant degree of such College jointly with the affiliating University;

(28) "Empowered Autonomous Cluster Institutions " means a group of autonomous Colleges or institutions of the same management or educational society which includes the colleges or institutions, identified by the University Grants Commission as College with potential for excellence or College of excellence, which have high level grade as specified by the Government by notification in the *Official Gazette* as has been given the status of Empowered Autonomous Cluster Institution by the Authority under the Statutes, and is empowered to grant a joint degree with the affiliating University;

(29) "Empowered Autonomous Skills Development College " means a college which has been recognized by the university for conducting the skills development programmes as prescribed by the university as per the National, State Level policy regarding Skills Qualification and Education Framework and which is given the status of Empowered Autonomous Skills Development College by the university to which it is affiliated and is empowered to grant a joint degree, certificate, diploma and advanced diploma with the affiliating university;

(30) "fee" means tuition fees, other fees and charges, including developmental charges;

(31) "Head of the University Department", "Head of the Institution" and "Head of the College Department" means respectively, a Head of the University Department, a head of the recognized institution and a head of the college department, as prescribed in the Statutes;

(32) "higher education" means the pursuit of knowledge beyond learning at the stage of higher secondary school education;

(33) "Hostel" means a place of residence for the students of the university or a college or an institution, provided, established, maintained by the university or college or institution, as the case may be;

(34) "institution" means an academic institution of higher learning, not being a college, associated with and admitted to the privileges of the university;

(35) "inter-disciplinary studies" means the combined academic studies and research in different disciplines as prescribed by statutes;

(36) "Knowledge Resource Centre" means a library established by the university on the campus or sub-campuses of the university to hold in print, electronic and audio-video format material, monographs, reference volumes, text and review books, all types of journals and any other material in various format useful for education, research, extension services or for similar purposes;

(37) "management" means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Maharashtra Public Trusts Act, or any society registered under the Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognized institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university;

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Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Zilla Parishad, Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or Zilla Parishad or the Municipal Council or the Municipal Corporation, as the case may be;

(38) "multi-disciplinary studies" means the combined academic studies and research in different streams of a particular discipline as prescribed by Statutes;

(39) "Nomadic Tribes" means tribes wandering from place to place in search of their livelihood, as declared by the State Government, from time to time;

(40) "non-vacational academic staff" means such staff as the State Government may classify to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions ;

(41) "Other Backward Classes" means any socially and educationally backward classes of citizens as declared by the State Government and includes Other Backward Classes declared by the Government of India in relation to the State of Maharashtra;

(42) "post-graduate department" means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the university and imparting post-graduate instruction or guidance for research;

(43) "prescribed" means prescribed by Statutes or Ordinances or Regulations, as the case may be, made by or under this Act;

(44) "Principal" means a teacher who is duly approved as a Principal by the university;

(45) "Pro-Vice-Chancellor" means the academic and executive officer, next to the Vice-Chancellor having purview of the entire university;

(46) "recognized institution" means an institution of higher learning, research or specialized studies, other than a college, and recognized to be so by the university;

(47) "registered graduate" means a graduate of a university registered or deemed to be registered by or under this Act with one of the universities;

(48) "satellite centre" means an integral part of an affiliated or conducted college or recognized institution imparting academic programmes, co-curricular, research and extension activities in rural or tribal region, neighbouring the location of such college or institution, established with the object of reaching the unreached, on the terms and conditions specified by the State Government by an Order in the *Official Gazette*;

(49) "Schedule" means the Schedule to this Act;

(50) "Scheduled Castes" means such castes, races or tribes or parts of, or groups within, such castes, races or tribes as are deemed to be Scheduled Castes, in relation to the State of Maharashtra under article 341 of the Constitution of India;

(51) "Scheduled Tribes" means such tribes or tribal communities or parts of or groups within, such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the State of Maharashtra under article 342 of the Constitution of India residing in any part of the State of Maharashtra;

(52) "school" means a school of studies maintained by or recognized as such by the university or autonomous college, Empowered Autonomous College, Empowered Autonomous Cluster Institution;

(53) "Skills Knowledge Provider" means an institution which has been recognized by the university for conducting such courses as prescribed by the university as per the National, State Level policy regarding Skills Qualification Framework;

(54) "Special Backward Category" means socially and educationally backward classes of citizens declared as a Special Backward Category by the State Government;

(55) "State" means the State of Maharashtra;

(56) "State Government" or "Government" means the Government of Maharashtra;

(57) "Statutes", "Ordinances" and "Regulations" means, respectively, the Statutes, Ordinances and Regulations of the university, made by or under this Act;

(58) "Student" means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous colleges and recognized institutions of the University ;

(59) "Students' Council" means the Students' Council established under section 99 of the Act ;

(60) "Sub-Campus" means a comprehensive inherent independent unit of the university for a predetermined geographical jurisdiction for decentralization of academic, administrative, research and extension activities of that jurisdiction, with the objective of improving efficiency and effectiveness ;

(61) "teacher" means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university ;

(62) "Tribunal" means the tribunal established under section 80 of the Act;

(63) "university" means any of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6) of section 3;

(64) "university area" means the area specified against the name of the university in the Schedule;

(65) "university department" means a department established and maintained by the university as prescribed by the Statutes;

(66) "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956; 3 of 1956.

(67) "university institution" means a centre, a school, or an institute established and maintained by the university as prescribed by the Statutes;

(68) "university teacher" means a full time teacher appointed by the university.

## CHAPTER II

### PUBLIC UNIVERSITIES

3. (1) Each of the existing public universities specified in column (1) of Part I of the Schedule, with effect from the date of commencement of this Act, shall be deemed to be constituted under this Act for the same area specified in column (2) of the said part, for which it was constituted immediately before the date of commencement of this Act.

Incorporation of universities.

(2) The State Government may, from time to time, by notification in the *Official Gazette*, constitute any new university under this Act by such name, for such area and with effect from such date, as may be specified by it, and insert necessary entries in Part II of the Schedule; and may for that purpose or any other purposes specified in that behalf diminish, increase or alter the area of any existing or new university, by suitably amending the Schedule, by the said notification, and thereupon the entries in column (2) of Part I, or in column (2) of Part II, as the case may be, of the Schedule, shall stand amended accordingly, and all educational institutions, whether colleges, institutions, autonomous or empowered autonomous colleges, empowered autonomous cluster institutions, post-graduate departments, schools on the sub-campuses, by whatever name called, within the area of the new university, which are affiliated to or recognized by the existing university shall, from the date aforesaid, stand affiliated to or recognized by the new university:

Provided that, no such notification shall be issued except on a resolution passed by both Houses of the State Legislature.

(3) Notwithstanding anything contained in sub-section (2), if, in the exigency of circumstances the new university considers it expedient that certain privileges of the existing university to which such educational institutions as referred to in sub-section (2), were entitled immediately before the date specified under the said sub-section, should be continued for a certain period, not exceeding a period of five years in the aggregate, after the date aforesaid, the new university may accordingly forward its recommendations to the State Government and on receipt of such recommendations the State Government may, if it is satisfied that such privileges should be so continued, by notification in the *Official Gazette*, provide that for such period, as may be specified in the notification, such privileges shall continue.

(4) The Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, members of the Senate, Management Council and Academic Council for the time being holding office as such in each university are hereby constituted and declared to be a body corporate by the name specified therefor in the Schedule and shall have perpetual succession and a common seal and may by that name sue and be sued.

(5) Each university shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer or dispose of any movable or immovable property, which may vest in or be acquired by it for the purposes of the university, and to contract and do all other things necessary for the purposes of this Act:

Provided that, no such lease, sale or transfer of such property shall be made without the valuation made thereof by the approved valuer appointed by the university and without the prior consent of the State Government.

(6) Notwithstanding anything contained in this Act, the State Government may, by notification in *Official Gazette*, constitute a cluster university comprising of a cluster of affiliated or autonomous colleges or institutions of a university. Such cluster university shall comprise of such university authorities and shall exercise such powers and perform such functions of university as may be specified in such notification:

Provided that, every such notification shall be laid as soon as may be, after it is issued, before each House of the State Legislature.

Object of  
University.

4. The objects of the university, in general, shall be to disseminate, create and preserve knowledge and understanding by teaching, research and development, skill development, training and education, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular, the objects shall be to,—

(1) carry out its responsibility of creation, preservation and dissemination of knowledge;

(2) promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;

(3) encourage individuality and diversity within a climate of tolerance and mutual understanding ;

(4) promote freedom, secularism, equality, social justice as enshrined in the Constitution of India, and to be catalyst in patriotic socio-economic transformation by promoting basic attitudes and values of essence to national development;

(5) promote the conducive environment for ensuring social harmony, co-existence, integral humanism and upliftment of the poorest of the poor;

(6) extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local, regional and national problems of development;

(7) carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values;

(8) promote equitable distribution of teaching, learning, training and other support services facilities of higher education;

(9) provide for efficient and responsive administration, scientific and technology management and develop organization of teaching, learning, training, research and extension ;

(10) devise motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit and desire to make true contribution and realize self-achievement is nurtured;

(11) promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society ;

(12) promote national integration, fraternity and preserve cultural heritage and inculcate respect towards different religions and diverse cultures of India through the study of different religions, literature, history, science, art, civilizations and cultures;

(13) develop work culture and promote dignity of labour through applied components in the syllabi;

(14) build up financial self-sufficiency by undertaking academic teaching, training and allied programmes, research and development activities for public and private industries, Governmental organizations at local, regional, national and global level and resource generative services in a cost-effective manner;

(15) promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university and facility it provides for higher education;

(16) generate and promote a sense of self-respect and dignity amongst the weaker sections of the society;

(17) to promote gender equality and sensitivity in society;

(18) strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

5. The university shall have the following powers and duties, namely:—

Powers and duties of university.

- (1) to provide for instructions, extension, teaching, learning and training in such branches or subjects or disciplines and courses of study including a choice based credit system and any other system that may emerge in future, as the university may, from time to time, determine;
  - (2) to make provision for research and for the advancement and dissemination of knowledge, and generally to cultivate and promote the arts (including fine arts and performing arts), humanities, social sciences, accounts and commerce, pure and applied sciences, technologies, managements, different forms of medicine, engineering, law, physical education and other branches of learning and culture and their multi-disciplinary and inter-disciplinary areas;
  - (3) to make provision to enable conducted and affiliated colleges and recognized institutions to undertake specialized studies;
  - (4) to make provisions for creation of autonomous, empowered autonomous and empowered autonomous cluster of institutions;
  - (5) to develop procedures and processes for recognition of private skills education providers and empowered autonomous skills development colleges;
  - (6) to organize, maintain and manage university departments, schools, institutions, laboratories, knowledge resource centers, learning resource centers, libraries, museums and equipment for teaching, learning, training, research and development or extension;
  - (7) to establish, maintain and manage departments, institutions of research, institutions of specialized studies or academic services unit;
  - (8) to establish, maintain and manage constituent, community and conducted colleges, institutions, hostels, health centers, auditoria and gymnasiums;
  - (9) to provide for establishment, on the university campus and Sub-Campuses, of autonomous institutions like multi-university and inter-university centers, research laboratories, modern instrumentation centers and like centers of learning, set up by the University Grants Commission, Central Government or the State Government, teaching or learning or training colleges or institutions at local, regional, national and global level, which may be used by a university or college or group of universities or colleges:
- Provided that, in the case of any industry or any non-Government organization availing themselves of such facility of a university or such organizations providing the facility to a university, prior approval of the State Government shall be obtained by the university concerned;
- (10) to provide for establishment of sub-campuses for serving a group of colleges, and also to provide for and maintain common resource centers in such sub-campuses in the form of post-graduate departments, multi-disciplinary or inter-disciplinary schools, knowledge resource centers, libraries, laboratories, computer centers, and the like centers of learning and skills training, as per the guidelines laid down by the State Government or the University Grants Commission;
  - (11) to create posts of directors, principals, university teachers, non-vacation academic staff, non-teaching skilled, administrative, ministerial staff and other posts required by the university, from its funds and from the funds received from other funding agencies, prescribe their qualifications, experience and pay-scales, and make appointments thereto;



(12) to make appointments to the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching skilled, administrative, ministerial staff and other posts sanctioned by the State Government as per the qualifications and experience specified by the State Government and the University Grants Commission;

(13) to appoint or recognize persons working in any other university or organization as adjunct professors, adjunct associate professors, adjunct assistant professors, visiting professors of the university for specified periods;

(14) to facilitate mobility of teachers within the university and to other universities with the consent of the teacher concerned;

(15) to prescribe the courses of instruction and studies for the various examinations leading to specific degrees and diplomas or certificates;

(16) to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities;

(17) to make provision, wherever feasible, in the university departments, colleges, institutions, recognized institutions and schools, for survey and collection of statistics, data and other particulars relevant to various developmental activities including State and National plans, evaluation of the developmental schemes with the participation of the students as a part of their curricular activities;

(18) to supervise, control and regulate admission of students for various courses of study in university departments, schools, multi-disciplinary and interdisciplinary schools, community, conducted and affiliated colleges, institutions and recognized institutions;

(19) to guide teaching in colleges by deputation of teachers from a pool of teachers of the university and supplement teaching in colleges for improving their standards;

(20) to institute degrees and post-graduate diplomas and post-higher secondary diplomas, certificates and other academic distinctions on the basis of examinations or by other tests or otherwise;

(21) to hold examinations or evaluations and confer degrees and post-graduate diplomas and award post-higher secondary diplomas and certificates and other academic distinctions on persons who,—

(a) unless exempted therefrom in the manner prescribed, have pursued approved courses of study in the university, or in a college or in an institution or a recognized institution or a school and have passed the examinations and earned the required credits or marks or grades prescribed by the university; or

(b) have pursued approved courses of study in the university, or in a college or in an institution or a recognized institution or in an autonomous college or an autonomous recognized institution or in empowered autonomous college or empowered autonomous cluster institutions or a school and have passed the examinations and earned the required credits or marks or grades prescribed by the university; or

(c) have engaged in research under conditions provided by Ordinances and Regulations;

(22) to confer and award such degrees, diplomas and certificates to, and provide for such lectures, instructions and training for external students, and the students under correspondence and distance education, online and continuing education courses;

(23) to confer honorary degrees or other academic distinctions as prescribed by the Statutes;

(24) to lay down the conditions of affiliation of colleges and recognition of institutions taking into account the credibility of the management and the norms of academic performance of colleges, faculties and subjects, as may be laid down, from time to time, and satisfy itself by periodical assessment or otherwise, that those conditions are fulfilled;

(25) to admit to the privileges of the university, affiliated colleges and institutions not maintained by the university and withdraw all or any of those privileges, temporarily or permanently;

(26) to designate a university department, conducted college, an affiliated college, institution or school as an autonomous university department, conducted college, affiliated college or institution or school, as the case may be, in accordance with the guidelines, if any, laid down by the State Government or University Grants Commission;

(27) to designate a conducted college, an affiliated college, institution or school as an empowered conducted college, affiliated college or institution or school, in a stand-alone or cluster form, as the case may be, in accordance with the guidelines, if any, laid down by the State Government or University Grants Commission;

(28) to monitor and evaluate the academic performance of university departments, university institutions, conducted colleges and of affiliated colleges, autonomous or empowered colleges in a stand-alone or cluster form and recognized institutions for affiliation or recognition, as the case may be, and for periodical accreditations;

(29) to inspect, where necessary, all types of colleges or institutions and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching, learning, training and research, and extension are maintained by them and adequate library, class rooms, laboratory, hostel, workshop and other academic facilities are provided for;

(30) to hold and to manage trusts and endowments and institute and to award fellowship, travelling fellowship, scholarship, studentship, medals and prizes for teachers and students of the university and colleges;

(31) to fix, demand and receive or recover such fees and other charges, as may be regulated by the Ordinances, from time to time;

(32) to constitute a fee fixation committee;

(33) to supervise, control and regulate the conduct and discipline of the students of the university, colleges, institutions, recognized institutions, schools and hostels;

(34) to provide for mobility of students from formal to non-formal stream and vice-versa, and also among the other universities in the State and outside the State;

(35) to provide facilities for revision or in-service courses for teachers of the university, colleges, schools and institutions;

(36) to make arrangements for promoting the healthy atmosphere, corporate life and welfare of the students of the university, colleges, schools and institutions;

(37) to make arrangements for promoting welfare of the employees of the university;

(38) to co-ordinate and regulate teaching, learning, training and research and extension in the colleges and recognized institutions;

(39) to provide for the training and education in the domain of quality, intensive workshops or learning exercises on enhancing quality, and also mechanism for setting up of internal quality assurance for quality improvement of teachers and non-teaching employees;

(40) to provide for periodical assessment of the performance of teachers and non-teaching employees in the colleges, institutions and university in accordance with the norms prescribed by the University Grants Commission or the State Government;

(41) to regulate and provide for attendance of the teachers on the premises of the university or colleges or institutions during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking or conducting private tuitions or private coaching classes;

(42) to regulate and provide for attendance of the non-teaching employees on the premises of the university or colleges or institutions during working hours and beyond working hours, as prescribed;

(43) to enforce conduct and discipline rules for teachers and non-teaching employees prescribed by the State Government;

(44) to prescribe code of conduct for managements;

(45) to prescribe and enforce students charter;

(46) to establish, maintain and manage, whenever necessary,—

(a) Knowledge Resource Centre;

(b) university extension boards;

(c) information bureaus;

(d) employment guidance bureaus;

(e) Autonomous Evaluation Boards; and

(f) such other activities as may be necessary and possible to fulfill the objects of the university;

(47) to make provision for participation of students in,—

(a) the national service scheme;

(b) the national cadet corps;

(c) home guards and civil defense;

(d) the national sports organization;

(e) physical and military training;

(f) extra-mural teaching and research;

(g) programmes related to Lifelong Learning and Extension;

(h) any other programmes, services or activities directed towards cultural, economic and social betterment as may be necessary and possible, to fulfill the objects of the university;

(48) to provide for special training or coaching for competitive examinations, for recruitment to the public services, public sector undertakings and other competitive employment opportunities;

(49) to co-operate or collaborate with any other university, institution, authority or organization for research and advisory services and for such purposes to enter into appropriate arrangement with other universities, institutions, authorities, or organizations to conduct certain courses as the situation may demand;

(50) to rescind or suspend affiliation or recognition or empowered status granted to colleges or institutions or cluster of institutions;

(51) to borrow funds for the purposes of the university on the security of the property of the university, with the prior permission of the State Government;

(52) to explore the possibilities of augmenting the resources of the university by exploring or innovating activities such as research and development, consultancy, training programmes and providing services for different clients from industry, trade or any other non-government organizations;

(53) to transfer the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institution are prima facie evident, to any other management;

(54) to undertake academic collaboration programmes, research and advisory services with universities and institutions abroad, with prior approval of the State Government;

(55) to receive funds for collaboration programmes from foreign agencies, subject to rules and regulations of the Central Government and State Government in that behalf;

(56) to create development corpus out of surplus that the university may generate through its teaching, learning, training, research and development, consultancy, and any other academic and support activities and to invest it in a professional manner and use the interest generated through it for the growth and development of academic, research and development, academic and physical infrastructure development and any other infrastructure;

(57) to lay down for teachers and university teachers, such instructions or directions as, in the opinion of the university, may be necessary in academic matters;

(58) to undertake development programmes in higher education, research, consultancy based projects and training programmes for outside agencies, by charging fees, so as to generate resources;

(59) to make special provisions for the benefit of university education to be made available to classes and communities which are socially and educationally backward;

(60) to make special provisions for such benefits of university education to be made available for women students and differently-abled students as the university may think necessary;

(61) to make special provision for higher education in rural and tribal areas;

(62) to take appropriate measures in order to increase the gross enrolment ratio;

(63) to implement the national literacy and adult education program through teachers and students on voluntary basis in the university system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;

(64) to promote by itself, or in co-operation with other universities, the study of Marathi and the use of Marathi as a medium of instruction, study, research and examination, in adherence to the policies of the State Government;

(65) to promote by itself, or in co-operation with other universities or organizations, the study of foreign languages in general and Asian languages in particular;

(66) to evolve an operational scheme for ensuring accountability of teachers, non-vacation academic and non-teaching staff of the university, institutions and colleges;

(67) to provide for joint appointments in single grade of pay in more than one department or administrative section in the university, as also between university departments and between the university-public or university-private or university public-private partnership research laboratories or university-industry or university- other bodies;

(68) to create knowledge and disseminate it and foster high quality research which is contemporary, globally competitive and locally as well as regionally and nationally relevant;

(69) to have a learner-centric approach and perform the role of being a knowledge creator;

(70) to strengthen education at under-graduate, post-graduate level, enhance research and development culture and relevant degree programmes and cultivate desire for entrepreneurship;

(71) to create a comprehensive digital university framework for both, e-learning and e-administrative services;

(72) to exploit the power of 'learning by collaboration' and 'participation' with use of information and communication technology;

(73) to cultivate research parks, technology incubators and other engagement entities to translate university research to commercial domain and coordinated projects involving multiple faculty groups from several disciplines that address some important issues before the State;

(74) to identify skills to which students need to be exposed to, by taking into account the local needs, training facilities available, emerging needs and new employment opportunities;

(75) to provide an environment for the all-round development of youth by exposing them to the rich cultural heritage of the country and creating opportunities for development of skills in sports;

(76) to ensure introduction of choice based credit system with transferable credit points from four streams, namely, the academic stream, the technology stream, the professional and social stream and the personality and cultural development stream;

(77) to facilitate mobility of teachers to collaborating institutions such as industries, research and development laboratories, non-Government organizations, engaged in societal development, to enable translation of knowledge to viable real life applications and in turn enrich university programmes;

(78) to establish centers or institutions in foreign countries with the permission of the Central and the State Government;

(79) to establish vocational or skills based community colleges in partnership with industry;

(80) to implement recommendations report of the Commission within the time-frame given by it;

(81) to comply with and carry out any directives issued by the State Government, from time to time, with reference to above powers, duties and responsibilities of the university;

(82) to conduct academic audit of university departments, conducted colleges, affiliated colleges, institutions or schools, at regular intervals;

(83) to do all such other acts and things as may be necessary for, or incidental or conducive to, the attainment of all or any of its objects.

**6. (1)** The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the whole of the university area as specified against the name of such university in the Schedule:

Jurisdiction and admission to privileges of university.

Provided that, the benefit of distance-education courses, correspondence courses, open university courses or external degree courses of any university may, with the prior permission of the State Government, extend and cover the entire area of the State outside the university area:

Provided further that, if a university desires to establish sub-campus or centre or institution in any foreign country, on its own or in collaboration with any other Indian or foreign university or institution, it may do so with the prior sanction of the Central and the State Government.

(2) Subject to the provisions of sub-section (3) of section 3, no educational institution situated within the university area shall, except with the consent of the university and the sanction of the State Government, be associated in any way with, or seek admission to any privilege of, any other university established by law with the exception of the state open university and Research or Project collaborations of university, colleges with any other university or colleges:

Provided that, if an educational institution, public or private, Indian or foreign, seeks to be associated with or be admitted to the privileges of a university, jurisdiction of which is not restricted to any State or area, such association or admission may be permitted by the State Government:

Provided further that, if a university, the jurisdiction of which is not restricted to any State or area, wishes to establish a centre or other unit of research in the university area on its own or in collaboration with any public or private Indian or foreign university or institution, it may do so with the sanction of the State Government and also with the sanction of the Central Government, if the collaboration is with the foreign university or institution.

(3) If an educational institution, public or private, Indian or foreign, associated with or admitted to the privileges of any other university established by law, seeks to be associated with, or be admitted to the privileges of a university, such association or admission may be permitted with the sanction of the State Government and consent of the university concerned.

(4) Save as otherwise provided by or under this Act, any privilege enjoyed by any educational institution within the area of another university before the date on which this Act comes into force, shall not be withdrawn, without the sanction of the State Government.

(5) If a new district is created by the State Government, the area of such district shall be under the jurisdiction of such university, as may be declared by the State Government, by notification in the *Official Gazette*, for the purpose of admission to the privileges of such university.

**7. (1)** No citizen of India shall be excluded from any office of the university or from membership of any of its authorities, bodies or committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course of study on the ground only of sex, race, creed, class, caste, place of birth, religious belief or profession or political or other opinion:

University open to all irrespective of sex, race, creed, class, caste, place of birth, religion, or opinion.

Provided that, the university may maintain, accredit or recognize any college or institution exclusively for women, or reserved for women.

(2) The university shall adopt government policy and orders issued, from time to time, in regard to the reservation for Scheduled Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes and Other Backward Classes for appointment to different posts of teachers and non-teaching employees and for the purpose of admission of students in the affiliated or conducted or community colleges, university departments, university institutions or recognized institutions.

(3) The university shall adopt with the general policy of the State Government in regard to the welfare of various categories of weaker sections of the society, minorities, women and persons with disability as directed by the State Government, from time to time.

Control of  
State  
Government  
on universi-  
ties.

- 8. (1)** Without prior approval of the State Government, the university shall not,—
- (a) create new posts of teachers, officers or other employees;
  - (b) revise the pay, allowances, post-retirement benefits and other benefits of its teachers, officers and other employees;
  - (c) grant any special pay, allowance or other extra remuneration of any description whatsoever, including ex-gratia payment or other benefits having financial implications, to any of its teachers, officers or other employees;
  - (d) divert any earmarked funds received for any purpose other than that for which it was received;
  - (e) transfer by sale or lease of immovable property ;
  - (f) incur expenditure on any development work from the funds received from the State Government or University Grants Commission or any person or body for the purposes other than the purposes for which the funds are received;
  - (g) take any decision regarding affiliated colleges resulting in increased financial liability, direct or indirect, for the State Government.
- (2)** The university shall be competent to incur expenditure, in consonance with the policies and directives of the State Government issued from time to time, from the funds received from,—
- (a) various funding agencies without any share or contribution from the State Government;
  - (b) contributions received from individuals, industries, institutions, organizations or any person whosoever, to further the objectives of the university;
  - (c) contributions or fees for academic or other services offered by the university for aided and self-supporting academic programmes;
  - (d) development fund, or any other fund established by the university; for the purposes of,—
    - (i) creation of posts in various cadres;
    - (ii) granting pay, allowances and other benefits to the posts created through its own funds provided those posts are not held by such persons, who are holding the posts for which government contribution is received;
    - (iii) starting any academic programmes on self-supporting basis;
    - (iv) granting remunerations or incentives to its employees for performing any task assigned to them other than their regular duties and responsibilities;
    - (v) incurring expenditure on any development work and on welfare activities of its students and employees:

Provided that, there is no financial liability, direct or indirect, immediate or in future, on the State Government.

**(3)** The State Government may, in accordance with the provisions contained in this Act, for the purpose of securing and maintaining uniform standards in all universities in the State, by notification in the *Official Gazette*, prescribe a Standard Code providing for the classification, manner and mode of selection, appointment, induction and advance training, field exposure, deputation and reservation of post in favour of members of the Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, and Other Backward Classes, duties, workload, pay, allowances, post-retirement benefits, other benefits, conduct and disciplinary matters and other conditions of service of the officers, teachers and other employees of the universities and the teachers and other employees in the affiliated colleges and recognized institutions (other than those managed and maintained by the State Government, Central Government and the local authorities) and the provisions for absorption of teachers and employees in the university departments, affiliated or conducted colleges and institutions who are aided and rendered surplus. However, the unaided teachers and employees who are rendered surplus in university departments, affiliated or conducted colleges and institutions shall not be eligible, for absorption at the aided vacancies in university

departments, affiliated or conducted colleges and institutions. Where such Code is prescribed, the provisions made in the Code shall prevail, and the provisions made in the Statutes, Ordinances and Regulations made under this Act, for matters included in the Code shall, to the extent to which they are inconsistent with the provisions of the Code, be invalid.

(4) Qualifications and experience for the purpose of appointment of non-teaching employees in the universities, affiliated colleges and recognized institutions (other than those managed and maintained by the State Government, Central Government and the local authorities) shall be as may be specified by the Government, by an order published in the *Official Gazette*.

(5) Notwithstanding anything contained in this Act, if the circumstances so require and the State Government considers it necessary to do so, it may appoint, on deputation, a suitable person possessing the requisite qualifications to perform the duties of the Registrar, Finance and Accounts Officer or the Director of the Board of Examinations and Evaluation, for a period of not more than one year at a time and not more than three years in the aggregate.

(6) The State Government through any officer not below the rank of Joint Director, Higher Education or Technical Education shall have right to cause inspection of any affiliated, conducted, or autonomous college, recognized institution or university department.

(7) In case of failure of the university to exercise powers or perform duties specified in section 5, or where the university has not exercised such powers or performed such duties adequately, or where there has been a failure to comply with any order issued by the State Government, or under any other circumstances as the State Government may deem fit, the State Government may issue a directive to the university for proper exercise of such powers or performance of such duties or comply with the order; and it shall be the duty of the university to comply with such direction. In case the university fails to comply with the directives, the State Government shall call upon the University to give reasons in writing as to why the directives were not complied with. If the State Government is not satisfied with the explanation, it may refer the matter to the Chancellor for taking necessary action under sub-section (3) of section 9.

(8) The State Government shall carry out test audit or full audit of the accounts of a university, college, school or institution, a regularly at such intervals as it may deem fit.



## CHAPTER III

## OFFICERS OF THE UNIVERSITY

Chancellor  
and his  
Powers.

9. (1) The Governor of Maharashtra shall be the Chancellor of every university and the Chancellor, by virtue of his office, shall be the Head of the university.

(2) The Chancellor, when present, shall preside over the Convocation of the university and may issue directions to the Vice-Chancellor to convene the meeting of any authority of the university for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meeting to the Chancellor for his perusal.

(3) The Chancellor,—

(a) shall, on receiving a reference from the State Government under the proviso to sub-section (7) of section 8 in such matter; or

(b) may, in any matter *suo motu* or otherwise,

call for a report or an explanation or such information and record relating to such matter or any matter or affairs of the university, and shall, after considering such report or explanation, or information or record, issue such directions thereupon as may be deemed fit in the interest of the university or student or larger interest of the public, and his directions shall be final and shall be complied with by the university forthwith.

(4) The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceeding of any authority, body, committee or officer which, in his opinion, is not in conformity with this Act, Statutes, Ordinances or Regulations made thereunder, or is not in the interest of the university and the university, authority, body, committee and officer, shall comply with the same:

Provided that, before making any such order, the Chancellor shall call upon the university, authority, body, committee or, as the case may be, officer to show cause why such an order should not be made, and if any cause is shown, within the time fixed by the Chancellor, he shall consider the same and wherever he deems it necessary, after consulting the State Government, decide the action to be taken in the matter, and his decision shall be final.

(5) Where, in the opinion of the Chancellor, the conduct of any elected or nominated or appointed or co-opted member is detrimental to the smooth functioning of university or any authority or body or committee, he may, after giving such member an opportunity to offer his explanation in writing and after considering such explanation, if any, and satisfying himself that it is necessary so to do, disqualify such member or suspend him for such period, as he may deem fit.

(6) The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in him by or under this Act.

Other  
officers of  
university.

10. The following shall be the other officers of the university, namely:—

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor;
- (3) the Registrar;
- (4) the Deans of Faculties;
- (5) the Director of Board of Examinations and Evaluation;
- (6) the Finance and Accounts Officer;
- (7) the Director of Sub-campus of the University;
- (8) the Director of Innovation, Incubation and Linkages;
- (9) the Director Knowledge Resource Center;
- (10) the Director of Lifelong Learning and Extension;

- (11) the Director of Students' Development;
- (12) the Director of Sports and Physical Education;
- (13) the Director of National Service Scheme;
- (14) such other officers in the service of the university as may be prescribed by Statutes.

**11.** (1) There shall be a Vice-Chancellor who shall be the principal academic and executive officer of the university and *ex-officio* Chairperson of the Management Council, Academic Council, Board of Examinations and Evaluation, Board of Lifelong Learning and Extension, Finance and Accounts Committee, Board of National and International Linkages and the Board for Innovation, Incubation and Enterprise, Board of Information Technology, Board of Students' Development, Board of Sports and Physical Education and Board of Research and shall preside in the absence of the Chancellor at any convocation for conferring degrees and also at any meeting of Senate. His powers and duties shall be as provided in section 12.

Appoint-  
ment of  
Vice-  
Chancel-  
lor.

(2) Save as otherwise provided, pay and allowances, terms and conditions of service of the Vice-Chancellor shall be such as may be determined by the State Government, from time to time.

(3) The Vice-Chancellor shall be appointed by the Chancellor in the manner stated hereunder :—

(a) There shall be a committee consisting of the following members to recommend suitable names to the Chancellor for appointment of Vice-Chancellor, namely:—

(i) a member nominated by the Chancellor, who shall be the retired Judge of the Supreme Court or retired Chief Justice of a High Court or an eminent scholar of national repute or a recipient of Padma Award in the field of education;

(ii) the Principal Secretary of Higher and Technical Education Department or any officer not below the rank of Principal Secretary to Government nominated by the State Government;

(iii) the Director or Head of an institute or organization of national repute established by an Act of Parliament, nominated by the Management Council and the Academic Council, jointly, in the manner specified by the State Government by an order published in the *Official Gazette*.

(b) The member nominated by the Chancellor shall be the Chairman of the committee.

(c) The members nominated on the committee shall be persons who are not connected with the university or any college or any recognized institution of the university.

(d) No meeting of the committee shall be held unless all the three members of the committee are present.

(e) The committee shall recommend a panel of not less than 5 suitable persons for the consideration of the Chancellor for being appointed as the Vice-Chancellor. The names of the persons so recommended shall be in alphabetical order without any preference being indicated. The report shall be accompanied by a detailed write-up on suitability of each person included in the panel.

(f) A person recommended by the committee for appointment as Vice-Chancellor shall,-

(i) be an eminent academician and an administrator of high caliber;

(ii) be able to provide leadership by his own example;

(iii) be able to provide vision; and have ability to translate the same into reality in the interest of students and society; and

(iv) possess such educational qualifications and experience as may be specified by the State Government, by an Order published in the *Official Gazette*, in consultation with the Chancellor.

(g) The eligibility conditions and the process for recommendation of names for appointment as Vice-Chancellor shall be given wide publicity to ensure the recommendation of most suitable candidates.

(4) The Chancellor may appoint one of the persons included in the panel to be the Vice-Chancellor:

Provided, that, if the Chancellor does not approve any of the persons so recommended, he may call for a fresh panel either from the same committee or after constitution of a new committee for the purpose, from such new committee.

(5) The process of preparing the panel of the suitable persons for being appointed as the Vice-Chancellor, shall begin at least six months before the probable date of occurrence of the vacancy of the Vice-Chancellor, and the process of appointment of the Vice-Chancellor shall be completed at least one month before the probable date of occurrence of the vacancy of the Vice-Chancellor.

(6) The person appointed as the Vice-Chancellor shall, subject to the terms and conditions of contract of service, hold office for a period of five years from the date on which he takes charge of his office or till he attains the age of sixty-five years, whichever is earlier and he shall not be eligible for re-appointment.

(7) The person appointed as the Vice-Chancellor shall hold a lien, if any, on the substantive post held by him prior to the appointment.

(8) In any of the following circumstances, the exigency whereof shall solely be judged by the Chancellor, namely :-

(i) where the committee appointed under clause (a) of sub-section (3) is unable to recommend any name within the time limit specified by the Chancellor;

(ii) where the vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, and it cannot be conveniently and expeditiously filled in, in accordance with the provisions of sub-sections (3) and (4);

(iii) where the vacancy in the office of the Vice-Chancellor occurs temporarily because of leave, illness or other causes; or

(iv) where there is any other emergency;

the Chancellor may appoint any suitable person, to act as the Vice-Chancellor for a term not exceeding twelve months, in the aggregate as may be specified in his order :

Provided that, the person so appointed shall cease to hold such office on the date on which the person appointed as the Vice-Chancellor in accordance with the provisions of sub-sections (3) and (4) assumes office or the Vice-Chancellor resumes office.

(9) The Vice-Chancellor shall be a whole-time salaried officer of the university and shall receive pay and allowances, and other facilities as determined by the State Government. In addition, he shall be entitled to free furnished residence, a motor car including its maintenance, repairs and fuel required therefor, with the service of a chauffeur, free of charge.

(10) Such sumptuary allowance shall be placed at the disposal of the Vice-Chancellor, as the State Government may approve.

(11) If a person receiving an honorarium from the consolidated fund of the State, or if a principal of an affiliated college or a recognized institution or a university teacher is appointed as Vice-Chancellor, his terms and conditions of service shall not be altered to his disadvantage during his tenure as Vice-Chancellor.

(12) Notwithstanding anything contained in the foregoing sub-sections, the person referred to in sub-section (7) shall stand retired from his original post in accordance with the terms and conditions of service of that post.

(13) The Vice-Chancellor may, by writing under his signature addressed to the Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(14) The Vice-Chancellor may be removed from his office if the Chancellor is satisfied that the incumbent,—

(a) has become insane and stands so declared by a competent court; or

(b) has been convicted by a court for any offence involving moral turpitude; or

(c) has become an undischarged insolvent and stands so declared by a competent court; or

(d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or

(e) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service or any other conditions, prescribed by the State Government under sub-section (2), or has abused the powers vested in him or if the continuance of the Vice-Chancellor in the office is detrimental to the interests of the university ; or

(f) is a member of, or is otherwise associated with, any political party any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

*Explanation.-* For the purposes of this sub-clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this sub-clause, the decision of the Chancellor thereon shall be final :

Provided that, the Vice-Chancellor shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal under sub-clauses (d), (e) and (f).

**12.** (1) The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.

Powers and duties of Vice-Chancellor.

(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the university, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.

(3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.

(4) The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.

(5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with this Act, Statutes, Ordinances and Regulations are properly implemented.

(6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take action as directed by the Chancellor and inform the authority, body or committee concerned, accordingly.

(7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the university, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as shall, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the Chancellor whose decision shall be final :

Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Management Council.

*Explanation.-* For purposes of this sub-section, action taken by the Vice-Chancellor shall not include disciplinary action taken against any employee of the university.

(8) Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances or Regulations, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. He shall, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf:

Provided that, such direction shall have to be converted into Statute, Ordinance or Regulations as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse.

(9) The Vice-Chancellor shall be the appointing and disciplinary authority for the university teachers.

(10) The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above.

(11) As the Chairperson of the authorities or bodies or committees of the university, the Vice-Chancellor shall be empowered to suspend member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the Chancellor.

(12) The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.

(13) The Vice-Chancellor shall have the power to,-

(a) accord recognition to institutions of higher learning, research specialized studies in accordance with the provisions of this Act;

(b) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of this Act;

(c) accord recognition to private skills education providers in accordance with the provisions of this Act;

(d) accord recognition as qualified teachers to the experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges.

(e) approve the recommended panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees.

(14) (a) The Vice-Chancellor shall have right to cause inspection to be made by the Pro-Vice-Chancellor or such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider:

Provided that, the Vice-Chancellor shall, in the case of affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, give notice to the management of such affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider of his intention to cause an inspection or an inquiry to be so made:

Provided further that, the management shall have the right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

(b) after considering such representation, if any, the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;

(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;

(d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;

(f) where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-Chancellor shall be competent to impose a fine upon the management and direct the management to stop the fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.

(15) The Vice-Chancellor shall forward to the State Government report on the recommendation of the Management Council, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, *prima facie*, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved. The decision of the State Government in this behalf shall be final and binding.

(16) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under this Act.

Pro-Vice-Chancellor.

**13.** (1) The Pro-Vice-Chancellor shall be the academic and executive officer next to the Vice-Chancellor having purview of the entire university.

(2) The Pro-Vice-Chancellor shall be a person who has held the post of professor, or principal of a college or an institution with not less than fifteen years teaching or research experience.

(3) The Pro-Vice-Chancellor shall be the Chairperson of the Board of Deans, Board of Sub-campuses, Board of University Departments and Inter-Disciplinary Studies, Board of Post-Graduate Education in Colleges; and an ex-officio Chairperson of the Research and Recognition Committee.

(4) The Pro-Vice-Chancellor shall be a full time salaried officer of the university and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(5) Save as otherwise provided, pay and allowances admissible to him as well as the terms and conditions of his service shall be such as may be determined by the State Government, from time to time.

(6) The Chancellor shall, in consultation with the Vice-Chancellor, appoint a Pro-Vice-Chancellor for the university.

(7) The term of Pro-Vice-Chancellor shall be co-terminus with the term of office of the Vice-Chancellor or till he attains the age of sixty-five years, whichever is earlier.

(8) The provisions of sub-section (11) of section 11 shall, in regard to the conditions of service of Pro-Vice-Chancellor, mutadis-mutandis, apply.

(9) The Pro-Vice-Chancellor shall act as the chairperson of the authorities, bodies and committees, in the absence of the Vice-Chancellor.

(10) When the office of the Pro-Vice-Chancellor falls vacant or when the Pro-Vice-Chancellor is, by reason of illness or absence or any other cause, unable to perform the duties of his office, the Vice-Chancellor, may appoint a suitable person qualified to be appointed as Pro-Vice-Chancellor to officiate as Pro-Vice-Chancellor, till the Pro-Vice-Chancellor resumes office, or a new Pro-Vice-Chancellor assumes duty, as the case may be.

(11) The Pro-Vice-Chancellor may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(12) The Pro-Vice-Chancellor may be removed from his office by the Chancellor on the recommendation of the Vice-Chancellor, if he is satisfied that the incumbent,—

(a) has become insane and stands so declared by a competent court; or

(b) has been convicted by a court for any offence involving moral turpitude; or

(c) has become an undischarged insolvent and stands so declared by a competent court; or

(d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or

(e) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of service or any other conditions, prescribed by the State Government under sub-section (5) or has abused the powers vested in him or if, the continuance of the Pro-Vice-Chancellor in the office is detrimental to the interests of the university; or

(f) is a member of, or is otherwise associated with, any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

*Explanation.*- For the purposes of this clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice-Chancellor thereon shall be final :

Provided that, the Pro-Vice-Chancellor shall be given a reasonable opportunity to show cause by the Vice-Chancellor before taking recourse for his removal under clauses (d), (e) and (f).

(13) The Pro-Vice-Chancellor shall,—

(a) be the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;

(b) ensure that quality in education and central academic services is maintained by the university;

(c) be responsible for fostering intellectual interaction across the university and for ensuring that there is research and development and industry linkages;

(d) ensure that the long-term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;

(e) monitor appointment of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or post-graduate centers;

(f) accord approval to the appointments of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or withdraw the same in accordance with the procedure as prescribed in the Ordinances;

(g) accord approvals to selection committees for appointment of teachers in the colleges as per the norms of the University Grants Commission and the State Government;

(h) recommend proposals to the Management Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories and museums in the university;

(i) consider and recommend proposals to the Management Council for creation of the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching employees and other posts required by the university, from the funds of the university and from the funds received from other funding agencies, and qualifications, experience and pay-scales for such posts;

(j) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;

(k) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field survey within geographical jurisdiction under section 107;

(l) be responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organizations;



(m) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council;

(n) exercise such other powers and perform such other duties as prescribed under this Act or assigned to him, from time to time, by the Vice-Chancellor.

Registrar.

**14.** (1) The Registrar shall, be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.

(3) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act.

(4) Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving;

(5) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be.

(6) The Registrar shall,—

(a) act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act;

(b) be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;

(c) be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge;

(d) conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;

(e) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;

(f) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;

(g) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;

(h) organise training and orientation of non-teaching employees in the university and affiliated colleges;

(i) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;

(j) place before the Management Council a report of the development activities of the university every six months;

(k) have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;

(l) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**15.** (1) There shall be a Dean for each faculty, who shall be a full time salaried officer. Dean of Faculty.

(2) The Dean shall be appointed by the Vice-Chancellor on the recommendations of the selection committee for the purpose under this Act.

(3) The term of Dean shall be co-terminus with the term of office of the Vice-Chancellor or till he attains the age of superannuation, whichever is earlier:

Provided that, the new Vice-Chancellor may continue his services as a Dean till the new Dean is duly appointed:

Provided further that, in case vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, the dean shall continue to hold the post till the end of that academic year.

(4) The qualification and experience for the purpose of selection of the Dean shall be the qualification and experience of the Professor or principal having aggregate minimum teaching or research experience of not less than fifteen years.

(5) The Vice-Chancellor may nominate Associate Dean for the particular group of related board of studies, as may be required, for assistance, support and coordination and the minimum qualifications and experience for such nomination shall be at par with the post of Dean :

Provided that, the salary, allowances and other pecuniary benefits payable to the Associate Dean shall be met by the University out of its own resources and there shall not be any liability, direct or indirect, on the State Government for the said purpose.

**16.** The Dean shall,—

Power and duties of Dean.

(a) be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his faculty. He shall work directly under the superintendence, direction and control of the Vice-Chancellor;

(b) be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;

(c) facilitate the creation of a learner-centric environment conducive for quality education;

(d) arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;

(e) ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;

(f) ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;

(g) be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;

(h) organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;

(i) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;

(j) be responsible for development of quality culture in higher education;

(k) prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;

(l) be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;

(m) interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours;

(n) recommend to the Management Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;

(o) recommend to the Management Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

(p) control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

(q) recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;

(r) recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(s) recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(t) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;

(u) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;

(v) be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Management Council and the Board of Examinations and Evaluation in respect of his faculty;

(w) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;

(x) enquire into any malpractices committed in any academic programmes in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;

(y) render necessary assistance for redressal of grievances of the students in the faculty;

(z) prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;

(za) prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;

(zb) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.

**17. (1)** The Director, Board of Examinations and Evaluation shall be a full time salaried officer and shall work directly under the directions and control of the Vice-Chancellor. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations and Evaluation, and shall be concerned with the implementation of the policies and directives given by the Board of Examinations and Evaluation.

Director of Board of Examinations and Evaluation.

(2) The qualifications and experience for the purpose of selection of the Director, Board of Examinations and Evaluation shall be as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director, Board of Examinations and Evaluation shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act:

Provided that, in appointing the Director, Board of Examinations and Evaluation preference shall be given to the persons with proven capacity of use of technology in delivery of education.

(4) Appointment of the Director, Board of Examinations and Evaluation shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director, Board of Examinations and Evaluation shall,—

(a) be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;

(b) be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;

(c) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;

(d) evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation;

(e) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations and Evaluation;

(f) arrange for printing of question papers;

(g) postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor;

(h) take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;

(i) review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;

(j) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;

(k) take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;

(l) implement decisions taken by the various university authorities, connected with the examination and evaluation process;

(m) implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programmes;

(n) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation ;

(o) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;

(p) arrange for proper assessment of performance of candidates at the examinations and process the results;

(q) ensure that answer books for all degree examinations are assessed through the central assessment system;

(r) ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;

(s) carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;

(t) undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;

(u) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**18.** (1) The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor. Finance and Accounts Officer.

(2) The Finance and Accounts Officer shall be a person who is a chartered accountant or a cost accountant, with professional experience of not less than five years.

(3) In case the person possessing the qualifications and experience as specified in sub-section (2) cannot be appointed, the Finance and Accounts Officer may be appointed from amongst the Government Officers of the State Finance and Accounts Service, holding the post not below the rank of Deputy Director.

(4) The Finance and Accounts Officer shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose under this Act.

(5) The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(6) The Finance and Accounts Officer shall,—

(a) exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;

(b) hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;

(c) ensure that the limits fixed by the university for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;

(d) keep watch on the state of the cash and bank balances and investments;

(e) ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard;

(f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;

(g) get the accounts of the university audited, regularly;

(h) ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;

(i) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;

(j) propose to the Registrar that explanation be called from any non-academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;

(k) call for, from any office, centre, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;

(l) maintain the minutes of the meetings of the Finance and Accounts Committee;

(m) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;

(n) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;

(o) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

Director of  
Sub-  
Campus  
university.

**19.** (1) The Director of Sub-campus shall be a full time officer who shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) The Director of Sub-campus shall be a person who is holding the post of professor or principal or equivalent position in any university or institute of national repute engaged in teaching, research and development activities, with not less than fifteen years teaching or research or administrative experience.

(3) The appointment of the Director of Sub-Campus shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Appointment of the Director of Sub-Campus shall be for a term of five years or till the age of super-annuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sub-Campus shall,—

(a) be the chief academic and administrative officer of the Sub-Campus;

(b) oversee and monitor the administration of the academic programmes of the colleges and recognized institutions in the district;

(c) oversee and monitor general administration of the Sub-Campus of the university and ensure efficiency and good order of the university departments or schools or institutions on the Sub-Campus;

(d) act as a link between the university, colleges and recognized institutions in the district, as well as departments, schools or institutions on the Sub-Campus of the university;

(e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Cell and the university authorities, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to university authorities;

(f) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the district and on the Sub-campus;

(g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions in the district;

(h) ensure that the decisions of the colleges or university departments, schools, institutions on the Sub-Campus and their functioning is not inconsistent with this Act, Statutes and Regulations;

(i) organize workshops and training programmes for the benefit of the teaching and support staff in the district and on the Sub-Campus;

(j) ensure that financial discipline is maintained and expenditures of the campus are within the budgetary provisions recommended by the Sub-Campus committee and sanctioned by the Finance and Accounts Committee of the university;

(k) ensure that the annual audited accounts related to the Sub-Campus are prepared and sent to the university at the end of each financial year;

(l) undertake any other task that may be assigned to him by the university authorities to ensure that the objectives of the university are accomplished;

(m) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**20.** (1) The Director of Innovation, Incubation and Linkages shall be a full time salaried officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of  
Innovation,  
Incubation  
and  
Linkages.

(2) The qualifications and experience for the purpose of selection of the Director of the Innovation, Incubation and Linkages shall be as may be specified by the State Government, by an Order published in the *Official Gazette*.

(3) The Appointment of Director of Innovation, Incubation and Linkages shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Appointment of the Director of Innovation, Incubation and Linkages shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Innovation, Incubation and Linkages shall,—

(a) be the principal officer who shall lead and provide vision to the Centre for Innovation, Incubation and Enterprise with his dynamism and enterprise;

(b) spearhead the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;

(c) organize training programmes for creating awareness on the importance of entrepreneurship;

(d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;

(e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students;

(f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;

(g) conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;

(h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions,



as envisaged by the Board of National and International Linkages and the university authorities;

(i) process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;

(j) oversee and monitor administration of Foreign Students' Assistance Cell which gives facility of a Single Window Operation to the foreign students;

(k) process the applications received from foreign students for their visits to other parts of India;

(l) supervise the working of the Migrant Indian Students' Cell established for providing Single Window Operation for students coming from other parts of the country;

(m) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Incubation and Enterprise and Board of National and International Linkages are accomplished;

(n) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

Director  
Knowledge  
Resource  
Center.

**21.** (1) Director Knowledge Resource Center shall be a full time salaried officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Center shall be as recommended by the University Grants Commission, in the case of university librarian and adopted by the State Government.

(3) The appointment of the Director Knowledge Resource Center shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose.

(4) The Director Knowledge Resource Center shall,—

(a) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;

(b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;

(c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;

(d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;

(e) be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;

(f) render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;

(g) render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;

(h) conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;

(i) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;

(j) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;

(k) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**22.** (1) The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of Lifelong Learning and Extension.

(2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the University Grants Commission and adopted by the State Government.

(3) The Director of Lifelong Learning and Extension shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in sub-section (3) for only one more term of five years in the university in which he is serving.

(5) The Director of Lifelong Learning and Extension shall be the *ex-officio* head of the Department of Lifelong Learning and Extension.

(6) The Director of Lifelong Learning and Extension shall,—

(a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;

(b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;

(c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;

(d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;

(e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;

(f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;

(g) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;

(h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**23.** (a) (1) The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extra-curricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor.

Director of Students' Development and Director of National Service Scheme.

(2) The emoluments, tenure, and terms and conditions of service shall be as prescribed by the Statutes.

(3) The Director of Students' Development shall,—

(a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;

(b) conduct leadership training programmes for students;

(c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;

(d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;

(e) look into the grievances and general welfare of the students;

(f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;

(g) organize cultural and recreational activities jointly with regional, national and international bodies;

(h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;

(i) organize university, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students;

(j) train the students for state, national and international level competitions in various cultural activities;

(k) conduct elections to the University Students' Council;

(l) to prepare the report of the Board of Students' Development to be submitted before the Senate ;

(m) undertake any other task assigned to him by the university authorities to carry out objectives of the Board of Students' Development;

(n) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

(b) (1) the Director of National Service Scheme shall be nominated by the Vice-Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities.

(2) The emoluments tenure and terms and conditions of service shall be as prescribed by the Statutes.

(3) The Director of National Service Scheme shall,—

(i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;

(ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;

(iii) train the students for State, National and International competition;

(iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;

(v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro Vice-Chancellor, from time to time.

**24.** (1) The Director of Sports and Physical Education shall be a full time salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor.

Director of Sports and Physical Education.

(2) The qualifications and experience for the purpose of selection of the Director of Sports and Physical Education shall be such as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director of Sports and Physical Education shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sports and Physical Education shall,—

(a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;

(b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;

(c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;

(d) organize university level competitions, sports skill development camps in various sports on the university campus;

(e) train students for regional, national and international competitions in various sports;

(f) to prepare the report of the Board of Sports and Physical education to be submitted before the Senate;

(g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;

(h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**25.** All salaried officers, members of the authorities, committees or bodies, teachers of the university and other employees of the university, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

Officers, members of authorities, bodies and employees of university to be public servants.

## CHAPTER IV

## AUTHORITIES OF THE UNIVERSITY

Authority of university.

**26.** The following shall be the authorities of the university, namely:

- (1) the Senate;
- (2) the Management Council;
- (3) the Academic Council;
- (4) the Faculty;
- (5) the Board of Deans;
- (6) the Board of Sub-campuses of the university;
- (7) the Board of Studies;
- (8) the Board of University Departments and Inter-disciplinary studies;
- (9) the Board of Post-Graduate Education in Colleges;
- (10) the Board of Lifelong Learning and Extension;
- (11) the Board of Examinations and Evaluation;
- (12) the Board of Information Technology;
- (13) the Board of National and International Linkages;
- (14) the Board for Innovation, Incubation and Enterprise;
- (15) the Board of Students' Development;
- (16) the Board of Sports and Physical Education;
- (17) the Board of Research;
- (18) such other bodies of the university as are designated by the Statutes, to be the authorities of the university.

Power of State Government to specify eligibility conditions for being member of any authority of university.

**27.** Notwithstanding anything contained in any other provisions of this Act, in consultation with the Chancellor, the State Government shall, by an order published in the *Official Gazette*, specify the eligibility conditions for being elected, nominated or co-opted as a member of any authority of the university.

Senate.

**28.** (1) The Senate shall be the principal authority for all financial estimates and budgetary appropriations and for providing social feedback to the university on current and future academic programmes.

(2) The Senate shall consist of the following members, namely:—

- (a) the Chancellor - Chairperson;
- (b) the Vice-Chancellor;
- (c) the Pro-Vice-Chancellor;
- (d) the Deans of Faculties;
- (e) the Director of Board of Examinations and Evaluation;
- (f) the Finance and Accounts Officer;
- (g) the Directors of Sub-campuses of the university;
- (h) the Director, Innovation, Incubation and Linkages;
- (i) the Director of Higher Education or his nominee not below the rank of Joint Director;

(j) the Director of Technical Education or his nominee not below the rank of Joint Director;

(k) the Director Knowledge Resource Center of the university;

(l) the Director of Board of Students' Development;

(m) the Director of Sports and Physical Education;

(n) the Director of Board of Lifelong Learning and Extension;

(o) ten Principals of affiliated, conducted, autonomous colleges which are accredited by National Assessment and Accreditation Council (NAAC) or National Board of Accreditation, (NBA), as the case may be, to be elected by the collegium of principals from amongst themselves; of whom one each shall be a person belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, Other Backward Classes, and one shall be a woman;

(p) six representatives of Management - to be elected from among the collegium of management representatives of the affiliated colleges or institutions out of whom one shall be from Scheduled Castes or Scheduled Tribes or Denotified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes category, by rotation, and one shall be woman :

Provided that, such representatives of management to be elected shall be the representatives of management of colleges which are accredited by National Assessment and Accreditation Council or National Board of Accreditation as the case may be :

Provided further that, where a management conducts one or more Colleges or institutions, only one representative of such management shall be eligible for being included in collegium of Management Representatives;

(q) the president and the secretary of the University Students' Council;

(r) ten teachers other than principals and directors of recognised institutions to be elected by the collegium of teachers from amongst themselves of whom one each shall be a person belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, Other Backward Classes, and one shall be a woman;

(s) three teachers to be elected by the collegium of University teachers from amongst themselves, of whom one shall be a person belonging to the Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes, by rotation, and one shall be a woman;

(t) ten registered graduates having graduated at least five years prior to the date of nomination, to be elected from amongst the collegium of registered graduates, of whom one each shall be a person belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, Other Backward Classes, and one shall be a woman :

Provided that, the registered graduates shall not include the graduates falling in or covered by the category of teachers (regular or on contract basis, irrespective of their teaching experience), principals, heads of the departments, management or any other categories mentioned in this sub-section;

(u) ten persons nominated by the Chancellor, of whom four shall be from the field of agriculture, social work, co-operative movement, legal, financial, banking and cultural activities and of the remaining six persons, one is from the industry, one is an educationist, one is a scientist, one is a person from performing and fine arts or literature or sports, one is from an organization involved in Environment or Preservation of Nature related tasks, and one is from an organization involved in women's development or senior citizens welfare or communications and media;

(v) two persons, nominated by the Vice-Chancellor one shall be a non-teaching employee of the university and one shall be from amongst the non-teaching employees of the affiliated colleges or recognized institutions;

(w) two Members of Legislative Assembly nominated by Speaker of Legislative Assembly for a tenure of two and half years;

(x) one Member of Legislative Council nominated by Chairman of Legislative Council for a tenure of two and half years;

(y) one Member of Municipal Council or Municipal Corporation to be nominated by Vice-Chancellor by rotation for a tenure of one year;

(z) one representative of the Education Committees of Zilla Parishads within the university area, nominated by the Education Committee for the term of one year, by rotation;

(za) the Registrar - Member-Secretary.

(3) The Chancellor shall normally preside over the senate and in his absence the Vice-Chancellor shall preside.

(4) The Senate shall meet at least twice a year on the date to be fixed by the Chancellor. One of the meetings shall be the annual meeting.

Functions  
and duties  
of Senate.

**29.** The Senate shall transact the following business at its meeting, namely:—

(a) to give suggestions to the university authorities on improvements that can be made in all areas and domains that are an integral part of the university, namely, academics, research and development, administration and governance;

(b) to review current academic programmes and collaborative programmes;

(c) to suggest new academic programmes consistent with the societal requirements in higher education;

(d) to suggest measures for improvement and development of the university;

(e) to confer, on the recommendation of the Management Council, honorary degrees or other academic distinctions;

(f) to review broad policies and programmes of the university and suggest measures for its improvement and development;

(g) to receive, discuss and approve the annual financial estimate (budget), the annual report, accounts, audit reports and their satisfactory compliances along with its certification by the auditor and the disciplinary or otherwise action taken report in this regard by the University;

(h) to approve comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as recommended by the Academic Council;

(i) to review and adopt the report of students' grievance redressal report to be presented by Registrar of the University;

(j) to review and adopt the reports of the Board of Students' Development and Board of Sports to be presented by the concerned directors;

(k) to give suggestions to the University authorities on improvements that can be made in the area and domains of student welfare, sports, cultural activities of the University;

(l) to make, amend or repeal statutes.

Management  
Council.

**30.** (1) The Management Council shall be the principal executive and policy making authority of the university and shall be responsible for administering the affairs of the university and carrying out such duties, which are not specifically assigned to any other authority.

(2) There shall be not less than four meetings of the Management Council in a year.

(3) The procedure for conduct of business to be followed at a meeting including the quorum at the meeting and such other matters in relation to meetings as may be necessary, shall be such as may be prescribed by the Statutes.

(4) The Management Council shall consist of following members, namely:—

(a) the Vice-Chancellor-Chairperson;

(b) the Pro-Vice-Chancellor;

(c) one eminent person from the field of education, industry, agriculture, commerce, banking, finance, social, cultural and other allied fields to be nominated by the Chancellor;

(d) two Deans to be nominated by the Vice-Chancellor for tenure of two and half year.

(e) One head or Director, nominated by the Vice-Chancellor from amongst the heads or Directors of University Departments or University institutions for a tenure of one year, by rotation:

Provided that, in rotating the heads or Directors amongst Departments or University institutions, the earlier Departments or University institutions, which were given an opportunity of representation shall be ignored;

(f) two principals to be elected by the Senate from amongst the principals who are the members of the Senate, out of whom one shall be elected from amongst the principals who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation;

(g) two teachers who are not principals or directors of recognised institutions to be elected by the Senate from amongst the teachers and university teachers who are the members of the Senate, out of whom one shall be elected from amongst the teachers and university teachers who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation ;

(h) two representatives of managements to be elected by Senate from amongst the representatives of management who are members of Senate, and further provided that same managements shall not have second consecutive institutional representation:

Provided that, out of the two representatives under this clause, one member shall be elected, by rotation, from amongst the Scheduled Castes or Scheduled Tribes, or De-notified Tribes (*Vimukata Jatis*) or Other Backward Class;

(i) two registered graduates elected by Senate from amongst elected registered graduate members of Senate, out of whom one shall be elected from amongst the registered graduates who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation;

(j) two members elected by the Academic Council form amongst its members, one of whom shall be from amongst the elected teachers who are members of the Council and another shall be a woman;

(k) one eminent-expert from the institute or organization of National repute to be nominated by the Vice-Chancellor in consultation with the Chancellor ;



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

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

(n) the Director of Technical Education or his nominee not below the rank of Joint Director of Technical Education;

(o) the Registrar - Member-Secretary.

(5) The Finance and Accounts Officer and the Director, Board of Examinations and Evaluation shall be invitees of the Management Council, but they shall have no right to vote.

(6) President of the university students council shall be invitee, who shall attend the meeting as and when invited:

Provided that, such President shall be invited at least in every three months to discuss the issues related to the students' development, welfare and grievances.

Powers and  
duties of  
Management  
Council.

**31.** The Management Council shall have the following powers and duties, namely:—

(a) to review and deliberate on short and long term reforms in academic, research and development activities, finances, management and governance that are taking place at the national and global level with a view to allow them to percolate into the university;

(b) to study and decide upon the operative mechanism for the reforms that would be recommended by the Commission in all the domains of the university;

(c) to make such provisions, as may enable colleges and institutions to undertake specialized studies and courses, and where necessary or desirable, organize and make provision for common laboratories, libraries, museums and equipment for teaching and research;

(d) to establish departments, colleges, schools, centres, institutions of higher learning, research and specialized studies, on the recommendation of the Academic Council;

(e) to recommend to the senate, the draft of statutes or amendment or repealment of statutes for approval;

(f) to make, amend or repeal ordinances and regulations;

(g) to control and arrange for administration of assets and properties of the university;

(h) to discuss and approve with modifications, if any, the annual financial estimates or budget, that is to say the fund which may be received from State Government, university funds and other funding agencies separately, as received from the Finance and Accounts Committee;

(i) to consider proposals to enter into, amend, carry out and cancel contracts on behalf of the university;

(j) to determine the form of common seal for the university and provide for its use;

(k) to accept, on behalf of the university the transfer of any trusts, bequests, donations and transfer of any movable, immovable and intellectual property to the university;

(l) to transfer by sale or otherwise, any movable or intellectual property rights on behalf of the university;

(m) to transfer by sale or lease or contract any immovable property to other organization with the prior permission of the State Government:

Provided that, any immovable property may be permitted to be used for the specific period, for the purpose of providing essential physical facilities for accomplishment of objects of the university, such as bank, canteen, post office, mobile towers, etc., without prior approval of the State Government;

(n) to create immovable assets in the form of land, building and other infrastructure out of reserve funds, for its campus and sub-campuses;

(o) to borrow, lend or invest funds on behalf of the university as recommended by the Finance and Accounts Committee;

(p) to lay down policy for administering funds at the disposal of the university for specific purposes;

(q) to provide buildings, premises, furniture, equipment and other resources needed for the conduct of the work of the university;

(r) to recommend the conferment of honorary degrees and academic distinctions;

(s) to institute and confer such degrees, diplomas, certificates and other academic distinctions as recommended by the Academic Council and arrange for convocation for conferment of the same, as provided by the Ordinances;

(t) to institute fellowship, travelling fellowship, scholarship, studentship, exhibitions, awards, medals and prizes, and prescribe Regulations for their award;

(u) to make Regulations for collaborations with other universities, institutions and organizations for mutually beneficial academic programmes recommended by the Board of Deans;

(v) to create posts of university teachers and non-vacation academic staff from the funds of the university and from the funds received from other funding agencies, on the recommendation of the Academic Council, as and when required, and prescribe their qualifications, experience and pay-scales;

(w) to create posts of officers, non-teaching skilled, administrative, ministerial staff and other posts from the funds of the university and from the funds received from other funding agencies, as and when required, and prescribe their qualifications, experience and pay-scales;

(x) to prescribe honoraria, remunerations, fees and travelling and other allowances for paper-setters and other examination staff, visiting faculty, and fees or charges for any other services rendered to the university;

(y) to recommend to the Academic Council the comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans;

(z) to consider and approve proposals for change or transfer of management and shifting of locations of colleges and institutions, as prescribed in the Statutes;

(za) to receive and consider report of the development activities of the university received from the Registrar every six months;

(zb) to confer autonomous status on university departments, university institutions, affiliated colleges and recognized institutions on the recommendation of the Academic Council, as per the Statutes;

(zc) to assess and approve proposals for academic programmes received from the Academic Council;

(zd) to consider and adopt the annual report, annual accounts and audit report in respect of State Government funds, university funds and funds received from other agencies separately;

(ze) to cause an inquiry to be made in respect of any matter concerning the proper conduct, working and finances of colleges, institutions or departments of the university ;

(zf) to delegate, any of its powers, except the power to make, amend or repeal Statutes and Ordinances, to the Vice-Chancellor or such officer or authority of the university or a committee appointed by it, as it thinks fit ;

(zg) to define the functions, duties, powers and responsibilities of non-teaching employees in the university, in respect of the posts created from the funds of the university and from the funds received from other funding agencies ;

(zh) to deal with the cases related to the violation of prescribed fees according to the provisions of the Maharashtra Educational Institutions (Prohibition of Capitation Fee) Act, 1987 and other relevant Acts; Mah. VI of 1988.

(zi) to accept donations, gifts and other forms of financial support from alumni, philanthropists, industries and other stakeholders and prescribe the procedure to be followed by the university for accepting such donations, gifts, etc ;

(zj) to impose penalties upon the erring colleges or recognized institutions after following the procedure laid down by the Statutes;

(zk) to recommend to the State Government through the Vice Chancellor to appoint an Administrative Board for the affiliated college to run the management of such college in case of disputes regarding the management of such colleges, till the dispute is statutorily resolved. The constitution of this board and the process of its appointment shall be as prescribe by the Statutes. The decision of the State Government in this regard shall be final and binding ;

(zl) to develop and adopt students' charter.

Academic  
Council.

**32.** (1) The Academic Council shall be the principal academic authority of the university and shall be responsible for regulating and maintaining the standards of teaching, research and evaluation in the university. It shall also be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension, collaboration programmes in academic matters and evaluation of workload of the teachers.

(2) The Academic Council shall meet not less than four times in a year.

(3) The Academic Council shall consist of the following members, namely:—

(a) the Vice-Chancellor, Chairperson;

(b) the Pro-Vice-Chancellor;

(c) Deans of Faculties and Associate Deans (if any);

(d) Directors of Sub-campuses;

(e) Director Innovation, Incubation and Linkages;

(f) the Vice-Chancellor shall nominate the following members, as per the recommendations of the search committee appointed by him for this purpose, in consultation with the Chancellor, namely:—

(i) eight Principals of conducted, autonomous or affiliated colleges which are accredited by the National Assessment and Accrediation Council (NAAC) or National Board of Accreditation (NBA), as the case may be of whom one shall be woman and one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class, by rotation;

(ii) two professors out of whom one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class, by rotation;

(iii) one head of a recognized institution;

(g) two teachers, representing each faculty, with not less than fifteen years of teaching experience to be elected by the collegiums of teachers from amongst themselves out of whom one each shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jaties)/ Nomadic Tribes or Other Backward Class provided that the reservation per faculty shall be decided by drawing lots:

Provided that, out of the teachers representing each faculties, under this clause, one shall be a woman, to be decided by drawing lots.

(h) one representative of management nominated by the Senate, from amongst the representatives of managements, who are the members of Senate;

(i) Eight eminent experts from the institutes or organizations of national repute, such as Indian Institute of Technology, Indian Institute of Science Education and Research, Indian Institute of Management, Indian Space Research Organization, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Council for Social Research, Industrial Associations, Indian Olympic Association and allied fields and as much as possible representing all the faculties, nominated by the Chancellor;

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

(k) the Director of Technical Education or his nominee, not below the rank of the Joint Director, Technical Education;

(l) Director, Board of Examinations and Evaluation;

(m) Chairpersons of Board of Studies;

(n) Registrar-Member Secretary.

**33.** (1) The Academic Council shall have the following powers and duties, namely:— Powers and duties of Academic Council.

(a) to ensure that the university becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;

(b) to consider and approve with modifications, if any, the matters referred to it by the Board of Studies through the faculty;

(c) to ensure that there are choice based credit systems for all certificates diplomas, degrees, post-graduate programmes and other academic distinctions;

(d) to ensure that the spirit of research and entrepreneurship percolates to all colleges and recognized institutions of the university;

(e) to approve fees, other fees and charges as recommended by the Board of Deans through the fee fixation committee;

(f) to recommend to the Management Council, the institution of degrees, diplomas, certificates and other academic distinctions;

(g) to propose draft of Ordinances relating to the academic matter to the Management Council;

(h) to make amend or repeal Ordinances and Regulations relating to academic matters;

(i) to allocate subjects to the faculties;

(j) to prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others, concerned with the conduct of examinations and evaluation;

(k) to consider and make recommendations to the Management Council for creation of posts of university teachers and non-vacation academic staff, required by the university from the funds of the university and from the funds received from other funding agencies and prescribe their qualifications, experience and pay-scales;

(l) to prescribe norms for recognition of any member of the staff of an affiliated college or recognized institution as a teacher of the university, in consonance with the norms of the University Grants Commission and the State Government;

(m) to prescribe norms for granting affiliation, continuation of affiliation, extension of affiliation to colleges, and recognition, continuation of recognition, extension of recognition to institutions of higher learning and research or specialized studies;

(n) To grant affiliation to colleges or institutions in accordance with the provisions of this Act, the Statutes, Ordinances and Regulations;

(o) to accord recognition to various certificate, diploma, advanced diploma and degrees programmes run by private skills education providers and empowered autonomous skills development colleges, in consonance with the norms of the University Grants Commission and the State Government;

(p) to recommend to the senate the comprehensive perspective plan as prepared by the Board of Deans and recommended by the Management Council;

(q) to approve annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans and recommended by the Management Council;

(r) to recommend to the Management Council conferment of autonomous status on institutions, departments, affiliated or conducted colleges and recognized institutions in accordance with the provisions of the Statutes;

(s) to approve new courses, inter-disciplinary courses and short-term training programmes referred to it by the Board of Deans;

(t) to approve the course syllabi, paper-setters, examiners and moderators paper-setters, and evaluation schemes of various courses recommended by the faculty concerned;

(u) to advise the university on all academic matters and submit to the Management Council feasibility reports on academic programmes recommended by the Senate at its previous annual meeting;

(v) to create policy, procedure and practice for choice based credit system for all academic programmes;

(w) to create policy for mobility of students among various universities of the State and also lay down the policy for giving flexibility to choose and learn different course modules among different faculties in a university or other universities in the State;

(x) to work out the procedures, policies and practices to introduce more flexible approach to education and of 'adaptive pace of learning' with minimum and maximum duration for completion of a degree and other academic programmes;

(y) to ensure that the research projects are an integral part of choice based modules for post-graduate programmes;

(z) to prepare academic calendar of the university for the subsequent academic year as per the guidelines from the University Grants Commission and the State Government, three months before the expiry of the current academic year;

(za) to recommend to the Management Council establishment of departments, colleges, schools, centres, institutions of higher learning, research and specialized studies;

(zb) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act, the Statutes, Ordinances and Regulations.

(2) The Academic Council shall refer all matters or decisions involving financial implications to the Management Council for approval.

**34.** (1) The faculty shall be the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included in the respective faculty and also in respect of studies and research in multi-faculties. Faculty.

(2) The university shall have the following faculties, namely:—

(i) Faculty of Science and Technology;

(ii) Faculty of Commerce and Management;

(iii) Faculty of Humanities;

(iv) Faculty of Inter-disciplinary Studies.

(3) Each faculty shall comprise of such subjects as prescribed by the Statutes.

(4) A faculty shall consist of the following members, namely :—

(a) the Dean of the faculty - ex-officio Chairperson;

(b) the Associate Dean, if nominated under sub-section (5) of section 15;

(c) Chairpersons of each Board of Studies for the subjects comprised in the faculty;

(d) one person, nominated by each Board of Studies, who is an approved teacher and is otherwise eligible to be nominated as a member of the Board of Studies;

(e) five special invitees, who are eminent scholars with proven academic achievements and industrial or professional exposure in the subjects within the faculty, to be nominated by the Pro-Vice-Chancellor in consultation with the Dean of the faculty.

**35.** The faculty shall have the following powers and duties, namely:—

Powers and duties of Faculty.

(a) to consider the report on any matter referred to it by the Management Council, Academic Council or Board of Deans;

(b) to create time bound operative mechanism for implementation of the academic policy decisions;

(c) to consider and recommend with modifications, if any, to the Academic Council, the matters referred to it by the Board of Studies;

(d) to recommend to the Academic Council the course syllabi, course structures and evaluation schemes of various courses, as forwarded by the Board of Studies;

(e) to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions;

(f) to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in university departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement;

(g) to consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programmes referred to it by the Boards of Studies or the Board of University Departments and Inter-disciplinary Studies;

(h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;

(i) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Inter-disciplinary Studies;

(j) to recommend to the Academic Staff College and the Academic Council, conduct of refresher and orientation programmes for teachers of affiliated colleges and university departments, especially for the revised or newly introduced or inter-disciplinary courses of study, training and advance training, field exposure and deputation;

(k) to prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;

(l) to undertake any other task in respect of studies and research in relation to the subjects included in the faculty and also in multi-faculties, as may be assigned to it by the university authorities.

Board of  
Deans.

**36.** (1) There shall be a Board of Deans to co-ordinate, oversee, implement and to supervise the academic activities of the university. It shall be responsible to plan the development of the university in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning. It shall also plan, monitor, guide and coordinate under-graduate and post-graduate academic programmes and development of affiliated colleges.

(2) The Board of Deans shall consist of the following members, namely:—

- (a) the Pro-Vice-Chancellor, Chairperson;
- (b) the Deans of faculties;
- (c) the Director of Innovation, Incubation and Linkages.

Powers  
and Duties  
of Board of  
Deans.

**37.** (1) The Board of Deans shall have the following powers and duties, namely:—

(a) to make recommendations to the Academic Council for the conduct of post-graduate courses in university departments and post-graduate departments in colleges and recognized institutions;

(b) to consider and recommend to the Academic Council, new courses, inter-disciplinary courses and short-term training programmes referred to it by the faculty;

(c) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in colleges and recognized institutions;

(d) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;

(e) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;

(f) to recommend to the Vice-Chancellor recognition of private skills education providers and empowered autonomous skills education colleges by following the procedure as prescribed under this Act;

(g) to consider and recommend to the Academic Council the proposals submitted by the private skills education providers and empowered autonomous skills development colleges in respect of starting new certificate, diploma, advanced diploma and degree programmes and designing the curricula thereof;

(h) to prepare a comprehensive perspective plan of five years for integrating therein the plan of Development in a manner ensuring equitable distribution of facilities for higher education, as per the guidelines framed by the Commission;

(i) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;

(j) to conduct academic audit of the university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

(k) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

(l) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;

(m) to consider and make recommendations to the Academic Council for creation of posts of university teachers and non-vacational academic staff required by the university, from the funds of the university and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;

(n) to make proposal to the Management Council for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;

(o) to recommend to the Management Council through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, workshops, hobby centers, museums, etc.;

(p) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges through a Fee Fixation Committee;

(q) to draft Ordinances and place them before the Management ;

(r) to draft regulations and place them before the Management Council and the Academic Council, as the case may be, for its approval.

(2) The Board of Deans shall appoint a Research and Recognition Committee for each Board of Studies, -

(a) The Research and Recognition Committee shall consist of the following members, namely :-

(i) the Pro-Vice-Chancellor, Ex-officio Chairman;

(ii) Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any;

(iii) the Chairperson, Board of Studies;



(iv) two experts in the subject, to be nominated by the Vice-Chancellor, not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (Ph.D.) students and have published research work in recognized or reputed national or international journals, anthologies, etc., one of whom shall be from outside the university;

(b) the Research and Recognition Committee shall have the following powers and duties, namely:—

(i) to approve the topic of thesis or dissertation in the subject;

(ii) to recommend to the Vice-Chancellor a panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees, based on the criteria as approved by the Academic Council;

(iii) to recommend to the Board of Deans, by following appropriate process, names of post-graduate teachers, research scientists in the recognized research and other institutions, active research and development experts having of not less than ten years' experience in research and development laboratories or centres in variety of industries, for recognition as approved research guides;

(iv) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council.

Board of  
Sub-  
campuses  
of  
university.

**38.** (1) There shall be a Board of sub-campuses of the university to organize the task and activities of the sub-campuses. It shall consist of the following members, namely:—

(a) the Pro-Vice-Chancellor, Chairperson;

(b) the Deans of faculties;

(c) the Finance and Accounts Officer;

(d) the Directors of all Sub-Campuses;

(e) the Director, Innovation, Incubation and Linkages;

(f) two members of the Management Council, to be nominated by the Vice-Chancellor, one of whom shall be a principal and the other shall be a representative of the management;

(g) the Director, Board of Examinations and Evaluation;

(h) the Director, Board of Students' Development;

(i) the Director, Sports and Physical Education;

(j) one Principal, one Teacher, one management representative from the affiliated, autonomous colleges within the jurisdiction of each sub-campus to be nominated by the Management Council;

(k) the Registrar - Member-Secretary.

(2) The Board of Sub-Campuses of the university shall meet at least three times in a year.

Powers  
and Duties  
of Board of  
Sub-  
Campuses  
of the  
university.

**39.** The Board of Sub-Campuses of the university shall have the following powers and duties, namely:—

(a) to co-ordinate the under-graduate and post-graduate educational activities in the district;

(b) to ensure implementation of various academic, administrative and governance mechanisms of the parent university;

(c) to co-ordinate the intra-institutional and inter-institutional information and communication technology linkages among the institutions of higher education in the district;

(d) to carry out in association with colleges workshops and training programmes for the benefit of teachers and non-teaching employees;

(e) to co-ordinate the examination and evaluation related activities in the district;

(f) to co-ordinate creation of research plans, development plans and other fund raising activities for the colleges and institutions in the district and establish links with the central office of the parent university;

(g) to co-ordinate teaching and learning activities at post-graduate level amongst the colleges and institutions, and render necessary assistance in this regard;

(h) to work as a district level gateway of the university for all academic and administrative tasks of students, research students, teachers, supporting staff and other members of the society;

(i) to prepare financial needs and annual financial estimates (budget) for the financial year and submit it to the central office of the parent university;

(j) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the university.

**40.** (1) There shall be a Board of Studies for every subject or group of subjects prescribed by the Statutes. The Board of Studies shall be the primary academic body of the university. Board of Studies.

(2) The Board of Studies shall consist of the following members, namely:—

(a) head of the university department or institution in the relevant subject :

Provided that, where there is no university department in the subject, the Board shall, at its first meeting co-opt the head of the department who is recognized for imparting teaching to post graduate students in an affiliated college or a recognized institution having post graduate teaching in that subject;

(b) six teachers having minimum ten years teaching experience, nominated by the Vice-Chancellor in consultation with the Dean of the respective faculty, from the following categories, namely :—

(i) one teacher from amongst the full time teachers of the university departments in the relevant subject;

(ii) two teachers from amongst recognized post-graduate teachers in affiliated colleges, or recognized institutions or post-graduate centers offering post-graduate programme in the concerned subject;

(iii) three teachers from affiliated colleges and recognized institutions other than heads of departments;

(c) three heads of departments from affiliated colleges and recognized institutions to be elected from amongst the collegiums of heads of departments of affiliated colleges and recognized institutions.

(d) the Board of Studies, at its first meeting, shall,-

(i) Subject to the provisions of section 65, elect one of the members as a chairperson of the board of the studies from amongst its members :

Provided that the member to be elected as a chairperson of Board of Studies shall be a post graduate recognized teacher imparting teaching to post graduate students; and thereafter co-opt -

(ii) one professor from other universities; and

(iii) four experts as under :-

(A) a person holding a rank not lower than that of Assistant Director, in national laboratories or institutions; or recognized institutions or industry or experts in the related field having published at least one reference book in the subject; or at least three research papers in recognized national or international journals;

(B) an eminent scholar in the subject;

(C) an eminent person from the subject-related industries or association or professional body;

(D) person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.

(e) top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

**41.** The Board of Studies shall have the following powers and duties, namely:—

(a) to recommend to the Management Council through the faculty or faculties concerned and the Academic Council, the introduction of new diplomas and degrees;

(b) to recommend to the Management Council through the faculty or faculties concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant;

(c) to recommend to the faculty concerned, the course syllabi, course structures and evaluation schemes of various courses;

(d) to recommended to the reference books or supplementary reading books and such other material useful for study of the course;

(e) to recommend to the faculty, modifications in respect of addition or deletion or updating of courses;

(f) to prepare the panels of paper-setters, examiners and moderators for the university examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation ;

(g) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations;

(h) to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned;

(i) to suggest extension programmes with respect to the courses introduced;

(j) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;

(k) to encourage learning by collaboration and participation by using information and communication technology tools;

(l) to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected;

(m) to ratify curricula, all processes and practices developed by the autonomous colleges, university departments or institutions, autonomous recognized institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges, and recommendations in respect of recognition of teachers or experts.

**42.** (1) There shall be a Board of University Departments and Interdisciplinary Studies to promote interdisciplinary education and research on campus and also network with national and international institutions and create an academic and research and development environment that allows free flow of ideas amongst several disciplines.

Board of University Departments and Interdisciplinary studies.

(2) The Board of University Departments and Interdisciplinary Studies shall consist of the following members, namely:-

(a) the Pro-Vice-Chancellor, Chairperson;

(b) the Deans of faculties and Associate Deans, if any ;

(c) four experts, to be nominated by the Vice-Chancellor from other universities or national level research and development laboratories, one each having minimum experience of five years as a professor or equivalent position in research and development laboratories, in each of the disciplines of science, technology, humanities, commerce and management and interdisciplinary studies;

(d) four heads of departments or senior professors representing various subjects or disciplines in an equitable manner, to be nominated by the Vice-Chancellor.

(3) The Dean of Faculty of Interdisciplinary Studies shall act as a Member-Secretary.

(4) The Board shall meet at least three times a year.

**43.** The Board of University Departments and Interdisciplinary Studies shall have the following powers and duties, namely:—

Powers and duties of Board of University Departments and Interdisciplinary studies.

(a) to devise long term policy and strategy for promotion of quality postgraduate education on university campus;

(b) to prepare a comprehensive development plan for post-graduate education in university departments;

(c) to work on annual financial estimates (budget) for university departments;

(d) to co-ordinate the research and development activities with the Board of Research;

(e) to establish linkages with foreign and Indian premier teaching and research and development institutions or universities for strengthening of teaching and research and development activities on the campus of the university;

(f) to work in tandem with the Board of National and International Linkages to collaborate with national and international agencies, universities (including deemed or self-financed universities) and institutions for sharing of academic resources, running joint teaching programmes, running joint degree programmes with national and international universities or institutions;

(g) to promote interdisciplinary teaching programmes on the campus by coordinating amongst teachers and also to make policy for sharing of academic and research and development infrastructure;

(h) to promote the choice based credit system in the university departments, the affiliated colleges and recognized institutions;

(i) to work out and initiate use of technology in delivery of education;

(j) to promote the face-to-face and e-learning process in classroom teaching, use of mini-research and maxi research projects as an integral part of post-graduate learning;

(k) to initiate new approaches and methodology for assessing learning by students as a continuous online process;

(l) to recommend to the Vice-Chancellor,—

(i) the posts of university teachers (including aided posts and the posts for the purposes of sub-section (2) of section 8) to be filled by selection, who possess the prescribed minimum and additional qualification ;

(ii) emoluments and the number of posts to be filled ; and

(iii) the number of posts under sub-clause (i), which may be reserved for the persons belonging to the Scheduled Castes or Scheduled Tribes, Vimukta Jatis (De-Notified Tribes) or Nomadic Tribes or Other Backward Classes.

(m) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board of University Departments and Interdisciplinary Studies and of the university.

Board of  
Post-  
Graduate  
Education  
in Colleges.

**44.** (1) There shall be a Board of Post-Graduate Education in Colleges with broad objectives of initiating and strengthening of quality post-graduate programmes in various disciplines of learning in colleges.

(2) The Board of Post-Graduate Education in Colleges shall meet not less than four times in a year, two of which shall necessarily be in the month of September or October and December or January, each year.

(3) The Board of Post-Graduate Education in Colleges shall consist of the following members, namely:—

(a) the Pro-Vice-Chancellor - Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) one faculty-wise expert from other universities, nominated by the Vice-Chancellor, each having minimum experience of five years as a professor;

(d) three faculty-wise heads of departments in colleges, with minimum experience of five years as a recognized post-graduate teacher, from post-graduate centres in colleges, preferably from different districts to be nominated by the Vice-Chancellor ;

(e) Directors of all sub-campuses;

(f) Deputy Registrar of the administrative section concerned, shall act as the Secretary of the Board.

(4) The Board of Post-Graduate Education in Colleges shall have the following powers and duties, namely :—

(a) to recommend creation of a new post-graduate centre in a particular discipline or a new course in the existing post-graduate centre in an affiliated college ;

(b) to create synergy for the growth of the post-graduate centers at district level through district sub-campuses ;

(c) to initiate and encourage the use of technology in a blended form of education in the post-graduate centers;

(d) to propagate and keep track of quality enhancement in post-graduate centers by initiating teachers capacity enhancement activities;

(e) to initiate research and development activities in post-graduate centers;

(f) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Post-Graduate Education in Colleges.

**45.** (1) There shall be a Board for Lifelong Learning and Extension to create skilled and learned human power through its various degree level programmes and skills development programmes.

Board of Lifelong Learning and Extension.

(2) The Board for Lifelong Learning and Extension shall meet at least twice in a year.

(3) The Board for Lifelong Learning and Extension shall consist of the following members, namely:—

- (a) the Vice-Chancellor - Chairperson;
- (b) the Pro-Vice-Chancellor;
- (c) the Deans of faculties;
- (d) three eminent experts, nominated by the Vice-Chancellor, working in the domain of lifelong learning skills, value education and in field of longevity;
- (e) two teachers from university departments, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development;
- (f) two teachers from the colleges, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development and extension;
- (g) the Director, Centre of Lifelong Learning and Extension- Member-Secretary.

**46.** (1) The Board of Lifelong Learning and Extension shall have the following powers and duties, namely:-

Powers and duties of Board of Lifelong Learning and Extension.

- (a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various teaching, research and development institutions and various regional and national bodies and governmental agencies in the domain of lifelong learning, value education and life skills for senior citizens;
- (b) to supervise and monitor the activities of an independent Centre for Lifelong Learning and Extension that shall be set up by the university to carry out the objectives of the Board;
- (c) to look into budgets and financial needs of the Centre for Lifelong Learning and Extension;
- (d) to prepare an annual programme of activities of the Centre for Lifelong Learning and Extension and to review the same periodically;
- (e) to submit an annual report to the Management Council;
- (f) to undertake any other task that may be assigned by the university authorities to carry out the objectives of the Board of Lifelong Learning and Extension.

(2) There shall be a Department of Lifelong Learning and Extension headed by the Director, to carry out the objectives of the Board of Lifelong Learning and Extension.

**47.** (1) The Board of Examinations and Evaluation shall be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations in the autonomous colleges, institutions, university departments and university institutions.

Board of Examinations and Evaluation.

(2) The Board of Examinations and Evaluation shall meet at least twice in an academic year.

(3) The Board of Examinations and Evaluation shall consist of the following members, namely:—

- (a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of Faculties and Associate Deans, if any ;

(d) two Principals other than Dean, nominated by the Management Council;

(e) one professor of the university departments, to be nominated by the Management Council;

(f) one teacher from affiliated Colleges other than heads of Departments or Principals with the minimum teaching experience of fifteen years to be nominated by Management Council;

(g) one expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor;

(h) one expert not below the rank of Deputy Registrar of other Statutory University from the State of Maharashtra who has experience related to examination work in computerized environment as an invitee to be nominated by Vice-Chancellor;

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

(j) Director, Board of Examinations and Evaluation - Member- Secretary.

**48.** (1) The Board of Examinations and Evaluation shall have the following powers and duties, namely:—

(a) to devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;

(b) to ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results:

Provided that, the Board of Examination and Evaluation shall, for the purposes of this clause, give effect to the recommendations of the Board of Students' Development and the Board of Sports and Physical Education, regarding alternative arrangements.

(c) to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee;

(d) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;

(e) to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;

(f) to ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;

(g) to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;

(h) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee under clause (b) of sub-section (5), remove them or debar them;

(i) to approve detailed programme of examinations and evaluation as prepared by the Director, Board of Examinations and Evaluation;

(j) to consider the reports of review of results of university examinations forwarded by the Director, Board of Examinations and Evaluation;

(k) to hear and decide the complaints relating to conduct of examinations and evaluation;

(l) to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under this Act.

(2) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations and Evaluation or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board.

(3) (a) In order to appoint paper-setters, examiners and moderators, the Board of Examinations and Evaluation shall constitute committees for every subject consisting of, -

(i) the Dean of the concerned faculty - Chairperson;

(ii) Associate Dean, if any ;

(iii) the Chairperson of the Board of Studies concerned;

(iv) two members of the Board of Studies, nominated by it from amongst its members of whom at least one shall be a post-graduate teacher;

(v) the Director of Board of Examinations and Evaluation shall act as a Secretary of such committee.

(b) The committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Pro- Vice- Chancellor, who shall submit the same with his recommendations, if any, to the Board of Examinations and Evaluation, which shall then appoint paper-setters, examiners and moderators, and where necessary referees.

(c) No member of the Board of Examinations and Evaluation or the committees constituted under this section shall be appointed as a paper-setter, examiner, moderator or referee:

Provided that, the Pro-Vice-Chancellor shall have power to appoint a member of the Board of Examinations and Evaluation or the committees constituted under this section, as a paper-setter, examiner, moderator or referee where no teacher relating to such subject who is not a member of the Board of Examinations and Evaluation or the committees is available.

(4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.



(5) (a) In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or formal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson;

(b) Such committee shall submit its report and recommendations to the Vice-Chancellor, who may direct the Director, Board of Examinations and Evaluation, the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Board of Examinations and Evaluation shall proceed to implement the decision of the Vice-Chancellor.

Board of  
Information  
Technology.

**49.** (1) There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration, address the issues relating to use of the right kind of technology, software, hardware and connectivity to deploy technology in all domains of activities and associated tasks of the university and to project the funds required for that purpose.

(2) The Board of Information Technology shall meet at least three times in a year.

(3) The Board of Information Technology shall consist of the following members, namely:—

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any;

(d) the Director of Board of Examinations and Evaluation;

(e) the Finance and Accounts Officer;

(f) one professor from university departments having knowledge and expertise in the domain of software and hardware, nominated by the Vice-Chancellor;

(g) two experts in the field of information and communication technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;

(h) the Registrar;

(i) the Dean of Faculty of Science and Technology shall act as a Member-Secretary.

Powers and  
duties of  
Board of  
Information  
Technology.

**50.** The Board of Information Technology shall have the following powers and duties, namely: —

(a) to plan information technology services through information technology infrastructure;

(b) to decide the annual budget of the university for creating technology related infrastructure;

(c) to devise strategy for creation of virtual classrooms and laboratory infrastructure;

(d) to lay down the policy for networking in the various campuses of the university;

(e) to lay down the policy for generating financial resources in the field of higher education, research and development and allied projects or programmes;

(f) to advise and assist the university to create inter-university and intra-university networks for connecting university administration, departments and colleges;

(g) to assist the university to be part of the national knowledge grid;

(h) to assist the university network, for connecting it with other universities in the State;

(i) to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the university;

(j) to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;

(k) to monitor use of technology in administration, finances and evaluation activities of the university;

(l) to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;

(m) to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;

(n) to advise on purchase of software, hardware and networking for university departments and university system as a whole;

(o) to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;

(p) to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;

(q) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Information Technology.

**51.** (1) There shall be a Board of National and International Linkages to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions.

Board of  
National and  
International  
Linkages.

(2) The Board shall meet at least three times in a year.

(3) The Board of National and International Linkages shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any ;

(d) one member of the Management Council, from amongst its elected members, nominated by the Vice- Chancellor;

(e) one senior professor, nominated by the Vice-Chancellor from the university post-graduate Department;

(f) two principals, of whom one shall be from autonomous or empowered autonomous colleges or empowered autonomous institutions and one shall be from affiliated colleges to be nominated by the Vice-Chancellor;

(g) one expert from industries having proven expertise about National and International linkages to be nominated by Commission;

(h) the Director, Innovation, Incubation and Linkages -Member-Secretary.

Powers and  
Duties of  
Board of  
National and  
International  
Linkage.

**52.** The Board of National and International Linkages shall have the following powers and duties, namely:—

(a) to work on long term policy and strategy for promotion of inter-linkages with premier national and international universities and institutions;

(b) to evolve a process to collaborate with national and international agencies, universities, colleges and institutions for sharing of academic resources, running joint research and development and teaching programmes, running joint degree programmes with national and international universities, colleges and institutions;

(c) to evolve mechanism for visits of teachers or research and development scientists or experts from industry and other entities, to the university departments, colleges and institutions and vice-versa, and also to work out the details on logistic support for such visitors;

(d) to evolve mechanism for visits of teachers and students from [university departments to national and international universities or institutions] university departments, colleges and institutions to national and international universities, colleges or institutions and vice-versa, and also to work out details on budgetary provisions and logistic support for such visits;

(e) to evolve a mechanism to assist foreign students and migrant Indian students, their admissions and completion of other statutory formalities;

(f) to organize cultural and other activities such as visits of foreign students and migrant Indian students to other parts of India;

(g) to make arrangements for other logistic infrastructure, if any, created by the university for foreign students and migrant Indian students;

(h) to work out budgetary provision for activities of the Board and for providing various services to foreign students and migrant Indian students;

(i) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of National and International Linkages.

**53.** (1) There shall be a Board of Innovation, Incubation and Enterprise for creation and cultivation of an enabling environment to propagate the concept of innovation and to convert the innovative ideas into working models through a process of incubation which shall finally lead to the creation of enterprise.

Board of  
Innovation,  
Incubation  
and  
Enterprise.

(2) The university shall establish an independent Centre for Innovation, Incubation and Enterprise to carry out the objectives of the Board for Innovation, Incubation and Enterprise. The Centre shall exercise the powers and perform the duties as may be assigned by the Board, from time to time.

(3) The Board for Innovation, Incubation and Enterprise shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any ;

(d) five prominent industrialists, nominated by Commission from manufacturing, information and communication technology, bio-sciences and technology, agro - industries and service industries;

(e) one senior manager from the lead bank of the District in which head quarter of the University is located to be nominated by Vice-Chancellor;

(f) two teachers from university departments or university institutions, who are active in innovation, research and development nominated by the Vice-Chancellor;

(g) two teachers, nominated by the Vice-Chancellor, from colleges who are active in innovation, research and development;

(h) the representative of Department of Information and Technology, not below the rank of the Deputy Secretary;

(i) the Director, Innovation, Incubation and Linkages - Member-Secretary.

(4) There shall be minimum three meetings of the Board to be conducted in the year.

**54.** The Board of Innovation, Incubation and Enterprise shall have the following powers and duties, namely:-

Powers and  
duties of  
Board of  
Innovation,  
Incubation  
and  
Enterprise.

(a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various research and development activities in university departments, colleges and various industries in the State and in other States;

(b) to create synergy through operative policy mechanism and support system for incubation of good ideas such as product, process, service and innovation, into a scalable mode so as to establish small, medium and large industries;

(c) to establish a system to support protection of intellectual property rights at national and global level;

(d) to establish a system so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support;

(e) to project and plan the activities to be carried out by the Centre for Innovation, Incubation and Enterprise;

(f) to prepare annual programmes of activities of the Centre for Innovation, Incubation and Enterprise and review the same periodically;

(g) to prepare the annual budget of the Centre for Innovation, Incubation and Enterprise;

(h) to oversee and monitor the activities of the Centre for Innovation, Incubation and Enterprise;

(i) to submit an annual report of working of Centre for Innovation, Incubation and Enterprise to the Management Council;

(j) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board for Innovation, Incubation and Enterprise.

Board of  
Students'  
Develop-  
ment.

**55.** (1) There shall be a Board of Students' Development to plan and oversee the various cultural and welfare activities of the students in colleges, institutions and university departments. The activities of the Board of Student's Development shall be carried out by the Director of Students' Development.

(2) The Board of Students' Development shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) one professional, nominated by the Vice-Chancellor, in the field of Performing Arts;

(d) one professional, nominated by the Vice-Chancellor in the field of Art and Fine Arts;

(e) Two teachers, nominated by the Vice-Chancellor involved in cultural or welfare activities out of whom one shall be woman ;

(f) office bearers of University Students Council;

(g) District Co-ordinators of Culture and Student Welfare for each district to be nominated by Management Council;

(h) Director of National Service Scheme (NSS) of the University;

(i) the Director, Board of Students' Development, Member- Secretary.

Powers  
and  
Duties of  
Board of  
Student's  
Develop-  
ment.

**56.** (1) The Board of Students' Development shall have the following powers and duties, namely :-

(a) to take necessary steps for promotion of culture and students' development activities in colleges and university departments;

(b) to establish links with regional and national bodies in the various cultural activities and to promote various activities jointly with them;

(c) to take up activities in colleges and university departments to promote interest and skills for appreciation in the field of performing arts, pure art and painting skills;

(d) to hold university level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and university;

(e) to establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of Board of Students' Development;

(f) to devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellors Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.

(g) to devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Senate for approval.

(h) to devise a mechanism to implement recommendations of the Commission as regards students' development and culture.

(i) to take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.

(j) to devise, develop and implement schemes of career counselling, psychological counselling and rehabilitation and upliftment of differently-abled students.

(k) to co-ordinate activities of National Service Scheme(NSS)and National Cadet Corps (NCC) in university and affiliated Colleges.

(l) to recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-university or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances.

(m) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Students' Development and Students' Development Cell.

(2) There shall be a Students' Development Cell and Students Grievance Redressal Cell in the university and in the colleges and recognized institutes to devise an operational level mechanism to assist the Students and provide for prompt redressal of students grievances. These Cells shall be as under,-

(a) Students' Development Cell,-

to assist students on the issues and difficulties in various facets related to their day to day life and other aspects connected with their academic world, personality development and healthy campus life. Such cell in the university shall be headed by Director, Students' Development. The Cell shall consist of other seven members nominated by Vice-Chancellor from amongst the Teachers on the Campus and President and Secretary of the Students Council to be the ex-officio members. There shall be Students' Development Cell in each college and recognized Institution which shall be headed by Vice-Principal or Senior Teacher Nominated by the Principal and other four members shall be nominated by the Principal to include Teachers, Female Teacher, Social Worker, Counselor and office bearers of College Students Council to be the ex-officio members.

(b) Students Grievance Redressal Cell,-

There shall be Students Grievance Redressal Cell at the University and each college and recognized institutions to resolve the Grievances of Students and to suggest to the higher authorities different ways and means to minimize and prevent such grievances. The functional mechanism of working of Students Grievance Redressal Cell shall be as prescribed by Statutes, prepared in accordance with the provisions of the University Grants Commission (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force.

**57.** (1) There shall be a Board of Sports and Physical Education in the university to promote the culture of sports and look after sports related activities. The activities of the Board shall be carried out by the Director of Sports and Physical Education.

Board of  
Sports and  
Physical  
Education.

(2) The Board of Sports and Physical Education shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) three professionals, nominated by the Vice-Chancellor with established credibility in different fields of sports;

(d) District Sports Officer of the district where the University Head Quarter is located.

(e) one teacher from the university department of Physical Education, nominated by the Management Council;

(f) two sports teachers, from affiliated, conducted or autonomous colleges, nominated by the Management Council;

(g) Zonal or Divisional president (principal of the host college) and secretary(director physical education of the host college) with the tenure of one year;

(h) the President, Secretary of the University Student Council;

(i) one student member from sports of University Student Council nominated by the President of University Students Council under sub-sub clause (v) of sub-clause (b) of sub-section (4) of section 99;

(j) the Director, Sports and Physical Education - Member-Secretary.

Powers and duties of Board of Sports and Physical Education.

**58.** The Board of Sports and Physical Education shall have the following powers and duties, namely:-

(a) to take necessary steps for promotion of sports culture and activities in the field of sports in colleges and university departments;

(b) to establish links with regional and national bodies in the various sports and to promote various activities jointly with them;

(c) to establish rapport with groups, societies and other professional bodies so as to involve them in the activities of Board of Sports and Physical Education;

(d) to take up activities in colleges, recognized institutions and university departments to promote interest and also skills in various sports as per the policy of the university and also national policies in the field of sports;

(e) to hold university level competitions, sports skills development camps, interactive activities and also training workshops in various sports in order to bring the society closer to the colleges, institutions and university;

(f) to encourage participation in regional, national and international level activities and competitions through well trained teams in various sports;

(g) to recommend to competent authority to make alternative arrangements regarding examinations of students participating in the inter-university or national or international sports tournaments or events during the relevant schedules of examinations as prescribed by Ordinances;

(h) to undertake any other task as may be assigned by the university authorities so as to carry out the objectives of the Board of Sports and Physical Education.

Board of Research.

**59.** (1) There shall be a Board of Research to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in university departments, colleges and recognized institutions.

(2) The Board of Research shall consist of the following members, namely :

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

- (c) the Deans of faculties and Associate Deans, if any ;
- (d) four eminent researchers, of national or international repute nominated by the Vice-Chancellor, with proven experience; one each from pure and applied sciences and technology, humanities, commerce, accounts and finances, and interdisciplinary studies;
- (e) two teachers, nominated by the Vice-Chancellor from university departments;
- (f) two teachers, nominated by the Vice-Chancellor, from colleges or recognized institutions having a strong base in research culture;
- (g) eight eminent persons from different areas of Science, Commerce, Agriculture, Banking , Finance, Industry, Intellectual Property Rights, etc., who are conversant with the global trends as well as regional issues to be nominated by Chancellor ;
- (h) the Director, Innovation, Incubation and Linkages -Member-Secretary.

(3) The Board of Research shall meet at least three times in a year.

**60.** The Board of Research shall have the following powers and duties, namely:-

Powers and duties of Board of Research.

- (a) to work on long term policy and strategy for promotion of research culture in the university, colleges and recognized institutions;
- (b) to advise and encourage the teachers to take up research in emerging areas at individual and group level;
- (c) to promote inter-disciplinary research programmes by co-ordinating amongst teachers and also to make and articulate policies for sharing of research and development infrastructure;
- (d) to encourage the university departments, colleges and recognized institutions to hold research seminars in all disciplines for the research students;
- (e) to publish research journals, monographs for different disciplines;
- (f) to decide upon policy for maintenance of standards of research for Ph.D. degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;
- (g) to work on creation of research and development data base for work done in university departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;
- (h) to work out and initiate research in delivery of education, pedagogy of face-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students, open distance learning and conventional education;
- (i) to make efforts and also assist the teachers, university departments, colleges and recognized institutions to raise the funds for research activities;
- (j) to work out the budget for research activities of the university;
- (k) to mobilize money from the industry for enhancing research activities;
- (l) to identify problems and issues related to the region within the jurisdiction of the university and to take special initiative to address such issues through systematic research;
- (m) to work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research;
- (n) to encourage industries to promote, adopt and participate in the basic and applied research projects;



(o) to establish central research laboratories with the help of participation of national and international industries;

(p) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Research.

Powers, functions and duties of Authorities.

**61.** The constitution, powers, functions and duties of the authorities of the university, not laid down under any of the provisions of this Act shall be as prescribed by the Statutes.

Term of office of members of authority.

**62.** (1) The term of every authority constituted under this Act shall commence on 1st September and shall be of five years from the said date and the term of the members of every authority shall expire on the expiry of the said period of five years, irrespective of the date on which a member has entered upon his office.

(2) The process of election, nomination and co-option shall be commenced at least three months before expiry of the term of the authority and shall be completed not later than 30th November in that year.

Cessation of membership.

**63.** Notwithstanding anything contained in this Act or the Statutes made thereunder, where a person, elected, nominated, appointed or co-opted, as the case may be, as an officer of university or a member of any of the authority or bodies of the university by virtue of his being eligible to be so elected, nominated, appointed or co-opted as such an officer or a member under any of the categories of officers or members specified by or under the relevant provisions of this Act in relation to such office, authority or body, he shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.

Disqualification for membership of authority.

**64.** A person shall be disqualified for being a member of any of the authorities, bodies and committee of university and voting to the authorities, bodies and committees, if he-

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an undischarged insolvent; or

(c) has been convicted of any offence involving moral turpitude; or

(d) is conducting or engaging himself in private tuitions or private coaching classes; or

(e) has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or

(f) has willfully omitted or refused to carry out the provisions of this Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or

(g) has been punished in any form, by the competent authority for committing a misconduct; or

(h) discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position:

Provided that, the right of voting of the person in respect of clauses (e) and (g) shall remain suspended during the term of punishment under the said clauses.

**65.** No person shall be a member of Management Council or Chairman of Board of Studies, for a second consecutive term whether, as an elected, nominated or co-opted member, as the case may be:

Ineligibility for second consecutive term.

Provided that, any person who was the member of the Management Council of the university or Chairman of the Board of Studies, for the first time whether as elected, nominated or co-opted member, as the case may be, on the date of commencement of this Act, shall not be deemed to have enjoyed the consecutive term if he is nominated or elected or co-opted for the first time after the commencement of this Act.

**66.** Save as otherwise provided by or under the provisions of this Act, each authority of the university while acting and exercising its powers and discharging functions or duties assigned to it by or under the provisions of this Act, shall have the exclusive jurisdiction to deal with and decide the matters assigned to it and discharging functions or duties assigned to it by or under the provisions of this Act.

Conclusiveness of decision of authority.

**67.** (1) Every election to any authority or body of the university under this Act, except the elections to the post referred in clauses (a) to (e) of sub-section (2) and clauses (a) to (e) of sub-section (3) of section 99, shall be held by ballot in accordance with the system of proportional representation by means of the single transferable vote and as prescribed by the Statutes.

Election to be by proportional representation.

(2) The other details relating to elections not specified in the Act shall be as prescribed by the Statutes.

**68.** (1) A member, other than an ex-officio member, may resign by writing under his signature. A nominee of the Chancellor may resign by addressing to the Chancellor, and any other member may resign by addressing to the Vice-Chancellor. The person shall cease to be a member upon his resignation being accepted by the Chancellor or the Vice-Chancellor, as the case may be, or upon expiry of thirty days from the date of resignation, whichever is earlier.

Resignation of membership.

(2) If a person nominated, elected, appointed or co-opted to any authority or body remains absent without prior permission of the authority or body for three consecutive meetings, he shall be deemed to have vacated his membership and he shall cease to be a member from the date of the third such meeting in which he has remained absent:

Provided that, such member should have attended at least one meeting in the previous year.

**69.** (1) Save as otherwise provided by this Act, all matters with regard to the conduct of meetings of the authorities, bodies or committees, if any, constituted by the university, shall be such as may be prescribed by the Statutes.

Meeting of authorities.

(2) A meeting of an authority or body shall be convened on the date determined by the Chairperson by a notice issued by its Secretary.

(3) Except as otherwise provided, the quorum for a meeting shall ordinarily be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(4) Where no provision is made by or under the Statutes for a President or Chairperson to preside over a meeting of any authority or body of the university or when the President or the Chairperson so provided for is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.

(5) Save as otherwise provided, all items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The secretary, if not a member, shall have the right to participate in the deliberations but shall not have the right to vote.

Casual  
vacancy  
and  
Standing  
Committee  
to fill  
vacancies.

**70.** (1) When any vacancy occurs in the office of a member, other than an *ex-officio* member or, a member nominated by the Chancellor, of any authority or other body of the university except Management Council before the expiry of his normal term, the vacancy shall be filled by nomination of a person by the Standing Committee constituted under sub-section (3) who is otherwise eligible to be elected on the said authority or body from the same category.

(2) In case, any vacancy occurs in the office of a member, other than an *ex-officio* member of Management Council of the university, it shall be filled as soon as possible, by nomination or election or co-option, as the case may be, of a person by the authority, body or the officer concerned. The person so nominated, elected or co-opted shall be a person who is otherwise eligible to be nominated, elected or co-opted on the said authority or body from the same category. The person so nominated, elected or co-opted shall hold office only so long as the member in whose place he has been nominated, elected or co-opted shall have held it, if the vacancy had not occurred.

(3) The constitution of the Standing Committee for filling in the vacancies mentioned in sub-section (1) shall be as follows, namely :-

- (a) Pro-Vice-Chancellor - Chairman;
- (b) Chancellor's nominee on Management Council;
- (c) one dean nominated by Management Council;
- (d) one elected member of the Management Council nominated by that Council;
- (e) one principal nominated by Senate from amongst its members;
- (f) one teacher nominated by Senate from amongst its members;
- (g) one graduate nominated by Senate from amongst its members;
- (h) Registrar - Member-Secretary.

(4) The term of the Standing Committee shall commence on 1st September and shall be of five years from the said date. The term of the members shall expire on the expiry of the said period of five years, irrespective of the date on which a member has entered upon his office.

## CHAPTER V

### THE STATUTES, ORDINANCES AND REGULATIONS

Statutes  
and  
their  
subject  
matters.

**71.** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (1) conferment of honorary degrees and academic distinctions;
- (2) establishment and maintenance of the sub-campuses university departments, institutions, conducted colleges, institutions of higher learning, research or specialized studies and hostels;
- (3) constitution, powers, duties and functions of authorities of the university not laid down under any of the provisions of this Act;
- (4) abolition of university departments or institutions and conducted colleges;
- (5) rules of procedure for conduct of business at the meetings of authorities of the university;

(6) appropriation of funds of the university for furtherance of the objects of the university;

(7) norms for grant of autonomy to university departments or institutions, affiliated colleges and recognized institutions, subject to the approval of the State Government;

(8) acceptance and management of trusts, bequests, donations, endowments and grants from individuals or organizations;

(9) disciplinary action against defaulting teachers, officers and other employees of the university, affiliated colleges and recognized institutions other than the colleges or institutions managed and maintained by the State Government or Central Government or local authorities;

(10) conditions of residence, conduct and discipline of the students of the university, colleges and recognized institutions, and the action to be taken against them for breach of discipline or misconduct, including the following :-

(a) use of unfair means in an examination, or abetment thereof ;

(b) refusal to appear or give evidence in any authorized inquiry by an officer in charge of an evaluation and examination, or by any officer or authority of the university ; or

(c) disorderly or otherwise objectionable conduct, whether within or outside the university ;

(11) mechanism and procedure for redressal of grievances of the students;

(12) functions and duties of Students' Council in university, colleges and recognized institutions ;

(13) procedure for conduct of elections to various authorities and bodies;

(14) conditions and procedure for grant of approval to the appointments of the teachers in the colleges and recognized institutions and suspension or withdrawal thereof ;

(15) inspection of colleges, recognized institutions, halls and hostels;

(16) procedure to be followed while granting permission for transfer of management ;

(17) Norms and Procedure to be followed while nominating members on authorities, boards and committees by the Vice-Chancellor under this Act ;

(18) norms of grant and withdrawal of affiliations to colleges and institutions ;

(19) transferring, in public interest, of the management of a college or institution by the university and the conditions for such transferring, subject to the approval of the State Government;

(20) qualifications, recruitment, code of conduct, terms of office, duties and conditions of service including periodic training and advance training, field exposure, deputation, assessment of teachers, officers and other employees of the university and affiliated colleges except those colleges or institutions which are

maintained by the State or Central Government or local authority, retirement benefits and the manner of termination of their services as approved by the State Government, provided that these shall not be in contravention of State Government policies in this regard ;

(21) procedure to be followed for purchases under sub-section (7) of section 98;

(22) any matter which is to be prescribed by Statutes or which is necessary to give effect to the provisions of this Act.

Statutes  
how  
made.

**72.** (1) The Statutes may be made, amended or repealed by the Senate in the manner hereinafter provided.

(2) The Statute Committee shall be constituted by Management Council as under :-

(a) One member of Management Council from amongst the elected members of that Council - as Chairman,

(b) One Dean,

(c) One Professor of university department or affiliated colleges,

(d) One Principal of affiliated college,

(e) Registrar of the university,

(f) Law Officer of the university as Member-Secretary.

Such Statute Committee shall prepare and propose draft Statutes concerning the matters referred to in the last preceding section and shall present to the Management Council for its recommendations to senate.

(3) The Management Council, if it thinks necessary, may obtain the opinion of any officer, authority or body of the university with regard to any draft Statute which is before it for consideration.

(4) Every Statute passed by the Senate shall be submitted to the Chancellor who may give or withhold his assent thereto or send it back to the Management Council for reconsideration. The Chancellor may send the draft Statutes to the State Government for its views, if there are implications, financial or otherwise, on the part of the State Government in the implementation of such Statutes.

(5) No Statute passed by the Senate shall be valid or shall come into force until assented to by the Chancellor.

(6) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suomotu or on the advice of the State Government, may, direct the university to make provisions in the Statutes in respect of any matter specified by him and if the Senate fails to initiate adopt the direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Senate for its inability to comply with such direction, make or amend the Statutes in that respect, suitably.

(7) The Senate may take into consideration the draft of a statute either of its own motion or on a proposal by the management council. In the case of a draft which is not proposed by the management council, the senate, before considering the same, shall obtain the opinion of the management council :

Provided that, if the management council fails to submit its opinion within three months from the date it receives the draft, the senate may proceed to take the draft into consideration.

(8) The Senate if it thinks necessary may also obtain the opinion of any officer, authority or body of the university in regard to any draft statute which is before it for consideration :

Provided that, any such draft statute pertains to academic matters, the senate shall obtain the opinion of the academic council before considering the same.

(9) The Management Council shall recommend the draft statutes to senate for approval and every statute passed by the senate shall be submitted to the Chancellor.

(10) Notwithstanding anything contained in the foregoing sub-sections, the State Government shall have power to prescribe uniform Statutes on the subjects through publication in the Official Gazette, which shall be binding on the universities.

**73.** Subject to the provisions of this Act, the Ordinances may provide for all or any of the following matters, namely :-

Ordinances and their subject matters.

(1) conditions under which students shall be admitted to courses of study for degrees, diplomas, certificates and other academic distinctions ;

(2) Norms and process of fixation of fees, other fees and charges for courses and programs to be adopted by fee fixation committee under this Act ;

(3) fees for affiliation and recognition to colleges and institutions ;

(4) conditions governing the appointment and duties of examiners ;

(5) conduct of examinations, other tests and evaluation, and the manner in which the candidates may be assessed or examined by the examiners ;

(6) recognition of teachers of the university and the conditions subject to which persons may be recognized as qualified to give instruction in the university departments, colleges and recognized institutions ;

(7) norms to be observed and enforced by colleges and recognized institutions regarding transfer of students ;

(8) The constitution, powers, duties and functions of the Equal Opportunity Cell including provisions for establishing a Cell in accordance with the provision of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995 and the guidelines and directives of the University Grants Commission issued from time to time ;

1 of 1996.

(9) Mechanism for prevention of ragging of students of university and affiliated colleges ;

(10) Mechanism for prevention of sexual harassment of teachers, employees, students of university and affiliated colleges and redressal of grievances relating to sexual harassment, incidences and penalty for those who indulge in sexual harassment, in accordance with the provisions of the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013;

14 of 2013.

(11) any academic matter which, by or under this Act or the Statutes is to be prescribed by the Ordinance or which is necessary to give effect to the provisions of this Act.

Ordinances and their making.

**74.** (1) The Management Council may make, amend or repeal Ordinances in the manner hereinafter provided.

(2) The Board of Deans shall prepare and propose draft Ordinances concerning the matters referred to in section 73.

(3) No Ordinance concerning academic matters shall be made, amended or repealed by the Management Council unless a draft thereof has been proposed by the Academic Council.

(4) All Ordinances made by the Management Council shall have effect from the date of the meeting or from such date as it may direct, but every Ordinance so made shall be submitted to the Chancellor within two weeks from the date of the meeting. The Chancellor shall have the power to direct the Management Council, within four weeks of the receipt of the Ordinance, to suspend its operation, and he shall, as soon as possible, inform the Management Council of his objection to it. He may, after receiving the comments of the Management Council, either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

Regulations.

**75.** (1) Subject to the provisions prescribed by or under this Act, Management Council may make Regulations consistent with this Act, Statutes and Ordinances, for,-

(a) institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and for their award;

(b) collaborations with other universities, institutions and organizations for mutually beneficial academic programmes;

(c) the conditions under which students shall be admitted to courses of study for degrees, diplomas, certificates and other academic distinctions;

(d) preservation of record of the university;

(e) providing for all or any of the matters which, by or under this Act, Statutes or Ordinances, are to be or may be provided by Regulations ;

(f) all non- academic matters for which provision is, in the opinion of the Management Council, necessary for the purposes of this Act, Statutes or Ordinances.

(2) Subject to the provisions prescribed by or under this Act, the Academic Council may make Regulations relating to the academic matters, consistent with this Act, Statutes and Ordinances.

(3) The Board of Deans shall draft and place for approval of the Management Council or the Academic Council, as the case may be, the Regulations, providing for the matters referred to in sub-sections (1) and (2) and for all or any of the matters which, by or under this Act, Statutes or Ordinances, are to be or may be provided by Regulations.

**CHAPTER VI**

**MAHARASHTRA STATE COMMISSION FOR HIGHER  
EDUCATION AND DEVELOPMENT**

- 76.** (1) There shall be established the Maharashtra State Commission for Higher Education and Development. Maharashtra State Commission for Higher Education and Development.
- (2) The composition of the Commission shall be as follows, namely:-
- (a) the Chief Minister Chairperson ;
- (b) the Minister for Higher and Technical Education Vice-Chairperson ;
- (c) the Minister for Finance Member ;
- (d) the Minister for Medical Education Member ;
- (e) the Minister for Industries Member ;
- (f) the Minister for Skill Development and Entrepreneurship Member ;
- (g) the Minister of State for Higher and Technical Education Member ;
- (h) the Leaders of Opposition in the State Legislative Council and Assembly Members;
- (i) three members of the Maharashtra Legislative Assembly, nominated by the Speaker of the Maharashtra Legislative Assembly Members
- (j) two members of the Maharashtra Legislative Council, nominated by the Chairman of the Maharashtra Legislative Council Members;
- (k) two eminent industrialists to be nominated by Chancellor Members ;
- (l) one eminent professional from the domain of finance or commerce or education or law and judiciary, having experience of creation of education linkages with real life situations, nominated by the Chancellor Member ;
- (m) two Scientists or Technocrats or Social Leaders for their eminence in Techno-social-Development work nominated by the Chancellor Members;
- (n) one educationist having experience in reforms in the nature, role and delivery of education, nominated by the Chancellor Member;
- (o) two Vice-Chancellors of the Public and Private Universities in the State nominated by the Chancellor Members ;
- (p) two Principals nominated by the Chancellor for their contributions in linking of education with social development, Members ;
- (q) two senior eminent teachers from universities or colleges with the minimum Teaching and Research experience of fifteen years nominated by the Chancellor. Members ;



(r) the Secretary, Higher and Technical Education Department	Member ;
(s) the Secretary, Medical Education and Drugs Department	Member ;
(t) the Secretary, Planning Department	Member ;
(u) the Secretary, Finance Department	Member ;
(v) the Secretary, School Education Department	Member;
(w) the Secretary, Industries Department	Member;
(x) the Secretary, Skill Development and Entrepreneurship Development Department	Member;
(y) the Director of Technical Education	Member ;
(z) the Director of Higher Education	Member ;
(za) the Director of Medical Education and Research	Member;
(zb) the Joint Secretary, Western Regional Office of University Grants Commission	Member;
(zc) the Chief Executive Officer of the Commission	Member-Secretary :

Provided that, if the Chief Minister holds the portfolio of Higher and Technical Education, Industries, Medical Education, Skill Development and Entrepreneurship or Finance he may appoint any other Minister as a member.

(3) Term of office of the appointed members of the Commission shall be of five years and shall be co-terminus with the term of the Legislative Assembly.

(4) The Commission shall meet at least twice in a year.

(5) The Commission shall be the authority of the State Government in charge of, and responsible for, the higher education in the State. The Commission shall be the planning, monitoring, co-ordinating and evaluating authority and shall act as a think-tank for higher education, including technical, medical, management, professional education and emerging fields in the education such as Bio-Sciences and Technology and those which would emerge on the horizon of knowledge in future. The Commission shall create synergy between various stakeholders namely, the State Government, public and private universities, private skills education providers and industries.

Functions and duties of the Commission.

**77.** (1) The functions and duties of the Commission shall be as follows, namely:-

(a) to prepare guidelines for perspective plan of five years for each university for the location of colleges and institutions of higher learning in a manner ensuring equitable distribution of facilities for higher education, in consultation with the respective university ;

(b) to approve comprehensive perspective plan submitted by the university ;

(c) to advise the State Government on exploring new ways and means for raising of additional resources and allocation of funds for public and private universities, and for education information and communication technology network ;

(d) to create synergy at policy and operative level mechanism for co-existence and co-operation between different types of educational institutions in the domain of pure, technical and professional education at core and domain specific skills level in the State ;

(e) to understand and keep track of developments that are taking place at national and global level in delivery of education, use of technology in education, administration and governance of education and evolve an appropriate policy and strategy for the educational systems in the State to be in phase with these changes ;

(f) to create synergy through operative policy for research culture in pure and applied domains in all subjects in various disciplines and across different disciplines in educational institutions and also research culture needs and demands of industries ;

(g) to create a policy and strategy for sharing of academic and knowledge resources infrastructure amongst various educational institutions and the State, Central and industry research and development laboratories ;

(h) to establish and maintain educational information communication network in tandem with the national grid and also enhance the geographical reach so as to bring each and every educational institution into the educational information communication network and to keep track of technology changes and upgrade the network from time to time ;

(i) to establish linkages with National Knowledge Commission, the Ministry of Information and Communication Technology and Human Resources Development ;

(j) to create a repository of e-learning objects and virtual experiments and support material in digital format for teaching-learning processes in frontline environment ;

(k) to develop a policy and strategy for percolation of use of technology for administration, evaluation and governance of educational institutions and to promote establishment of an e-platform to carry out these tasks by use of information and communication technology ;

(l) to explore the scope for sharing research journals, research and technology reviews and other such material that enhances scope and quality of research by use of Information and Communication Technology through creation of network of various knowledge resource centers in educational and research and development institutions in the State and also at national level ;

(m) to prepare programmes in the various subjects in the sphere of higher education, keeping in view the overall priorities, perspectives and needs of the society and expectations from higher education ;

(n) to advise the State Government in respect of determining and maintaining uniformity of standards of education in the universities ;

(o) to advise on promoting co-operation and co-ordination of the various educational institutions among themselves and explore the scope for interaction between the universities on the one hand, and industry and other organizations on the other hand ;

(p) to suggest ways and means of raising additional resources for higher education from industry and other sources ;

(q) to advise on inter-university programmes for various activities undertaken by the universities ;

(r) to advise on programmes for greater co-operation and interaction and exchange of university teachers, college teachers and the teachers of university departments ;

(s) to initiate inter-university programme for various activities related to teaching, research and extension in the field of higher education ;

(t) to take into consideration various suggestions, advises and specific recommendations for making academic, administrative, governance and financial synergy more conducive for growth and sustenance of quality in colleges, educational institutions and universities, and to devise mechanisms to bring them into practice ;

(u) to devise and implement approaches for enhancing of knowledge and use of technology in teaching-learning processes for teachers ;

(v) to create platform for academicians with experience in education and research that would form a core for reforms and also operating mechanism in academic framework, course work, delivery methodologies, evaluation of students ;

(w) to make recommendations regarding performance based appraisal system using key performance indicators for principals, heads of institutions and departments and academic performance indicators for teachers in the university and institutions of higher education ;

(x) to recommend necessary steps to restructure institutions of higher learning whose performance is consistently poor in the areas of academic, governance and infrastructure ;

(y) to interact with national and global assessment and accreditation agencies and to carry systemic total quality assessment and programme-wise assessment processes in colleges, educational institutions and universities ;

(z) to create a data base of teachers, academic and industry experts, colleges, educational institutions and universities in the State ;

(za) to create a data base of Indian students by making use of the unique identification number when they join a college at entry level ;

(zb) to establish information collection and data creation cell for foreign students ;

(zc) to keep information on annual financial estimates of the universities, their generation of finances through other streams, research and development, consultancy, training-cum-skills development programmes, special programmes for foreign students and any other similar activities and to devise various streams for generation of financial resources so as to strengthen their financial position ;

(zd) to take steps and recommend to the State Government and to the universities the steps that may be taken to remove the regional imbalance, and to make higher education available to backward classes, rural and tribal communities, women and any such specified groups;

(ze) to review co-operation and interaction among all educational institutions in the State for sharing of academic and other support infrastructure and suggest ways and means to make it more efficient and effective;

(zf) to review the approach and methods adopted by the colleges and universities, both public and private, for integrating education with social development and to study the impact of such an approach on social development and suggest ways and means to make it more efficient and effective;

(zg) to consider the report of the Maharashtra State Rashtriya Uchchar Shiksha Abhiyan Council, made under sub-section (4) of section 78 ;

(zh) develop the vision plan with specific annual outcomes keeping in view the goals of academic excellence, administrative reforms and financial improvements.

(2) There shall be Board of Management to carry out the functions and duties of Commission as under

(a) Minister, Higher and Technical Education - Chairperson ;

(b) Minister of State, Higher and Technical Education - Vice-Chairperson ;

(c) Secretary, Higher Education and Technical Education Department - Member ;

- (d) Eminent Educationist of National and Global Repute nominated by the Chancellor - Member ;
- (e) Advisor, Planning and Coordination - Member ;
- (f) Advisor, Quality and Excellence Assurance - Member ;
- (g) Advisor, Open Education Resources and Teacher Training - Member ;
- (h) Advisor, Networking and Support Services - Member ;
- (i) Advisor, Finances and Resources Generation - Member ;
- (j) Advisor, Examination and Evaluation - Member ;
- (k) one renowned Industrialist nominated by Chancellor - Member ;
- (l) one Vice-Chancellor of Public Universities nominated by Chancellor - Member ;
- (m) one Professional Expert from the field of Finance, Accounting, Legal and other allied area nominated by Chancellor - Member ;
- (n) one Principal of NAAC accredited A graded College with proven excellence nominated by Chancellor - Member ;
- (o) one Professor from University or College nominated by Chancellor - Member ;
- (p) the Director of Higher Education - Member ;
- (q) the Director of Technical Education - Member ;
- (r) the Chief Executive Officer of Commission - Member-Secretary.

(3) There shall be a Secretariat of the Commission which shall be responsible for administration of the Commission and for execution of the policies, plans and recommendations of the Commission. The Secretariat shall consist of the Chief Executive Officer, other officers and staff as may be required.

(4) The Chief Executive Officer of the commission shall be appointed by the Government and work directly under the superintendence, direction and control of the State Government.

(5) The emoluments, terms and conditions of service qualification and mode of appointment of the Chief Executive Officer and the staff of the Secretariat shall be such as may be determined by the State Government.

(6) The Chief Executive Officer shall,-

(i) be the principal executive officer of the Secretariat of the Commission responsible for carrying out all functions and duties of the Commission;

(ii) lead, oversee and monitor the administration and entire activities of the Secretariat and the Commission;

(iii) be responsible for execution of the policies, plans and recommendations of the Commission;

(iv) establish technology driven operational mechanism for execution of policies, plans and recommendations of the Commission;

(v) establish linkages and co-ordination with Vice-Chancellors of public and private universities, principals and management of all educational institutions in the State ;

(vi) convene meeting of the Commission as per the directions of the Chancellor;

(vii) convene seminars, workshops, meetings as may be necessary to fulfill and carry out the function and duties of the Commission;

(viii) prepare annual financial estimates and statement of financial requirements for the Commission for submission to the Department of Higher Education.

(ix) prepare annual report, annual audit reports of the Commission;

(x) get accounts of the Secretariat and the Commission audited regularly;

(xi) be the appointing and disciplinary authority of the officers and other staff of the Secretariat working under him;

(xii) prepare rules of terms and conditions of service for employees of the Secretariat;

(xiii) exercise such other functions, powers and duties as may be conferred upon him by the Chancellor;

(xiv) do all such activities so as to fulfill objectives, functions and duties of the Commission;

(xv) undertake any other task as may be assigned by the Commission and the State.

(7) The selection and appointment of Advisors on the Board of Management shall be as specified by the State Government by an order published in the OfficialGazette.

(8) Nothing in this section shall empower the Commission to carry out any executive functions in the management of the affairs of the university.

Maharashtra  
State  
Rashtriya  
Uchhatar  
Shiksha  
Abhiyan  
Council.

**78.** (1) There shall be a Council to be called as the Maharashtra State RashtriyaUchhatrarShikshaAbhiyan Council (hereinafter referred to as "RUSA").

(2) The Council under sub-section (1) shall be a body corporate, having perpetual succession and a common Seal and may by the name sue or be sued.

(3) The State Government may, by notification in the OfficialGazette specify the composition, functions and responsibilities of the council under sub-section (1), which shall be in conformity with the guidelines of RUSA of the Government of India :

Provided that, every such notification shall be laid as soon as may be, after it is issued, before each House of the State Legislature.

(4) The Council under sub-section (1) shall forward a yearly report of its activities, to the Commission under section 76.

**CHAPTER VII**

**GRIEVANCES OF TEACHERS AND EMPLOYEES**

**79.** (1) There shall be a Grievances Committee in each university to deal with all types of grievances ; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority ; which are not within the jurisdiction of the University and College Tribunal. Grievances Committee.

(2) The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.

(3) The Grievances Committee shall consist of the following members, namely :-

(a) retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor - Chairperson ;

(b) one Dean, nominated by the Vice-Chancellor;

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

(d) Registrar;

(e) one teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;

(f) Law Officer of the University - Member-Secretary.

(4) The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.

(5) The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.

(6) The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.

(7) It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties.

**80.** (1) There shall be one or more university and college tribunals for one or more universities in the State, governed by this Act as well as the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983, the Maharashtra Animal and Fishery Sciences University Act, 1998 and the Maharashtra University of Health Sciences Act, 1998, for adjudication of disputes between the employees of these universities and their respective university and between the employees of the affiliated or autonomous colleges or recognized institutions of these universities, other than those managed and maintained by the State Government, Central Government or local authority and their respective managements, with regard to the matters specified in sub-section (1) of section 81. University and College Tribunal.

(2) The Tribunal shall consist of the Presiding Officer, to be appointed by the State Government.

(3) A person shall not be qualified to be appointed as a Presiding Officer of a Tribunal, unless,-

(a) he is or has been a Judge of High Court; or

(b) is qualified to be appointed as a Judge of High Court:

Provided that, a person to be appointed under clause (b) shall be from amongst the panel of three persons recommended by the Chief Justice of High Court of Judicature at Bombay.

(4) The appointment of a person as a Presiding Officer of the Tribunal shall be on a full time basis and for such period not exceeding three years in aggregate, as the State Government may, from time to time, in each case decide.

(5) The remuneration and other conditions of service of the Presiding Officer shall be as determined by the State Government.

(6) The university shall make available to the Tribunal such ministerial staff as may be necessary for the discharge of its functions under this Act.

(7) All expenditure on account of the remuneration, pension, provident fund contribution, leave allowance and other allowances and facilities which may be admissible to the Presiding Officer and the staff placed at his disposal shall be borne by the university or universities in such proportion as the State Government may by order specify.

(8) The Presiding Officer may, by writing under his signature resign from his office and shall cease to hold his office on the acceptance of his resignation by the State Government or from the date of expiry of thirty days from the date of resignation, whichever is earlier.

(9) If any vacancy other than a temporary vacancy, occurs in the office of Presiding Officer of a Tribunal, the State Government shall, as soon as possible but in any case within three months, appoint another qualified person to fill the vacancy. In case of a temporary vacancy, the State Government may give the charge to the Presiding Officer of the other Tribunal until the Presiding Officer resumes duty. Any proceedings pending before the former Presiding Officer may be continued and disposed of by his successor from the stage at which they were when the vacancy occurred.

Right of appeal.

**81.** (1) Notwithstanding anything contained in any law or contract for the time being in force, any teacher or other employee in the university governed by this Act or in affiliated college or recognized institution of any of these universities, other than that managed and maintained by the State Government, Central Government or a local authority, who is-

(a) dismissed or removed or whose services are otherwise terminated or who is compulsorily retired or who is reduced in rank by the university or management and who is aggrieved; or

(b) aggrieved by the decision of the Grievances Committee established under this Act;

shall have a right of appeal and any appeal against any such order or decision shall lie to the Tribunal:

Provided that, no such appeal shall lie to the Tribunal in any case where the matter has already been decided or pending before a court or Tribunal on the date of commencement of this Act or where the order of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, or decision of the Grievances Committee was passed at any time before the date on which this Act comes into force and in which case the period for filing an appeal has expired.

(2) Such appeal shall be made by the employee to the Tribunal, within thirty days from the date of receipt by him of the order of dismissal, removal, otherwise termination of services, compulsory retirement or reduction in rank, or of decision of the Grievances Committee, as the case may be:

Provided that, where such order was made before the date of commencement of this Act, such appeal may be made if the period of thirty days from the date of receipt of such order or decision has not expired.

(3) Notwithstanding anything contained in sub-section (2), the Tribunal may entertain an appeal made to it after the expiry of the said period of thirty days, if it is satisfied that the appellant had sufficient cause for not preferring the appeal within that period.

(4) Every appeal shall be accompanied by a fee as prescribed which shall not be refundable and shall be credited to the university fund:

Provided that, it shall be lawful for the State Government to revise, by notification in the *Official Gazette*, such fees as it may deem fit, from time to time.

**82.** (1) For the purposes of hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in an appellate court under the Code of Civil Procedure, 1908, and shall also have the power to stay the operation of any order against which an appeal is made, on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this Act.

General power and procedure of Tribunal.

(2) The Presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.

(3) Every appeal shall be decided as expeditiously as possible. In every case, endeavor shall be made by the Tribunal to decide an appeal within three months from the date on which the Tribunal receives it. If the Tribunal is unable to dispose of any appeal within this period, it shall record the reasons therefor.

**83.** (1) On receipt of an appeal, where the Tribunal after giving reasonable opportunity of being heard to both parties, is satisfied that the appeal does not pertain to any of the matters specified in sub-section (1) of section 81 or is not maintainable, or there is no sufficient ground for interfering with the order of the university or management or decision of the Grievances Committee, it may dismiss the appeal.

Powers of Tribunal to give appropriate relief and directions.

(2) Where the Tribunal, after giving reasonable opportunity to both the parties of being heard, decides in any appeal that the order of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, or the decision of the Grievances Committee, was in contravention of any law, contract or conditions of service for the time being in force or was otherwise illegal or improper, the Tribunal may set aside the order of the university or the management, or decision of the Grievances Committee, as the case may be, partially or wholly, and direct the university or the management,-

(a) to reinstate the employee on the same post or on a lower post as it may specify;

(b) to restore the employee to the rank which he held before reduction or to any lower rank as it may specify;

(c) to give arrears of emoluments, dues and other monetary benefits to the employee for such period as it may specify;

(d) to award such lesser punishment as it may specify in lieu of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, as the case may be;

(e) where it is decided not to reinstate the employee or in any other appropriate case, to give such sum to the employee, not exceeding his emoluments for six months, by way of compensation, regard being had to loss of employment and possibility of getting or not getting suitable employment thereafter, as it may specify; or

(f) to give such other relief to the employee and to observe such other conditions as it may specify, having regard to the circumstances of the case.

(3) It shall be lawful for the Tribunal to recommend to the State Government that any dues directed by it to be paid to the employee may be deducted from the grant payable to the university or, as the case may be, the management and be paid to the employee directly.



(4) Any direction issued by the Tribunal under sub-section (2) shall be communicated to both parties in writing and shall be complied with by the university or management within the period specified in the direction, which shall not be less than two months from the date of its receipt by the university or management.

Decision of Tribunal to be final and binding

**84.** Notwithstanding anything contained in any law or contract for the time being in force, the decision of the Tribunal on an appeal entertained and disposed of by it shall be final and binding on the employee and the university or management, as the case may be, and no suit, appeal or other legal proceeding shall lie in any court or before any other Tribunal or authority, in respect of the matters decided by the Tribunal.

Penalty to management for failure to comply with directions of Tribunal.

**85.** (1) If the university or management, as the case may be, fails, without any reasonable cause, to comply with any direction issued by the Tribunal under section 83 within the period specified in the direction, or within such further period as may be allowed by the Tribunal, the university or management, as the case may be, shall on conviction, be punished-

(a) for the first contravention, with fine which may extend to one lakh rupees:

Provided that, in the absence of special and adequate reasons to the contrary to be recorded in the judgment of the Tribunal, the fine shall not be less than ten thousand rupees;

(b) for the second and subsequent contraventions, with fine which may extend to five lakh rupees for each such contravention:

Provided that, in the absence of special and adequate reasons to the contrary to be recorded in the judgment of the Tribunal, the fine shall not be less than five thousand rupees:

Provided further that, when the direction issued by the Tribunal is not complied with, within the period stipulated in the direction or within such further period as allowed by the Tribunal, and when the contravention is a continuing one, the convicted person shall be punished with a further fine of rupees five hundred per day during which such contravention continues after conviction.

(2) (a) Where the university or, as the case may be, management committing the contravention under this section is a society, every person who at the time such contravention has been committed, was in charge of and was responsible to the society, for the conduct of the affairs of the society, as well as the society, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that, nothing contained in this sub-section shall render any person liable to the punishment, if he proves that the contravention was committed without his knowledge or that he had exercised all the diligence to prevent commission of such contravention.

(b) Notwithstanding anything contained in clause (a), where the contravention has been committed by a society and it is proved that the contravention has been committed with the consent or connivance of, or is attributable to any neglect on the part of the Management Council of the university or any president, chairperson, secretary, member, principal or manager or other officer or servant of the society, such Management Council, president, chairperson, secretary, member, principal or manager or other officer or servant concerned, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly.

*Explanation.*- For the purposes of this section, society means a society registered under the Societies Registration Act, 1860 or a public trust registered under the Maharashtra Public Trusts Act, or any other body corporate, and includes an association or body of persons, by whatever name called, under whose management one or more colleges or institutions are conducted and admitted to the privileges of the university.

**CHAPTER VIII**

**ADMISSIONS, EXAMINATIONS, EVALUATION AND  
OTHER MATTERS RELATING TO STUDENTS**

**86.** Subject to the reservation policy of the State Government for the weaker sections of the society, admissions to all courses in the university departments, affiliated colleges and recognized institutions shall be made on the basis of competitive merit in accordance with the rules, if any, made by the State Government and published in the *Official Gazette*, or Ordinances made by the university:

Admissions.

Provided that, where model rules have been framed by the State Government in the interest of students throughout the State, the university shall adopt the same and such rules shall be published by the university before the commencement of the academic session:

Provided further that, having regard to the maintenance of discipline, the authority concerned shall have the power to refuse admission to a student, except at the entry point of any academic programme.

**87.** All the disputes relating to admissions to University Departments, affiliated colleges or recognized institutions shall be adjudicated by the University Students Grievance Redressal Cell as per sub-clause (b) of sub-section (2) of section 56.

Disputes  
Relating to  
Admission.

**88.** Before the end of each academic year, the university shall prepare and publish a schedule of examinations for the next academic year and choice based credit system of evaluations for each and every course where ever applicable, conducted by itself or by any affiliated college or recognized institutions within its jurisdiction and shall strictly adhere to the schedule. Failing which the concerned authority or officer of the university shall have to make a reasoned report to Chancellor's Office within thirty days and the directions or decisions of the Chancellor in this regard shall be final and binding.

Examina-  
tions and  
evaluation.

*Explanation. I.*- "Schedule of Examinations" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.

*Explanation. II.*- "Choice based credit system" means an evaluation wherein modules taken by students shall be assessed immediately upon completion of required academic work as a part of continuous assessment or at the end of a semester:

Provided that, in case the university is unable to follow the said schedule due to reasons and circumstances beyond its control it shall, as soon as practicable, submit a report to the Chancellor and to the State Government incorporating the detailed reasons for making a deviation from the published schedule.

**89.** The university shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days thereof :

Declaration  
of results

Provided that, if for any reasons whatsoever, the university is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, Director, Board of Examinations and Evaluation shall prepare a detailed report incorporating the reasons for such delay submit the same through Vice-Chancellor to Chancellor and to the State Government, and the direction of the Chancellor in this regard shall be final and binding.

**90.** No examination or evaluation or the results of an examination or evaluation shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in sections 88 and 89, as the case may be.

Examina-  
tions and  
evaluation  
not invalid  
for non-  
compliance  
with  
schedule.

**91.** The university shall frame appropriate Statutes, Ordinances and Regulations to ensure that the students selected to represent their classes, colleges or the university, as the case may be, for sports, culture and all other extra-curricular activities are selected entirely on the basis of merit, through open merit competition alone and on no other basis.

Sports and  
extra-  
curricular  
activities.

**CHAPTER IX****COMMITTEES AND COUNCILS**

Committees and Councils. **92.** The following shall be the Committees and Councils constituted under this Act, namely:-

- (i) Advisory Council;
- (ii) Finance and Accounts Committee ;
- (iii) Internal Quality Assurance Committee;
- (iv) Knowledge Resource Committee ;
- (v) College Development Committee ;
- (vi) Purchase Committee ;
- (vii) Students' Council ;
- (viii) Buildings and Works Committee ;
- (ix) Fee Fixation Committee; and
- (x) Alumina Committee.

Advisory Council.

**93 . (1)** The Advisory Council shall consist of following members -

(a) to be nominated by the Chancellor,-

(i) An eminent industrialist who has proven wide experience in the changing scenario of opportunities for youth and global trends in academy - industry interaction - Chairman;

(ii) An eminent scientist of repute with experience of working with national and global entities that deal with policy and approaches in research and development - Member;

(iii) An eminent social leader who has experience of working with the masses and understands the linkages between education and social transformations - Member;

(iv) An eminent educationist who is conversant with new trends in the world of higher education - Member;

(v) An Information Communication Technology (ICT) expert who has wide experience at the national and international level in the in higher and professional education - Member;

(b) ex-officio :

(vi) the Vice-Chancellor - Member;

(vii) the Pro Vice-Chancellor -Member- Secretary;

(2) The powers and duties of the Council shall be as follows:-

(i) to advise to the Vice-Chancellor through generation of reports and action plans in academic, research and development, administration, generation of financial resources and governance so as to make a University academically vibrant, administratively efficient and financially a strong system;

(ii) to devise a mechanism and approach for monitoring of the working of the University system as a whole and to keep track of the activities and provide information and critical analysis and comments on the progress and impact of the activities on the working of Universities and its identity in the Society;

(iii) to advise the University regarding strategic perspective planning ;

(iv) to take up any other task that the Chairman of the Council shall find of importance for the growth of the University;

(v) to make periodic report on the development, progress, working of University to the Chancellor ;

(vi) to keep track of various reforms and policies thereon as devised by the Commission.

(3) The Advisory Council shall meet at least two times in a year.

**94.** (1) There shall be a Finance and Accounts Committee to plan, coordinate and oversee the financial operations of the university. It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.

Finance and  
Accounts  
Committee.

(2) The Finance and Accounts Committee shall consist of the following members, namely:-

(a) the Vice-Chancellor-Chairperson ;

(b) the Pro-Vice-Chancellor ;

(c) the Director of Accounts and Treasuries or his representative, not below the rank of Deputy Director of Accounts and Treasuries ;

(d) the Chancellor's nominee from the Management Council ;

(e) one person from the Academic Council, nominated by the Vice-Chancellor ;

(f) two experts nominated by the Management Council, one of whom shall be a Chartered Accountant who is an expert in the field of accounting and auditing and the other shall be an expert in the area of finance ;

(g) the Registrar ;

(h) the Finance and Accounts Officer - Member-Secretary.

(3) The quorum for a meeting of the committee shall be four.

(4) All members of the committee other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.

(5) The committee shall meet at least four times in a year

(6) The Finance and Accounts Committee shall,-

(a) examine and consider Annual Statement of Accounts, Audited final statement of accounts and Audit Report and its compliance report, and the annual financial estimates to be presented by the Finance and Accounts Officer and recommend the same to the Management Council and thereafter to the Senate for Approval ;

(b) examine the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available ;

(c) recommend to the Management Council the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the university, including the proceeds of loans for productive work ;

(d) recommend to the Management Council productive investment and management of university assets and resources ;

(e) explore the possibilities of, augmenting further the resources for the development of the university ;

(f) take necessary steps to have the university accounts audited by auditors appointed by the Management Council ;

(g) advise the Management Council on matters related to the administration of the property and the funds of the university ;

(h) ensure proper implementation of the orders issued by the State Government from time to time, in respect of funds, assets, and other resources received from the State Government ;

(i) advise on financial matters referred to it by the Management Council, Academic Council or any other authority, body or committee or any officer of the university ;

(j) report to the Vice-Chancellor any lapse or irregularity in financial matters which comes to its notice so that he may take suitable prompt actions after assessing the seriousness of the matter or refer it to the Management Council ;

(k) ensure that the annual accounts of the university, colleges and institutions are open for audit by the auditors appointed by the State Government ;

(l) study various reforms suggested by the Commission for management of financial resources, maintenance of accounts and use of modern technologies to enhance the efficiency in accounts maintenance and audit procedures ;

(m) carry out any other functions and tasks as may be assigned by the university authorities.

Internal  
Quality  
Assurance  
Committee.

**95.** (1) There shall be an Internal Quality Assurance Committee in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.

(2) The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

(3) The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.

(4) There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

(5) The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.

(6) The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

Knowledge  
Resource  
Committee.

**96.** (1) There shall be a Knowledge Resource Committee for administering, organizing and maintaining the Knowledge Resource Centre, print and electronic material and related services of the university.

(2) The Knowledge Resource Committee shall consist of the following members, namely :-

(a) the Vice-Chancellor - Chairperson ;

(b) one Dean of faculty, nominated by the Vice-Chancellor ;

(c) one head of the university department or university institution nominated by the Vice-Chancellor ;

(d) two members nominated by the Vice-Chancellor, of whom one shall be from industry and the other shall be librarian from a national level organization ;

(e) the Registrar ;

(f) the Finance and Accounts Officer ;

(g) the Director Knowledge Resource Center - Member - Secretary.

(3) All nominated members of the Knowledge Resource Committee, other than the ex-officio members, shall hold office for a period of three years.

(4) The Knowledge Resource Committee shall meet at least three times in a year.

(5) The Knowledge Resource Committee shall,-

(a) provide for proper organization and support for the functioning of the Knowledge Resource Centre, documentation services and maintenance of records in analogue and digital form ;

(b) provide the approach and operational plan for modernization and improvement of Knowledge Resource Centre and documentation services in both analogue and digital format ;

(c) recommend to the Academic Council fees and other charges for the services and use of the Knowledge Resource Centre by students and others ;

(d) prepare the annual budget and proposal for development of the Knowledge Resource Centre for approval of the Management Council ;

(e) submit the annual report on the functioning of the Knowledge Resource Centre to the Vice-Chancellor ;

(f) establish a network with regional, national and international libraries and information centers ;

(g) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, university departments or institutions and administrative offices of the university and related to assessment and accreditation of colleges, recognized institutions and the university ;

(h) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Knowledge Resource Centre.

**97.** (1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely :- College Development Committee.

(a) Chairperson of the management or his nominee ex-officio Chairperson ;

(b) Secretary of the management or his nominee ;

(c) one head of department, to be nominated by the principal or the head of the institution ;

(d) three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom atleast one shall be woman ;

(e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves ;

(f) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;

(g) Co-ordinator, Internal Quality Assurance Committee of the college ;

(h) President and Secretary of the College Students' Council;

(i) Principal of the college or head of the institution - Member - Secretary.

(2) For a college or institution managed and maintained by the State Government, the College Development Committee shall consist of the following members, namely:-

(a) Principal of the college or head of the institution - Chairman.

(b) Joint Director designated by the Director of Higher Education, ex-officio Member ;

(c) three teachers in the college or recognized institutions, elected by the full-time approved teachers from amongst themselves;

(d) one non-teaching employee, elected by the regular non-teaching staff from amongst themselves ;

(e) four local members, nominated by the Director of Higher Education in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;

(f) Co-ordinator, Internal Quality Assurance Committee of the college, ex-officio;

(g) President and Secretary of the College Students' Council ; and

(h) one head of department, nominated by the principal or the head of the institution - Member Secretary .

(3) The College Development Committee shall meet at least four times in a year.

(4) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

(5) The College Development Committee shall,-

(a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities ;

(b) decide about the overall teaching programmes or annual calendar of the college ;

(c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;

(d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;

(e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;

(f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;

(g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;

(h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;

(i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;

(j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;

(k) make recommendations regarding the students' and employees' welfare activities in the college or institution ;

(l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;

(m) frame suitable admissions procedure for different programmes by following the statutory norms ;

(n) plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;

(o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;

(p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;

(q) recommend the distribution of different prizes, medals and awards to the students.

(r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ;

(s) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

**98.** (1) There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time. Purchase Committee.

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

(a) the Vice-Chancellor - Chairperson ;

(b) the Pro-Vice-Chancellor ;

(c) Chancellor's nominee on Management Council ;

(d) two heads of university departments or university institutions nominated by the Management Council ;

(e) one member of the Management Council nominated by the Council from amongst the elected members of the Council.

(f) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry ;

(g) the Registrar ; and

(h) the Finance and Accounts Officer - Member - Secretary.

(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.

(4) The Purchase Committee shall invite the head of the university department or university institution, for which the purchases are to be made.

(5) All members of the committee, other than ex-officio members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

(6) All matters pertaining to all purchases of the University in respect of such items where individual cost of each item is not more than rupees ten lakhs at a time, shall be as prescribed by the Statutes.

(7) The powers and duties of the Purchase Committee and the procedure for its meetings shall be as prescribed by the Statutes.

**99.** (1) There shall be a University Students' Council as specified in clause (b) of sub-section (4), a university department Students' Council for the departments of the university and a college Students' Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities. Students Council.

(2) The University Department Students' Council shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;



(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (VimuktaJatis) or Nomadic Tribes or Other Backward Classes, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;

(e) one student from each department, elected by an electoral college consisting of students who are engaged in full time studies in that department ;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Vice-Chancellor from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;

(g) Director, Students' Development shall be an ex-officio member.

(3) The College Students' Council for each institution, conducted college or affiliated college shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, by rotation, elected by an electoral college consisting of students who are engaged in full time studies in that college:

Provided that the University shall decide the category of reservation for each college for the purpose of this clause by drawing lots;

(e) one student from each class, elected by an electoral college consisting of students who are engaged in full time studies in that class;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Principal from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;

(g) one senior teacher as coordinator of the Students' Council appointed by the principal of the college and Director, Sports and Physical Education, NSS Programme Officer and NCC Officer as permanent invitees.

(4) (a) There shall be University Students' Association consisting of the following members, namely :-

(i) Presidents of the University Department Students' Council and each College Students' Council ;

(ii) Secretaries of the University Department Students' Council and each College Students' Council ;

(iii) Lady representatives of the University Department Students' Council and each College Students' Council ;

(iv) Student representatives, belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (VimuktaJatis) or Nomadic Tribes or Other Backward Classes of the University Department Students' Council and each College Students' Council.

(b) The University Students' Council shall consist of the following members, namely :-

(i) President, elected by the members of University Students' Association from amongst themselves ;

(ii) Secretary, elected by the members of University Students' Association from amongst themselves ;

(iii) one Lady Representative, elected by the members of University Students' Association from amongst themselves ;

(iv) one Representative belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, by rotation, elected by the members of University Students' Association from amongst themselves ;

(v) one student each from (a) National Service Scheme, (b) National Cadet Corps (c) Sports and (d) Cultural activities nominated by the President of the University Students' Council in consultation with the Director, Students' Development from amongst the students of the University Departments and affiliated colleges who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities respectively on the basis of prescribed criteria ;

(vi) Director Board of Student Development, Director Sports and Physical Education, Director Board of Lifelong Learning and extension shall be permanent invitees.

(5) The first meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as he may deem fit.

(6) A student shall be eligible to be, or continue to be, a member of any of the Students' Councils, only if he is enrolled as a full time student.

(7) During the period of election no person, other than a student on the rolls of college or institutions or University, shall be permitted to take part in the election process in any capacity. Any student or a candidate violating this condition shall be liable for disciplinary action against him in addition to the revocation of his candidature.

(8) The budget, frequency of meeting of the University Department Students' Council, Students' Council for each institution, conducted college or affiliated college and University Students' Council shall be as may be prescribed by the Statutes.

(9) The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed. The term of office of the elected student members shall begin with effect from the date of election and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act, and shall then expire.

(10) One third of the members of the Students' Council shall constitute the quorum. The procedure for conduct of business of the meetings and such other matters shall be such as may be prescribed by the Statutes. The Council shall meet at least once in every three months.

(11) The procedure for election, the powers and duties, authority for the conduct of election, mechanism for conduct of such elections, code of conduct for the candidates and election administrators and grievances redressal mechanism in respect of such election shall be such as may be specified by the State Government, by orders published in the *Official Gazette*.

(12) The provisions of this sections shall come into effect from such date after issuing the order under sub-section (11), as specified by the State Government in such order.

**100.** (1) There shall be a Buildings and Works Committee to carry out several minor and major infrastructure development activities of the university efficiently and in a time bound manner.

Building and Works Committee.

(2) The Buildings and Works Committee shall consist of the following members namely :-

(a) the Vice-Chancellor - Chairperson ;

(b) the Pro - Vice - Chancellor ;

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

(d) Chief Engineer of the Public Works Department in charge of the region in which the university is situated, or his nominee not below the rank of Executive Engineer from that region ;

(e) one eminent engineer, nominated by the Vice-Chancellor from the private sector ;

(f) an eminent Architect, nominated by the Vice-Chancellor from the private sector ;

(g) the Registrar ;

(h) the Finance and Accounts Officer ;

(i) the Executive Engineer of the University - Member-Secretary.

(3) All members of the committee, other than ex- officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.

(4) If any vacancy occurs in the office of a member, the same shall be filled within one month by the Vice-Chancellor and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

(5) The Buildings and Works committee shall,-

(a) under direction and overall superintendence of the Management Council, be responsible for the execution of all types of works, including major works to be executed through the agency of the Public Works Department ;

(b) accord administrative approval and financial sanction, subject to availability of funds in the budget, to the maintenance work ;

(c) recommend and obtain administrative approval and expenditure sanction of the Management Council in respect of all minor and major works ;

(d) recommend to the Management Council through the Finance and Accounts Committee, a 'Programme of Works' to be executed in the ensuing year, specifying maintenance works, minor works and major works, separately;

(e) prepare a panel of ten to twelve Architects and other specialized consultants of proven experience and merit for the university works and get the same approved by Management Council. Such panel shall be subject to the approval of the Chancellor who may make such modifications in it as he deems fit ;

(f) on getting administrative approval and expenditure sanction of the Management Council to minor and major works, to get the plans and estimates of such works prepared from the Executive Engineer of the university or the Architect selected for a project, borne on the panel of approved Architects of the university ;

(g) maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works ;

(h) be responsible for making technical scrutiny as may be considered necessary by it ;

(i) be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and major works ;

(j) exercise general supervision over the work of the technical staff of the university, and in particular, ensure that essential records and data are maintained up-to-date and that the rejected tenders are retained for a reasonable period ;

(k) ensure that the Executive Engineer of the university certifies the completion of works in accordance with the designs finally approved by the architect, if appointed, in respect of maintenance works and minor works ;

(l) associate and deliberate with the consulting Architects, as and when necessary;

(m) settle rates not covered by the tender and settle claims and disputes with contractors in respect of maintenance works and minor works :

Provided that, the rates or claims or disputes shall be settled by the Public Works Department in respect of major works entrusted to that Department, subject to the condition that if the decision in respect of any such claims or disputes is likely to cause excess over the approved estimated cost of the project, prior sanction of the Management Council shall be obtained to such an excess amount ;

(n) exercise such other powers and perform such other duties as may be conferred upon it by the Statutes.

(6) The Chairperson of the committee shall, in respect of maintenance and minor works, have the power to sanction the payment of monthly Running Account Bills of a work, subject to such bill having been examined by the Architect, where appointed, and certified as 'fit for payment' by the Executive Engineer of the university. The bills so paid shall be put up for approval of the committee at its next meeting.

(7) If there are reasonable grounds for the Chairperson of the committee to believe that there is an emergency which requires immediate action to be taken, he may exercise the powers of the committee. Such cases shall be reported by the Chairperson at the next meeting of the committee.

(8) Procedure for the execution of all types of works in the university and procedure for conduct of business at the meetings of the committee shall be as prescribed by the Statutes.

**101.** (1) There shall be a Fee Fixation Committee to work out the real cost of delivery of each and every under-graduate and post-graduate courses or programmes run by the university, colleges and recognized institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities. Fee fixation Committee.

(2) The Fee Fixation Committee shall decide the tuition fees, other fees and charges for various courses or programmes as recommended by the board of Deans, and recommend it to the academic Council for approval.

(3) The Fee Fixation Committee shall consist of the following members, namely :-

(a) a retired Vice-Chancellor or an eminent educationist having wide experience in the field of education, who shall not be connected with the university or any college or institution under its jurisdiction as the Chairperson ;

(b) the Dean of the faculty concerned ;

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

(d) one finance expert nominated by the Vice-Chancellor, preferably a Chartered Accountant, not connected with the university or college or institutions under its jurisdiction ;

(e) one legal expert nominated by the Vice-Chancellor, not connected with the university or college or institution under its jurisdiction ;

(f) Registrar or his nominee not below the rank of Deputy Registrar - Member Secretary.

(4) The quorum for a meeting of the committee shall be three.

(5) All members of the committee, other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.

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

(7) The tuition fees, other fees, and charges for various courses or programmes as recommended by fee fixation committee and finally approved by the Academic Council

shall be applicable in general. Provided that, any college or recognized institution other than autonomous college and autonomous institution and those managed and maintained by the State Government, Central Government and Local Authorities which intends to charge different fees other than those prescribed and approved by Academic Council may submit the proposal to the fee fixation committee and the fee fixation committee shall decide the tuition fee, other fees and charges for the specific course or programme for such college or institution on the basis of assessment and evaluation of different additional facilities provided by such applicant college or recognized institutions. The decision of fee fixation committee in this regard shall be final and binding on the applicant college or institution.

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

Selection  
and appoint-  
ment of  
university  
teachers.

**102.** (1) Subject to the provisions of this Act, Statutes and Ordinances, the Vice-Chancellor shall appoint according to the order of merit and recommendations made by the selection committee, a university teacher.

(2) The selection committee for making recommendations for appointment of university teachers shall consist of the following members :-

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

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

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

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

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

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

(g) one principal who is a member of Management Council to be nominated by the Management Council;

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

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

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

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

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

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

(5) The quorum to constitute a meeting of every selection committee shall be four members, of whom at least two shall be persons nominated under clause (e) of sub-section (2).

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

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

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

(9) The Vice Chancellor shall before proceeding to fill in the vacancies of aided University Teachers in accordance with the prescribed procedure shall ascertain from Director of Higher Education whether there is any suitable person available on the list of surplus aided University teachers as maintained by the Director of Higher Education for absorption in other Universities and in the event of such aided teacher being available, the Vice chancellor shall appoint that teacher.

**103.** (1) Where an appointment is to be made on a temporary vacancy of teacher of the university because of resignation, leave or any reason, whatsoever, the appointment shall be made, if the vacancy is for a period of more than one year, on the recommendation of the selection committee in accordance with the provisions of section 102. The quorum for the selection committee shall be three:

Filling temporary vacancies of university teachers.

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

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

- (a) the Vice-Chancellor, Chairperson;
- (b) the Dean of the faculty concerned;
- (c) the head of the department concerned;

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

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

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

(f) one principal or professor who is a member of Management Council to be nominated by the Management Council ;

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

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

Provided that, before the expiry of one year as aforesaid, the Vice-Chancellor shall take steps to fill up the post by appointment in accordance with the provisions of section 102.

Appointment and selection of principal of principal of conducted colleges.

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

(a) the Vice-Chancellor - Chairperson;

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

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

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

(e) one principal who is a member of Management Council to be nominated by the Management Council;

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

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

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

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

(a) Deans;

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

(c) Registrar;

(d) Director, Board of Examinations and Evaluation;

(e) Finance and Accounts officer;

(f) Director of Sports and Physical Education;

(g) Director of Innovation, Incubation and Linkages;

(h) Director of Lifelong Learning and Extension.

(2) The Selection Committee shall consist of-

(a) the Vice-Chancellor, Chairperson;

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

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

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

(e) one elected principal or teacher who is a member of Management Council to be nominated by the Management Council;

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

(g) the Registrar, Member-Secretary :

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

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

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

(5) In case of appointment to the post referred to in sub-section (1), if, on petition by any person directly affected, or suomotu, the Chancellor, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the person whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the Chancellor, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such person, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made. The person whose appointment has been so terminated shall be eligible to apply again for the same post.

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

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

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

(9) The management of any affiliated college shall before proceeding to fill in vacancies of aided teachers and other aided employees in accordance with the prescribed procedure shall ascertain from the Director of Higher Education whether there is any suitable person available on the list of aided surplus persons maintained by the Director of Higher Education for absorption in other colleges and in the event of such person being available, the management shall appoint that person in accordance with the direction issued by Director of Higher Education:

Provided that, this process of absorption of surplus teachers and other employees shall be applicable to only aided teachers and aided other employees.

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

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

other  
Committees.



## CHAPTER X

## PERMISSION, AFFILIATION AND RECOGNITION

Perspective  
Plan.

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

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

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

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

(5) The university shall initiate a time bound programme to prepare an annual plan every year for the location of colleges and institutions of higher learning, in consonance with the perspective plan and shall publish it before the end of academic year preceding the year in which the proposals for the opening of new colleges or institutions of higher learning are to be invited.

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

Conditions  
of affiliation  
and recogni-  
tion.

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

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

(b) that there shall be a separate College Development Committee provided for an affiliated college as provided by section 97 of the Act ;

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

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

(e) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;

(f) that the strength and qualifications of teachers and non-teaching employees of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges and recognized institutions shall be such as may be specified by the university and the State Government and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;

(g) that the services of all teachers and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and evaluation and for promoting other activities of the university;

(h) that the directions and orders issued by the Chancellor, Vice-Chancellor and other officers of the university in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances and Regulations shall be mandatorily complied with;

(i) that there shall be no change or transfer of the management or shifting of location of college or institution, without prior permission of the university;

(j) that the college or institution shall not be closed without prior permission of the university;

(k) That in the event of disaffiliation or de-recognition or closure of the college or institution under section 121, the management shall abide by and execute the decision of Academic Council regarding the damages or compensation to be recovered from management.

(2) No college or institution of higher learning which is part of another university shall be considered for affiliation or recognition, as the case may be, unless a "no objection certificate" is given by the parent university.

**109.** (1) The proposal for opening of new colleges or institutions of higher learning or for starting new courses of study, subjects, faculties, additional divisions or satellite centers, shall be invited and considered by the university.

Procedure for permission for opening new college or new course, subject, faculty, division.

(2) No application for opening a new college or institution of higher learning, which is not in conformity with the perspective plan prepared under section 107 shall be considered by the university.

(3)(a) The Management seeking a Letter of Intent for opening a new college or institution of higher learning shall apply in a prescribed format to the Registrar of the university before the last day of September of the year preceding the year in which the Letter of Intent is sought;

(b) only those applications complying with the requirements and received within the prescribed time limit, shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Management Council on or before 30th November of the year in which such application is received by the university. The university shall submit alongwith the application, its recommendation, duly supported by relevant reasons, as are deemed appropriate by the Management Council;

(d) out of the applications recommended by the university, the State Government may grant a Letter of Intent on or before 31st January of the immediately following year after the recommendations of the university under clause (c). The Letter of Intent may be granted to such institutions as the State Government may consider fit and proper in its absolute discretion, taking into account the relevant factors, the suitability of the management seeking Letter of Intent, state level priority with regard to location of institutions of higher learning, etc. The Letter of Intent shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided, however, that in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government for grant of a Letter of Intent to college or institutions of higher learning;

(e) such Letter of Intent granted by the State Government shall be valid up to 31st January of the next following year. The management shall have to comply with the necessary conditions mentioned in the Letter of Intent, within such period and submit compliance report to the university with the present status of the academic and infrastructure facilities and readiness to start the institutions with required documents for final approval;

(f) Such compliance report received within aforesaid time-limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Management Council on or before, 1st day of May in which the compliance report has been received. The recommendation of the Board of Deans and approved by the Management Council shall be duly supported by relevant reasons as are deemed appropriate by Management Council:

Provided that, if the management fails to comply with the conditions of Letter of Intent, within the time limit as specified in clause (e), the Letter of Intent shall be deemed to have been lapsed:

Provided however that, in exceptional cases and reasons to be recorded in writing, the State Government may, on application by the management duly processed by the university, extend from time to time, the validity of Letter of Intent for further period which shall not exceed twelve months in the aggregate;

(g) after considering the report of the university under clause (f), the State Government may grant final approval to such management as it may consider fit and proper in its absolute discretion, taking into account the State Government's budgetary resources, and other relevant factors, the suitability of management seeking permission to open new institution, etc. The final approval under this clause may be granted on or before 15th June, of the year in which such new college or institutions are proposed to be started. Such approval from the State Government shall be communicated to the university. Approvals granted thereafter shall be given effect by the university only in the subsequent academic year:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any compliance report on the Letter of Intent, which is not recommended by the university, may be approved by the State Government.

(4)(a) The management seeking permission to start a new course of study, subjects, faculties, additional divisions or satellite centers shall apply in a prescribed format to the Registrar of the University before the last day of the September, of the year preceding the year in which the permission is sought;

(b) only those applications complying with the requirement and received within the prescribed time limit shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of Management Council on or before the 1st day of April of the year, with such recommendation duly supported by relevant reasons as are deemed appropriate by the Management Council;

(d) out of the applications recommended by the university, the State Government may grant permission on or before 15th June of the year to such institutions as it may consider fit and proper in its absolute discretion, taking into account other relevant factors, the budgetary resources of the State Government and other relevant factors, the suitability of the management seeking permission, etc. The permission shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government.

(5) No application shall be entertained directly by the State Government for grant of Letter of Intent, under sub-section (3) or final approval under sub-section (4), as the case may be.

(6) The application for starting new course of study, subject, faculty or additional division or satellite center by existing colleges or institutions of Higher learning, shall not be forwarded to the State Government by the university, if,-

(a) they have not been accredited or re-accredited either from National Assessment and Accreditation Council or National Board of Accreditation even though they are eligible and due for being accredited or re-accredited as per the norms of accreditation agencies; and

(b) they have not complied with the conditions laid down by the State Government.

(7) Notwithstanding anything contained in this Act or any other law for the time being in force,-

(a) no management shall establish or open a new college or an institution of higher learning in the State, except with the prior permission of the State Government;

(b) no management shall start a new course of study or subjects, faculty, additional division or satellite centers except with the prior permission of the State Government.

*Explanation.-* For the purpose of this sub-section, the expressions "establish or open a new college or an institution of higher learning" and "start a new course of study, subject, faculty, additional division or satellite center" shall include establishing or opening of such college or institution of higher learning, and starting of any such course of study, subject, faculty, additional division, or satellite center, on the basis of no grant-in aid from the State Government.

(8) In case of extraordinary situations which warrant starting of new divisions of particular faculties, the State Government, with reasons to be recorded in writing, shall have the authority to declare and adopt the fast track system of grant of permission to start such new divisions and the norms and procedures related thereto:

Provided that, the procedure for grant of permission in such extraordinary situations shall be completed not later than 31st August of the Academic Year in which such new divisions are to be started:

Provided further that, the applications for starting of new divisions under the fast track system shall be duly processed by the university. On the compliance of necessary conditions, if the University recommends to the Government the proposal for starting such new divisions, then such permission shall be deemed to have been accorded by the State Government if no adverse communication of any nature is issued by the State Government up to 31st August of the Academic Year in which such new divisions are to be started.

(9) The State Government, for the purpose of giving effect to the provisions of sub-section (3) or sub-section (4), as the case may be, may by notification in the *Official Gazette*, lay down the procedure to be followed for the purposes under the said sub-sections.

**110.** (1) On receipt of the permission from the State Government, the Academic Council of the university shall consider grant of first time affiliation to the new college or institution of higher learning or to the new courses of study, subjects, faculties, additional divisions, or satellite centers as the case may be: Procedure for affiliation.

(2) The Academic Council shall decide,-

(a) whether affiliation should be granted or rejected;

(b) whether affiliation should be granted in whole or part;

(c) subjects, courses of study, the number of students to be admitted;

(d) conditions, if any, which may be stipulated while granting or for granting the affiliation to be complied within reasonable time :

Provided that, in case of failure to comply with such conditions within such period, the affiliation granted shall be deemed to have been cancelled and no communication in this regard by the university to the management concerned shall be necessary.

(3) The Pro-Vice-Chancellor shall communicate the decision of Academic Council to the management with a copy to the Director of Higher Education, within one month from the date of communication of sanction by the State Government in respect of opening the new college or institution of higher learning or starting a new course of study, subjects, faculties or additional divisions, or satellite centers and if the application for affiliation is granted, along with an intimation regarding,-

(a) the courses of study, subjects, faculties or additional divisions for which affiliation is granted;

(b) the number of students to be admitted ;

(c) the conditions, if any, subject to the fulfillment of which the affiliation is granted and time stipulated for compliance of such conditions.

(4) Where the college or institution is eligible and due for accreditation or re-accreditation, as the case may be, and such college fails to comply with the requirements of accreditation or re-accreditation, then no affiliation shall be granted by the university to such college or institution:

Provided that, nothing in this sub-section shall apply in respect of the affiliation for natural growth of the faculty, additional division, course of study, subject or satellite centre.

(5) No student shall be admitted by the college or institution unless the university has granted the affiliation to the college or institution of higher learning or to a new course of study, subject, faculty or additional division.

Procedure  
of recogni-  
tion of  
institu-  
tions.

**111.** (1) The management of an institution actively engaged in conducting research or specialized studies for a period of not less than five years, and seeking recognition shall apply to the Registrar of the university before the last day of September of the year preceding the year from which the recognition is sought, with full information regarding the following matters, namely:-

(a) the constitution and personnel of the management;

(b) the subjects and courses of study and research Programmes for which recognition is sought;

(c) the accommodation, equipment and the number of students for whom provision has been made;

(d) the permanent, visiting and honorary staff of the institution, recognized for guiding research or recognizable for the purpose by the university; their experience, evidence of research work carried out at the institution, publications, report, monographs, books published by the institution;

(e) the fees levied, or proposed to be levied, and the provisions made for capital expenditure on buildings, equipment and for the continued maintenance and efficient working of the institution.

(2) Only those applications complying with the requirements shall be accepted and considered by the university.

(3) All such applications shall be scrutinized by the Board of Deans. The Board of Deans may call for any further information, which it thinks necessary and shall ask the management to comply with the requirements.

(4) If the Board of Deans decides to consider the application, it shall cause an inspection by a committee of persons having specialized knowledge in the subject or field concerned, for physical verification of all requirements for grant of recognition.

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(6) After considering the report of such inquiry, and making such further inquiry, as it may think necessary, the Board of Deans shall submit to the Vice- Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it. The decision of the Vice-Chancellor in this regard shall be final and binding.

(8) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management with a copy to the Director of Higher Education.

(9) The process laid down in sub-sections (1) to (8) shall be completed within six months.

**112.** (1) The management of private skills education provider seeking recognition from the university to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the National, State level policy regarding skill qualification and education framework and to the experts engaged for conducting such courses shall apply to the Registrar in the prescribed format, with full information on the programmes run by the private skills education provider and other data as sought in the format, before the last day of September of the year preceding the year from which the recognition is sought.

Procedure for recognition of private education provider.

(2) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university.

(3) All such applications shall be scrutinized by the Board of Deans. The Board of Deans shall inform the management the discrepancies in the application or documents submitted for seeking recognition, and shall ask the management to comply with the requirements.

(4) The Board of Deans after being satisfied with the authenticity of the private skills education providers shall cause an inspection by the committee of experts in skills education, industry and academia, for the purpose of grant of recognition.

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(6) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding.

(8) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management.

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to 30th April of the year, in which private skills education provider intends to start various degree, diploma, advance diploma and certificate courses.

(10) The recognition shall be valid for a period of five years. The procedure referred to in sub-sections (1) to (8) shall apply mutatis-mutandis, for continuation of such recognition, from time to time.

(11) The recognized private skills education provider shall conduct assessment, declare results and recommend to the University for Award of certificate, diploma, advanced diploma and degree for different programmes.

(12) The management desirous of closing down the institution providing private skills education shall apply to the Registrar on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(13) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the private skills education provider be permitted to effect the closure. The Vice-Chancellor may examine whether the closure should be avoided by transferring it to another management.

(14) If the Vice-Chancellor decides to recommend the closure, the Board of Deans shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies, be transferred to other management.

(15) The Vice-Chancellor shall, with prior concurrence of the Management Council, decide whether private skills education provider be permitted the closure.

(16) The procedure to give effect to the closure shall be in phases, so as to ensure that the students already admitted to the private skills education provider are not affected, and that the first year shall be closed first and no new admission shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

Recognition to empowered autonomous skills development colleges. **113.** (1) The management of the empowered autonomous skills development college applying for recognition shall give and comply with the following undertakings, namely:-

(a) that the provisions of this Act and Statutes, Ordinances and Regulations made thereunder and the standing orders and directions of the university shall be observed;

(b) that there shall be suitable and adequate physical facilities such as buildings, classrooms with modern delivery facilities, skills development laboratories with necessary equipment, if needed, library and knowledge access facilities, information and communication technology connectivity and other facilities as may be prescribed by the university;

(c) that the financial resources of the college shall be such as to make provision for its continued maintenance and working;

(d) that there shall be core academic and technical staff, as prescribed by the university, and the emoluments and the terms and conditions of services of the staff of the college shall be such as prescribed by the university;

(e) that there shall be linkages with the industries or businesses as may be necessary to give professional experiences and also a panel of experts from industries or businesses which shall work as visiting teachers or trainers as demanded by the various programmes of that college which intends to run;

(f) that the services of all teaching staff, visiting teachers or experts, supporting and technical staff and the facilities of the college shall be made available for conducting examinations, evaluation and for promoting other activities of the university;

(g) that there shall be no change or transfer of the management without previous permission of the university;

(h) that the college shall not be closed without permission of the university;

(i) that in the event of disqualification or de-recognition or closure of the college, the college shall continue to function and discharge its duties till last batch of student's registered for various programmes are trained, assessed or evaluated, their results are declared by the university and they are given appropriate certificate of completion of the programme.

(2) The management of college seeking recognition from the university shall apply to the Registrar of the university in the prescribed format, before the last day of September of the year preceding the year from which the recognition is sought, to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the National, State level policy regarding skills qualification and education framework providing information on the programmes proposed to be conducted in college, which shall include relevant data on curriculum, delivery

process, creation of necessary academic and skills training infrastructure, linkages with appropriate industries or business, faculty and experts with their academic qualifications and domain experience and other supporting information on assessment of students and the financial details of the college seeking recognition.

(3) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university.

(4) All such applications shall be scrutinized by the Board of Deans and a report thereof be forwarded to the Vice-Chancellor and the university shall inform the management, of the discrepancies in the application or documents submitted for seeking recognition and shall ask the management to comply with the requirements.

(5) The Board of Deans after being satisfied with the authenticity of the proposal, shall cause an inspection by the committee of experts in skills education, industry and academia for the purpose of grant of recognition.

(6) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(7) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(8) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding.

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to 30th April of the year, in which empowered autonomous skills development college intends to start various degree, diploma, advance diploma and certificate courses.

(10) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management, on or before the 30th April of the year, in which the management desires to seek recognition.

(11) The recognition shall be valid for a period of five years. The procedure referred to in sub-sections (1) to (10) shall apply mutatis-mutandis, for continuation of recognition, from time to time.

(12) The recognized empowered autonomous skills development college shall conduct assessment, declare results and recommend to the university award of joint certificate, diploma, advanced diploma and degree for different programmes.

(13) The management desirous of closing down the empowered autonomous skills development college shall apply to the Registrar on or before the first day of August of the preceding year, stating fully the grounds for closure, and specifying the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(14) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the college be permitted to effect the closure. The Vice-Chancellor may, examine whether the closure should be avoided by making provisions for transferring it to another management.

(15) If the Vice-Chancellor decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies, be transferred to other management.



(16) The Vice-Chancellor shall, with prior concurrence of the Management Council, decide whether the college be permitted the closure.

(17) The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the college are not affected, and that the first year shall be closed first and no new admission shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

Continuation of affiliation or recognition.

**114.** (1) The procedure prescribed in sub-sections (1) to (3) of section 110 shall apply, *mutatis mutandis*, for the consideration of continuation of affiliation, from time to time.

(2) The procedure prescribed in section 111, for grant of recognition shall apply, *mutatis-mutandis*, for the consideration of continuation of recognition.

Extension of affiliation or recognition.

**115.** The affiliated college or recognized institution may apply for affiliation or recognition for additional courses of study. The university shall follow the procedure as prescribed in sections 108, 109, 110 and 111, so far as may be applicable.

Permanent affiliation and recognition.

**116.** The affiliated college or institution or recognized institution with at least five years standing as an affiliated or recognized institution shall apply for permanent affiliation or recognition. The Board of Deans shall consider and scrutinize the applications and make recommendation to the Academic Council. If the Academic Council is satisfied that the affiliated college or institution or recognized institution has fulfilled all the conditions of affiliation or recognition satisfactorily and has attained high academic and administrative standards as prescribed by the university and concerned regulatory bodies, from time to time, the Academic Council shall grant permanent affiliation or recognition to the college or institution, as the case may be.

Inspection of colleges and recognized institutions and report.

**117.** (1) Every affiliated college and recognized institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognized institution.

(2) The Pro-Vice-Chancellor shall cause every university department or institution, affiliated college or recognized institution to be inspected, at least once in every three years, by one or more committees appointed by him in that behalf which shall consist of the following members, namely:-

(a) the Dean of the faculty concerned - Chairperson;

(b) one expert, not connected with the university or with any affiliated college or recognized institution under its jurisdiction, nominated by the Academic Council;

(c) one expert, to be nominated by the Management Council;

(d) one expert, to be nominated by the Senate:

Provided that, no member on such committee shall be connected with the management of college or institution concerned.

(3) The committee shall submit its report to the Pro-Vice-Chancellor for his consideration and for further action as may be necessary.

Shifting college location.

**118.** (1) The permission for shifting of location of a college or institution of higher learning only within the same district shall be granted.

(2) The Management Council of the university shall consider the points referred to in sub-section (3) before granting permission for shifting of location of a college.

(3) Permission shall be granted by the university after the concurrence of the State Government:

Provided that,-

(a) such shifting of location does not result in disturbing the educational development of the location from where the college is being shifted;

(b) such shifting to a new location is allowed only if such location is within the periphery of five kilometres of the location for opening a new college or institution of higher learning, as indicated in the annual perspective plan; and

(c) the infrastructure and other facilities in the new location are adequate as per the prescribed norms.

(4) If the college is being shifted from one location to another for reason of natural calamity, emergent permission shall be granted by the university and shall in due course of time be approved by the State Government.

**119.** The Management Council of the university shall consider the proposals for transfer of management of colleges and institutions, as prescribed in the Statutes subject to the permission of the State Government.

Transfer of management.

**120.** (1) If an affiliated college or recognized institution fails to comply with the conditions of affiliation or recognition as provided in section 108 or to allow the College Development Committee as provided in section 97 to function properly or to take action as per directions issued under the Act, or if it is conducting the college or recognized institution in a manner prejudicial to the interest of the university or the standards laid down by it, the Board of Deans may issue a notice to the management to show cause as to why the privileges conferred on the college or recognized institution by affiliation or recognition should not be withdrawn in part or in whole or modified.

withdrawal of affiliation or recognition.

(2) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college, or head of recognized institution. It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.

(3) On receipt of such written statement or on expiry of the period specified in the notice issued under sub-section (1), the Board of Deans shall place before the Academic Council, the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.

(4) The Academic Council shall, having regard to the interest of students studying in the colleges or recognized institutions, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.

**121.** (1) No management of an affiliated college or recognized institution shall be allowed to close down the affiliated college or recognized institution without prior permission of the State Government.

Closure of affiliated college or recognized institutions.

(2) The management desirous of closing down the college or recognized institution shall apply to the university on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(3) On receipt of such an application, the Academic Council shall cause to make inquiries as it may deem fit, to assess and determine whether the affiliated college or recognized institution be permitted to effect the closure. The Academic Council may examine whether the closure should be avoided by [providing necessary assistance or taking over the college or institution by the university or] transferring it to another management.

(4) If the Academic Council decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management for the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies.

(5) The Academic Council shall, with prior concurrence of the Management Council and approval of the State Government decide whether the affiliated college or recognized institution be permitted the closure.

(6) The university may transfer the college or a recognized institution to another management with prior approval of the State Government and after following the procedure prescribed in that behalf.

(7) The procedure to effect the closure shall be in phases, to ensure that the students already admitted to the affiliated college or recognized institution are not affected, and that the first year shall be closed first and no new admissions shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

(8) The procedure for closure of affiliated colleges, or recognized institutions, referred to in sub-sections (1) to (7) shall, mutatis-mutandis apply in the case of closure of faculties, courses of studies or satellite centres.

Autonomous  
university  
department  
or institu-  
tions,  
college or  
recognized  
institution.

**122.** (1) A university department or institution, affiliated college or recognized institution may apply to the university for grant of autonomous status. The Management Council on the recommendation of the Academic Council may confer the autonomous status.

(2) Autonomous university department or institution or affiliated college or recognized institution shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence.

(3) The autonomous university department or institution or affiliated college or recognized institution, may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic and other activities of the university, as may be prescribed by the Statutes.

(4) The autonomous university department or institution or affiliated college or recognized institution may prescribe its own courses of study, evolve its own teaching methods and hold examinations and tests for students receiving instruction in it, and recommend the university for award degrees, diplomas or certificates, after following the procedure as prescribed in the Statutes. The autonomous university department or institution or affiliated college or recognized institution shall have full academic and administrative autonomy subject to the provisions of this Act and Statutes and the guidelines issued by the University Grant Commission, from time to time.

Empowered  
autonomous  
colleges.

**123.** (1) Affiliated autonomous colleges that are identified by University Grants Commission as College with Potential for Excellence or College of Excellence which have a high level grade to be prescribed by the State Government through Official Gazette may apply to the university for grant of empowered autonomous status. The Management Council on the recommendation of the Academic Council may confer the empowered autonomous status upon such college.

(2) Norms and procedure for grant of the empowered autonomous status and continuation thereof, shall be as may be prescribed by the Statutes.

(3) The empowered autonomous college may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic, financial and other activities of the university, as may be prescribed by the Statutes.

(4) The empowered autonomous college shall enjoy all such privileges in addition to the privileges enjoyed by autonomous college as may be prescribed by the statutes and guidelines of State Government and University Grants Commission.

Empowered  
autonomous  
cluster  
institutions.

**124.** (1) A group of affiliated autonomous colleges or recognized institutions of the same management or educational society which includes the colleges or institutions, identified by the University Grants Commission as Potential for Excellence or College of Excellence or which have a high level grade to be prescribed by the State Government through Official Gazette may apply to the university for grant of status of empowered autonomous cluster institutions. The Management Council on the recommendation of the Academic Council may confer the status of empowered autonomous cluster institutions upon such group of colleges or institutions.

(2) Norms and procedure for grant status of empowered autonomous cluster institutions and continuation thereof, shall be as may be prescribed by the Statutes.

(3) The empowered autonomous cluster institutions may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic, financial and other activities of the university, as may be prescribed by the Statutes and guidelines of State Government and University Grants Commission.

**CHAPTER XI**

**ENROLMENT, DEGREES AND CONVOCATIONS**

**125.** All post-graduate instruction, teaching, training, research, research collaborations and partnerships, shall normally be conducted within the university area by the university, affiliated colleges and the recognized institutions in such manner as may be prescribed. Post-graduate teaching and research.

**126.** A person to be enrolled as student of the university shall possess such qualifications and fulfill such conditions as may be prescribed. Enrolment of students.

**127. (1)** All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor. Disciplinary powers and discipline amongst students.

(2) The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.

(3) The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled:

Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.

(4) Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.

(5) Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct, shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.

(6) Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.

(7) At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.

(8) All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution, and the provisions of the sub-sections (6) and (7) including the Statutes made thereunder, shall mutatis-mutandis apply to such colleges, institutions and students therein.

Degrees,  
diplomas,  
certificates &  
other  
academic  
distinctions.

**128.** (1) The Management Council may institute and confer such degrees, diplomas, certificates and other academic distinctions as may be recommended by the Academic Council.

(2) The Management Council may institute and confer post- doctoral degrees such as D.Sc. and D.Litt. - by Research, as may be recommended by Academic Council.

(3) The Chancellor may, on the recommendation of the Management Council and the Academic Council, supported by a majority of not less than two-third members of each such authority, present at its meeting, such majority comprising not less than one-half of the members of each such authority, withdraw the degree or diploma or certificate or any other academic distinction permanently or for such period as the Chancellor thinks fit, if such a person is convicted by a court of law for any offence involving moral turpitude or has been found to have sought admission to any degree or diploma or certificate course by fraudulent means or has been found to have obtained such degree or diploma or certificate or any other academic distinction by fraudulent means. No such action under this section shall be taken unless the person concerned is given an opportunity to defend himself.

**129.** (1) The Management Council may consider and recommend to the Senate the conferment of an honorary degree or other academic distinction on any person, without requiring him to undergo any test or examination or evaluation, on the ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction, and such recommendation shall be deemed to have been duly passed if supported by a majority of not less than two-thirds of the members present at the meeting of the Senate, being not less than one-half of its total membership:

Provided that, the Management Council shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained the previous approval of the Chancellor.

(2) The Management Council may take a decision on the proposal of the Senate:

Provided that, the Senate shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained prior approval of the Chancellor.

Convocation.

**130.** The convocation of the university shall be held at least once during an academic year in the manner prescribed by the Statutes for conferring degrees, post-graduate diplomas or for any other purpose.

Registered  
graduates.

**131.** (1) Subject to the provisions of sub-section (2), the following persons shall be entitled to have their names entered in the register of registered graduates or deemed to be registered graduates, maintained by the university, namely:-

(a) who are graduates of the university;

(b) who are graduates of the parent university from which corresponding new university is established:

Provided that, the graduates registered in the parent university as registered graduates but residing in the jurisdiction of the new university will have to apply for registration, as registered graduates, to the new university and once registered with the new university, they will automatically cease to be the registered graduates of the parent university.

(2) A person who -

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an un-discharged insolvent; or

(c) is convicted for an offence involving moral turpitude; or

(d) has obtained a degree by fraudulent means; or

(e) is a registered graduate of any other university established by law in the State, shall not be qualified to have his name entered in the register of graduates, or be a registered graduate.

(3) Every person who intends to be a registered graduate shall make an application to the Registrar in such form and make payment of such fees as may be prescribed by the Statutes.

(4) The Vice-Chancellor shall, after making such inquiry as he thinks fit, decide whether the person is entitled to be a registered graduate. If any question arises whether a person is entitled to have his name entered in the register of graduates or be a registered graduate or is not qualified to be a registered graduate, it shall be decided by the Vice-Chancellor after making such inquiry as he thinks fit and his decision shall be final.

(5) From amongst the persons registered as registered graduates, an electoral college shall be constituted for election of members of the Senate under clause (t) of sub-section (2) of section 28, and for that purpose, an electoral roll shall be prepared as prescribed by publishing a public notice, requiring the registered graduates desirous of enrolling themselves in such electoral roll to fill in the prescribed form for such enrolment.

**132.** (1) The Vice-Chancellor may, on the recommendation of the Management Council, supported by a majority of not less than two-third of its members present at its meeting, such majority comprising not less than one-half of its members, remove the name of any person from the register of graduates for such period as the Vice-Chancellor thinks fit, for any of the reasons mentioned in sub-section (2) of section 131.

Removal of name from register of graduates.

(2) No action under this section shall be taken unless the person concerned is, as prescribed by the Statutes, given an opportunity of being heard in his defence.

## CHAPTER XII

### UNIVERSITY FUNDS, ACCOUNTS AND AUDIT

**133.** (1) The annual financial estimates (budget) of the university for ensuing financial year shall be prepared by the Finance and Accounts Officer under the direction of the Finance and Accounts Committee, at least two months before the commencement of the financial year.

Annual financial estimates.

(2) The Finance and Accounts Officer shall thereafter forward copies of annual financial estimates (budget) as approved by the Management Council and the Senate to the Chancellor, the Maharashtra State Commission for Higher Education and Development and the State Government.

(3) The Financial year of the university shall be the same as that of the State Government.

**134.** (1) The university shall establish the following funds, namely :-

University funds.

(a) general fund ;

(b) salary fund,-

(i) for all posts approved by the State Government;

(ii) for all other posts separately;

(c) trust fund;

(d) development and programme fund;

(e) contingency fund;

(f) any other fund which, in the opinion of the university, is deemed necessary to establish.

(2) The following shall form part of, or be paid into, the general fund:

(a) non-salary contribution or grant, received from the State Government or Central Government or University Grants Commission ;

(b) all incomes of the university from any source whatsoever, including income from fees, other fees and charges;

(c) any sums borrowed from the banks or any other agency, with the permission of the State Government;

(d) sums received from any other source or agency.

(3) The salary fund shall consist of all amounts received from the State Government, Central Government or University Grants Commission or any other endowment or contribution received towards full or part payment of the salary and allowances. No amount from this fund shall be utilized for the purpose other than payment of salary and allowances.

(4) All income or moneys from trusts, bequests, donations, endowments, subventions and similar grants shall form part of the trust fund.

(5) (a) The development and programme fund of the university shall consist of all infrastructure development grants received from the State Government, all contributions made by the University Grants Commission for development and research grants received from other funding agencies of the Central Government, United Nations and its affiliates, other international agencies, industry, banks and financial institutions or any person or institution;

(b) no amount from this fund shall be appropriated to any other fund of the university or expended for any other purpose ;

(c) the development and programme fund shall be utilized in the manner consistent with the object of the programme and as per guidelines of the funding agency on expenditure and audit, to be granted and approved by the Management Council.

(6) The university shall have and maintain a contingency fund under a separate head of the university accounts which shall be used only for the purpose of meeting any unforeseen expenditure.

(7) Surplus money at the credit of these funds, including accruals thereto, which cannot immediately or at any early date be applied for the purposes aforesaid shall, from time to time, be deposited in the Nationalized or Scheduled Banks or invested in any other Equity or securities issued by the Corporations having financial participation of the State Government.

Annual  
accounts and  
Audit.

**135.** (1) The accounts of the University shall be maintained on the basis and principles of double entry accounting system, and the method of accounting to be followed shall be the mercantile system by following the Maharashtra Universities Account Code as prescribed by State Government.

(2) The accounts of the university shall be audited at least once every year and in any case within four months of the close of the financial year by the auditors appointed by the Management Council from amongst the firms of Chartered Accountants whose partners have no interest in any of the authorities or affairs of the university. The university shall comply with the remarks and discrepancies as shown in the audit report in any case within one month of the receipt of such audit report, audited accounts shall be published by the university and a copy thereof, together with the copy of the auditor's report shall be submitted to the Chancellor and the State Government within one year of the close of the financial year.

(3) The audited accounts shall be published by the university and a copy thereof, together with the copy of the auditor's report and compliance report shall be submitted to the Chancellor and the State Government and shall be submitted for approval before the senate in any case within six months from the close of the financial year.

(4) The State Government shall cause the audited annual accounts of the university, received by it, to be laid before each House of the State Legislature.

(5) The State Government shall provide for conduct of the test audit or full audit of the accounts of the university at regular intervals by the auditors appointed by the State Government.

**136.** (1) The Board of Deans shall prepare the Annual Report containing the administrative, academic, research and development and other activities of the university, colleges and institutions under its jurisdiction, for each academic year and submit it to the Management Council for consideration. The Senate shall discuss and approve the Annual Report as received from the Management Council. Such report as approved by the Senate shall be submitted to the Chancellor and the State Government, within one year from the conclusion of the academic year. Annual Report.

(2) The State Government shall cause the Annual Report to be laid before each House of the State Legislature.

### CHAPTER XIII

#### SPECIAL PROVISIONS FOR SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

**137.** (1) In addition to the other provisions of this Act and Statutes, the provisions set out in this section shall apply to the Shreemati Nathibai Damodar Thackersey Women's University. Special provisions for Shreemati Nathibai Damodar Thackersey Women's university.

(2) The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the entire State:

Provided that, the university may, subject to such conditions and restrictions as it and the State Government may think fit to impose, admit any women's educational institution in any other territory to the privileges of the university, with the approval of the Government concerned.

(3) Any female student from any part of the State of Maharashtra or any other territory may register as a private student of the university or join correspondence course or any other external degree or diploma course of the university.

(4) Any society, association or body in the State seeking affiliation or recognition by the university to the college or institution started or conducted by it exclusively for women students need not seek the permission of any other university in the area of which the college or the institution, as the case may be, is to be or is located. On an application of any such society or association or body, the university may, notwithstanding anything contained in any other law for the time being in force, grant the affiliation, with the previous sanction of the State Government, or the recognition, as the case may be, without seeking permission of any other university in the area of which the college or institution, as the case may be, is to be or is located.

(5) The university may, in the interest of women's education, start or conduct a college or research institution in any territory outside the State of Maharashtra, with the approval of the Government concerned.

(6) No educational institution affiliated to or recognized by the university shall be associated in any way with, or seek admission to any privileges of, any other university established by law, except, with the permission of the university and the State Government.

(7) The Senate of the university shall have the following additional members, namely:-

(a) two representatives of women's educational associations or bodies in the State of Maharashtra, nominated by the Vice-Chancellor;

(b) two representatives of women's educational associations or bodies from outside the State admitted to the privileges of the Shreemati Nathibai Damodar Thackersey Women's University, nominated by the Vice-Chancellor;

(c) one representative of women's educational associations or bodies in other territories, nominated by the Vice-Chancellor.



(8) The university shall have powers to draw up Statutes or Ordinances or Regulations or to undertake other activities, such as running schools, polytechnics, etc.

(9) No member of the Board of Examinations or the Committees of the University shall be appointed as paper setter, examiner, moderator or referee except with the written approval of the Board under exceptional circumstances to be recorded in writing.

## CHAPTER XIV

### MISCELLANEOUS

Authorities and officers responsible for damages.

**138.** (1) It shall be the duty of every authority or body and officer of the university to ensure that the interests of the university are duly safeguarded.

(2) If it is found that a damage or loss has been caused to the university by any action on the part of any authority or body or officer of the university, not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith, or any failure so as to act in conformity thereof, by willful neglect or default on its or his part, such damage or loss shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, as the case may be, in accordance with the procedure prescribed by the Statutes.

Membership of State Legislature and of Parliament.

**139.** (1) A teacher or a non-teaching employee shall not be disqualified for continuing as such teacher or a non-teaching employee merely on the ground that he has been elected or nominated as a member of the Legislative Assembly or of the Legislative Council of the State or of the Parliament.

(2) A teacher or a non-teaching employee elected or nominated as a member of the Legislative Assembly or of the Legislative Council of the State, or of the Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of the Legislative Council or of the Parliament as on leave without salary and allowances.

(3) A teacher or a non-teaching employee referred to in sub-section (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of the Legislative Council or of the Parliament for the purposes of pension, seniority and increments.

Questions regarding interpretation and disputes regarding constitution of university authority or body, etc.

**140.** If any question arises regarding the interpretation of any provision of this Act, or of any Statutes, Ordinance or Regulation or Rule, or whether a person has been duly elected or appointed or nominated or co-opted as a member or is entitled to be a member of any authority or body of the university, the matter may, be referred, on petition by any person or body directly affected or suomotu by the Vice-Chancellor to the Chancellor, who shall after taking such advice as he thinks necessary, decide the question, and his decision shall be final:

Provided that, such reference shall be made by the Vice-Chancellor upon a requisition signed by not less than one fourth members of the senate.

Protection of Acts and orders.

**141.** All acts and orders done or passed in good faith by the university or any of its officers, authorities or bodies, shall subject to the other provisions of this Act, be final; and accordingly, no suit or other legal proceedings shall be instituted against, or maintained, or damages claimed from the university or its officers, authorities or bodies for anything done or passed, or purporting to have been done or passed in good faith and in pursuance of the provisions of this Act and the Statutes, Ordinances and Regulations.

Delegation of powers.

**142.** Subject to the provisions of this Act and the Statutes, any officer or authority of the university may, by order, delegate his or its powers, except the power to make Statutes, Ordinances and Regulations to any other officer or authority under his or its control, and subject to the condition that the ultimate responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating them.

**143.** No act or proceeding of the Senate or the Management Council or the Academic Council or any other authority or anybody or committee of the university, including a committee appointed by the Chancellor for the appointment of a Vice-Chancellor, shall be deemed to be invalid at any time merely on the ground that -

Acts and proceedings not invalid merely on ground of defect in constitution, vacancies, irregularity in procedure, etc.

(a) any of the members of any such authority, body or committee are not elected, appointed, nominated or co-opted or for any other reason are not available to take office at the time of the constitution or to attend any meeting thereof or any person is a member in more than one capacity or there is any other defect in the constitution thereof or there are one or more vacancies in the offices of members thereof;

(b) there is any irregularity in the procedure of any such authority, body or committee not affecting the merits of the matter under consideration, and the validity of such act or proceeding shall not be questioned in any court or before any authority or officer merely on any such ground.

## CHAPTER XV

### ESTABLISHMENT OF NEW UNIVERSITIES

**144.** When any new university is constituted by a notification in the Official Gazette under sub-section (2) of section 3, or a cluster university under sub-section (6) of that section, the State Government may, notwithstanding anything contained in this Act, by one or more orders published in the *Official Gazette*, provide for all or any of the following matters, namely:-

Issue of order providing for matters when a new university is constituted.

(a) the appointment of the first Vice-Chancellor and other officers of the university and the term for which they shall be appointed;

(b) the constitution of the first Management Council and Academic Council in such manner as it thinks fit and the term for which it shall function;

(c) the continuance or application of such Statutes, Ordinances and Regulations with such modifications as it may specify:

Provided that, the Competent Authority of the new university shall adopt such statutes, ordinances and regulations, either in toto or with such modifications as deemed fit, within a period of two years from its establishment.

(d) the exercise of option by the registered graduates of any of the then existing universities to continue to remain registered graduates of the same universities or to get registered with the new university;

(e) the continuance or discontinuance of membership of the Management Council, the Academic Council and other authorities, bodies and committees of the existing universities constituted under this Act;

(f) the filling in the vacancies caused by discontinuance of the members of authorities or bodies or committees of the existing university;

(g) the continuance of affiliation of the colleges or the recognition of the institutions by the new university to which the area is added and discontinuance of the same by the existing university from which the area is carved out;

(h) the transfer of any of the employees of the existing university to the new university and the terms and conditions of service applicable to such employees or termination of the service of the employees of the existing university by giving such terminal benefits as the State Government deems fit:

Provided that, the terms and conditions of service of any employee so transferred shall not be varied to his disadvantage;

(i) transfer of assets, that is to say, the property, movable or immovable, right, interest of whatsoever kind acquired, and the liabilities and obligations incurred, before the issue of any such order; and

(j) such other supplemental, incidental and consequential provisions as the State Government may deem necessary.

## CHAPTER XVI

## TRANSITORY PROVISIONS

Continuance  
of existing  
officers and  
employees of  
university.

**145.** Save as otherwise provided by or under this Act, every person holding office either as an officer or the employee, whether teaching or other employee, of any university on the date immediately before the commencement of this Act shall continue to hold office on the same terms and conditions as were applicable to him immediately before such date, and shall exercise such powers and perform such duties as are conferred on them by or under this Act.

Provisions  
relating to  
continuance  
and constitu-  
tion of  
authorities.

**146.** (1) Every authority of an existing university shall, as soon as practicable, but within a period of six months or immediately following 31st August, from the date of commencement of this Act, whichever is later, be re-constituted in accordance with the provisions of this Act. Every such authority shall, be deemed to be reconstituted with effect from such date as the Vice-Chancellor may, from time to time, specify by notification.

(2) Every person holding office as a member of any authority immediately before the commencement of this Act shall, on the date of such commencement, continue to hold the said office and the authority with such members shall exercise the powers and perform the duties conferred on it by or under this Act, until the date on which the authority is deemed to be re-constituted or a period of six months from the date of commencement of this Act expires, whichever is later.

(3) On the date on which any authority is deemed to be re-constituted or on which a period of six month expires, whichever is earlier, every member of an authority of an existing university who is continued in office under this section shall be deemed to have vacated his office.

(4) If on the date of commencement of this Act, any authority or body cannot be constituted in accordance with the provisions of this Act, the Vice-Chancellor may, after approval of the Chancellor take such measures for interim constitution of such authority or body.

(5) The term of such authority or body constituted under sub-section (4) shall be for a period of one year from its constitution or till such authority or body is duly constituted under this Act, whichever is earlier.

(6) For the removal of doubt, it is hereby declared that on expiry of a period of one year of the interim constitution of such authority or body, such authority or body shall cease to function.

Repeal and  
savings.

**147.** (1) On and from the date of commencement of this Act, the Maharashtra Universities Act, 1994 shall stand repealed.

(2) Notwithstanding the repeal of the said Act,-

(a) any person holding office immediately before the commencement of this Act as Vice-Chancellor of the university shall, on such commencement, continue to hold the said office till his term of office as Vice-Chancellor of that university would have expired had he continued to be as such unless he ceases to be the Vice-Chancellor by reason of death, resignation or otherwise before the expiry of his term of office as aforesaid and shall exercise all the powers and perform all the duties conferred and imposed on the Vice-Chancellor of the respective university by or under this Act;

(b) all colleges which stood affiliated to the university immediately before the commencement of this Act, shall be deemed to be affiliated to that university under this Act till their affiliation is withdrawn by that university under this Act;

(c) all other educational institutions which were entitled to any privileges of the university shall be entitled to similar privileges of that university;

(d) all property, movable or immovable, and all rights, interest of whatsoever kind, powers and privileges of the university shall stand transferred to and shall, without further assurance, vest in, that university and be applied to the objects and purposes for which that university is constituted;

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(e) all benefactions accepted or received by the university and held by it immediately before the commencement of this Act, shall be deemed to have been accepted or received or held by that university under this Act, and all the conditions on which such benefactions were accepted or received or held shall be deemed to be valid under this Act, notwithstanding that such conditions may be inconsistent with any of the provisions of this Act;

(f) all debts, liabilities and obligations incurred before the commencement of this Act, and lawfully subsisting against the university, shall be discharged and satisfied by that university;

(g) any will, deed or other document made before the commencement of this Act, which contains any bequest, gift, term or trust in favour of the university shall be deemed to have been made thereunder and for the purposes of this Act in favour of that university;

(h) all references in any enactment or other instruments issued under any enactment to the university before the commencement of this Act, shall be deemed to have been construed under and for the purposes of this Act;

(i) the appointment of examiners validly made under the said Act and subsisting immediately before the commencement of this Act, shall be deemed to have been made under and for the purposes of this Act for the respective university, and such examiners shall continue to hold office and to act until fresh appointments are made under this Act;

(j) the teachers, who were recognized teachers of the university under the said Act immediately before the commencement of this Act, shall be deemed to be recognized teachers of that university under and for the purposes of this Act and shall continue to be such recognized teachers until fresh recognitions are granted under this Act;

(k) the registered graduates, whose names were entered in the register of graduates maintained by the university immediately before the commencement of this Act, shall be deemed to be the registered graduates of that university under and for the purposes of this Act and the register so maintained and the registered graduates whose names are so entered therein, shall continue to be the register maintained by that university, and the registered graduates to be the registered graduates of that university;

(l) all Statutes and Ordinances made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act in respect of that university, until they are superseded or modified by the Statutes or Ordinances, as the case may be, made under this Act;

(m) all Regulations made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act by the that university, until they are superseded or modified by the Regulations, made under this Act;

(n) a standard code, if any, prescribed under the said Acts shall be deemed to have been prescribed under this Act and shall, save as otherwise provided by or under this Act, continue to remain in force, until it is superseded in accordance with the provisions of this Act;

(o) all notices and orders made or issued by any authority under the said Act or by the State Government shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made or issued by that authority or by the State Government until they are superseded or modified under this Act;

(p) the Tribunal constituted under the said Act and existing on the date of commencement of this Act shall continue to function as such under this Act and all the disputes or matters or appeals pending before such Tribunal shall be dealt with and disposed of by such Tribunal:

Provided that, no Statutes, Ordinances, Regulations, Notices or orders made or issued under the said Act, repealed by this section and in force immediately before the commencement of this Act, shall be deemed to be inconsistent with the provisions of this Act by reason only that the power to make or issue such Statute, Ordinance, Regulation, Notice or Order under this Act vests in a different authority or body or officer, or that the subject matter thereof is permissible only under a different form of subordinate legislation or instrument to be made, under this Act.

Removal of difficulties.

**148.** (1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, as occasion arises, by Order published in the Official Gazette, do anything, not inconsistent with the provisions of this Act, which appears to it to be necessary or expedient for the purpose of removing the difficulty:

Provided that, no such Order shall be made after the expiry of the period of two years from the date of commencement of this Act.

(2) Every Order made under sub-section (1) shall be laid, as soon as may be, after it is made, before each House of the State Legislature.

## SCHEDULE

### PART I

[See sections 3 (1) and 6(1)]

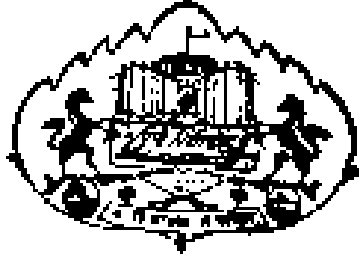
Name of the University (1)	University Area (2)
1. The University of Mumbai, Mumbai	Districts of - (1) City of Mumbai (2) Mumbai Suburban (3) Raigad (4) Thane (5) Palghar (6) Ratnagiri (7) Sindhudurg
2. The Savitribai Phule Pune University, Pune	Districts of - (1) Pune (2) Ahmednagar (3) Nashik
3. The Shivaji University, Kolhapur	Districts of - (1) Kolhapur (2) Sangli (3) Satara
4. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	Districts of - (1) Aurangabad (2) Jalna (3) Beed (4) Osmanabad

Name of the University (1)	University Area (2)
5. The Rashtra Sant Tukdoji Maharaj University, Nagpur	Districts of - (1) Nagpur (2) Bhandara (3) Gondia (4) Wardha
6. The Shreemati Nathibai Damodar Thackersey Women's University, Mumbai	The State of Maharashtra
7. The Sant Gadge Baba University, Amravati	Districts of - (1) Amravati (2) Akola (3) Buldhana (4) Yavatmal (5) Washim
8. The North Maharashtra University, Jalgaon	Districts of - (1) Jalgaon (2) Dhule (3) Nandurbar.
9. The Swami Ramananda Teerth Marathwada University, Nanded	Districts of - (1) Nanded (2) Parbhani (3) Latur (4) Hingoli
10. The Solapur University, Solapur	District of Solapur
11. The Gondwana University, Gadchiroli	Districts of - (1) Gadchiroli (2) Chandrapur

**PART II**

[See section 3 (2)]

Name of the University (1)	University Area (2)
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## **UNIVERSITY OF POONA STATUTES**

Statues Governing Terms and Conditions of Service of  
Teachers appointed in the University/Colleges and  
Institutions conducted by the University/Affiliated  
Colleges/Constituent Colleges/ Recognized Institutions of  
the University of Poona

**(Under Section 42 and / or 73 of the Poona University Act, 1974)**

**(As modified up to the 01.04.1992)**

Price : Rs. 15/-

1992

## UNIVERSITY OF PUNE

Statutes Governing Terms and Condition of Service of the Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/Constituent Colleges/Recognized Institutions of the University of Poona.

(Under Section 42 and / or 73 of the Poona University Act, 1974)

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437	..Blank
438	..Contractual Appointment
439	..Minority Institution
551	..Travelling and Daily Allowance for Examiner
552	..Travelling and Daily Allowance for University Employees Order of the Vice-Chancellor under Section II (6) (b) of the Poona University Act, 1974
	APPENDIX        A
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431	..Grounds for taking Disciplinary Action against a teacher
432	..Penalties

## **UNIVERSITY OF POONA**

### **Statutes Governing Terms and Conditions of Service of the Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/ Constituent Colleges/Recognized Institutions of the University of Poona**

#### **(Under Section 42 and / or 73 of the Poona University Act, 1974)**

<sup>1</sup>**Statute 411.** The definitions given in the Act and in the Statutes shall be applicable to these Statutes, unless there is anything repugnant in the subjects or context ....

(1) "Act" means the Poona University Act, 1974.

(2) "Appointing Authority" means the authority competent to make appointments to the different posts specified therein. The Appointing Authority for the University/Colleges and Institutions conducted by the University shall be the Executive Council. The Appointing Authority for the Affiliated College/Recognized Institution, shall be the Management of the College/Recognized Institution or the authority constituted by the Management as per its constitution.

(3) "Competent Authority" means the authority competent to exercise different powers in the Act and Statutes specified therein.

(4) "Continuous service" means a service rendered by the teacher without any break under the same competent authority.

*Explanation:-* Leave of any kind granted to the teacher while in service does not constitute a break under the definition.

(5) (a) "Contract", in the case of teacher of the University means the contract entered into in writing between the Teacher and the Registrar or Competent Authority or Officer or Person to whom the power is delegated by the Executive Council.

(b) "Contract" in the case of teacher other than of the University means a contract entered into in writing between the Teacher of the Affiliated College/Recognized Institution and the Chairman/President of the Governing Body/Managing Committee or Person to whom the power is delegated.

(6) "Executive Council" means the Executive Council specified as authority of the University under Section 19 of the Act and constituted under Section 23.

(7) "Honorarium" means payment granted to the teachers as remuneration for special work or work of an occasional character.

(8) "Lien" means the title of the teacher to hold, substantively either immediately or on termination of period or periods of absence, to the permanent post.

(9) "Management" means a Body or a Society or an Institution which has applied for starting/running of a college or recognized institution and which has been duly started/recognized as such; and includes the Governing Body or the Managing Committee or any other body by whatever name it is designated which actually conducts.

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1. Statute 411 came into force w.e.f. 23.12.1981.

The affairs of the college/institution and which has been so recognized by the University for the purpose of these statutes as employer.

(10) "Personal pay" means additional pay granted to save the teacher from loss of substantive pay in respect of permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; and in exceptional circumstances, on other personal considerations.

(11) "Probation" means an appointment made on trial on specified condition for a stipulated period to a post for determining one's fitness for eventual substantive appointment to the post.

(12) "Registrar" means the Registrar of the University.

(13) "Temporary appointment" means appointment made on purely temporary basis either in a permanent post or tenure post or against a temporary post.

(14) "Time scale of pay" means a scale in which pay rises, subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum.

(15) "Vice-Chancellor" means the Vice-Chancellor of the University.

<sup>1</sup> **Statute 411-A.**

“The teacher of the University, Professor, Associate Professor, Assistant Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method, Director of Physical Education, Principal (including acting or officiating), Vice-Principal" Assistant Director of Physical Education, Director or Dean of Students' Welfare, Librarian, Deputy-Librarian, Assistant Librarian, Senior Assistant-cum-Lecturer, Lecturer-Instructor, Research Associate whether full-time, part-time or honorary, in the University/College/ Recognized Institution shall be the teacher for the purpose of sub-section (30) of section 2 of the Act.”

**Statute 411-B.**

The Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Research Associate, Research Assistant, whether full-time, part-time or honorary appointed or recognized, for imparting instructions or guiding research, in the University or in any College or Institution conducted by the University, or in the Post-graduate Centre conducted by the University in an affiliated college or recognized institution shall be the teacher of the University for the purpose of sub-section 31 of section 2 of the Act.

**<sup>2</sup>Statute 412. Pay Scales:**

(A) (I) Pay scales of different categories of the teachers in the University Departments shall be as follows:

1. Professor:

Rs. 1500-60-1800-100-2000-Assessment-125 /2-2500

2. Librarian:

Rs. 1500-60-1800-100-2000-Assessment-I 25/2-2500

3. Reader:

Rs. 1200-50-1300-60-1600-Assessment-60-1900

4. Deputy Librarian:

Rs. 1200- 50-1300-60-1900

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1. Statute 411-A and 411-B came into force w.e.f. 27.04.1981.

2. Statute 412 came into force w.ef. 15.07.1985.

5. Lecturer:

Rs. 700-40-1100-50-1300-Assessment-50-1600

6. Assistant Librarian:

Rs. 700-40-1100-50-1600

7. Demonstrator/Tutor:  
Rs. 500-20-700-25-900
8. Director of Physical Education:  
Rs. 700-40-1100-50-1300-Assessment-50-1600
9. Assistant Director of Physical Education/P.T.I./Instructor in Physical Education:  
Rs. 700-40-1100-50-1300-Assessment-50-1600

(II) Teachers in the Conducted/Constituent/Affiliated Colleges:

1. Principal:
  - (a) Rs. 1500-60-1800-100-2000-Assessment-125-2-2500 (Scale for Principal of College having enrolment of students more than the number as may be determined by the Government from time to time ).
  - (b) Rs. 1200-50-1300-60-1600-Assessment-60-1900 (Scale for Principal of College having enrolment of students less than the number as may be determined by the Government from time to time).
2. Lecturer:  
Rs. 700-40-1100-50-1300- Assessment- 50-1600
3. Librarian:  
Rs. 700-40-1100-50-1300-Assessment-50-1600
4. Director of Physical Education:  
Rs. 700-40-1100- 50-1300- Assessment- 50-1600
5. Assistant Director of Physical Education / P.T.I. / Instructor in Physical Education:  
Rs. 700-40-1100-50-1600
6. Demonstrator/Tutor/Master of Method:  
Rs. 500-20-700-25-900

Scales of posts of teachers not covered above shall be fixed as and when such posts are instituted by the competent authority.

Provided the employees mentioned in above categories shall be treated as teachers only if they are imparting instructions or guiding research at the University or College level.

2.The scales of pay of University Teachers and Principals and Teachers in Colleges who elect to retain their scales of pay existing prior to 01.01.1973 in accordance with Government Resolution,

Education and Youth Services Department No. USG/ 1177(129387/(XXXII) (CELL), dated 25.10.1977 shall be as follows:

University Teachers:

(1)	Professor (Senior Scale)	..Rs. 1600-100-1800
(2)	Professor	..Rs. 1100-50-1300-60-1600
(3)	Reader	..Rs. 700-50-1250
(4)	Lecturer	..Rs. 400-40-800-50-950
(5)	Demonstrator/Tutor	..Rs. 300-20-400

College Teacher:

(1)	Principal	..Rs. 800-50-1250
(2)	Principal	..Rs. 700-40-1100 plus Principal's Allowance ..Rs. 100/- p.m.
(3)	Senior Lecturer	..Rs: 700-40-1100
(4)	Lecturer (Senior Scale)	..Rs. 400-30-640-40-800
(5)	Lecturer (Junior Scale)	..Rs. 300-25-600
(6)	Demonstrator/Tutor/ Master of Method	..Rs. 250-15-400

*Note:*—The scales of pay mentioned at (A) (1) above are the revised scales of pay recommended by the University Grants Commission and approved by the State Government for implementation with retrospective effect from 01.01.1973 vide Government Resolution, Education and Youth Services Department No. USG/1177/129387/XXXII/(CELL)/dated 25.10.1977 and No.UGC/1177/XXXII/CELL/ dated 13.01.1978 and other Government Resolutions and Government order, issued from time to time in the respect. The formula and principles for fixation of pay of teachers who were in service in the University/College on 01.01.1973, shall be as shown in Appendix 'A' statutes.

*Explanation 1:* (a) The Demonstrator/Tutor in the Department of University recruited on or before 03.10.1975 who did not possess at the time of his initial recruitment the minimum qualifications prescribed for the post of Demonstrator/Tutor by the University shall be eligible for the revised scale of Rs. 500-900. However, he shall be required to attain the said qualifications within a period of five years from 13.01.1978. If he fails to do so, his future increments will be withheld till he acquires the said qualifications.

The Demonstrator/Tutor in the University recruited after 3.10.1975 and who does not possess the minimum qualifications prescribed by the University for the post shall, however, continue to draw pay in the unrevised scale of pay i.e. Rs. 300-20-400, be appointed as Lecturer in the upgraded post of Lecturer as per norms laid down in the aforesaid Government Resolution of 25.10.1977 but who possesses at the time of his initial appointment as Demonstrator/Tutor/Master of Method qualifications prescribed by the University for the post of Demonstrator/Tutor/Master of Method shall be eligible for the revised scale i.e. Rs. 500-900.

However, the Demonstrator/Tutor/Master of Method working in College who does not possess at the time of his initial appointment as Demonstrator/Tutor/Master of Method qualifications prescribed by the University for the post of Demonstrator/ Tutor/

Master of Method shall continue in the unrevised scale of pay i.e. Rs. 250-15-400.

(c) Posts of Demonstrators/Tutors in the University Departments/Colleges are to be upgraded into those of Lecturers and in order to help the process of progressive abolition of the cadre of Demonstrator/Tutors, no new recruitment to his cadre shall be made by the University/College hereafter.

*Explanation 2:*

The principal of the College possessing qualifications prescribed by the University for the post of Lecturer with 10 years' degree teaching experience or a Doctorate Degree with five years' degree teaching experience shall be entitled or get the scale of Rs. 1500-2500.

*Explanation 3:*

The revised pay-scales are inclusive of dearness allowance admissible on 01.01.1973. The teacher who elects to retain the old scale shall continue to get the dearness allowance admissible on the old scale prior to 01.01.1973.

*Explanation 4:*

The teacher shall be eligible to get the dearness allowance equal to the increases in dearness allowance sanctioned and made effective by the State Govt. for its employees from time to time after 01.01.1973. Similarly he shall also be eligible to get the house rent allowance and other allowances as may be sanctioned by the State Govt. from time to time.

*Explanation 5:*

The above scales shall be applicable to all teachers except those in the Faculties of Medicine (excluding Ayurvedic Medicine) and Engineering.

*(B) Fixation of pay at the time of appointment:*

Unless otherwise recommended by the Selection Committee and approved by the Appointing Authority and subject to the directives of the University Grants Commission and the State Government in this behalf the pay of a teacher on appointment shall be fixed as shown below:

(a) Where an appointee had been employed earlier as a teacher in a University, in India or a College affiliated to it-

- (i) When the appointment is against a post carrying an identical scale of pay; the last pay drawn only be allowed and the date of increment retained.
- (ii) When the appointment is in a higher scale of pay, the pay of the appointee shall be fixed at the minimum of the higher scale. If his pay in his earlier appointment is more than the minimum of the scale, the pay of the appointee shall be fixed in the higher scale at the next stage above his last pay. If during the period of the next 12 months the pay of the teacher in the lower post becomes higher than the pay fixed in the higher post his pay be refixed on such date at the next stage in the higher post with reference to the enhanced pay in the lower post.

(b) When an appointee was not employed in a University or its affiliated Colleges, normally he be given the minimum of the scale of pay.

A statement showing the pay admissible under (a) above on the basis of the last pay drawn shall invariably be placed before the Selection Committee and the Competent Authority for information.

<sup>1</sup>**Statute 413. Appointment of Head of the University Department/ Principal/Vice-Principal:**

*(A) Appointment of the Head of the University Department:*

The Vice-Chancellor shall appoint the Head of the Department. If there is only one Professor in the University Department, he shall be designated as Head of the University Department, and if there is no Professor and only one Reader, such Reader shall be designated as Head of the Department. If there are more than one Professor/Reader the Vice-Chancellor may nominate one of them as Head of the Department for a period of three years.

*(B) Appointment of Principal :*

1. Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non-vacation post.

2. The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee consisting of the following :

- (a)* Chairman, Governing Body of the College;
- (b)* One member of the Governing Body;
- (c)* Two nominees of the Vice-Chancellor;
- (d)* One nominee of the Director of Higher Education.

The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice-Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.

3. *(a)* The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

*(b)* The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, on going back to his original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.

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1. Statute 413 came into force w.e.f. 23.12.1981.

<sup>1</sup>4. *In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.*

**<sup>2</sup>Statute 414. Responsibilities of the Head of the University Department/ Principal:**

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- (a) Academic growth of the University Department/College.
- (b) Participation in the teaching work, research, and training programmes of the University Department/College.
- (c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University Department/College, for academic competence of the Faculty Members.
- (d) Admission of students and maintenance of discipline of the University Department/College.
- (e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- (f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (g) Observance of provisions of Accounts Code.
- (h) Correspondence relating to the administration of the University Department/ College.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare of the University Department/College, and maintenance of records.
- (j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- (k) Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (l) Assessing reports of teachers and maintenance of Service Books.
- (m) Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.

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1. **Statute 413 (B) (4)** came into force w.e.f. 24.02.1984.

2. **Statute 414** came into force w.e.f. 23.12.1981.

- (n) Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- (o) Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.



- (p) Safe-guard the interests of teachers/non-teaching staff members and the Management.
- (q) Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

**<sup>1</sup>Statute 415. Recruitment of Teachers of Constituent and Affiliated Colleges/**

**Recognized Institutions.**

1. There shall be Selection Committee for making recommendations to the Management for appointment of teachers.

Every Selection Committee shall consist of:

- (a) Chairman, Governing Body of the College or/his Institution nominee from amongst members of the Governing Body.
- (b) A nominee of the Vice-Chancellor.
- (c) One Expert to be nominated by the Vice-Chancellor.
- (d) One nominee of the Director of Higher Education, not below the rank of Deputy Director of Higher Education.
- (e) Principal of the College/Head of the Recognized Institution.
- (f) Head of the concerned Department of the College/Institution.
- <sup>2</sup>(g) If the post is reserved one, the Vice- Chancellor shall nominate one additional member, belonging to Scheduled Caste or Scheduled Tribe or Denotified or Nomedic Tribe who should preferably an expert on the subject.

**2. Procedure:**

- (a) All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.
- (b) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.

- (c) The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.

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1. **Statute 415** came into force w.e.f. 23.12.1981.

2. **Statute 415** (1) (g) was inserted w.e.f. 10.01.1990.

- (d) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.

- (e) The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts.

Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. Thereafter the decision of the Competent Authority, if approved by the Vice-Chancellor, shall be final.

3. *Filling in of Temporary Vacancy:*

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy.

If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the Competent Authority:

- (a) The Chairman of the Governing Body or his nominee.
- (b) The Principal of the College/Head of the Recognized Institution concerned.
- (c) The Head of the Department of the College/Head of the Recognized Institution, in the subject concerned, if any.
- (d) One expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the College/Head of the Recognized Institution shall be the Secretary of the Committee.

4. The teacher (already in service or newly appointed) shall sign the deed of contract in the form given in Appendix "B".

**<sup>1</sup>Statute 415. (A) Deed of Contract:**

The University teacher (already in Service or newly appointed) shall sign the deed of contract in the form given in Appendix "B"

**<sup>1</sup>Statute 416. Reservation of Posts:**

Reservation of posts for Scheduled Castes (SC), Scheduled Tribes (ST), Denotified Tribe and Nomedic Tribes (DTNT).

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1. Statute 415 (A) and Statute 416 came into force w.e.f. 24.02.1984.

(1) The University, Affiliated Colleges and Recognized Institutions shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as under:

(a)	Scheduled Castes	..	13%
(b)	Scheduled Tribes	..	7%
(c)	Denotified Tribe and Nomedic Tribes	..	4%

(2) If a candidate belonging to any of the reserved categories above, is selected on merit, he shall be counted against the general (unreserved) post, provided that the total number of candidates from all the three categories together with those selected on merit do not exceed 40 % of the total vacancies to be filled in on any occasion of recruitment.

(3) Subject to the general orders issued by the State Government, from time to time, in respect of recruitment of candidates from the reserved categories, vacancies reserved for a particular category shall be filled in by a candidate belonging to any other categories, if the candidate belonging to that particular category is not available for appointment. If no candidate is available out of any of the three categories, the post may be kept vacant for six months and readvertised for the reserved category. Even after readvertising the post three times at an interval of six months each in such a manner a suitable candidate belonging to any of the reserved categories is not available, the post may be filled in by advertising the same for open category.

Provided that the post shall be filled in temporarily by a suitable candidate belonging to open category, if the candidate belonging to reserved category does not become available in response to the advertisement.

**<sup>1</sup>Statute 417. Probation:**

1. The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.

2. The Principal of the conducted College or the Head of the University Department concerned shall maintain Assessment Reports of the teacher on probations in the performa prescribed for the

purpose by the Vice-Chancellor, for every six month, and complete it at the end of each term of the academic year. The Principal of the conducted College or the Head of the University Department under whom the teacher is working shall send to the Registrar at least two months before the date of expiry of the period of probation, his assessment report with definite recommendations for confirmation in service or otherwise. In case the teacher appointed on probation for a period of less than 24 months is not to be confirmed at the end of his probationary period or his probationary period is to be extended, a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction. The Executive Council shall be the deciding authority in these cases. In the case of teachers of Affiliated Colleges, the Principal will maintain Assessment Reports in a similar manner and forward the recommendations to the Chairman, Governing Body for further instructions. The Governing Body shall be the deciding authority in these cases.

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1. Statute 417 came into force w.e.f. 23.12.1981

3. The Assessment Report of the Principal of Conducted College/Head of the University Department on probation shall be maintained by the Vice-Chancellor, or the Principal of Affiliated College by the Chairman of the Governing Body and will be placed before the Competent Authority at least two months before the date of expiry of the period of probation with definite recommendations of confirmation in service or extension of probationary period or otherwise.

4. If the University/Governing Body terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is reemployed by the same College or a College under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service and confirmation, subject to his carrying good Assessment Report.

**<sup>1</sup>Statute 418. Service Book:**

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University /College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

**<sup>1</sup>Statute 420. Assessment of Teachers Work:**

1. In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.

In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

- (a) For evaluation of six monthly report during the period of probation.
- (b) For confirmation in service.
- (c) For Assessment at the time of crossing Assessment Bar in <sup>2</sup>[pay scales.]
- (d) For consideration at the time of interview for a higher post.
- (e) Once every three years for determining whether the teacher continues to take his work seriously.
- (f) On other occasions when required for specific purposes.

2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by Head of the University Department/Principal or Vice-Chancellor/Chairman, Governing Body in the case of Heads of University Departments/Principals with a view to making improvement in the work, by the person concerned, if the report is adverse.

- 1. Statutes 418,420 came into force w.e.f. 23.12.1981.
- 2. These words were substituted for the original w.e.f. 07.10.1987.

The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably.

3.The assessment report referred to above shall be made by the persons indicated hereinbelow on the recommendations of the immediate Head under whom the member

of the staff is working :

<i>Assessing Authority</i>	<i>Person to be assessed</i>
(i) Vice-Chancellor	..Head of the University Department /Principal of the conducted College.
(ii) Head of the University Department and Principal of conducted college	..The teacher working in the Department Conducted College concerned..
(iii) Chairman, Governing Body	..Principal of Affiliated College/Head of Recognized Institution.
(iv) Principal of Affiliated College/ Head of Recognized Institution	..Head of the Department in Affiliated College/Recognized Institution.
(v) Principal/Head of Recognized Institution in consultation with the Heads of the Departments in the Affiliated Colleges/Recognized Institutions respectively.	..The Teacher in the Department of Affiliated College/Recognized Institution.

4 The Committee consisting of the following members shall consider the Assessment Report for various purposes laid down in Statute 420 (1) and will also recommend the crossing of the Assessment Bar in the case of the teacher.

- (a) *University Department:*
  - (i) the Vice-Chancellor.

(ii) the Head of the University Department/expert in the subject nominated by the Vice-Chancellor.

(iii) the nominee of the Executive Council.

*(b) Conducted College:*

(i) the Vice-Chancellor.

(ii) Principal of the College concerned.

*(c) Affiliated College/Recognized Institution:*

(i) the Chairman, Governing Body or his nominee.

(ii) the Principal of the College concerned/Head of the Recognized Institution.

(iii) the Head of the Department in the subjects, if any, or an expert in the subject nominated by the Chairman/Governing Body.

(iv) Two experts in the subject nominated by the Vice-Chancellor.

However, in case where assessment of the Head of the Department/Principal/Head of the Institution is concerned, in place of the Head of the Department/Principal/Head of Institution, the words "an outside expert nominated by the Competent Authority" be substituted.

5. On the recommendation of the Committee referred to above the Executive Council/Governing Body shall permit the teacher to cross the Assessment Bar in the scale prescribed. If the report is adverse, he will not cross the Assessment Bar till the authorities concerned recommend that he be permitted to cross the Assessment Bar.

**<sup>1</sup>Statute 421. Increment:**

1 An increment shall be drawn as a matter of course unless it is withheld under Statute 433.

2. Service as laid down in the following clauses and in such other manner, as the Competent Authority may determine from time to time, shall count for increments in a time scale:

(a) Service in a time-scale post shall count for increment in that time-scale, provided that service rendered in post carrying lower time-scale will not be counted for increment in the higher post.

(b) Leave, other than extra-ordinary leave without pay, shall count for increment in the time-scale of the post in which the teacher has been confirmed.

(c) The teacher while holding one post if appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increment in the time-scale applicable to such lower post.

(d) The service rendered in a time-scale post during the period of probation shall count for increment.

- (e) The service rendered in a temporary time-scale post shall count for increment.
- (f) Where a person who is allowed to keep a lien reverts to his original post, that period of lien shall count for increment.

**<sup>1</sup>Statute 422. Seniority of Teachers:**

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

1. (a) Seniority of the teacher in the University in a cadre shall be determined on the basis of the date of continuous appointment.
- (b) Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College /Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.
2. The Life Member or Life Worker, if any, shall be treated on par with other teachers while determining their seniority.
3. The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.
4. As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.

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**1. Statute 421 and 422** came into force w.e.f. 23.12.1981.

5. (a) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- (b) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
6. In respect of teachers whose length of continuous service is the same the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior.
7. However, the seniority of teachers who have changed the College/Institutions before 04.10.1975, shall not be disturbed provided they have been duly appointed and confirmed in their respective posts.

8 Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Reader, a Reader senior to a Lecturer, a Lecturer senior to a Demonstrator/Tutor/Master of Methods.

**<sup>1</sup>Statute 423. Vacation:**

The teacher is entitled to ninety days vacation during the period of 12 months commencing from the beginning of the academic year. The teacher shall be expected to undertake such work in the University/College during the vacation, relevant to his duties as a teacher, as may be assigned to him by the Competent Authority.

Provided however, that the teacher shall not be assigned such work by the Competent Authority for more than 30 days of vacation, and for the period for which he is required, to undertake this work he shall earn leave at the rate of one-third of the days spent.

Provided further that such work does not yield extra remuneration to him.

The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor/Principal/Head of the Recognized Institution.

**<sup>2</sup>Statute 424. Leave:**

(1) *Special Leave:*

- (a) The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.<sup>3</sup>University Grants Commission (U.G.C.) or any other Central Body like Department of Science and Technology, Government of India (DST), Council of Scientific and Industrial Research (CSIR), Indian Council of Agricultural Research (ICAR), and Indian Council of Medical Research (ICMR) etc.

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1. Statute 423 came into force w.e.f. 23.12.1981.

2. Statute 424 came into force w.e.f. 03.01.1986.

3. Amendment to Statute 424 (1) (a) came into force w.e.f. 19.02.1990.

- (b) The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special leave not exceeding 15 days in a year.
- (c) The teacher attending the examination work of the University shall be treated to be on special leave.
- (d) The teacher who is deputed/sponsored by the University/College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf of UNESCO or similar other organisation or under Colombo Plan or Cultural Exchange Scheme or Collaboration Schemes or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.



(2) *Casual Leave:*

- (a) The teacher shall be entitled to 15 days casual leave in an academic year.
- (b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.
- (c) The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

(3) *Earned Leave:*

- (a) The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one-eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.
- (b) The teacher other than the one included in (a) above shall be entitled to one twenty seventh of the period spent on duty and the period of earned leave as provided in the proviso to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

(4) *Study Leave:*

- (a) The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave on full pay and allowances, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.
- (b) The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.
- (c) The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.
- (d) In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.
- (e) The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.
- (f) The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave.

After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favour of the University/College/Institution in the prescribed form.

(g) The teacher who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

(h) *The teacher:*

(a) who is unable to complete his studies within the period of study leave granted to him, or

(b) who fails to rejoin the service of the University/College/Institution on the expiry of his study leave, or

(c) who rejoins the service of the University/College/Institution 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/College/Institution as per the procedure provided in the Statutes elsewhere,

shall be liable to refund to the University/College/Institution the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study;

Provided that if the teacher has served in the University/College/Institution for a period not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of amount calculated as above.

In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University/College/Institution as amount of equivalent to his four months' pay and allowances last drawn as well as other expenses incurred by the University/College/Institution in connection with the courses of study.

Provided further that if the teacher on study leave fails to fulfil the purpose for which he was granted study leave or leaves the service of the University/ College/Institution without completing the prescribed period of service, he will be required, in addition to refunding the amount as above, pay the University/ College/Institution by way of penalty a sum of Rs. 2000/- if the study leave is for one year or less and Rs. 3000/- if the study leave is for more than a year.

*Explanation:*

If the teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purposes of recovery of dues under these Statutes.

- (e) Notwithstanding the above, the Competent Authority may order that nothing in these rules shall apply to the 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/ Governing Body may, in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under these rules.
- (i) The period of study leave shall count as service for the purpose of retirement benefits if the teacher rejoins the University/ College/Institution on the expiry of study leave and serves for the Bond period.

<sup>1</sup>(5) *Sabbatical Leave:*

The Professor of the University shall be entitled to Sabbatical Leave, on full pay and allowances, for a period of one semester, at the end of continuous service of six semesters, or two semesters after continuous service of twelve semesters, on the post of Professor in the University,

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1. Statute 424 (5) came into force w.e.f. 01.04.1986.

for undertaking study/research and/or writing purpose, within the country or abroad. The Professor shall not be entitled to the Sabbatical Leave if he has less than three years of service in the University before the age of superannuation. The Professor shall be allowed to draw the normal increments on the due dates and the period of leave shall count as continuous service for purpose of pension/retirement benefits, provided that the Professor rejoins the University on the expiry of his leave. The Professor shall report to the University on return from such leave the nature of study/research/writing-work undertaken during such leave.

(6) *Leave to teachers elected to the Parliament or the State Legislature:*

The teacher elected to the Parliament or State Legislature shall be entitled to the leave during the Session of the Parliament or the Legislature of which he is a member. He shall not be entitled to pay during this period. This leave shall not be debited to any other kind of leave and shall not affect the date of increment. This period will be considered as continuous service for the purposes of normal benefits.

(7) *Medical Leave:*

- (a) The teacher shall be entitled to leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The medical leave

shall be granted on the production of medical certificate from the Registered Medical Practitioner. The teacher shall produce another certificate at the time of rejoining the duty that he is medically fit.

- (b) Teacher suffering from disease like Tuberculosis/Cancer/ Paralysis/Leprosy etc. shall be entitled to special medical leave to the extent of one year in his entire career on full pay, in case he has exhausted all his earned leave and medical leave admissible. The teacher shall produce a Medical Certificate from the Medical Board appointed by the University/College/Recognized Institution or from any specialised Medical Institute/Hospital/Clinic /Sanitorium/Civil Surgeon for the purpose of availing special medical leave, and before resumption of duty from such leave that he is medically fit. Special leave for T.B. etc. may be granted two times in ordinary course, and for third time after the teacher is examined by the Medical Board.

(8) *Maternity Leave:*

- (a) The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.
- (b) The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.
- (c) In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
- (d) The teacher may prefix or suffix this leave to other leave to her credit.

(9) *Extra-Ordinary Leave:*

- (a) The permanent teacher shall be granted extra-ordinary leave without pay if no other leave by rule is admissible and available to his credit. The Extra-ordinary leave may be granted in combination with any other leave admissible and available except casual leave and shall not be debited to any leave account.
- (b) The temporary teacher shall be granted extra ordinary leave without pay if no other leave is by rule admissible to his credit, subject to following:
  - (i) maximum for 3 months at a time;
  - (ii) maximum for 6 months including 3 months, as above, on medical ground where the teacher has completed 3 years of continuous service.
  - (iii) maximum for 12 months, on medical ground where the teacher has completed 5 years of continuous service.

- (iv) maximum for 12 months, for undergoing treatment for cancer or mental illness where the teacher has completed one year of continuous service.
- (v) maximum for 18 months, for undergoing treatment on T.B., Leprosy, etc. where the teacher has completed one year of continuous service.
- (vi) maximum for 24 months, for prosecution of higher studies which are in the public interest.

<sup>1</sup>(10) *Leave Preparatory to Retirement:*

The teacher shall be entitled to avail, leave to his credit, prior to the date of his retirement. The teacher shall, however, proceed on such leave before the new academic session begins. He shall apply for such leave at least three months prior to the date on which he proposes to proceed on leave. In no case this leave shall be granted to the teachers beyond the date of superannuation.

(11) *Combination of Leave:*

Except otherwise provided, the teacher may be granted any kind of leave after these statutes in combination with or in continuation of any other kind of leave or vacation except casual leave up to a limit to be decided by the Competent Authority.

1. Statute 424 (10) came into force w.e.f. 11.08.1987.

(12) *Leave Sanctioning Authority:*

The sanctioning authority for different kinds of leaves to teachers shall be as under:-

(A) For the teacher in the University Department/Conducted College:

<i>Type of leave</i>	<i>Sanctioning Authority</i>
1. (a) All types of leave to Head of University Department/Principal of Conducted College except where otherwise specified.	..The Vice-Chancellor
(b) Duty leave and Casual Leave to Head of the University	..The Vice-Chancellor
2. Study leave, Sabbatical leave, Deputation Leave, Special Medical Leave, Leave Without Pay, Leave Preparatory to Retirement to Heads of the Department Principal/Teacher.	..The Executive Council
3. All types of leaves to teacher except as specified at (2) above.	..The Head of the University Department /Principal.

(B) For teachers in Affiliated Colleges and Recognized Institutions:

1. Duty leave and Casual leave to Principal/Head of the Recognized Institution.	..The Chairman, Governing Body
2. Study leave, Sabbatical leave, Special Medical leave, Deputation leave, Extra-ordinary leave without pay, leave prior to	..The Governing Body

- retirement to teacher.
3. All types of leaves to teacher other than specified at ( 2) above. ..The Principal of affiliated College/Head of the Recognized Institution.

Provided that the authority to sanction leave may further be delegated to the Vice-Chancellor/Registrar/Chairman/Principal/Head of the Recognized Institution by the-Competent Authority.

**<sup>1</sup>Statute 424 (A): Special Disability Leave:**

The teacher disabled by injury or illness caused on in consequence of the due performance of his official duty or in consequence of his official position shall be entitled to Special Disability Leave on full pay only when the injury or illness is sustained as a result of a risk which is beyond the ordinary risk, attached to the post. Such leave not exceeding 4 months at a time shall be sanctioned by the Competent Authority on production of a certificate covering the requirements from Medical Board constituted by the Competent Authority and shall not be debited to any other kind of leave.

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1. Statute 424 (A), (B), (C) came into force w.e.f. 11.08.1987.

**Statute 424 (B) Surrender Leave:**

The teacher shall be entitled to encash earned leave up to 30 days on full pay and allowances except house rent allowance along with not less than 30 days of earned leave actually availed at a time, out of normal accumulation of earned leave not exceeding 180 days.

**Statute 424 (C) Encashment of Unutilised Earned Leave on Superannuation:**

The teacher shall be entitled to encash earned leave in balance to his credit on the date of his superannuation subject to a maximum of 180 days.

In case the teacher is required to serve till the end of academic session beyond the date of his superannuation he shall be entitled to encash the balance of earned leave to his credit on the date of his actual retirement from service.

**<sup>1</sup>Statute 426. Application for a post or Examinership elsewhere:**

(1) The Teacher, who wishes to apply for a post or examinership elsewhere, shall forward his application through the Competent Authority. Ordinarily, the forwarding authority shall not withhold such application.

(2) If the teacher of the University who wishes to accept the invitation for a post elsewhere or for a examinership in other University, he shall accept the invitation extended to him only after he has obtained permission of the Competent Authority.

(3) The teacher shall be entitled to examination remuneration only in respect of external examination conducted by the University/College at present or which may be introduced as a measure of examination reforms (including semesters system). No remuneration shall be payable to the teacher for internal assessment irrespective of the fact whether the marks obtained by a student in such internal assessment/home examination are decided to be taken into account while declaring the final result of the student.

<sup>2</sup>(4) *The remuneration admissible to the teacher under 1, 2 and 3 above is limited to Rs. 1800/-in a single financial year. If the amount of remuneration is more than Rs. 1800/-the 50% of the excess amount shall be credited to University/College/Recognized Institution's Account.*

**<sup>3</sup>Statute 427. Superannuation:**

The age of superannuation of the teacher shall be sixty years and thereafter no further extension in service shall be given.

However the University/Management may re-employ teacher, who is due to superannuate in the middle of the academic year, on attaining the age of 60 years till the end of the academic year only. During the period of re-employment which will be deemed as temporary service, the teacher shall not earn increment and shall not contribute to the Provident Fund. The period of re-employment shall also not count for the purpose of payment of gratuity.

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1. Statute 426 came into force w.e.f. 23.12.1981.
  2. Statute 426 (4) came into force w.e.f. 24.02.1984.
  3. Statute 427 came into force w.e.f. 23.12.1981.

**<sup>1</sup>Statute 428. (A) Leave Travel Concession:**

The teacher proceeding to his home-town or otherwise and back shall be entitled to Leave Travel Concession (allowance) as per the rules and at the rates prescribed by the government for their servants from time to time, and as adopted by the Competent Authority.

**<sup>2</sup>Statute 429. Seeking Release:**

(1) (a) The teacher shall not leave the service of the University/College/ Recognized Institution without giving to the University/Governing Body three months notice, if he is confirmed, or one month's notice if he is on probation or in lieu thereof pay to the University/Governing Body an amount equivalent to three months' or one month's salary, as the case may be.

(b) The Principal appointed in a College conducted by or affiliated to the University or Head of the Recognized Institution shall not leave the service without giving three months' notice if on probation or six months' notice if confirmed to the University/Management or in lieu of notice pay to the University/Governing Body an amount equivalent to three months' or six months' salary as the case may be.

(c) Where a teacher is appointed on a specific contract, the period and conditions of contract shall not be inconsistent with the conditions as laid down herein.

(d) The University/Governing Body, at its discretion may waive the above notice period in part or in full.

(2) *Handing Over Charge:*

The teacher before leaving service shall hand over the charge of his post to a duly authorised person and shall return to the University/College/Recognized Institution/Library/Department, all books, furniture, etc. issued to him and shall pay up in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar/Principal/Head of the Recognized Institution shall recover the amount due from such teacher on account of the above items from his last salary. The last salary will not be paid to the teacher concerned until a clearance certificate is issued by the Head of the Department/Principal/Head of the Recognized Institution concerned

(3) *Discharge Certificate :*

The Registrar/Principal/Head of the Recognized Institution will give a discharge certificate to the teacher who leaves service after due notice or to the teacher whose services are terminated after making sure that the teacher leaving service, has paid off all amounts due from his to the University/College/Recognized Institution.

The discharge certificate shall be given to the teacher within a period of 15 days .of his application, unless a written statement of any amount or equipments or books due from the teacher concerned is delivered to him.

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1. Statute 428 (A) came into force w.e.f. 24.02.1984.

2. Statute 429 came into force w.e.f. 23.12.1981.

**<sup>1</sup>Statute 431. Grounds for taking any disciplinary action against a teacher:**

No disciplinary action shall be taken or punishment inflicted on the teacher confirmed in service except on one or more of the following grounds :

(i) Misconduct

(ii) Act or omission involving moral turpitude.

(iii) Willful and persistent neglect of duty.

(iv) Incompetence.

<sup>2</sup>(v) Engaging in/and or conducting private tuitions/coaching.

Provided that the ground of incompetence shall not be used against the teacher after he has served the University/College/Institution for a period of five years or more including the period of probation.

*Explanation:*



I. Misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Ordinances, Regulations and Rules relating to the duties and responsibilities of teachers and violation of code of conduct.

II. Moral turpitude shall carry the same meaning as under the general law.

III. Willful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission; and failure to discharge any of the duties prescribed under Act, Statutes, Ordinances, Rules and Regulations.

IV. Incompetence shall include failure to keep his knowledge up-to-date inspite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the teaching work because of inability to teach.

**<sup>3</sup>Statute 432. Penalties:**

1. The penalties that can be inflicted on one or more of the grounds mentioned in S. 431 shall be the following and shall be classified into minor and major penalties,

(I) *Minor Penalties:*

- (i) Reprimand, Warning or Censure,
- (ii) Withholding of Increments

(II) *Major Penalties:*

- (i) Reduction to a post in the lower pay-scale to a lower stage of increment in the employees' own pay-scale.
- (ii) Termination of service,
- (iii) Compulsory retirement.
- (iv) Removal from the service of the University/College/Recognized Institution
- (v) Dismissal from the service of the University/College/Recognized Institution

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1. Statute 431 came into force w.e.f. 09.10.1981

2. Amendment to Statute 431 (v) came into force w.e.f. 03.07.1989

3. Statute 432 came into force w.e.f. 09.10.1981

Provided however that the following shall not amount to penalty for the purposes of these statutes:

(i) Stoppage of increment of the teacher at the assessment bar in the time-scale of pay on the ground of his unfitness to cross the bar.

(ii) Non-promotion of the teacher, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post for which the teacher is eligible.

(iii) Reversion of the teacher appointed on probation in any other grade or post to his permanent grade or post during or at the end of the period of probation, in accordance with the terms of his appointment, or the rules and order governing such probation.

(iv) Reversion of the teacher officiating in a higher grade or post, to a lower grade or post, on the ground that the teacher is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with this conduct.

(v) Recall of the services of the teacher whose services had been borrowed from or lent to some outside authority at the disposal of such authority.

(vi) Termination of the services-

(a) of the teacher appointed on probation during of at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation, or

(b) of the temporary teacher in accordance with the rules made in that behalf by the University; or

(c) of the teacher employed under an agreement, in accordance with term of such agreement.

2. Specification of details of the penalties—

(i) Withholding of increment (s).

When an increment or increments of the teacher is/are withheld the authority imposing the punishment shall specify in its order—

(a) the increment/number of increment (s) withheld.

(b) the period for which they are withheld.

(c) Whether the stoppage of increments shall have effect on the future increments, and

(d) Whether the period for which the increments are withheld shall be exclusive of the leave (except casual leave and other leave taken on valid grounds) taken during the period.

(ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher's own pay scale.

The authority imposing this punishment shall specify in its order—

(a) The period for which such reduction shall be effective, and

(b) Whether on restoration the order of reduction shall have effect on future increments.

3. Notwithstanding anything contained in the Statutes and in other Rules of the University/College/Recognized Institution, if any, the teacher who is reverted to a lower stage of increment in his own time-scale of pay as a measure of punishment shall not ordinarily be restored to his original pay-scale from which he was reverted or to the original incremental stage in his own time-scale of pay unless the period stipulated in his order of punishment is completed.

**<sup>1</sup>Statute 433. Authorities competent to inflict penalties:**

The power to inflict penalties on the teacher of University Department/Conducted College shall vest in the Executive Council and in case of teacher in the affiliated College/Recognized Institutions in its Management.

**<sup>1</sup>Statute 433-A. (1) Procedure for inflicting Penalties:**

On a complaint being received against a teacher or *suo moto*, the competent authority as specified in S. 433 shall first determine itself and record in writing or have it determined by any person or committee appointed by it for the purpose, if there is a *prima facie* case against the teacher for infliction of either minor penalty/penalties or major penalty/penalties.

(2) *Procedure for infliction of minor penalty/penalties:*

In case it is found that a *prima facie* case for the infliction of a minor penalty/penalties against the teacher exists, the competent authority or an officer authorised by it for the purpose shall give in writing to the teacher concerned, the grounds thereof and a fair opportunity to explain, either on his own or through his representative, why such penalty/penalties be not inflicted on him.

The Competent Authority or officer authorised shall hear and receive the explanation of the teacher, personally or through his representative, and shall offer him fair opportunity to present his case.

The Competent Authority or officer authorised shall determine the quantum of punishment, by taking into consideration explanation furnished by the teacher, which shall bear reasonable relation to the lapse or omission of the teacher.

(3) *Procedure for infliction of major penalties:*

(A) *Suspension:*

(i) If the teacher is alleged to be guilty of an offence of a criminal nature involving moral turpitude and if there are reasons to believe that in the event of the offence being proved against him he would deserve to be removed or dismissed from service, the Competent Authority as specified in S. 433 shall first decide whether the person concerned should be placed under suspension.

(ii) The Competent Authority shall issue order of suspension of the teacher, the order of appointment of the Inquiry Officer/Committee, charge-sheet (including statement of allegations) and list of evidence, simultaneously.

(iii) The Inquiry Authority shall commence inquiry and complete the same expeditiously.

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1. Statute 433 and 433-A came into force w.e.f. 09.10.1981.

(iv) The teacher under suspension shall be paid the salary at half the pay and allowances admissible thereon for period of first three months of suspension, at the rate of 75 % of the pay and allowances admissible thereon for the period of next three months, and at the rate of full pay and allowances admissible thereon, thereof.

(B) *Appointment of an Inquiry Officer/Committee:*

The Competent Authority as specified in S. 433 above shall appoint an Officer or a Committee to hold the departmental inquiry into the conduct of the teacher concerned.

The Officer/Committee to be so appointed shall not be the person who has made any preliminary investigation into the conduct of the teacher.

(C) *Charge-Sheet and Statement of defence:*

The Competent Authority shall prepare the charge-sheet and serve it on the teacher concerned. The charges shall be very specific and shall also be accompanied by the statement of allegations on which the charges are based. Copies of relevant documents which have been relied upon while framing the charges shall also be supplied to the teacher concerned. A reasonable time (not less than three weeks) shall be allowed to the teacher concerned for submitting his written statement of defence and list of documents and persons, he desires to examine in his defence and to state whether he desires to be heard in person and whether he desires to defend himself personally or through representative.

(D) *Oral Hearing:*

If the teacher concerned so desires, an oral hearing shall be held.

(i) On receipt of the written statement of defence of the teacher charged, the inquiry Authority shall fix a suitable date for the oral hearing at which the teacher concerned shall be heard in person. The Inquiry Authority shall examine at the oral hearing the witnesses, if any, on behalf of the University/College/Recognized Institution in the presence of the teacher charged. He shall be allowed to cross-examine the witnesses, if he so desires.

The teacher charged shall also be allowed to present at the oral hearing his own witnesses, if any. In that case, however, the teacher charged shall give an advance intimation regarding his intention to produce witnesses on his behalf, on failure to do so the hearing will proceed further without hearing the witnesses of the teacher charged. Such witnesses may be cross-examined by the Competent Authority or its representative.

(ii) The deposition of the teacher charged and of the witnesses examined at the oral hearing shall be recorded in writing in a narrative form and not in the form of question and answers. The depositions thus recorded shall be read out on the spot to the teacher charged or the witnesses, as the case may be, and their signatures taken on each deposition in token of having been read out to him. A certified copy of such depositions shall be supplied to the teacher concerned on request.

*Explanation:* Even if the teacher charged does not specifically or otherwise express a desire to be heard in person, an oral hearing shall be held to record the statement of witnesses, if any, on behalf of the University/College/Recognized Institution and to corroborate the evidence on hand. The teacher charged shall be informed of the date and time fixed for the oral inquiry, and shall also be told that witnesses on behalf of the University/College/Recognized Institution will be examined at the oral hearing and that he may, if he so desires, remain present and examine them.

(E) *Final statement of defence of the teacher charged:*

Immediately after the oral hearing is over, the Inquiry Authority shall ask in writing the teacher charged, to state within a week's time whether he has anything further to state in the light of the proceedings at the oral hearing.

(F) *Report of the Inquiry Officer/Committee:*

(i) After the oral hearing is over and the teacher charged has given his final statement of defence, the Inquiry Authority shall prepare his inquiry report on the basis of the evidence (both documentary and otherwise) before him. He shall submit his report in triplicate to the Competent authority within one month of conclusion of the enquiry together with the following accompaniments:

- (1) Statement of defence given by the teacher charged in reply to the charge sheet.
- (2) Proceedings of the oral hearing.
- (3) Final statement of defence, if any, given by the teacher charged.
- (4) Copies of other documents, if any, relied upon by the Inquiry Officer/Committee.

(ii) Besides, the above records, the report shall contain a statement of findings on each charge and the grounds thereof.

(G) *Action to be taken on the Inquiry Report:*

On receipt of the Inquiry Reports the Competent Authority shall decide within one month the action to be taken in the light of the findings of the Inquiry Authority. In case any of the charges against the teacher concerned are held as proved, the Competent Authority shall decide the punishment to be inflicted on him and shall give him notice asking him to show cause within two weeks, why the proposed punishment should not be inflicted on him. The person concerned shall invariably be supplied with a copy of the Inquiry Report along with the show cause notice, if any.

*Explanation:* Although this Statute contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to the Competent Authority to inflict one of the minor penalties if it so decides.

(H) *Final action:*

On receipt of a reply to the show cause notice from the teacher charged, the penalty/penalties shall be finally decided and communicated within two weeks, by the Competent Authority, taking into consideration the reply given and his previous service record.

- (l) 1 (a) If the teacher is fully exonerated, the period of suspension shall be treated as duty for all purposes, and the teacher shall be reinstated in his post forthwith.
- (b) If suspension of a teacher is followed by any punishment according to the provisions mentioned above, the competent authority shall make a specific order regarding recovery, if any, that might be made out of the pay and allowances already paid to him during his period of suspension.

2. The period of suspensions of the teacher shall be mentioned in the service book of the teacher. The final decision of the inquiry shall also be recorded in the service book.

**<sup>1</sup>Statute 433-B. Infliction of major penalty without holding enquiry under S. 433-A:**

If the teacher is convicted of an offence of a criminal nature involving moral turpitude by a Court of Law, he shall be dismissed or removed from the service of the University/College/Recognized Institution, immediately on receipt of the official copy of the decision of the Court of Law, without following the procedure laid down in Statute 433-A.

*Explanation:* Conviction within the meaning of this Statute shall mean conviction by a Court of Law from whose order no appeal is preferred by the party, or conviction by a final court of appeal.

**<sup>1</sup>Statute 435. Expenses for Arbitration under Section 74 of the Act:**

All expenses of the umpire/member appointed by the Chancellor/University under Section 74 of the Poona University Act shall be borne by the University and the expenses of the members nominated by the teacher shall be borne by the teacher concerned.

The expenses of conduct of proceedings shall be borne by the University/College/ Institution.

**<sup>2</sup>Statute 436. Life Worker:**

Where there exists in a College or in an Institution a cadre of life members, such life member will be free to serve on terms voluntarily accepted by him subject to terms and conditions prescribed by the University. However, the other terms and conditions will be applicable to him as applicable to other Teachers, Principals, etc. under these Statutes. The age limit for retirement and rules of superannuation mentioned in Statute 427 above shall be applicable to him.

**<sup>2</sup>Statute 438. Contractual Appointment:**

The service conditions and leave rules given below will apply to the temporary teacher appointed in the University/College/Recognized Institution on a contract basis for a specific period or purpose.

1. *Temporary Teacher:*

The temporary teacher is ordinarily one who is appointed to a temporary post, on a full-time basis, may be in a temporary leave vacancy or to a permanent post when a permanent appointment is not made. Such appointment shall be for a fixed period or for duration of a particular project or work which normally should not exceed one year, except in special circumstances, such as Research Project or

a project of an academic nature, if permitted by the Executive Council/Governing Body. He may be considered as vacation or non-vacation staff as per the nature of work.

2. *Termination of Service, etc.:*

(a) The services of the temporary teacher whose appointment is for less than six months may be terminated at any time by the University/Governing Body without giving any notice or without assigning any reason therefor.

If the temporary teacher who has served for less than six months wishes to resign from the service he may do so without giving notice.

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1. Statute 433 B-and 435 came into force w.e.f. 09.10.1981.

2. Statute 436, 438 came into force w.e.f. 23.12.1981.

(b) If the services of the temporary teacher exceed six months he can be relieved by the University/Governing Body by giving one month's notice and in lieu thereof pay one month's salary.

In case the temporary teacher wishes to leave the service, he shall have to give one month's notice and in lieu thereof pay one month's salary.

3. *Increment:* Service rendered in a temporary post on a graded scale shall account for increment, provided the post carries such graded salary scale.

4. *Provident Fund:* The temporary teacher shall not be entitled to subscribe to the Provident Fund of the University/College/Recognized Institution.

5. *Application for a post or examinership elsewhere and acceptance of the same:*

If the temporary teacher who wishes to apply for a post or examinership elsewhere he shall forward his application for the post or examinership through the Registrar/ Principal of the College/Head of the Recognized Institution in which he is serving. He will also accept the same after obtaining the permission of the concerned authority.

6. *Handing Over Charge:*

The temporary teacher before leaving service shall hand over the charge of his post to a duly authorised person and shall return to the University/College/Recognized Institution/Library/Department, all books, furniture etc., issued to him and shall pay in full all charges due by him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar/Principal/Head of the Recognized Institution shall recover the amount due by such teacher on account of the above items from his last salary. The last salary will not be paid to the teacher concerned until a clearance certificate is issued by the Head of the University Department/College/Institution concerned.

7. *Discharge Certificate:*

The Registrar/Principal/Head of the Recognized Institution shall give a Discharge Certificate, to a temporary teacher who leaves service after due notice, or to a teacher whose services are terminated after making sure that the teacher leaving service, had paid of all amounts due by him to the University/College/Recognized Institution.

8. *Leave Rules:*

(a) *General:* Leave cannot be claimed as a right. Discretion to refuse or revoke leave is reserved with the Vice-Chancellor, Chairman, Governing Body or his nominee.

(b) *Casual Leave:* The teacher appointed on temporary basis will be entitled to casual leave as per rules prescribed under Statute 424.

(c) *Extra-Ordinary Leave Without Pay:* Extra-Ordinary Leave Without Pay may be granted under special circumstances up to a period of 15 days at a time and such leave will not be granted for more than once during the term of services.

(d) *Other Leave:* The teacher who is appointed to a temporary post for a period exceeding one year, will be entitled to the benefits of sick leave and other leaves as approved for permanent teacher but only after he completes one year's continuous and active service.

(e) *Sanctioning Authority:* The sanctioning authority for granting Casual Leave and other leave, except as specified under Statute 438 will be the Head of the University Department/Principal/Head of the Institution under whom he is working.

9. *Vacations:* The temporary teacher holding a teaching post only will be entitled to vacations as prescribed under Statute 423. Non-vacation person will be eligible to earned leave, as per Statutes, if they complete one year's active service.

10. *Other Conditions:* (a) The temporary teacher will be bound by Statutes of Conduct and Discipline applicable to permanent teachers and will follow the Statutes related to duties laid down for permanent teachers.

(b) The temporary teacher shall be allotted supervision and other examination work as allotted to permanent teachers.

(c) The temporary teacher shall be assigned co-curricular, administrative work related to training programme and other extra-curricular activities, besides actual teaching as assigned to permanent teachers.

(d) The mode of recruitment will be the same as laid down in the Act, and Statutes.

**<sup>1</sup>Statute 439. Minority Institutions:**

Notwithstanding anything contained in the provisions of the foregoing statutes, any affiliated college or recognized institution which satisfies the University authorities as regards its minority



character within the meaning of article 30 (1) of the Constitution of India, shall stand exempted from the application of such Statutes from 411 to 438, as determined by the University authorities not to be applicable to minority institutions or may be governed by such separate Statutes which the University might frame for minority institutions only, in this regard, from time to time.

**<sup>2</sup>Statute 551. Travelling and Daily Allowance for Examiner**

- (1) In this statute unless there is anything repugnant in the subject or context the term "Examiner" means and includes paper-setter, moderator, supervisor or any other person entrusted with the work relating to examination for which separate University remuneration is paid as per prescribed rules.
- (2) The examiners undertaking journey for examination work shall be entitled to the same rates of travelling and daily allowances and be subjected to the same rules as are applicable to the corresponding categories of Government servants as modified by the State Government, from time to time.

*Note 1:* Professionals/practitioners/part-time teachers appointed as examiners shall be eligible for travelling and daily allowances at the rates applicable to Government servants drawing pay in the pay slab of Rs. 1000 to Rs. 1999.

*Note 2:* The daily allowances for days of journey and for performance of examination work shall be calculated on the minimum time normally required for journey and for such work.

*Note 3:* The current rates of travelling and daily allowances applicable to Government servants are mentioned in Appendix C, to this statute.

- (3) Whenever an examiner attends to examination work and/or any other University work in continuation thereof on consecutive days only travelling allowance will be paid.

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1. Statute 439 came into force w.e.f. 09.10.1981.

2. Statute 551 came into force w.e.f. 01.04.1984.

- (4) Whenever the same examiner has to attend the meeting or meetings to transact examination work continuously for five days with an interval of one day between them, only one travelling allowance shall be paid by payment of daily allowance for intervening day by travelling it as a continuous halt.
- (5) If an examiner has received or claimed Travelling Allowance for whole or part of the journey from any other body or authority, that journey or part thereof shall be excluded from the total distance travelled by him.

- (6) The Kilometreage allowance admissible to an examiner travelling in his own car/hired car or motor cycle/scooter with the prior permission of the Dy. Registrar (Exams.) will be at applicable rates limited to the rail fare of the class of accommodation to which he is entitled to travel between the places connected by rail. If the places are so connected such examiner shall be entitled to Kilometreage for journey from residence to the nearest railway station and an amount equal to First Class railway fares between the nearest railway station and the place of examination work. The vehicle number under which the journey is performed shall be furnished in all such cases.
- (7) In all cases travelling allowance including the conveyance allowance shall be calculated from the Head Quarters/Registered Address of the examiner to the place where he is required to perform examination work. The registered address shall be his normal place of actual duty, provided however, that the examiner performing journey from a place other than his registered address shall be entitled to the travelling (conveyance) allowance either from his Registered address or from the place of his actual journey which-ever is less.
- (Note: The Registered address of the part-time lecturer who is appointed as examiner shall be his residential address.)
- (8) The journey between places having circuitous railway routes i.e. Dhule, Amalner, Dondaicha, Dharangaon, Nardana, Nandurbar, Shindkheda, etc. and which are directly connected by road will be calculated only by the shortest and direct road routes and paid accordingly.
- (9) When two or more examiners travel in one and the same conveyance only one examiner who owns conveyance or has hired it, shall be paid road kilometreage as per provision of this Statute. The other examiners shall draw daily allowances as admissible.
- (10) When an examiner travels by a vehicle supplied at the expenses of the University, he shall be paid daily allowance at the rates prescribed in the provision of this Statute.
- (11) Notwithstanding anything contained in the provisions of this statute the Vice-Chancellor shall have power to sanction,
- (a) The usual daily allowance and travelling allowance amounting to actual fare for sea travel and Air travel.

OR

- (b) The actual travelling and halting expenditure incurred by the examiner for examination purposes in special circumstances looking to the needs of each case.
- (12) If the viva-voce of the Ph.D. candidate is held at a place other than Pune, the candidate shall be paid IInd class rail fare or actual S.T. fare each way from Pune or from the place of his residence to the venue of the viva-voce whichever is less.
- (13) (a) The examiners required to attend to examination work at their normal place of duty shall not be entitled to travelling allowance and D.A. If the examination work is to be done at any other place at the same station a Local Conveyance Allowance @ Rs. 15/-

per day shall be admissible at Pune and Nasik including Nasik Road and Rs. 8/- at other places (to an external examiner from his registered address to the place than his normal place of duty for conducting practical examination, attending meeting/s or doing any other examination work).

- (b) Local conveyance allowance shall be admissible to the external examiner who has drawn Travelling Allowance and D.A. from any other sources but who is required to attend examination meeting/s or to do any examination work.
  - (c) The examiner shall be entitled to another conveyance allowance if he attends more than one meeting in a day with an interval of more than two hours between the conclusion of the first meeting and the beginning of the next meeting.
- (14) No claim for travelling and daily allowance shall be entertained if it is submitted after the lapse of 6 months from the date on which it was due, provided, however, that any time barred claim, if otherwise admissible may be entertained for payment with a deduction of 5% up to one year only. No claim shall be entertained after the period of one year.
- (15) Whenever the same person attends two consecutive meetings, one as an examiner and second as a member of the University authority he will be paid travelling allowance, as per rules, applicable to Examiners only, in addition he shall be entitled to daily allowance applicable to member for the day of the University meeting.
- (16) The claims for Travelling and Daily Allowances, shall become due after expiry of one month from the date of the completion of journey in connection with the examination. The examiners attending University Office for examination meeting or for any other examination work may draw the travelling allowance for their return journey before the completion of such journey.
- (17) In regard to matters not covered by the provisions of this Statute all restrictions imposed on the concessions allowed to Government servants, under the B.C.S. Travelling Allowance Rules as amended from time to time; shall be applicable in case of examiners.

**<sup>1</sup>Statute 552: Travelling and Daily Allowance for University Employees.**

The member of the teaching and/or non-teaching staff of the University undertaking tour of University business, shall be entitled to the same rates of travelling and daily allowances and be subjected to the same rules as are applicable to the corresponding categories of Government servants, as modified by the State Government from time to time

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1. Statute 552 came into force w.e.f. 30.06.1982.

**UNIVERSITY OF POONA**



## ORDER

The Government of Maharashtra had approved the implementation of revised pay-scales for University and College teachers with effect from 01.01.1973 by Government Resolution Education and Youth Services Department, No. USG. 1177/129387/XXXII (CELL), dated 25.10.1977, and for Librarians and Physical Education staff by Government Resolution, Education and Employment Department, No. USG. 4280/ 157972/(275)/UNI-4, dated 18.04.1984. After appointment of the Fourth Pay Commission for Central Government employees, the University Grants Commission had appointed a Committee under the Chairmanship of Professor Mehrotra to examine the present structure of emoluments and conditions of service of University and College teachers. After considering the Mehrotra Committee's Report, the University Grants Commission submitted its recommendations to the Government of India in February 1987. After examination of the Report, the Government of India evolved a scheme of pay revision for the University and College teachers and other measures for improvement of standards in higher education. By their letter, dated 17.06.1987, and subsequent letters dated 07.09.1987 and 22.07.1988, the Government of India recommended to the State Government to implement this scheme. The question of implementing this Government of India's scheme of revision of pay-scales of University and College teachers, and other relevant guidelines and notifications issued by U.G.C. from time to time, was under consideration of the State Government of Maharashtra. After careful consideration of the Government of India's package scheme 1986 for maintenance of standards in Higher Education, and after an agreement with the Maharashtra Federation of University and College Teachers' Organisation, the Government of Maharashtra has now decided to implement the terms and conditions of service as detailed in the Government Resolution, Education and Employment Department No. N.G.C. 1286/1224/UNI-4 dated 27.02.1989.

AND WHEREAS the terms and conditions of service of the teachers, including the Principals of Colleges, are to be laid down by the Statutes made under Sections 42 (1) and 73 of the Poona University Act, 1974, and their qualifications laid down by the directions of the authorities or the University;

AND WHEREAS these Statutes and directions have not so far been repealed by the Senate and the authorities of the University as the case may be;

AND WHEREAS the Academic Council and the Executive Council will consider and recommend to the Senate the draft Statutes and the Academic Council will make recommendations to the Executive Council in the matter of prescribing qualifications for teachers in the University and in the affiliated colleges and recognized institutions including Principals, having regard to the provisions of the said Government Resolution dated 27.02.1989, in course of time, and it will be quite some time before the Senate of the University approves these draft Statutes and the Chancellor's assent is received;

AND WHEREAS Section 24 (1) (xxx) and (xxx-a) of the Poona University Act, 1974, empowers the Executive Council of the University to ensure that appointments of teachers in the University and in the Affiliated Colleges and Recognized Institutions are made in accordance with the qualifications and subject to the terms and conditions of service and discipline and duties prescribed by or under the Statutes or Ordinances;

AND WHEREAS the scales of pay recommended by the University Grants Commission, as accepted by the Government of India and approved by the State Government, are to be made effective from 01.01.1986 as laid down in the Government Resolution dated 27.02.1989, and can be implemented only after the Statutes are made with regard to the revised scales of pay and other measures for improvement of standards in Higher Education in all categories of full-time teachers employed in the

University and affiliated Colleges and recognized institutions of Arts, Science, Commerce and Education, other than those managed and maintained by the State Government.

THEREFORE, I, Professor Shridhar Chandrashekhar Gupte, Vice-Chancellor of the University of Poona in exercise of the powers conferred upon me under Section 1 (6) (b) of the Poona University Act, 1974, hereby direct that—

**Coverage:**

1. The revised scales and other measures for improvement of standards in higher education are applicable to all categories of full-time teachers employed by the University of Poona and by non-Government Colleges and Recognized Institutions, in the faculties of Arts, Science, Commerce and Education that are affiliated to University of Poona. The revised scales of pay are also applicable to the Teachers, Principals, Librarians, Instructors of Physical Education, Directors of Physical Education in the affiliated unaided Colleges and Recognized Institutions in Arts, Science, Commerce and Education faculties affiliated to University of Poona. However, these Colleges will not be entitled for any financial assistance from the State Government and the same will be the case with the unapproved (not covered under 100% salary grant) posts in the University, affiliated aided Colleges and Recognized Institutions.

The revised scales are not applicable to teachers who retired on or before 31.12.1985 and who worked on re-employment on that date including those whose period of re-employment was extended after that date.

**Date of Effect:**

2. The revised scales of pay shall be implemented with effect from 01.01.1986 and made applicable to the existing teachers in the University and affiliated Colleges & Recognized Institutions and Principals in the non-Government affiliated Colleges in Arts, Science, Commerce and Education, other than those managed and maintained by the State Government who exercised option for revised scales of pay, as well as to the teachers and Principals appointed hereafter in the said Colleges.

**Pay Scales:**

3. The revised scales of pay which shall be made effective from 01.01.1986 are as shown in Appendix I.

**Manner of Fixation of Pay:**

4 The formula and principles for fixation of pay of teachers in the revised scales shall be as indicated in Appendix II. The pay of the individual teachers and the date of increment shall be fixed in accordance with the formula and principles stated therein.

**Option for the Revised Scales of Pay:**

5 Within a period of three months from the date of the issue of the Government Resolution the teachers/Librarian/Physical Education staff of the University Departments, affiliated Colleges (aided and unaided) and Recognized Institutions will have

to opt in the prescribed form (Appendix III) for the revised pay scale. The teachers opting for the new scales will have to enter into an agreement as mentioned in Appendix IV with the University/College/Managements/Managements of Recognized institutions, about their acceptance of terms and conditions mentioned in the said Government Resolution. The option once exercised shall be final. Those who do not exercise the option within the period of three months from the date of issue of the Government Resolution shall be deemed to have opted for the revised scale.

*Note 1:—* The teachers/Librarians/Directors of Physical Education/Instructors of Physical Education who were in service on 01.01.1986 and who were not in service after 01.01.1986 on account of termination, death, discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge

on disciplinary grounds and could not exercise the option within the time-limit will be deemed to have opted for the revised scales of pay with effect from 01.01.1986 and should be held entitled to the benefit of these rules.

**Recruitment and Qualifications:**

6. Recruitment to the posts of Lecturers, Readers and Professors, Librarians and of Physical Education staff in the existing scale of pay of Rs. 700-1600 in the University and that of Lecturer/Librarian/Physical Education staff in affiliated Colleges and Recognized Institutions shall be on the basis of merit through All India Advertisement and selection, provided that the incumbents who fulfil the criteria prescribed in this Government Resolution/directions will be eligible for promotion to the post of Reader.

7. The minimum qualifications required for appointment to the post of Lecturers, Readers and Professors, Librarians and of Physical Education staff in the existing pay scale of Rs. 700-1600 will be those prescribed by the University Grants Commission from time to time. Generally the minimum qualifications for appointment to the post of Lecturer in the scale of pay of Rs. 2200-4000 shall be Master's degree in the relevant subject with at least 55% marks, or its equivalent grade, and good academic record as defined by the University Grants Commission.

8. Only those candidates who, besides fulfilling the minimum qualifications prescribed for the post of Lecturer, Librarian & Physical Education Staff have qualified in a comprehensive test to be conducted for the purpose will be eligible for appointment. The detailed scheme for conducting the test including its design, the agencies to be employed in the conduct of the test, content, administration, etc. will be worked out by the University Grants Commission keeping in view the requirement of the media of instruction followed by the different Universities and Colleges & other relevant considerations. For purpose of recruitment to the post of Lecturer/ Librarian/ Director/Instructor of Physical Education in Colleges and Principals of Colleges, the composition of the Selection Committee has already been laid down in Appendix accompanying Government Resolution, Education and Youth Services Department No. USG. 1177/129387/XXXII (Cell), dated 25.10.1977. The same procedure should continue to be in operation till it is suitably replaced by the Comprehensive test to be prescribed by the University Grants Commission. In order to enable all the members of the Selection Committee to attend the meeting a minimum notice of fifteen days from the date of issue of letter is necessary. The existing system of evaluation for the purpose of selection to the post of Lecturer/Librarian/Director of Physical Education/Instructor of Physical Education and Principal will remain in force till the details of the comprehensive test are received from the University Grants Commission. This evaluation system shall be followed by the aforesaid Selection Committees to ensure minimum standards.

Similarly, selection of Teachers/Asstt. Librarians/Deputy Librarian/Director/Deputy Director/Asstt. Director of Physical Education in the University shall continue to be made in accordance with the provisions in the Poona University Act, 1974 and the Statutes made thereunder, till University Grants Commission communicates aforesaid procedure.

9. In order to encourage research, in continuation of Post-graduate studies, candidates, who, at the time of their recruitment as Lecturers/Librarian/Physical Education Staff possess Ph.D. or M.Phil. degree will be sanctioned three and one advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing incumbents without research degree and those similarly situated recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degrees, but

will not be eligible for advance increments. Existing incumbents with research degrees will also be eligible for a similar benefit.

10. The revised scale of pay of tutors and demonstrators is for the existing incumbents of the position in the University and affiliated Colleges and Recognized Institutions. There shall be no future recruitment to this category.

**Career Advancement:**

11. Every Lecturer/Assistant Librarian/Librarian/Director/Instructor of Physical Education/Assistant Director of Physical Education, in the existing scale of Rs. 700-1600 will be placed in a senior scale of Rs. 3000-5000 if he has:

- (a) completed 8 years of service after regular appointment with relaxation as provided in para 9 above;
- (b) participated in two refresher courses/summer institutes, each of approximately 4 weeks' duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the University Grants Commission;
- (c) consistently satisfactory performance appraisal reports.

*Explanation:*—All such incumbents in the existing scale of Rs. 700-1600, who have completed 8 years of service on 01.01.1986, will be placed through a process of screening, selection as indicated below in the scale of Rs. 3000-5000. The benefit of service provided in para 9 will be available for the initial placement also.

12. Every Lecturer, Library and Physical Education staff in the senior scale will be eligible for promotion to the post of Lecturer (Selection Grade/Reader/Deputy Librarian/Deputy Director of Physical Education in the scale of pay of Rs. 3700-5700, if he has:

- (a) completed 8 years of service in the senior scale provided that the requirement of 8 years will be relaxed if the total service of the lecturer is not less than 16years;
- (b) Obtained a Ph.D. degree, or an equivalent published work;
- (c) made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications contribution to educational renovation, design of new courses and curricula, etc.

OR

- (c) made significant contribution to the development of Library Services/Physical Education in the University/College as evidenced by self-assessment, reports of referees, professional improvement in the Library Services/Physical Education activities, etc. as the case may be.
- (d) participated in two refresher courses/summer institutes each of approximately 4 weeks' duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the University Grants Commission, after placement in the senior scale;

and

(e) consistently good performance appraisal reports.

13. Promotion to the post of Lecturer (Selection Grade)/Reader/Deputy Librarian/Deputy Director of Physical Education will be through a process of selection by a Selection Committee to be set up under the Statutes of this University in accordance with the guidelines to be laid down by the University Grants Commission. The posts of Lecturers (Selection Grade)/Readers/Deputy Librarians/Deputy Directors of Physical Education, will be created for this purpose by upgrading a corresponding number of lecturers in the University and Colleges.

14. Those incumbents in the senior scale who do not have Ph.D. degree or equivalent published work and who do not meet the scholarship and research standards or other criteria of a Reader/Deputy Librarian/Deputy Director of Physical Education, but fulfil the other criteria mentioned in para 12 above and have a good record in teaching and/or participation in extension activities, will be placed in the grade of Rs. 3700-5700, subject to the recommendations of the Committee mentioned above. They will be designated as Lecturers/Assistant Librarians/Assistant Directors of Physical Education in the Selection Grade. Posts in the Selection Grade will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader & if found suitable, could be given the designation of Reader/Deputy Librarian/Deputy Director of Physical Education, as the case may be.

The University Grants Commission would evolve suitable criteria for creation of more posts of Professors and Readers in the University and Colleges. These guidelines, as and when communicated by the U.G.C. will be considered by the State Government.

15. The Librarians who were in service on or before 31.12.1972 and who are not fulfilling the condition of qualifications as prescribed by the University Grants Commission but who are entitled to the revised pay scale of Rs. 2200-4000 with effect from 01.01.1986 shall not be allowed to count their service prior to 01.01.1986 for the purpose of promotion to the post in senior scale or in selection grade.

16. The number of posts of Lecturers/Assistant Director/Deputy Director/ Director/Instructor of Physical Education/Assistant Librarian/Librarian in the pay scale of Rs. 700-1600 held by persons who are assessed to be suitable for the senior scale, or promoted through process of selection as designated Reader/Lecturer (Selection Grade, or equivalent designation as mentioned in the Government of India's scheme will depend upon the availability of suitable persons in a particular category. The number of posts will vary from year to year on account of resignation, death, superannuation, promotion

and fulfilment of conditions by the persons yet to be assessed/selected for the respective pay scale. The University and Colleges shall take annual review and take further action as per the procedure prescribed in the Government Resolution.

### **Continuing Education and Appraisal of Performance**

17. Participation of teachers at regular intervals in appropriate continuing education programme is envisaged as an integral part of the professional development of teachers. The University Grants Commission, the Indira Gandhi National Open University, the State Government and other appropriate agencies will be advised to take steps to introduce programme of continuing education for this purpose through a variety of means. While there cannot and need not be any rigid requirement of participation in formal programmes, evidence of commitment of continuing education of any recognized means, as may be specified by the University Grants Commission, will be an essential requirement for career



advancement. Pending the organisation of such programmes of the quality and on the scale required for giving effect to the implementation of the measures envisaged in para 21 of Appendix I of the Government of India Scheme, relaxation from the requirement of participation in such programmes for specified periods & for specific categories of posts will be granted by the University in accordance with guidelines to be laid down by the University Grants Commission.

### **Performance Appraisal of Teachers:**

18. Regular and systematic appraisal of performance of teachers shall be considered as an essential element in the management of Education and this has been taken into account in the design for the career development of teachers. Under Government Resolution, Education, Employment and Youth Services Department No. MES 1080/ USG/1177/I29387/XXXII (Cell), dated 29.05.1980, Government had prescribed the self-assessment form for teachers, to be used as a regular feature every year for their self-assessment. Until the University has framed, as per the guidelines issued by the University Grants Commission, the necessary statutes relating to the procedure (including the composition of screening/selection committee) for promotion to the senior scale/selection grade, existing Assessment Committees (constituted to assess the performance of a teacher before he is allowed to draw the increment after the stage of Rs. 1300 in the existing pay scale of Rs. 700-1600) including a representative of the Director of Education (Higher Education), Maharashtra State, Pune, will be entrusted with the implementation of the process of Selection for promotion to the Senior scale as well as Selection Grade. While considering the placement of lecturers in Senior Scale and Selection Grade, the Assessment Committee/Selection Committee concerned would take into consideration the performance of the teacher as reflected in this self-assessment form and all such recommendations shall be forwarded by the University to the Director of Education (Higher Education), Maharashtra State, Pune.

19. The evaluation of the performance of teachers will be done in accordance with the report of the task force appointed by the University Grants Commission for Performance Appraisal of Teachers (1988) (Appendix V). However, till it becomes operational the existing screening mechanism/selection procedure or those prescribed on a provisional basis by the University/State Government will apply to all placement promotions to the senior scale/Selection Grade Lecturers and Readers.

#### **20. Work-load:**

- (A) Teacher in the University/College will have a work-load of not less than 40 clock hours in a week.
- (B) (a) Out of the 40 clock hours mentioned in (A) above, a teacher in an affiliated college should be present on the official premises of the college for about 20 to 24 clock hours in a week (about four clock hours on an average).
- (b) Out of the time that a teacher in an affiliated college is present on the official premises of the college as mentioned in (a), above, the time spent on lecturing, tutorials, practicals, demonstrations would be as follows:
  - (i) 17 lectures + 3 tutorials/ = 20 x 50 minutes, 1,000 minutes.

In case of subjects under the Science Faculty, 20 periods of 50 minutes each would include both lectures and practicals as well as tutorials, if any.

- (ii) If, unfortunately, tutorials are not held, then 18 lectures of 50 minutes each = 900 minutes.

21. In case of demonstrators/tutors, if any, doing purely practicals/demonstration work or tutorials, the norm regarding work-load will be 20 practicals/demonstrations or tutorials of 50 minutes each.

22. The residual time for which a lecturer, demonstrator/tutor in an affiliated college should be present on the official premises of the college (vide B (a) above) should be devoted to seminars, co-curricular activities, extension work, testing/internal examinations, etc. as will be decided by the University.

23. Keeping in view the regulation of the U.G.C. vide F. 1-17/83 (CP) dated, 25.11. 1985 and guidelines circulated by their letter No. F. 1-28/84 (CPP) Vol. III, dated 18-25.11.1988 the University has prepared and circulated a suitable pattern of work-load for University teachers from the academic year 1989-90.

24. The rate of remission in work-load of a teacher who is teaching both under-graduate and post-graduate classes and work-load for the Principal/Vice-Principal and Head of Department shall be the same as prescribed vide Government Resolution dated 01.06.1981 and 01.09.1981 except that duration of a period will be 50 minutes. In other words, the total number of periods prescribed for a post of Principal/Vice-Principal/Head of the Department shall remain the same.

25. The staffing pattern (work-load pattern) for Colleges of Education prescribed vide Government letter No. STC 2279/104723/(407/79)/XXVII, dated 01.07.1980, will continue to operate. As per the staffing pattern, one teacher is admissible for every 10 students duly permitted by the State Government, in addition to the post of Principal.

#### **Protection to teachers:**

26. The above revised work-load should be implemented without additional staff. It should also be ensured that the services of permanently approved full-time or part-time teachers or similar teachers who have been approved on hourly basis, working in clear vacancies, are not terminated merely on the ground that they were rendered surplus as a result of the revised work-load. Such permanently approved surplus full-time or part-time or hourly basis teachers, will be absorbed as such, in course of time in the same college or any other affiliated college in the District against any fresh vacancies or additional work-load which may be created in future. The detailed mechanism regarding operation of absorption of such surplus staff will be communicated separately.

#### **Vacation:**

27. The illustrative calendar for an academic year as laid down in sub-para (VII) of para 1 of Government Resolution, Education and Youth Services Department No. USG. 1177/129387/XXXII (CELL), dated 25.10.1977 would continue to be in operation in future also. The number of actual teaching days in an academic year in the University or in affiliated colleges of the University shall not, however, be below 180 days excluding the preparation days and examination days. The teaching days shall be those days on which classes-such as lectures, tutorials, seminars, laboratory work are conducted. The admission work as well as the examination work will be so arranged by the University so as to enable the Principals to complete the same, during the vacations.

#### **Other conditions of service:**

28. The period of probation of a teacher shall not exceed a period of 24 months of continuous service. A lecturer appointed on probation should ordinarily be confirmed only after he has completed appropriate short-term orientation programmes and his performance appraisal reports are satisfactory. The University Grants Commission has been requested by the State Government to make arrangements to ensure that facilities are available for organising orientation programmes to cover all lecturers appointed in and after the academic year 1988-89.

#### **Superannuation and re-employment:**

29. The age of superannuation for teachers shall be 60 years and thereafter no extension in service shall be given. However, it is open to the University or a College to re-employ a superannuated teacher according to the existing guidelines framed by the University Grants Commission, up to the age of 65 years. However, salary expenditure for such re-employed period beyond 60 years of age will not be held admissible for purpose of grant-in-aid.

**Grievance Redressal Mechanism:**

30. Appropriate mechanism for the redressal of teachers' grievances will be established in the University and Colleges, according to the guidelines to be issued, separately.

**Code of Conduct:**

31. The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall be applicable to the teachers (including Principals, Librarians, Directors of Physical Education and Instructors of Physical Education) of the University, the affiliated Colleges and the Recognized Institutions.

**Fixation of pay and preferring claim for payment of arrears:**

32. The University will take action to frame suitable statutes under relevant provisions of the Poona University Act, 1974, with a view to implementing the scheme of revision of scales of pay of teachers in the University and in its affiliated colleges and Recognized Institutions, after keeping in view the provisions contained in Government Resolution, Education and Employment Department No. NGC/1286/1224/UNI-4, dated 27.02.1989.

33. The authorities of the University and affiliated colleges and the Recognized Institutions shall initiate action for fixing the pay of every individual teacher holding any of the positions mentioned in Appendix I after completing the necessary formalities of

obtaining an agreement and an option from each teacher for coming over to the revised scale vide para 5 above. The pay of a teacher, as well as the arrears that would be due to him, shall then be worked out in the forms to be prescribed by the Director of Education (Higher Education), Maharashtra State, Pune.

This pay fixation including the amount of arrears payable to a teacher shall, be got approved from the concerned Regional Administrative Officers, Higher Education Grants. Since the revised scales of pay will be implemented with effect from 01.01.1986, 50% of the arrears on account of implementation of revised scales of pay will be given to the teachers in cash and the remaining 50% will be credited to the General Provident Fund accounts of the respective teachers. The concerned teachers will be allowed to withdraw this amount credited to General Provident Fund accounts, after a period of 3 years, except in cases of retirement, death and resignation.

34. The University/College/Recognized Institution shall submit a statement of expenditure every month on account of revision of scales of pay of University/College/s Recognized Institution teachers to the Director of Education (Higher Education), Maharashtra State, Pune in the prescribed form.

35. As provided in the Government Resolution Education and Employment Department No. NGC 1286/1224/UNI-4, dated 27.02.1989, this scheme of revised scales of pay

for University/College/Recognized Institution teachers/Librarians, Directors of Physical Education/Instructors of Physical Education, is to be implemented by the Director of Education (Higher Education). The Regional Administration Officers, Higher Education Grants of the concerned region, will be the authority for fixation of pay and authority for recommending arrears claims to the office of the Director of Education (Higher Education). The Director of Education (Higher Education) will also prescribe a procedure for keeping separate account of the expenditure on account of revision of pay scales for the purpose of claiming central assistance.

These directions shall remain operative till such time as the Statutes made in these respects replace them.

No. VC/375.	}	
Ganeshkhind,	}	S C Gupte
Pune-411 007	}	Vice-Chancellor
Dated: 22.05.1989	}	

**Accompaniments to Order dated 22.05.1989 of the Vice-Chancellor, University of Poona**

APPENDIX I

*Pay-Scales:*—The existing and revised scales of pay sanctioned for different categories of University and college teachers shall be as shown below:

Sr.N	Designation of the post	Existing scale of pay	Revised scale of pay
0.			
1.	2.	3	4
<b>I. University Teachers:</b>			
1.	Lecturer	700-40-1100-50-1600	2200-75-2800-100-4000
2.	Lecturer (Senior Scale)	—	3000-100-3500-125-5000
3.	Lecturer (Selection Grade)	—	3700-125-4950-150-5700
4.	Reader	1200-50-1300-60-1900	3700-125-4950-150-5700
5.	Professor	1500-60-1800-100-2000- 125/2-2500	4500-150-5700-200-7300
<b>II College Teachers:</b>			

1.	Lecturer	700-40-1100-50-1600	2200-75-2800-100-4000
2.	Lecturer (Senior Scale)	—	3000-100-3500-125-5000
3.	Lecturer (Selection Grade)	—	3700-125-4950-150-5700
4.	Demonstrator/Tutor (Existing incumbents only)	500-20-700-25-900	1740-60-2700-EB-75-3000

**III. Government Institutes of Science/Management Studies/Social Sciences:**

1.	Professor	1500-60-1800-100-2000- 125/2-2500	4500-150-5700-200-7300
2.	Reader	1200-50-1300-60-1900	3700-125-4950-150-5700
3.	Lecturer	700-40-1100-50-1600	2200-75-2800-100-4000
4.	Lecturer (Senior Scale)	—	3000-100-3500-125-5000
5.	Lecturer (Selection Grade)	—	3700-125-4950-150-5700

**IV. College Principals:**

Sr. No.	Total enrolment of Junior-Senior Colleges as on 31.12.1988	Experience	Pay Scale (Rs)	
			Existing pay scale	Revised pay Scale
1	2	3	4	5
1.	1000 or less	Minimum experience of 10 years of teaching Under-graduate/Post-Graduate classes	1200-50-1300-60-1900	3700-125-4950-150-5700

*Note:—*(1) Principal not fulfilling the condition of experience will draw pay in an equivalent scale of Rs. 3200-100-3750-125-4700 till the date he/she fulfills the condition of experience. Afterwards he/she will be held eligible for the pay scale mentioned in column 5 above.

(2) In case some Universities have prescribed less than 10 years of teaching experience, the same should be made 10 year as the minimum condition for future recruitment. The persons

whose appointments as per such old condition of experience are approved by the concerned Universities shall be held eligible for the revised scales of pay as indicated in column 5 above.

1	2	3	4	5
2.	1001-3999	Minimum experience of 10 years of teaching Under-graduate classes	1500-60-1800-100-2000-125/2-2500	4500-150-5700-200-6300

*Note:--*(1) Principal not fulfilling the condition of experience will draw pay in an equivalent scale of Rs. 4500-150-5700 till the date he/she fulfills the condition of experience. Afterwards, he/she will be held eligible to draw the pay in the pay scale mentioned in column 5 above.

(2) In case some Universities have prescribed less than 10 years of teaching experience, the same should be made 10 years as the minimum condition for future recruitment. The persons whose appointments as per such old condition of experience are approved by the concerned Universities shall be held eligible for the revised scales of pay as indicated in column 5 above.

1	2	3	4	5
3.	4000 and above	Minimum experience of 10 years of teaching Under-graduate classes	1500-60-1800-100-125/2-2500	4500-150-5700-200-7300

*Note:--*(1) Principal not fulfilling the condition of experience will draw pay in an equivalent scale of Rs. 4500-150-5700-200-6300 till the date he fulfills the condition of experience. Afterwards he will be held eligible to draw the pay in the pay scale mentioned in column 5 above.

(2) In case some Universities have prescribed less than 10 years of teaching experience, the same should be made 10 years as the minimum condition for future recruitment. The persons whose appointments as per such old condition of experience are approved by the concerned Universities shall be held eligible for the revised scales of pay as indicated in column 5.

4. The respective pay scales will be admissible to the concerned incumbent so long as he holds particular post admissible as per stabilised strength of students as indicated under column 2 above.

5. The strength of students as on 31.12.1988 shall be treated as stabilised strength and shall be reviewed only at the time of next revision of pay scale.

6. The Principal must have minimum weekly workload of actual teaching as specified in these orders.

**V. Librarians and Physical Education Teachers University:**

*(a) Library Staff:*

Sr. No	Designation of the post	Existing scale of pay	Revised scale of pay
1	2	3	4

1	Assistant Librarian	700-40-1100-50-1600	2200-75-2800-100-4000
2	Assistant Librarian (Senior Scale)	—	3000-100-3500-125-5000
3	Assistant Librarian (Selection Grade)	—	3700-125-4950-150-5700
1	2	3	4

*Note:*—The existing incumbents of the posts of Librarians who were in service on or before 31.12.1972 and who do not satisfy the qualifications laid down by the U.G.C. for the posts should be held entitled to the pay scale of Rs. 2200-75-2800-100-4000 w.e.f. 1.1.1986.

4	Dy. Librarian	1200-50-1300-60-1900	3700-125-4950-150-5700
5	Librarian	1500-60-1800-100-2000- 125/2-2500	4500-150-5700-200-7300

*(b) Physical Education Staff:*

1	Director of Physical Education	700-40-1100-50-1600	2200-75-2800-100-4000
2	Director of Physical Education (Sr. Scale)	—	3000-100-3500-125-5000
3	Director of Physical Education (Selection Grade)	—	3700-125-4950-150-5700

**Colleges:**

*(a) Library Staff:*

1	Librarian	700-40-1100-50-1600	2200-75-2800-100-4000
2	Librarian (Senior Scale)	—	3000-100-3500-125-5000
3	Librarian (Selection Grade)	—	3700-125-4950-150-5700

*Note:*—The existing incumbents of the posts of Librarians who were in service on or before 31.12.1972 and who do not satisfy the qualifications laid down by the U.G.C. for the posts should be held entitled to the pay scale of Rs. 2200-75-2800-100-4000 w.e.f. 01.01.1986.

*(b) Physical Education Staff:*

1	Director/Instructor of Physical Education	700-40-1100-50-1600	2200-75-2800-100-4000
2	Director/Instructor of Physical Education (Senior Scale)	—	3000-100-3500-125-5000
3	Director/Instructor of Physical Education (Selection Grade)	—	3700-125-4950-150-5700

(C) Directors/Instructors of Physical Education and Librarians who are not fulfilling the qualifications as laid down for those posts in the pay scale of Rs. 700-1600 vide

Government Resolution dated 18.04.1984 at the time of their appointments made on or after 1.1.1973 shall be held eligible for the equivalent pay scales as shown below:

Sr.N	Designation of the post	Existing Scale of pay	Equivalent scale
1.	2	3	4
1	Librarian/Director of Physical Education/ Instructor of Education	(1) 425-15-500-EB-15-560-20-700 (2) 550-25-750-EB-30-900 (3) 700-40-1100 (4) 700-40-1100-50-1300	1400-40-1800-EB-50-2300 1640-60-2600-EB-75-2900 200-60-2300-EB-75-3200-100-3500 2200-75-2800-EB-100-3700

**Accompaniment to Government Resolution, Education and Employment Department No. UGC. 1286/(1224)/UNI-4, dated 27.02.1989)**

#### APPENDIX II

##### I. Rules for Fixation of Pay in the Revised Scales:

1. The initial pay of a teacher who elects or is deemed to have elected the revised scale of pay from 1st day of January, 1986 shall be fixed in the following manner, viz.:

(a) In the case of all teachers:

- (i) An amount representing 20% of the basic pay in the existing scale subject to the minimum of Rs. 75 shall be added to the existing emoluments of a teacher;
- (ii) After the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at the stage next, above the amount thus computed: Provided that—
  - (a) if the minimum of the revised scale is more than the amount so arrived at the pay shall be fixed at the minimum of the revised scale.
  - (b) if the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

*Note 1:*—Basic pay means the pay which has been sanctioned for the post held by a teacher substantively or in an officiating capacity or to which he is entitled to by reason of his position in a cadre.

*Note 2:*—Existing emoluments shall include:

- (a) The basic pay in the existing scale;
- (b) Dearness Allowance and ad-hoc Dearness Allowance admissible as on 01.01.1986 on the basic pay; and
- (c) the amount of 1st Interim Relief (revised under G.R., F.D. No. osiqj 1286/599/Isok—10, dt. 10.11.1986) and 2nd Interim Relief admissible on the basic pay in the existing scale.

The table showing the various stages in the existing pay-scales; D.A. and ad-hoc D.A., 1st and 2nd I. Rs. and 20% of the basic pay subject to the minimum of Rs. 75/-admissible thereon, is given in Appendix II.

*Note 3:*—Revised emoluments means the basic pay of a teacher in the revised scale admissible to him.



*Note 4:*—Where the existing emoluments exceeds the revised emoluments in the case of any teacher, the difference shall be allowed as personal pay to be adsorbed in future increases in pay.

*Note 5:*—Where in the fixation of pay under this rule the pay of a teacher drawing pay at more than 5 consecutive stages in an existing stage gets bunched i.e. pay gets fixed in the revised scale at the same stage, the pay in the revised scale of such of

these teachers who are drawing pay beyond the first five consecutive stages in the existing scale shall be stepped up as under by the grant of increment(s) in the revised scale in the following manner, viz.:

- (a) For teachers drawing pay from the 6th upto the 10th stage in the existing scale—by one increment,
- (b) For teacher drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage—by 2 increments.
- (c) For teachers drawing pay from the 16th upto the 20th stage in the existing scale if there is bunching beyond the 15th stage—by 3 increments.

If by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

*Note 6:*—Where in the fixation of pay under this rule pay of a teacher who in the existing scale was drawing immediately before the first day of January, 1986 more pay than another teacher junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised scale as that of the junior.

*Note 7:*—Where a teacher is in receipt of personal pay on 1st day of January, 1986 which together with his existing emoluments as calculated in accordance with above exceeds the revised emoluments, then the difference representing such excess shall be allowed to such a teacher as personal pay to be absorbed in future increases in pay.

*Note 8:*—In the case of a teacher promoted to a higher post on or after 01.01.1986, the pay of the lower post in the revised scale shall be fixed first under these rules and then the pay fixed in the revised scale of the higher post under normal rules.

*Note 9:*—In the case of a teacher who is drawing reduced pay as on 01.01.1986 in the existing scale on account of imposition of penalty under the relevant statutes of the University, the pay in such cases should be fixed as under:

- (a) On the basis of pay actually drawn on 01.01.1986, and
- (b) On the basis of pay which would have been drawn but for the penalty.

The revised pay as fixed at (a) above may be allowed from 01.01.1986 to the date of expiry of penalty and the revised pay fixed as at (b) from the date following the date of expiry of the penalty after allowing increment if any that might have notionally fallen due in the revised scale during the period from 01.01.1986 to the date of expiry of the penalty. The next increment in the revised scale will be regulated in accordance with Rule II of these rules.

(b) *Physical Education Staff:*

1.	Director/Instructor of Physical Education	700-40-1100-50-1600	2200-75-2800-100-4000
2.	Director/Instructor of Physical Education (Senior Scale)	—	3000-100-3500-125-5000
3.	Director/Instructor of Physical Education (Selection Grade)	—	3700-125-4950-150-5700

(C) Directors/Instructors of Physical Education and Librarians who are not fulfilling the qualifications as laid down for those posts in the pay scale of 700-1600 vide Government Resolution dated 18.04.1984 at the time of their appointments made on or after 01.01.1973 shall be held eligible for the equivalent pay scales as shown below.

Designation of the Post		Existing scale of pay	Equivalent scale
1.	Librarian/Director of Physical Education/ Instructor of Physical Education	(1) 425-15-500-EB- 15-560-20-700	1400-40-1800-EB- 50-2300
		(2) 550-25-750-EB- 30-900	1640-60-2600-EB- 75-2900
	(3) 700-40-1100	2000-60-2300-EB- 75-3200-100-3500	
	(4) 700-40-1100-50-1300	2200-75-2800-EB-100-3700	

## 2. Date of Next Increment in the Revised Scale:

The next increment of a teacher whose pay has been fixed in the revised scale in accordance with Rule-1 shall be granted on the date he would have drawn his increment, had he continued in the existing scale;

Provided that in cases where the pay of a teacher is stepped up in terms of Note-5 or Note-6 or Note-7 to rule (i) the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale.

Provided further that in cases xx other than those covered by the preceding proviso the next increment of a teacher whose pay is fixed on 1st day of January, 1986 at the same stage as the one fixed for another teacher junior to him in the same cadre and drawing pay at a lower stage than his, in the existing scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

Provided also that in the case of teachers who had being drawing maximum of the existing scale for more than 'year, as on 1st day of January, 1986 the next increment in the revised scale shall be allowed on the 1st day of January, 1986.

Provided that in cases where a teacher reached the maximum of the pre-revised scale (having annual increment) after the 01.01.1985, the next increment in the revised scale be granted on the completion of service for the full incremental period counting from the date on which he reached the maximum of the existing scale.

Provided further that in cases where the teacher drawing pay in the existing pay scale having biennial increment, reached the maximum of the prerevised scale after 01.01.1985 the next increment in the revised scale shall be admissible on completion of service for the full incremental period counting from the date of election of revised scale of day.

*Note 1:*—Where a teacher who is held up at the stage of assessment viz. Rs. 1300 in the pay scale of Rs. 700-1600 elects or is deemed to have elected the revised scale, his initial pay in the revised scale

should be fixed under these rules and he should be granted the next increment on the date on which it is due in the revised scale, provided that if the authority competent to allow the teacher to cross the assessment stage certifies that the teacher would have been allowed to draw the increment in the existing scale at an earlier date, the next increment should be granted on such earlier date.

*Note 2:*—In the case of a teacher who was borne on a prerevised scale of pay having biennial increments and who opts for revised scale of pay, the next date of increment shall be as under:

- (a) where the biennial increment in the prerevised scale was due for payment in 1986, it would be payable on the due date of 1986.
- (b) where the biennial increment in the prerevised scale was due for payment later than 1986, the increment would be admissible on the anniversary of election for the revised scale of pay.

*Note 3:*—(a) In the case of a teacher whose increment accrued in the prerevised scale on 01.01.1986, such increment should be allowed first on that date and pay fixed in the revised scale thereafter.

- (b) Where increment has been allowed under the third proviso to this rule, the next increment in such a case would accrue on 01.01.1978 subject to the maximum of the revised scale not being exceeded.

### **3. Fixation of Pay in the Revised Scale subsequent to the First Day of January, 1986:**

Where a teacher continues to draw pay in the existing scale and elects to come over to the revised scale from a date later than the 1st day of January 1986, his pay in the revised scale from such date shall be fixed as under:

- (a) In respect of a teacher who draws his increment annually biennially and who opts to switch over to the revised scale of pay from the date of his next increment falling after 01.01.1986 but not later than 31.12.1987 in respect of the post held by him on 01.01.1986, his pay shall be fixed in accordance with the provisions of Rule 1 above. However, such a teacher shall not be eligible for 20% of basic pay subject to minimum of Rs. 75 p.m. for a period from a 01.01.1986 till the date on which he switches over to the revised scale.
- (b) In the case of a teacher who elects to come over to the revised scale later than 31.12.1987, his pay from that date shall be fixed under the normal pay fixation rules and for this purpose his pay in the existing scale shall have the same meaning as of existing emoluments as calculated in accordance with subclause (a) of Rule 1 above, except that the basic pay to be taken into account for calculation of those emoluments will be the basic pay on the later date aforesaid. Such a teacher shall not, however, be eligible for 20% of basic pay in the existing scale subject to a minimum of Rs. 75 per month for fixation of pay in the revised scale.

## STATEMENT NO. 1 to 8

### STATEMENT 1

**Existing Scale : Rs. 700-40-1100-50-1600**

**Revised Scale : Rs. 2200-75-2800-100-4000**

Basic Pay as on 01.01.1986	D.A. as on 01.01.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
700	1053-50	70-00	70-00	140-00	2033-50	2200-00
740	1113-70	70-00	74-00	148-00	2145-70	2200-00
780	1173-90	70-00	78-00	156-00	2257-90	2275-00
820	1231-60	70-00	82-00	164-00	2367-60	2425-00
860	1286-80	70-00	86-00	172-00	2474-80	2500-00
900	1342-00	70-00	90-00	180-00	2582-00	2650-00
940	1385-20	70-00	94-00	188-00	2677-20	2725-00
980	1428-40	70-00	98-00	196-00	2772-40	2800-00
1020	1450-00	70-00	102-00	204-00	2846-00	2900-00
1060	1450-00	70-00	106-00	212-00	2898-00	2900-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00
1300	1450-00	70-00	130-00	260-00	3210-00	3300-00
1350	1450-00	70-00	135-00	270-00	3275-00	3300-00
1400	1450-00	70-00	140-00	280-00	3340-00	3400-00
1450	1450-00	70-00	145-00	290-00	3405-00	3500-00
1500	1450-00	70-00	150-00	300-00	3470-00	3500-00
1550	1470-00	70-00	155-00	310-00	3555-00	3600-00
1600	1500-00	80-00	160-00	320-00	3660-00	3700-00

### STATEMENT No. 2

**Existing Scale: Rs. 700-40-1100-50-1600**

**Revised Scale: Rs.3000-100-3500-125-5000**

Basic Pay as on 01.01.1986	D.A. as on 01.01.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
700	1053-50	70-00	70-00	140-00	2033-50	3000-00
740	1113-70	70-00	74-00	148-00	2145-70	3000-00
780	1173-90	70-00	78-00	156-00	2257-90	3000-00
820	1231-60	70-00	82-00	164-00	2367-60	3000-00
860	1286-80	70-00	86-00	172-00	2474-80	3000-00
900	1342-00	70-00	90-00	180-00	2582-00	3000-00
940	1385-20	70-00	94-00	188-00	2677-20	3000-00
980	1428-40	70-00	98-00	196-00	2772-40	3000-00
1020	1450-00	70-00	102-00	204-00	2846-00	3000-00
1060	1450-00	70-00	106-00	212-00	2898-00	3000-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00
1300	1450-00	70-00	130-00	260-00	3210-00	3300-00
1350	1450-00	70-00	135-00	270-00	3275-00	3300-00
1400	1450-00	70-00	140-00	280-00	3340-00	3400-00
1450	1450-00	70-00	145-00	290-00	3405-00	3500-00
1500	1450-00	70-00	150-00	300-00	3470-00	3500-00
1550	1470-00	70-00	155-00	310-00	3555-00	3625-00
1600	1500-00	80-00	160-00	320-00	3660-00	3750-00

**STATEMENT No. 3**

**Existing Scale: Rs. 700-40-1100-50-1600**

**Revised Scale: Rs. 3700-125-4950-150-5700**

Basic Pay as on 01.01.1986	D.A. as on 01.01.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
700	1053-50	70-00	70-00	140-00	2033-50	3700-00
740	1113-70	70-00	74-00	148-00	2145-70	3700-00
780	1173-90	70-00	78-00	156-00	2257-90	3700-00
820	1231-60	70-00	82-00	164-00	2367-60	3700-00
860	1286-80	70-00	86-00	172-00	2474-80	3700-00
900	1342-00	70-00	90-00	180-00	2582-00	3700-00
940	1385-20	70-00	94-00	188-00	2677-20	3700-00
980	1428-40	70-00	98-00	196-00	2772-40	3700-00
1020	1450-00	70-00	102-00	204-00	2846-00	3700-00
1060	1450-00	70-00	106-00	212-00	2898-00	3700-00
1100	1450-00	70-00	110-00	220-00	2950-00	3700-00
1150	1450-00	70-00	115-00	230-00	3015-00	3700-00
1200	1450-00	70-00	120-00	240-00	3080-00	3700-00
1250	1450-00	70-00	125-00	250-00	3145-00	3700-00
1300	1450-00	70-00	130-00	260-00	3210-00	3700-00
1350	1450-00	70-00	135-00	270-00	3275-00	3700-00
1400	1450-00	70-00	140-00	280-00	3340-00	3700-00
1450	1450-00	70-00	145-00	290-00	3405-00	3700-00
1500	1450-00	70-00	150-00	300-00	3470-00	3700-00
1550	1470-00	70-00	155-00	310-00	3555-00	3700-00

1600

1500-00

80-00

160-00

320-00

3660-00

3700-00

**STATEMENT No. 4****Existing Scale: Rs. 1200-50-1300-60-1900****Revised Scale: Rs. 3200-100-3700-125-4700**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1200	1450-00	70-00	120-00	240-00	3080-00	3200-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00
1300	1450-00	70-00	130-00	260-00	3210-00	3300-00
1360	1450-00	70-00	136-00	272-00	3288-00	3300-00
1420	1450-00	70-00	142-00	284-00	3366-00	3400-00
1480	1450-00	70-00	148-00	296-00	3444-00	3500-00
1540	1464-00	70-00	154-00	308-00	3536-00	3600-00
1600	1500-00	80-00	160-00	320-00	3660-00	3700-00
1660	1543-80	80-00	166-00	332-00	3781-80	3825-00
1720	1599-60	80-00	172-00	344-00	3915-60	3950-00
1780	1655-40	80-00	178-00	356-00	4049-40	4075-00
1840	1711-20	80-00	184-00	368-00	4183-20	4200-00
1900	1767-00	80-00	190-00	380-00	4317-00	4325-00

**STATEMENT No. 5****Existing Scale: Rs. 1200-50-1300-60-1900****Revised Scale: Rs. 3700-125-4950-150-5700**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1200	1450-00	70-00	120-00	240-00	3080-00	3700-00
1250	1450-00	70-00	125-00	250-00	3145-00	3700-00
1300	1450-00	70-00	130-00	260-00	3210-00	3700-00
1360	1450-00	70-00	136-00	272-00	3288-00	3700-00
1420	1450-00	70-00	142-00	284-00	3366-00	3700-00
1480	1450-00	70-00	148-00	296-00	3444-00	3700-00
1540	1464-00	70-00	154-00	308-00	3536-00	*3700-00
1600	1500-00	80-00	160-00	320-00	3660-00	*3700-00
1660	1543-80	80-00	166-00	332-00	3781-80	*3825-00
1720	1599-60	80-00	172-00	344-00	3915-60	3950-00
1780	1655-40	80-00	178-00	356-00	4049-40	4075-00
1840	1711-20	80-00	184-00	368-00	4183-20	4200-00
1900	1767-00	80-00	190-00	380-00	4317-00	4325-00

\*Pay to be stopped up to Rs. 3825 under Note 5 of rule 1.

**STATEMENT No. 6**

**Existing Scale: Rs. 1500-60-1800-100-2000-125/2-2500**

**Revised Scale: Rs. 4500-150-5700**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc Increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1500	1450-00	70-00	150-00	300-00	3470-00	4500-00



1560	1476-00	80-00	156-00	312-00	3574-00	4500-00
1620	1512-00	80-00	162-00	324-00	3698-00	4500-00
1680	1562-40	80-00	168-00	336-00	3826-40	4500-00
1740	1618-20	80-00	174-00	348-00	3960-20	4500-00
1800	1674-00	80-00	180-00	360-00	4094-00	*4500-00
1900	1767-00	80-00	190-00	380-00	4317-00	*4500-00
2000	1860-00	80-00	200-00	400-00	4540-00	4650-00
2125	1976-30	80-00	213-00	425-00	4819-30	4950-00
2250	2092-50	100-00	225-00	450-00	5117-50	5250-00
2375	2208-80	100-00	238-00	475-00	5396-80	5400-00
2500	2325-00	100-00	250-00	500-00	5675-00	5700-00

\*Pay to be stopped up to Rs. 4650 under Note 5 of rule 1.

### STATEMENT No. 7

**Existing Scale: Rs. 1500-60-1800-100-2000-125/2-2500**

**Revised Scale: Rs. 4500-150-5700-200-6300**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc Increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1500	1450-00	70-00	150-00	300-00	3470-00	4500-00
1560	1476-00	70-00	156-00	312-00	3574-00	4500-00
1620	1512-00	80-00	162-00	324-00	3698-00	4500-00
1680	1562-40	80-00	168-00	336-00	3826-40	4500-00
1740	1618-20	80-00	174-00	348-00	3960-20	4500-00
1800	1674-00	80-00	180-00	360-00	4094-00	*4500-00
1900	1767-00	80-00	190-00	380-00	4317-00	*4500-00
2000	1860-00	80-00	200-00	400-00	4540-00	4650-00
2125	1976-30	80-00	213-00	425-00	4819-30	4950-00
2250	2092-50	100-00	225-00	450-00	5117-50	5250-00
2375	2208-80	100-00	238-00	475-00	5396-80	5400-00
2500	2325-00	100-00	250-00	500-00	5675-00	5700-00

\*Pay to be stopped up to Rs. 4650 under Note 5 of rule 1.

**STATEMENT No. 8**

**Existing Scale: Rs. 1500-60-1800-100-2000-125/2-2500**

**Revised Scale: Rs. 4500-150-5700-200-7300**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc Increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1500	1450-00	70-00	150-00	300-00	3470-00	4500-00
1560	1476-00	70-00	156-00	312-00	3574-00	4500-00
1620	1512-00	80-00	162-00	324-00	3698-00	4500-00
1680	1562-00	80-00	168-00	336-00	3826-00	4500-00
1740	1618-00	80-00	174-00	348-00	3960-00	4500-00
1800	1674-00	80-00	180-00	360-00	4094-00	*4500-00
1900	1767-00	80-00	190-00	380-00	4317-00	*4500-00
2000	1860-00	80-00	200-00	400-00	4540-00	4650-00
2125	1976-30	80-00	213-00	425-00	4819-30	4950-00
2250	2092-50	100-00	225-00	450-00	5117-50	5250-00
2375	2208-80	100-00	238-00	475-00	5396-80	5400-00
2500	2325-00	100-00	250-00	500-00	5675-00	5700-00

\*Pay to be stopped up to Rs. 4650 under Note 5 of rule 1.

**STATEMENT No. 9**

**Existing Scale: Rs. 425-15-500-EB-15-560-20-700-(16-Years)**

**Revised Scale: Rs. 1400-40-1800-EB-50-2300-(20 Years)**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

1	2	3	4	5	6	7
425	756-60	60-00	50-00	85-00	1376-60	1400-00
440	763-00	60-00	50-00	88-00	1401-00	1400-00
455	769-40	60-00	50-00	91-00	1425-40	1400-00
470	775-80	60-00	50-00	94-00	1449-80	1480-00
485	782-10	60-00	50-00	97-00	1474-10	1480-00
500	788-50	60-00	50-00	100-00	1498-50	1520-00
515	794-90	60-00	52-00	103-00	1524-90	1560-00
530	801-30	60-00	53-00	106-00	1550-30	1560-00
545	820-20	60-00	55-00	109-00	1589-20	1600-00
560	842-80	60-00	56-00	112-00	1630-80	1640-00
580	872-90	60-00	58-00	116-00	1686-90	1720-00
600	903-00	60-00	60-00	120-00	1743-00	1760-00
620	933-10	60-00	62-00	124-00	1799-10	1800-00
640	963-20	60-00	64-00	128-00	1855-20	1900-00
660	993-30	60-00	66-00	132-00	1911-30	1950-00
680	1023-40	60-00	68-00	136-00	1967-40	2000-00
700	1053-50	70-00	70-00	140-00	2033-50	2050-00

Note:-Column Nos. 8 to 12 are not applicable to this revised scale.

**STATEMENT No. 10**

**Existing Scale: Rs. 550-25-750-EB-30-900-(13 Years)**

**Revised Scale: Rs. 1640-60-2600-EB-75-2900-(20 Years)**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
550	827-80	60-00	55-00	110-00	1602-80	1840-00
575	865-40	60-00	58-00	115-00	1673-40	1700-00
600	903-00	60-00	60-00	120-00	1743-00	1760-00
625	940-60	60-00	63-00	125-00	1813-60	1820-00
650	978-30	60-00	65-00	130-00	1883-30	1940-00
675	1015-90	60-00	68-00	135-00	1953-90	2000-00
700	1053-50	70-00	70-00	140-00	2033-50	2060-00

725	1091-10	70-00	73-00	145-00	2104-10	2120-00
750	1128-80	70-00	75-00	150-00	2173-80	2180-00
780	1173-90	70-00	78-00	156-00	2257-90	2300-00
810	1217-80	70-00	81-00	162-00	2340-80	2360-00
840	1259-20	70-00	84-00	168-00	2421-20	2480-00
870	1300-60	70-00	87-00	174-00	2501-60	2540-00
900	1342-00	70-00	90-00	180-00	2582-00	2600-00

Note:—Column Nos. 8 to 12 are not applicable to this revised scale.

**STATEMENT No. 11**

**Existing Scale: Rs. 700-40-1100-(10 Years)**

**Revised Scale: Rs. 2200-75-2800-EB-100-3700-(17 Years)**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs. 1	Rs. 2	Rs. 3	Rs. 4	Rs. 5	Rs. 6	Rs. 7
680	1023-40	60-00	68-00	136-00	1967-40	2200-00
720	1083-60	70-00	72-00	144-00	2089-60	2200-00
760	1143-80	70-00	76-00	152-00	2201-80	2275-00
800	1204-00	70-00	80-00	160-00	2314-00	2350-00
840	1259-20	70-00	84-00	168-00	2421-20	2425-00
880	1314-40	70-00	88-00	176-00	2528-40	2575-00
920	1363-60	70-00	92-00	184-00	2629-60	2650-00
960	1406-80	70-00	96-00	192-00	2724-80	2725-00
1000	1450-00	70-00	100-00	200-00	2820-00	2900-00
1050	1450-00	70-00	105-00	210-00	2885-00	2900-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00

**STATEMENT No. 12**

**Existing Scale: Rs. 700-40-1100-50-1300**

**Revised Scale: Rs. 2200-75-2800-EB-100-3700-(17 Years)**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% Minimum (Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs. 1	Rs. 2	Rs. 3	Rs. 4	Rs. 5	Rs. 6	Rs. 7
680	1023-40	60-00	68-00	136-00	1967-40	2200-00
720	1083-60	70-00	72-00	144-00	2089-60	2200-00
760	1143-80	70-00	76-00	152-00	2201-80	2275-00
800	1204-00	70-00	80-00	160-00	2314-00	2350-00
840	1259-20	70-00	84-00	168-00	2421-20	2425-00
880	1314-40	70-00	88-00	176-00	2528-40	2575-00
920	1363-60	70-00	92-00	184-00	2629-60	2650-00
960	1406-80	70-00	96-00	192-00	2740-80	2725-00
1000	1450-00	70-00	100-00	200-00	2820-00	2900-00
1050	1450-00	70-00	105-00	210-00	2885-00	2900-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00

**Accompaniment to Government Resolution, Education and Employment Department, No. NGC  
1286/(1224)/UNI-4, dated 27.02.1989**

APPENDIX III

**FORM OF OPTION**

I, .....Substantive holder of the post of  
.....  
in the scale of Rs. ....in the College.....hereby.

- (i) elect the revised scale of the post with effect from 1.1.1986;
- (ii) elect to retain the existing/Pre Jan. 86 scale of pay of the post until; the date of my next increment.  
the date of my subsequent increment.  
raising my pay to Rs.....  
I vacate or cease to draw pay in that scale.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date:

Signature

Signed before me

Date:

Signature

(Principal of the College)

(Reviewed the above declaration)

Date:

Signature

(Head of the Institution)

*Note*:-The option should be exercised separately in respect of substantive and officiating appointments. To be scored out if not applicable.

**Accompaniment to Government Resolution, Education and Employment Department No. NGC 1286/(1224)/UNI-4, dated 27.02.1989**

APPENDIX IV

**FORM OF AGREEMENT**

THIS AGREEMENT made this .....day of ..... One thousand Nine hundred and Eighty nine between Shri./Smt./Kum. .... Demonstrator/Tutor/Reader/Senior/Junior Lecturer/Professor of ..... Principal of .....College/University Established by ..... hereinafter referred to as “the Employee” (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and .....College/University hereinafter referred to as “the said College/University” of the Other Part.

WHEREAS the Employee has been working as a Demonstrator/Tutor/Reader/ Senior/Junior Lecturer/Professor of.....Principal of the said College/University from the .....day of ..... 198 .....

AND WHEREAS the Government of Maharashtra has by Government Resolution Education and Youth Services Department bearing No. NGC 1286/(1224)/UNI-4, dated the 27.02.1989 (hereinafter referred to as “the said Resoluton” a copy whereof is annexed hereto) sanctioned a scheme for revision of the pay scales of the University and college teachers and other measures for improving statement in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revise the pay scale of the Employee on the Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Maharashtra by the said Resolution which the Employee has agreed to do.

NOW THIS AGREEMENT WITNESSTH AND IT IS HEREBY AGREED AND DECIDED by and between Parties hereto as follows:

In consideration of the said College/University agreeing to revise the pay scale of the Employee and to pay to him/her the remuneration as may be payable to him/her as per the said relevant revised scale applicable to him/her as specified in the said Resolution, not with standing anything to contrary in

that regard contained in his/her contract of service and/or conditions of service the Employee both hereby:

- (1) agree, accept and duly comply with the terms and conditions specified in the said Government Resolution;
- (2) agree to have these conditions inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter;
- (3) agree that in the event of his failure to abide by these conditions he shall cease to derive benefits of revised pay scales.

IN WITNESS WHEREOF Shri./Smt./Kum. .... the Employee above-names has hereto set his/her hand and

Common seal of University has been here unto affixed.

.....

Members of the Managing Committee/Governing Body of ..... have set their respective hands the day and year first hereinabove written.

Signed and deliver by

Shri./Smt./Kum.....

the Employee above named in the presence of

1.....

2.....

3. ....

OR

Signed and delivered by:

1.....

2.....

3.....

4.....

..... 5 Etc. the present Members of the Managing Committee/Governing Body of .....

..... in the presence of .....

1.....

2.....

APPENDIX V

Performance Appraisal Report-I\*

Self Appraisal

A. General Information

- (a) Name  
(b) Address (Residential) Ph. No.  
(c) Designation  
(d) Department  
(e) Date of Birth  
(f) Area of Specialization

B. Academic Qualifications

Exam. Passed	Board/University	Subjects Year	Division/Grade Merit etc.
High School			
Higher Secondary or Pre-degree			
Bachelor's degree(s)			
Master's degree(s)			
Research degree(s)			
Others (Diplomas/Certificates etc.)			

C. Research Experience and Training

Research Stage	Title of Work/Theses	University where the work was carried out
M. Phil. or equivalent		
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (Give names of students guided successfully)		
Training (please specify)		

\*For teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.

D. Research Projects carried out



Title of the Project	Name of the Funding Agency	Duration	Remarks
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E. Seminar, Conference, Symposia, Workshops etc. attended

Name of the Seminar/Conference/Symposia Workshop etc.	Name of the Sponsoring Agency	Place and Date
---	-------------------------------	----------------

F. Teaching Experience

Courses Taught	Name of University/College/Institution	Duration
(i) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)		
(ii) P.G. (M.A./M.Sc., etc.)		
(iii) M.Phil.		
(iv) Any other		

Total Teaching Experience:.....

- (a) ... Under-graduate (Pass) :.....
- (b) Under-graduate (Hons.) :.....
- (c) Post-graduate :.....

G. Innovations/Contribution in Teaching

- (a) Design of curriculum :
- (b) Teaching methods :
- (c) Laboratory experiment :
- (d) Evolution methods :
- (e) Preparation of resource :  
material including books,  
reading materials, laboratory  
manuals etc.
- (f) Remedial Teaching/Student Counselling  
(academic)
- (g) Any other.

H. Extension Work/Community Service:

- (a) Please give a short account of your contribution to:
  - (i) Community work such as values of National integration, secularism, democracy, socialism,

humanism, peace, scientific temper, flood or drought relief, small family norms etc.

(ii) National Literacy Mission.

(b) Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity.

I Participation in Corporate Life:

Please give a short account of your contribution to:

- (a) College/University/Institution
- (b) Co-curricular Activities
- (c) Enrichment of Campus Life  
(Hostels, sports, games, cultural activities)
- (d) Students Welfare and Discipline
- (e) Membership/Participation in Bodies/  
Committees on Education and National Development.
- (f) Professional Organization of Teachers

J. (a) Membership of Professional Bodies,  
Societies etc.

(b) Editorship of Journals

K. Any other information.

(Signature of the Teacher).

**Performance Appraisal Report-II\***

**Self Appraisal**

A. General Information

- (a) Name
- (b) Date of Birth
- (c) Address (Residential)
- (d) Designation
- (e) Department
- (f) Area of Specialization
- (g) Date of Appointment
  - (i) in the Institution
  - (ii) in the Present Post
- (h) Honours Conferred

Ph. No.

B. Teaching

(a) Class Taught

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Class	Periods
-------	---------

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	Assigned per week		Taught in the year		Steps taken for the teaching of periods missed during absence of leave
	**L	T/F	L	T/F	
	(1)		(2)		(3)
(i)	U.G. (B.A./B.Sc. etc., Pass) (B.A./B.Sc. etc. Hons.)				
(ii)	PG (M.A./M.Sc., etc.)				
(iii)	M.Phil.				
(iv)	Any other				

\* (To be filled at the end of every academic year)

\*\* L = Lecture      T = Tutorial      P = Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan synopses of lectures, and reading lists supplied to students.

(d) Details of participation in the following:

(i) University  
Evaluation

(ii) Internal  
Evaluation

(iii) Paper Setting

(iv) Assessment of  
Home assignments

(v) Conduct of Examinations

(vi) Evaluation of Dissertation etc.

C. Details of Innovations/Contribution in Teaching during the year:

(a) Design of curriculum:

(b) Teaching methods

(c) Laboratory experiments:

(d) Evaluation methods:

(e) Preparation of resource material  
including books, reading materials,  
laboratory manuals etc.

(f) Remedial Teaching/Student  
Counselling (academic)

(g) any other

D. Improvement of Professional Competence

(a) Details regarding refresher course/orientation attended,  
participation in summer schools, workshops, seminars, symposia

etc. including open university courses/M.Phil., Ph.D.

E. Research contributions:

- (a) Number of students (M.Phil./Ph.D.)
- | At the beginning of the year | Registered during the year | Completed during the year |
|------------------------------|----------------------------|---------------------------|
| M.Phil.                      |                            |                           |
| Ph.D.                        |                            |                           |
- (b) No. of research papers published (Please enclose list)
- (c) Research Projects
- | Title of the Project | Name of the funding agency | Duration |
|----------------------|----------------------------|----------|
|----------------------|----------------------------|----------|
- (d) Details of Seminars, Conferences, Symposia organised.
- (e) Patents taken, if any, give a brief description.
- (f) Membership of Professional Bodies.  
Editorship of Journals etc.

F. Extension Work/Community Service.

- (a) Please give a short account of your contribution to:
- Community work such as values of National integration, Secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
  - National Literacy Mission
- (b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS) or NCC or any other similar activity.

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- College/University/Institution
- Co-Curricular activities
- Enrichment of Campus Life  
(hostels, sports, games, cultural activities)
- Students' Welfare and Discipline
- Membership/Participation in Bodies/  
Committees on Education and National Development.

(f) Professional organization of Teachers.

H. Assessment

(a) Steps taken by you for the evaluation of the course programme taught

I. General Data

State brief assessment of your performance indicating

(a) achievements, (b) difficulties faced and

(c) suggestions for improvement.

Signature of the Teacher

J. \*Verification of factual data:

A. General Information.

B. Teaching.

C. Details of Innovations/Contribution in Teaching, during the year.

D. Improvement of Professional Competence.

E. Research contributions.

F. Extension Work/Community Service.

G. Participation in Corporate Life.

Signature of the Person authorised

\* By a person to be nominated by Principal/Vice-Chancellor.

APPENDIX VI

**Code of Professional Ethics for University and College Teachers Preamble**

*I. Goal of Higher Education in our Country:*

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

## *II. Teachers and their Rights:*

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

### **The Code of Professional Ethics**

#### *I. Teachers and Their Responsibilities:*

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

#### *Teachers should:*

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conference 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, tutorial, practical and seminar 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 in 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.

## **II. Teachers and the Students:**

#### *Teachers should:*

- (i) respect the right and dignity of the student in expressing his/her opinion;

- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) 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 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 and 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 Colleges:**

*Teachers should:*

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

### **IV. Teachers an 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 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.

#### **V. Teachers and Non-Teaching Staff:**

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

#### **VI. Teachers and Guardians:**

*Teachers should:*

Try to see through teachers bodies and organisations that institutions maintain contact with the guardians of 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.

APPENDIX "A"

**(S. 412)**

**Formula for Fixation of Pay in the Revised Scales**

I. The initial pay in the revised scale shall be fixed in the following manner:

(A) In the case of the teacher drawing basic pay not more than Rs. 1,800/- in the existing scale.

(a) An amount representing five per cent of the basic pay subject to a minimum of Rs. 15/- and a maximum of Rs. 50/- shall be added to the existing emolument of the teacher.

*Explanation I:*—Existing emoluments means a basic pay plus dearness allowance as on 31.12.1972 plus interim relief, if any, sanctioned during 01.03.1970 and January 1973 and not any other allowance.

*Explanation II:*—If the amount so computed includes a part of a rupee, then if such part is fifty paise or more, it shall be increased to one complete rupee and if such part is less than fifty paise, it shall be ignored.

(b) After the existing emoluments have been increased and computed as specified in clause (a) the pay shall be fixed in the revised scale at the stage equal to the amount so computed or, if there is no such stage in the revised scale, at the stage next above the amount so computed.

Provided that:

(i) If the amount as computed under clause (a) is less than the minimum of the revised scale, the pay shall be fixed at the minimum of that scale.

(ii) If the amount as computed under clause (a) is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Provided further that, except in case where the pay is fixed at the minimum of the revised scale, if the revised emoluments as determined under this sub-rule, exceeds the existing emolument by more than Rs. 100/- the initial pay shall be fixed at the highest stage in the revised scale at which the revised emolument payable does not exceed the existing emolument by Rs. 100/- and the difference, if any, between the existing emoluments plus Rs. 100/- and the revised emoluments so payable shall be allowed as personal pay to be absorbed in future increment(s).

*Explanation:*—Revised emolument means the basic pay of the teacher in the revised scale.

(B) In the case of a teacher drawing basic pay exceeding Rs. 1,800/- in the existing scale, the initial pay in the revised scale shall be fixed under the provisions of B.C.S.R. 41, 44 and 57 and for this purpose his pay in the existing scale shall be deemed to include the dearness allowance, if any, drawn by him.

*Note 1:*— Where the teacher is holding a permanent post and is officiating in a higher post and the scale applicable to these two posts are merged into one scale, the pay shall be fixed under this sub-rule with reference to the officiating post only, provided he has continuously officiated in that post for not less than one year as on 01.01.1973 and the pay so fixed shall be treated as substantive pay. Where such teacher has not completed one year's continuous service in the higher officiating post as on 01.01.1973

his pay in the revised scale shall be fixed separately with reference to his substantive pay and officiating pay in the existing scale and his pay in the revised scale fixed with reference to the officiating pay shall be treated as substantive pay in that scale either on confirmation in the higher officiating post or after rendering service for the period by which it fell short of one year on 01.01.1973, whichever is earlier, provided that in the latter case, it is certified by the appointing authority that he would have continued to officiate in the higher post during this period had the revised scale not been introduced. If, however, the appointing authority certifies that he would have reverted to the lower post during this period, his pay in the revised scale would, from the date on which he would have reverted, be regulated on the basis of the pay fixed on 01.01.1973 with reference to his substantive pay in the lower post.

*Note 2:*— Where the existing emolument exceeds the revised emolument the difference shall be allowed as personal pay to be absorbed in future increment(s).

*Note 3:*— Where in the fixation of pay under clause (b) of paragraph (A) or under paragraph (B) the pay of the teacher drawing pay at more than five consecutive stages in the existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage the pay in the revised scale of such of the teacher who is drawing pay beyond the first five consecutive stages in the existing scale shall be stepped upto the stage where such bunching occurs, as under, by the grant of increment(s) in the revised scale in the following manner, namely:

- (a) for teacher drawing pay from the 6th upto 10th stage in the existing scale—by one increment.
- (b) for teacher, drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage—by two increments.
- (c) for teacher drawing pay from the 16th upto 20th stage in the existing scale, if there is bunching beyond the 15th stage—by three increments.

If by stepping up of the pay as above, the pay of one teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of another teacher who was drawing pay to the next higher stages in the same existing scale is fixed, the pay of the latter shall also be stepped upto only to the extent by which it falls short that of the former.

*Note 4:*— Where in the fixation of pay under clause (b) of paragraph (A) or paragraph (B) the pay of a teacher, who in the existing scale was drawing immediately before 01.01.1973 more pay than another teacher junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior his pay shall be stepped upto the same stage in the revised scale as that of the junior.

*Note 5:*— Where as on 01.01.1973, the teacher is in receipt of personal pay which together with his existing emolument exceeds the revised emoluments then, the difference representing such excess shall be allowed to such teacher as personal pay to be absorbed in future increments.

## II. Date of next increment in the revised scale.

The next increment of the teacher whose pay has been fixed in the revised scale in accordance with rule I shall be granted on the date he would have drawn his increment had he continued in the existing scale;

Provided that in cases where the pay of a teacher is stepped up in terms of Note 3 of the rule I the next increment shall be granted on the completing of qualifying service of twelve months from the date of the stepping up of the pay in the revised scale;

Provided further that, in cases other than those covered by the preceding proviso, the next increment of a teacher whose pay is fixed on the 1st day of January, 1973 at the same stage as the one fixed for another teacher junior to him in the same cadre and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

*Explanation:*—For the purpose of this rule, increment shall be construed to mean stage in the time scale and not necessarily actual increases in pay (that is to say, where an increment in any scale is not annual, the increment shall be construed as carrying as many as the number of years of service required to be rendered for earning an increment).

#### APPENDIX "B"

#### Statute (415) (4)

#### DEED OF CONTRACT OF SERVICE

This agreement made on the.....day of .....19.....between Shri./Smt./Kum./Prof./Dr.....hereinafter referred to as "the Teacher" of the first part and the University of Poona a University being a body corporate and constituted under the Poona University Act, 1974, being Maharashtra Act No. XXIII of 1974 hereinafter called "the University or the Management of the affiliated college or recognized institution" of the second part

It is hereby agreed by and between the parties hereto as under:

1. That the University/Management of the affiliated College/Recognized Institution hereby appoints Shri./Smt./Kum./Prof./Dr..... as a .....in .....in the scale of Rs..... (Post).....in the University Department of (subject)..... In...../College/..... Institution with effect from the date when the said..... takes charge of the duties of his office and the said..... hereby agrees to abide by the conditions of service, leave rules and conduct, discipline and appeal rules as are prescribed and will be prescribed hereafter by the Statutes.

2. That the said parties agree and undertake to be bound by the Act, Statutes, Ordinances, Regulations, Rules and Orders of the University/Management for the time being in force and as may be

amended and/or modified from time to time and brought into force at a later date and which shall be deemed to form part of the agreement.

3. That the said parties agree that this agreement shall continue in force till the date of superannuation of the Teacher or until determined by notice in writing as required under the Statutes relating to the conditions of service for the University/College/ Recognized Institution teacher.

IN WITNESS Whereof the parties hereto have set their hands and seals on the date of the month and year above mentioned.

Date:

Place:

Signed by the said

Signed and sealed on behalf  
of the University/College/  
Recognized Institution

.....

.....

(Teacher)

Registrar/Chairman/Director,  
University/Management

In the presence of

- 1.
- 2.

#### APPENDIX "C"

#### Statute (551) (2)

##### 1. B.C.S.R. 377. Gradation of Government Servants:

For the purpose of calculating travelling allowance Government servants are divided into three grades as follows:

First Grade	.. Rs. 1000/- and above.
Second Grade	.. Rs. 425/- to Rs. 999/-.
Third Grade	.. Below Rs. 425/-.

##### 2. B.C.S.R. 400. Railway Journeys:

Officers of grade I and II shall be entitled to travel by rail by first class and those of grade III by second class. The first and the second grade Officers will be paid 1st class fares for their rail journey each way only if they mention the serial number of the 1st class rail ticket and the date marked on the ticket in their Travelling Allowance bill, they will, otherwise be paid rail fare by second class only.

##### 3. B.C.S.R. 414. I and II—Road Kilometrage:

- (i) The kilometreage allowance admissible to Government servant travelling in a State Transport motor vehicle will be the cost of a single seat only.
- (ii) The rates of road kilometreage for journeys in owned or hired vehicles shall be as follows:–

Grade of Govt. Servants	Owned/hired car		Owned/hired Jeep		Assigned Car		Assigned Jeep		Motor Cycle Scooter	Other means
	Petrol	Diesel	Petrol	Diesel	Petrol	Diesel	Petrol	Diesel		
I and II	125	95	(Figures are in Paisa per kilometer)							
			150	95	110	80	135	80	50	10
III	–	–	–	–	–	–	–	–	50	10

- (iii) The kilometreage allowance admissible to Government servants travelling by hiring a seat in service taxies, which have been authorised by the R.T.O. to run between different places, connected or not connected by rail, will be the actual charge for a single seat paid limited to the railway fare of the class of accommodation to which the Government servant is entitled to travel between the places connected by the rail or limited to road kilometreage applicable to him between the places not so connected.
- (iv) Road Kilometreage for the road journey incidental to Rail/Steamer/Air Journey shall be permitted if the sum of such journeys performed in one calendar day exceeds 5 kilometres.

**4. B.C.S.R. 403, 409, 414 II A. Incidental charges for journey period:**

Daily allowance shall be held admissible for the entire period of absence from the normal place of duty i.e. including the period taken for journey. For calculating the period of absence, a grace period of 2 hours in the case of Air Journey and one hour in the case of Railway/Steamer/Bus Journeys before the Scheduled departure and a similar grace period after the scheduled arrival time of Train/Steamer/Bus shall be allowed. No such grace period shall be allowed for journey performed in the hired/owned/Government vehicles. Daily allowance payable for journey period including grace period shall be at the ordinary rates.

**5. B.C.S.R. 420 and 422. Daily Allowance:**

Grade	Pay slab	Ordinary rate	Special rate at Bombay, Pune, Nagpur, Aurangabad, Nasik and Amravati	Rate for staying in Hotels charging scheduled tariff	
				Ordinary rate	Special rate at Bombay, Pune, Nagpur, Aurangabad, Nasik and Amravati
1	2	3	4	5	6
I	2000 and above	37	45	58	70
	1000-1990	35	42	58	70
II	750-999	23	32	40	54
	425-749	18	23	32	40
III	Below Rs. 425	15	19	24	32

(for claiming D.A. for staying at Hotels receipt is necessary.)

- (ii) The Officer who is provided with free lodging or boarding or both, shall be allowed D.A. at reduced rates as shown below—

When only lodging is provided  $\frac{3}{4}$ th of the admissible rate.

When only boarding is provided  $\frac{1}{2}$  of the admissible rate.

When both lodging and boarding are provided  $\frac{1}{4}$ th of the admissible rate.

- (iii) Daily Allowance at full rate shall be admissible for every 24 hours of absence, payment, for fraction of 24 hours being regulated as under:

<i>Duration of Absence</i>	<i>Daily Allowance</i>
Upto 6 hours	..30 percent of the admissible rate.
6 to 12 hours	..50 percent of the admissible rate.
More than 12 hours	..Full D.A.

- (iv) Daily Allowance for prolonged halts shall be admissible at full rate for the first 30 days and at  $\frac{3}{4}$ th of the full rate for the remaining period.

#### **Journey on Excursion Tours:**

**B.C.S.R. 517:** Government servants belonging to Educational Institutions who are required to accompany parties of their students on excursion tours should be allowed to draw travelling allowances as on tour.

**B.C.S.R. 518:** Students in all Educational Institutions may, at the discretion of the competent authority be allowed T. A. as shown below at Government expenses when they go on excursion tours conducted for their benefit.

Rail: Second Class single fare.

Steamer: Second Class single fare.

Road: Actual expenditure not exceeding the rate of kilometreage admissible to Government servants of the third grade.



**CHANDRAROOP DAKLE JAIN COLLEGE OF  
COMMERCE, SHRIRAMPUR**

**DIST. – AHMEDNAGAR**

**NAAC Re-Accredited 'A' Grade CGPA – 3.16**

**ISO 9001 : 2015 Certified**

**Website : [www.cdjcollege.com](http://www.cdjcollege.com)**

**E-Mail : [cdjcollege@yahoo.com](mailto:cdjcollege@yahoo.com)**

**RIGHT TO INFORMATION ACT  
(RTI)**

**Information Handbook of  
Chandraroop Dakle Jain College of Commerce, Shrirampur  
Dist. Ahmednagar (MS)**

**(As per Right to Information Act, 2005)**

• **INTRODUCTION**

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

**This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's Chandraroop Dakale Jain College of Commerce, Shrirampur and related information.**

**This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).**

**Section 4 (1) (b) (i) / Manual — 1:**

**Particulars of the organization, functions and duties**

Chandraroop Dakale Jain College of Commerce, Shrirampur is established in June 1962. It is recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune and recognized by UGC under 12B and 2F.

The College is popularly known as "C. D. Jain College of Commerce" is one of the flourishing branches of the Rayat Shikshan Sanstha. It is located at Shrirampur, which is a new township, developed and progressed as a business town. The local traders and intelligentsia naturally felt the need of a college imparting commerce education. Rayat Shikshan Sanstha took an appropriate initiative in June 1962 and established a single



faculty commerce college at Shirampur. A local social worker and business man Late Chandrabhan Roopchand Dakale very generously donated a sum of ₹ 2 Lakh. With the financial help of the local people and the grants from University Grants Commission, the college is now fully developed. The college has beautiful premises, a well-developed campus with essential facilities with modern technology. The college complex is located on a 16-acre plot, with a fully built up space of 6442.40 Sq.m. It offers all modern amenities required for all around development of the students, such as a hostel for girls, library, reading hall, ladies room, seminar hall, audio visual library, computer and internet facility, gymnasium, playgrounds, vehicle parking, canteen, staff quarters etc. The solar energy and water harvesting plants fulfil the need of the premises.

#### **VISION –**

“To provide quality business education, accessible and affordable to the rural masses and to promote research and entrepreneurship for the development of rural areas.”

#### **MISSION –**

The Mission statement of the college reflects our endeavour to translate the vision in to reality.

“To enrich the commerce education in rural area by offering knowledge, skills and to provide affordable career oriented courses to motivate students for self-employment by inculcating among students the research oriented attitude and ethical social and responsible behaviour.”

#### **Our mission is:**

- To motivate the students from rural area to go in for commerce education.
- To provide complete commerce education right from XI Std. to Ph.D.
- To enrich commerce education through seminars, tutorials, field visits, industrial tours, quiz contest, essay competitions etc.
- To motivate and train students for self-employment.
- To encourage and coach students for M.B.A., CET, C.A., C.W.A. and C.S. examinations.
- To provide affordable career oriented courses to the rural students.
- To undertake research regarding various business problems, especially in the surrounding area.
- To foster research culture amongst faculty and students.
- To inculcate proper ethical, social and responsible behaviour amongst the students.
- To bring about all round development of the students, so that they become worthy members of a nation aspiring to be a world power.

## **GOALS -**

1. Inclusive policies to provide higher education to the students from economically deprived classes.
2. Making the higher education meaningful, and skill building, so that the students are employable.
3. Improving the quality of higher education, so that it is in tune with best global practices.
4. Inculcating proper value system among the students. For this the aim of higher education should be the physical, mental, ethical and philosophical development of the students.
5. Promoting the use of latest technology in education.

## **Core Values**

- Contribution to national development
- Fostering global competency.
- Inculcating Value system among student
- Promoting the use of technology
- Quest for excellence

Apart from B.Com (UG), M.Com (PG), BBA(CA), M.Phil. and Ph.D. Programmes, the college offers Career Oriented, Skill Oriented, computer and capability enhancement and development courses. There is a special provision for coaching to the students appearing for C.A. / C.S. Examinations. It is a matter of pride that numbers of our students have successfully completed their Chartered Accountship. Many of our students are serving in different sectors of society such as trade and commerce, banking, industrial, Insurance, Higher Education, politics, civil services and the large number of alumni are occupying notable position in different fields. The college has been accredited at 'A' level by NAAC with CGPA 3.16.in the 2<sup>nd</sup> cycle. Our results are higher than the University results. The college has free Wi-Fi facility and a website, which may be visited at [www.cdjcollege.com](http://www.cdjcollege.com).

## **Contact Details :-**

### **Postal Address :-**

Chandraroop Dakale Jain College of Commerce,  
Ward No.1, Rayat Sankul, Shrirampur, Ahmednagar (Maharashtra -413709)

**Website** : [www.cdjcollege.com](http://www.cdjcollege.com)  
**Tel. / Fax No** : **02422-222245**  
**Email** : [cdjcollege@yahoo.com](mailto:cdjcollege@yahoo.com)

### **Map of Location**

The College location Map is available at

<https://goo.gl/maps/2cfHKZAQmuG2>

**Working Hours**

- **College Timing on all Working Days:** From 7.45 am to 05.00 p.m.
- **Office Timing:** From 10.00 a.m. to 6.00 p.m. on all working days.

**Financial Transactions:** 10.30 a.m. to 01.30 p.m. on all working days.

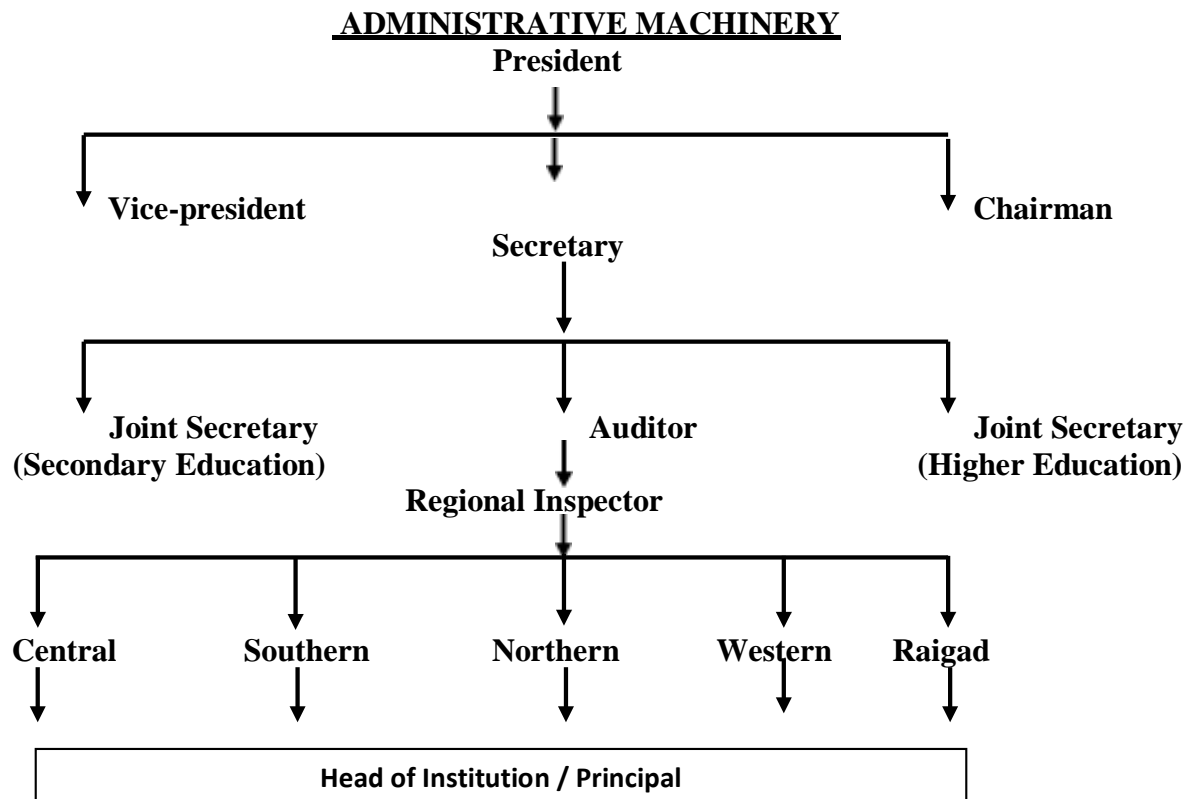
**Library Timing:** From 10.00 a.m. to 6.00 p.m. on all working days.

**Weekly Holiday** will be on **Sunday**.

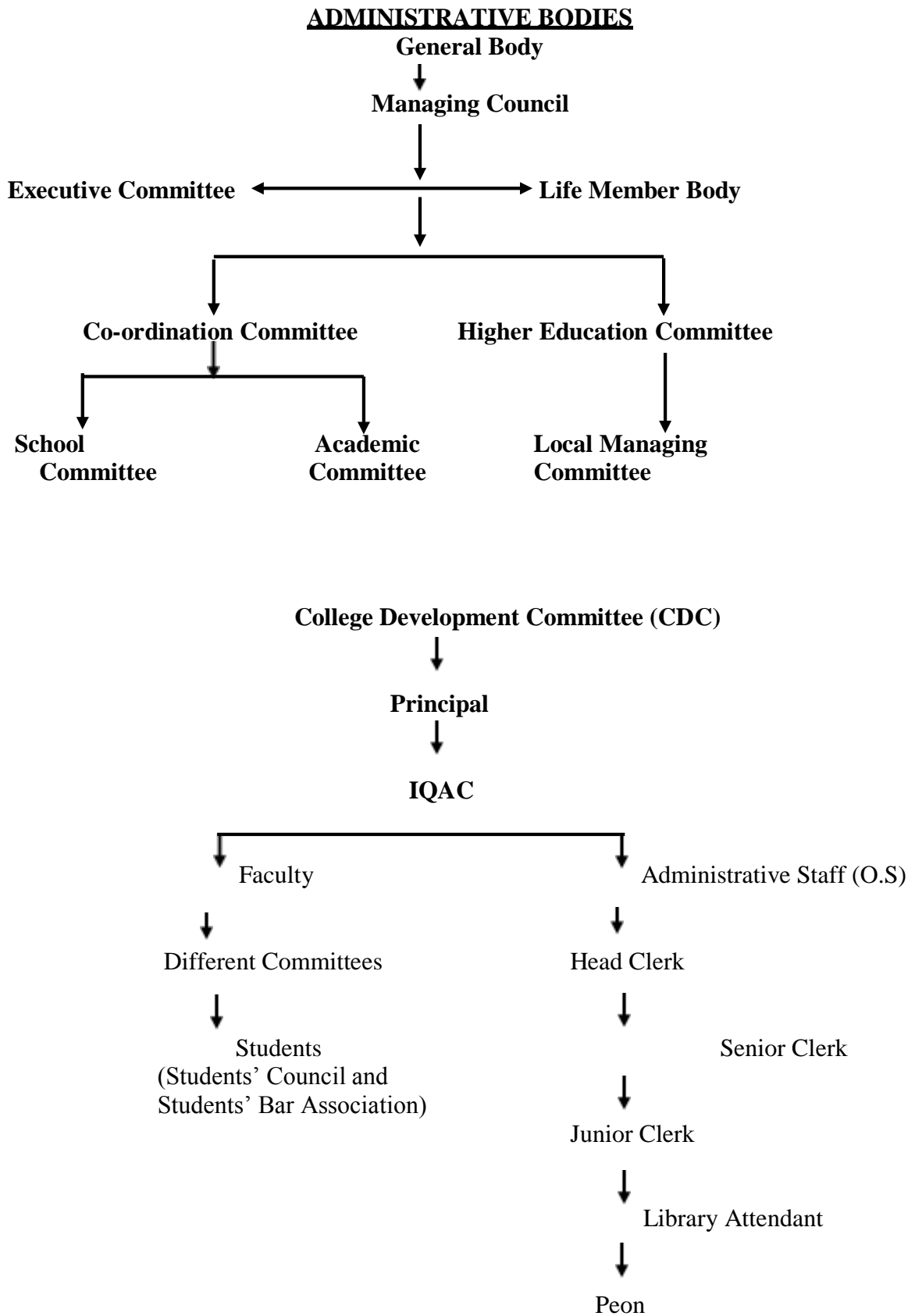
- **Organization and Administrative Machinery**

**Organogram of the institution**

The parent institution plays a pivotal role in the general administration of the college. It formulates the requisite policies for achieving goals and missions



2.



• **Administrative Setup of Chandraroop Dakale Jain College of Commerce.**

Various committees involving Principal, Teaching and Office Staff and students, are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

**1. College Development Committee**

S.N.	Name	Designation	
1	Hon. Sou. Meenatai Jagdhane (Member of Managing Council, Rayat Shikshan Sanstha, Satara)	Chairperson of the Management or his nominee	i) To Supervise the overall working in the college. ii) To approve the budget estimate and give sanctions to required works and projects. iii) To take necessary measures to deal with the complaint if any iv) To monitor the administration and development of the staff, students and the college. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2	Principal Dr. Bhausaheb Kisan Karale Secretary, Rayat Shikshan Sanstha, Satara	Secretary of the Management or his nominee	
3	Adv. Vijrao Bankar Patil	Representative of Education	
4	Hon. Prakash Ramrao Nikam Patil	Representative of Industry	
5	Hon. Dr. Rajiv Raosaheb Shinde	Representative of Research Education	
6	Mr. Raosaheb Nathaji Mhaske	Representative of Society	
7	Dr. Shirish Nana Gawali	HOD Teachers	
8	Mr. Vivek Milind More	IQAC coordinator	
9	Dr. Dnyaneshwar Bajirao Ghotekar	Teachers Representative	
10	Dr. Rajendra Parvati Kalamkar	Teachers Representative	
11	Mr. Subhash Yashwant Deshmukh	Teachers Representative	
12	Mr. Santosh Yashwant Hase	Non- Teaching Representative	
13	Mr. Akash Morge	President, Student Council	
14	Ku. Manasi Pawar	Secretary, Student's Council	
15	Principal Dr. L. D. Bhor	Secretary, C. D. Jain College of Shirampur	

**2. IQAC Committee**

S.N.	Name	Capacity	Designation	Particulars of work to be done
1.	Prin.Dr. L.D.Bhor	Head of Institute	Chairperson	i) To update the website every year ii) To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record. ii) To prepare SSR and upload it on website & submitted to NAAC. ii) To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. iii) To undertake faculty development programme and
2.	Hon. Sou. Meenatai Jagdhane (Member of Managing Council, Rayat Shikshan Sanstha, Satara)	Member from Management	Member	
3.	Hon. Dr. Ravindra Jagdhane	Society Nominee	Member	
4.	Hon. Adv. Vijayrao Bankar Patil	Alumni Nominee	Member	
5.	Mr. Kishor Niraml	Industry Nominee	Member	
6.	Dr. S. N. Gawali	Teachers	Member	
7.	Dr. B. B. Bawake	Teachers	Member	
8.	Mr. S.Y. Deshmukh	Teachers	Member	
9.	Mr. R. D. Bhingardive	Sr. Administrative officers	Member	

10.	Mr. Sunil Gunjal	Sr. Administrative officers	Member	various Co-curricular & extracurricular activities for all round enhancement. iv) To plan and ensure overall quality sustenance in the college. v) To submit AQAR reports every year to NAAC before the due date. vi) To maintain record of faculty profile and self-appraisals in prescribed for mat. vi) To organize IQAC activities as per the UGC guidelines. vii) To co-ordinate the RQMS activity in the college. viii) To hold two meetings in a year ix) To maintain a register of minutes of the meetings. x) To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
11.	Mr.V.M.More	Sr. Teacher as Coordinator	IQAC Coordinator	

### 3. Admission Committee

S. N.	Name	Designation	Functions
1	Principal Dr. L. D. Bhor	Chairperson	<ul style="list-style-type: none"> <li>● To conduct online admission to Commerce UG, PG, M.Phil, Ph.D.,B.B.A.(C.A) courses affiliated to University of Pune.</li> <li>● To allocate Career Oriented and Short Term Courses</li> <li>● Counselling students and Parents regarding commerce education</li> <li>● To determine the seats available for each class and decide the vacant seats to be filled for open &amp; reserved category through Merit &amp; reservation list, as per online admission procedure.</li> <li>● To scrutinize all applications as per the Merit List, Reservation List and approve them.</li> <li>● To check the admission forms &amp; other documents. Prepare &amp; display necessary information on Notice Board.</li> <li>● To carry out the admission procedure as per the prescribed rules of UGC, Government &amp; University.</li> <li>● Online error and form updating the correction made by committee</li> <li>● To Finalize and update the roll call list &amp; list of repeaters.</li> <li>● To update the prospectus and website every year</li> <li>● To hold at least two meetings in a year.</li> <li>● To maintain a register of minutes of the meetings.</li> </ul>
2	Dr. B. G. Tupe (F.Y.B.Com )	Secretary	
3	Dr. D. B. Ghotekar (S.Y.B.Com)	Secretary	
4	Mr. V. B. Nagpure (T.Y.B.Com)	Secretary	
5	Dr. S. N. Gawli	Secretary	
6	Mr. Y. V. Chandratre B.B.A. (C.A.)	Secretary	
7	Mr. V. M. More	Online Admin Member	
8	Mr. B. S. Waghmare	Member	
9	Mr. M. A. Kekane	Member	
10	Dr. P. S. Gujar	Member	
11	Mr. M. B. Jagatp	Member	
12	Mr. G. B. Zagre	Member	
13	Mr. B. G. Ghodake	Member	
14	Mr. A. D. Nabge	Member	
15	Mr. K. R. Datir	Member	
16	Mr. R. D. Lande	Member	
17	Mr. P. D. Joshi	Member	
18	Mr. S. D. Sasane	Member	

#### 4. B. C. CELL STANDING COMMITTEE

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To send report of the admission details to the University ii) To display information about various concession to students. iii) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meeting.
2.	Dr. S. N. Gawali	Member	
3.	Mr. B. S. Waghmare	Member	
4.	Mr. V. M. More	Member	
5.	Mr. M. A. Gaikwad	Member	
6.	Mr. S. Y. Deshmukh	Member, Secretary	

#### 5. Students' Council & Gymkhana Committee

S.N.	Name	Designation	Functions
1.	Mr. S. Y. Deshmukh	Chairperson	i) To Co-ordinate students in organizing sports and various events in the college. ii) To organize various student welfare activities. iii) To make arrangements & organize sport activities for the college. iv) To send college teams for participation in sports conducted by universities & submit written report of all sports events. v) To prepare Gymkhana Report at the end of the academic year. vi) To maintain discipline in the college. vii) To make and implement the rules regarding I-Card and dress code. viii) To take necessary actions to improve attendance of students ix) To hold at least two meetings in a year. x) To maintain a register of minutes of the meetings
2.	Dr. S. N. Gawali	Member Secretary	
3.	Dr. S.B. Sayyed	Member	
4.	Mr. V. B. Nagpure	Member	
5.	Dr. B. G. Tupe	Member	
6.	Mr. Y. V. Chandratre	Member	
7.	Dr. Gujar P. S.	Member	
8.	Shri. R. D. Bhigardive	Member	

#### 6. COMMERCE ASSOCIATION For STUDENTS 2018-19

S. N.	Name	Class	Designation
1	Mr. Morge Akash Rajendra	M.Com	President
2	Mr. Gohil Pratik Paresh	M.Com	Vice President
	Ms. Patel Ishita Dinesh	M.Com	Secretary
3	Ms. Ghadage Sujata Dilip	M.Com	Secretary
4	Mr. Dhanray Vishal Narayan	M.Com	Treasurer
5	Ms. Paradhi Mangal Namdeo	M.Com	Member
6	Mr. Dive Lancy Lukas	T.Y.B.Com	Member
7	Mr. Giri Pravin Gorakh	S.Y.Bcom	Member
8	Ms. Pawase Vrushali Shashikant	T.Y.Bcom	Member
9	Ms. Tambe Bhagyashri Rajendra	T.Y.Bcom	Member
10	Ms. Autade Rutuja Jagannath	T.Y.Bcom	Member
11	Ms. Mhase Bhairavi Satish	S.Y.Bcom	Member
12	Ms. Pawar Poonam Manohar	T.Y.Bcom	Member

## 7. ANTI - RAGGING COMMITTEE

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To display the information about the committee on the college premises and college website ii) To take necessary measures including surprise visits on campus to prevent ragging in the college and deal with the complaint if any. iii) To undertake programme for personality development of the students. iv) To supervise the working of CCTV in the college premises. v) To hold at least three meetings in a year. vi) To maintain a register of minutes of the meetings.
2.	Mr. S. Y. Deshmukh	Secretary	
3.	Mr. Ashok Tupe	Local Media	
4.	Miss T. J. Shaikh	Non-Governmental Organization's Member / Ex-Student	
5.	Mr. Rajendra Pawar	Representatives of Parents	
6.	Mr. Harshad Bendre	Representative of Students belonging to fresher Category as well as Senior Students	
7.	Mr. S. Y. Hase	Non-Teaching Staff	
8.	Mr. Teke Namdeo	Fresh Student	
9.	Mr. Abhijeet Lokhande	Ex-Student	

## 8. Internal Complaint Committee 2018-2019

S.N.	Name	Designation	Member	Functions
1	Dr. P. S. Gujar	Principal Nominated Senior most Female Lecturer	President	i) To display the information about the committees in the college. ii) To take necessary measures to prevent sexual harassment in the college and deal with the complaint if any. iii) To undertake programmes for personality development of the girls. iv) To hold at least three meetings in a year. v) To maintain a register of minutes of the meetings.
2		Principal Nominated Member of N.G.O	Member	
3	Adv. Vijayrao Bankar Patil	Principal Nominated Legal Expert	Member	
4	Miss. Pawar Poonam	Principal Nominated Female Representative of Student Council	Member	
5	Dr. R. B. Jagdhane	Principal Nominated Medical Practitioner	Member	
6	Dr. S. N. Gawali	Principal Nominated Lecturer	Member	
7	Dr. B. G. Tupe	Principal Nominated Lecturer	Member	
8	Mr. R. D. Bhigardive	Principal Nominated Member of Administrative Staff	Member	
9	Miss. S. A. Duggal	Principal Nominated Female Lecturer	Member	

## 9. PURCHASE COMMITTEE

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To recommend purchase of items. ii) To invite quotations for the same. iii) To purchase the things as per the prescribed rules, considering the requirement of Secretary Students,
2.	Mr. S. Y. Deshmukh	Secretary	
3.	Dr. S. N. Gawali	Member	
4.	Mr. V. M. More	Member	
5.	Mr. R. D. Bhigardive	Member	



6.	Mr. S. Y. Hase	Member	staff & employees and the existing budget of the college. iv) To update the Stock register and Dead Stock register every year to include all purchases. v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
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#### 10. Lead College Activity Committee: -

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	i) To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc ii) To Conduct the Programme iii) To give publicity to write report & proceeding. iv) To submit the budget and utilization with report of the lead college activities to the Lead College in the cluster.
2	Dr. S. N. Gawali	Member	
3	Mr. Vivek M More	Member	
4	Dr. D. B. Ghotekar	Member	
5	Mr. Deshmukh S. Y.	Member	
6	Mr. Chandratre Y. V.	Member	
7	Dr. Gujar P. S.	Member	
8	Ms. Salave S. K.	Member	
9	Dr. B. G. Ghodake	Member	

#### 11. LIBRARY ADVISORY COMMITTEE

S.N.	Name	Designation	Functions
1	Principal Dr. L. D. Bhor	Chairperson	i) To decide the books to be purchased for each class that are prescribed & recommended by University. ii) To Organize book exhibition and Library orientation programme iii) To subscribe for journals & other Magazines. iv) To display New Arrivals on the notice board. v) To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank. vi) To make rules & regulations for proper functioning of the library & the Computer Lab. vii) To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record viii) Take disciplinary action regarding loss of books, late return of the books, damage to books etc ix) To make yearly report of books damaged, lost etc. x) To hold at least two meetings in a year. xi) To maintain a register of minutes of the meetings.
2	Mr. Vivek M. More	Secretary	
3	Dr. Gwali S. N.	Member	
4	Dr. Ghotekar D. B.	Member	
5	Dr. Bawake B. B.	Member	
6	Dr. Gujar P. S.	Member	
7	Dr. Sayyed S. B.	Member	
8	Mr. Bhigardive R. D.	Member	
9	Ms. Pawar Poonam	Stu. Repre.	
10	Mr. Pratik Gohil	Member	

#### 12. BUILDING MAINTENANCE & DEVELOPMENT COMMITTEE

S.N.	Name	Designation	Functions
1.	Mr. Deshmukh S. Y.	Chairperson	i) To supervise the regular maintenance of the building & surrounding area. Regular cleaning of water tanks. Etc. ii) To Maintain the existing furniture in good condition & to suggest & conduct repairs, replacement whenever necessary iii) To suggest purchase of new furniture for the college, whenever necessary. To explore opportunities of infrastructure development. iv) To provide for the safety measures in the premises, to maintain First Aid, Firefighting equipment's etc. v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
2.	Dr. S. N. Gawali	Member	
3.	Mr. Vivek M. More	Member	
4.	Mr. Bhigardive R. D.	Member	
5.	Mr. Hase S. Y.	Member	

### 13. Alumni

S.N.	Name	Designation	Functions
1.	Adv. Vijayrao Sahebrao Bankar Patil	Chairperson	i) Prepare a list of Alumni ii) To raise the funds for college Development iii) To organize programme on various occasion. iv) To conduct the activities for legal aid clinic. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2.	Dr. Shirish Nana Gawali	Secretary	
3.	Mr. Abhijit Manikrao Jagdhane	Vice-president	
4.	Ms. Tasminaara Janmohammad Shaikh	Cashier	
5.	Mr. Kishor Sarangdhar Nirmal	Member	
6.	Dr. Shrirang Krushnaji Zaware	Member	
7.	Mr. Vijay Sitaram Thorat	Member	
8.	Mr. Suresh Bhalchandra Bhange	Member	
9.	Mr. Ashok Dagdu Tupe	Member	

### 14. UGC Committee

S.N.	Name	Designation	Functions
1.	Mr. Vivek M More	Secretary	i) To Study all U.G.C. / University /Education Department. Circulars & Scheme and apply for them in time to prepare proposals for various projects & schemes. ii) To implement the schemes and send utilization to the UGC. iii) To maintain record of activities taken on per rules. iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the meetings.
2.	Mr. Y. V. Chandratre	Member	
3.	Dr. R. P. Kalamkar	Member	

### 15. STUDENT WELFARE COMMITTEE-

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To display the information about the committee in the college. ii) To take necessary measures to organize parent teacher meetings in the college and to take feedback from the parents. iii) To undertake programmes for personality development of the students and to monitor their presence in the class. iv) To inform the parents in case of continuous / substantial absence from college. v) To invite suggestions regarding student welfare from students & Staff. vi) To provide Educational Counseling & career guidance to students. vii) To display information regarding Co-curricular & Extracurricular activities on the notice board. viii) To prepare a panel of students & to encourage them for participation in various competitions, Seminars, workshops etc. ix) To improve the infrastructural & reading room facilities & support available to students. x) To ensure proper sanitation, cleanliness, hygiene, drinking water etc for students. xi) To organise various activities for all round personality Development of students. xii) To encourage students to participate in Youth festival & other cultural activities. xiii) To update the prospectus and website every year.
2.	Hon. Prakash Patil Nikam	Member	
3.	Dr. P. S. Gujar	Member	
4.	Mr. S. Y. Deshmukh	Member	
5.	Dr. Ghotekar D. B.	Member	
6.	Dr. R. P. Kalamkar	Member	
7.	Mr. D. S. Wadankar	Member	
8.	Mr. Akash Morge	Student Nominee	
9.	Dr. Tupe B. G.	Secretary	
		Member	

			<ul style="list-style-type: none"> <li>xiv) Maintain the monthly record of attendance of students &amp; send letters to absent students whose attendance falls below the prescribed 75%</li> <li>ii) Take disciplinary action in respect of students, whose attendance falls below 75% as per university rules.</li> <li>iii) Prepare a report of action taken per term.</li> <li>iv) Prescribe the Dress Code for boys and girls.</li> <li>v) Make and implement the rules regarding dress code.</li> <li>vi) To hold at least the Two Meetings in a Year.</li> <li>vii) To maintain a register of minutes of the meetings.</li> </ul>
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#### 16. Staff Welfare Committee -

S.N.	Name	Designation	Functions
1.	Mr. Waghmare B. S.	Chairperson	<ul style="list-style-type: none"> <li>i) To keep the record of all activities &amp; to prepare report arranged by the committee. academy &amp; to prepare report every year</li> <li>ii) To hold at least two meetings in a year</li> <li>iii) To maintain a register of minutes of the meetings.</li> <li>iv) To invite suggestions for Staff Welfare from Teaching &amp; Non-Teaching Staff and implement them.</li> <li>v) To supervise the facilitation of sanitation, drinking water, recreation of staff &amp; suggest means to improve them.</li> </ul>
2	Dr. Kalamkar R. P.	Member	
3	Dr. Ghotekar D. B.	Member	
4	Mr. Kekane M. A.	Member	
5	Mr. Datir K. A.	Member	
6	Ms. Bhavsar B. S.	Member	
7	Ms. Duggal S. A.	Member	
8	Mr. Hase S. Y.		

#### 17. Career Guidance, Placement & Counseling Cell -

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	<ul style="list-style-type: none"> <li>i) To provide guidance and expertise for training &amp; coaching of students for various competitive exams.</li> <li>ii) To provide information about career options and provide counseling about career development.</li> <li>iii) To hold at least two meetings in a year</li> <li>iv) To maintain a register of minutes of the meetings</li> <li>v) To facilitate final placement of students.</li> <li>vi) To organize programmes for career guidance and prepare MOU with the NC., MNC'S</li> <li>vii) To provide coaching for various competitive exams.</li> <li>ix) To hold at least two meetings in a year</li> <li>x) To maintain a register of minutes of the meetings.</li> </ul>
2	Mr. Vivek M. More	Member Secretary	
3	Dr. B. B. Bawake	Member	
4	Dr. R. P. Kalamkar	Member	
6	Mr. Y. V. Chandratre	Member	
7	Dr. Tupe B. G.	Member	
8	Mr. Kekane M. A.	Member	
9	Mr. Mahale S. A.	Member	
10	Mr. Pawar S. D.	Member	
11	Mr. Lande R. D.	Member	
12	Mr. Sasane S. D.	Member	
13	Ms. Salve S. K.	Member	

### 18. College Activity Organisation Committee –

S.N.	Name	Designation	Functions
1.	Dr. Sayyed S. B.	Chairperson	i) To display notices and seek participation of students in various activities & competitions. ii) To send college team after proper selection for various competitions. iii) To maintain record of all activities held in the college & all representations on behalf of the college. iv) To Co-ordinate student participation & active involvement in organization of the college activities and submit report term wise. v) To form editorial board for the wall paper & a magazine to publish the annual magazine. vi) To give proper publicity in press of all events organized by the college. vii) To hold at least two meetings in a year viii) To maintain a register of minutes of the meetings.
2.	Dr. Tupe B. G.	Secretary	
3.	Mr. Ghodake B. G.	Member	
4.	Dr. Gujar P. S.	Member	
5.	Ms. Duggal S. A.	Member	
6.	Mr. Nabge A. D.	Member	
7.	Mr. Zagre G. B.	Member	
8.	Mr. Mahale S. A.	Member	
9.	Mr. Akash Gonde	Student Nominee	
10.	Mr. Omkar Kale	Student Nominee	

### 19. GRIEVANCE REDRESSAL COMMITTEE

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	i) To tackle the grievances of students, teaching and administrative staff referred to the committee. ii) Try to promote friendly & amicable relationship among students, faculty and other members of the institution. iii) To arrange for counseling of Students. iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the meetings.
2.	Prof. Dr. Gawali S. N.	Member	
3.	Mr. Deshmukh S. Y.	Member	
4.	Mr. Vivek M. More	Member	
5.	Dr. Gujar P. S.	Member	
6.	Dr. Tupe B. G.	Member	
7.	Ms. Mansi Pawar	Student Member	

### 20. Teaching, Learning Evaluation & Merit Promotion Committee

S.N.	Name	Designation	Functions
1.	Dr. S. N. Gawali	Secretary	i) To Co-ordinate staff participation in organizing bridge courses, Remedial Lectures and students progression activities. ii) To suggest & implement innovative teaching methods & evaluation technique. iii) To facilitate analysis and evaluation of the student performance in examinations. iv) To provide academic counseling to weaker students. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2.	Mr. Y. V. Chandratre	Member	
3.	Dr. Bawake B. B.	Member	
4.	Mr. Vivek M. More	Member	
5.	Dr. Kalamakr R. P.	Member	
6.	Dr. Sayyed S. B.	Member	
7.	Dr. Ghodake B. G.	Member	
8.	Ms. Salve S. K.	Member	

## 21. Staff Academy & Research Promotion Committee -

S.N.	Name	Designation	Functions
1.	Dr. Gawali S. N.	Chairperson	i) To organize lecture by Faculty member on various subjects at least once in every month. ii) To keep the record of all lectures arranged by the staff academy & to prepare report every year. iii) To hold at least two meetings in a year iv) To maintain a register of minutes of the meetings.
2	Dr. Kalamkar R. P.	Member	
3	Dr. Ghotekar D. B.	Member	
4	Mr. Waghmare B. S.	Member	
5	Mr. Vivek M. More	Member	
6	Ms. Jagatap M. B.	Member	
7	Ms. Salave S. K.	Member	
		Member	

## 22. Extra-Curricular Activities Committee -

(Youth Festival, Debate, Elocution, Essay Competition etc.)

S.N.	Name	Designation	Particulars of work to be done
1.	Dr. Ghodake B. G.	Chairperson	i) To Select and nominate students for representing the college in Extra Curricular Activities including, Elocution, Essay, Debate & Other Competition. ii) To send registration forms after taking undertaking & declaration from. iii) To prepare a report of all participations by students per semester and keep a record of all certificates & prizes. iv) To take at least 4 meetings in a year v) To maintain a register of minutes of the meetings.
2.	Dr. Ghotekar D. B.	Member	
3.	Dr. Sayyed S. B.	Member	
4.	Mr. Kekane M. A.	Member	
5.	Ms. Salve S. K.	Member	
6.	Mr. Pawar S. D.	Member	
7.	Mr. Nagpure V. B.	Member	
8.	Mr. Zagare G. B.	Member	
9.	Mr. Joshi P. D.	Stu.Nominee	
10	Ms.Duggal S.A.	Student Nominee	
11	Mr.Shaikh A.A.	Member	
12	Mr.Lande R.D.	Member	

### • Duties to be performed

To provide quality education in commerce along with career oriented courses and skill oriented courses. To encourage students to do research on various locational issues and problems. To encourage and enable students to face competitive exams in Banking, Insurance and other competitive examinations.

- To create opportunities for all round development of the students.
- To create entrepreneurs and by providing them necessary information and techniques.
- Organizing various seminars / conferences / workshops to address significant social and current issues.
- To cultivate among students the ethical moral and professional values among students.

### • Details of Services Rendered

The college renders various services to its stake holders. Some of them are briefly enumerated below:

- a. Teaching of UG,PG, M.Phil, Ph.D. and B.B.A. (C.A.) course
- b. Conducting Diploma Courses and Certificate Courses in various subjects.
- c. Conduct Extension activities for students and Society.
- d. Conducting internal and University Examination
- e. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- f. Providing training and coaching for Competitive examinations conducted by IBPS & other competitive examinations.
- g. Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- h. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- i. Providing career counseling
- j. Providing Placement guidance
- k. Arranging field visit and Industrial tours
- l. The College Organizes Padambhushan Dr.Karmaveer Bhaurao Patil State Level elocution Competition every year
- m. The College Organizes TeXpert technological event every year.
- n. The facility of language laboratory and Commerce Laboratory to the students
- o. Provision of various facilities for all round growth of students including bridge courses, Spoken English, and Skill oriented Short Term Courses
- p. Facilities like secured Free Wi-Fi for students
- q. Facility of residential Girls Hostel
- r. Facility of well-equipped and well-furnished Knowledge resource center with 23 computers laboratory is at the service of students.
- s. Providing library facilities including book bank, e-resources, text books, reference books, online resources, online databases, Rayat Knowledge Bank, and journals & periodicals to students and faculty.

- **Grievance Redressal :-**

**For Grievance Redressal of students and faculty, there are various committees formed in the college.**

- **ANTI - RAGGING COMMITTEE**
- **INTERNAL COMPLAINT COMMITTEE**
- **GRIEVANCE REDRESSAL COMMITTEE**

- **Grievance Redressal Procedure:-**

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievances and tries to

rectify them for smooth functioning of the college. Being a single faculty college, several committees are framed headed by a Chairman/Member Secretary.

• **Section 4 (1) (b) (ii) / Manual - 2:**

**Powers and Duties of Officers and Employees**

- The Principal is the principal-academic and chief executive officer of the college. He / She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in University Rules and regulations.

S.N.	Designation	Functions
1)	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. Principal is immediate mediator IQAC and CDC who implements the programs laid down by the both and Parent Institute. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administer daily teaching activity and administer academic as well as administrative routing.
2)	Lecturer	To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. To work in various administrative committees and submit report to the principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling.
3)	Librarian	To undertake activity as per the UGC, government norms To look after all work administration in library. To Control and Supervise the Issue and return of books, journals, periodicals to staff and students. To maintain online software and online repository. To conduct Information Literacy Programme To maintain and update accession register and other registers in library and study room. To supervise working of library attendants To maintain book bank and administer scholar card scheme for students. To supervise overall administration in the library.
4)	Physical Director	To undertake activity as per the UGC, government norms for sports development To organize sports activities in the college To maintain the discipline in the college To maintain the record of sports equipment's

5)	Office superintendent	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To supervise the official work and administration of office To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.
	Head Clerk	To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. To prepare and submit various utilizations to UGC, University, Government etc. To prepare and submit budget estimates and monitor accounts accordingly.
6)	Senior Clerk	To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc., To maintain and update bio-metric record and write remarks accordingly. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence, To prepare and submit various Fee concession proposals to government authorities To help other authorities as per the directions Principal & Head clerk.
7)	Junior Clerk	To verify and accept Admission forms, Exam Forms, Concession forms etc., To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc., To maintain General Register, University Result, Ledger etc. and undertake all exam related work. To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc., To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To help other authorities as per the directions Principal & Head clerk.
8)	Library Attendant	To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
9)	Peon	To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc. To visit Bank, MSEB, Post office and other places for bill payment & office work.



		<p>To attend telephone in office, library etc. and to give information to principal, of parents &amp; students visiting college for principal meeting.</p> <p>To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.</p> <p>To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.</p> <p>To work as per the directions of Principal and Head Clerk.</p>
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- Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and regulations of the University as stated in the Maharashtra Universities Act.’
- **Section 4 (1) (b) (iii) / Manual — 3:**
- **Procedure followed to take a decision on various matters**
  - Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
  - The College functions under the supervision and control of the Parent Institution Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.
- **Section 4 (1) (b) (iv) / Manual — 4:**
- **Norms set by the College for the discharge of its functions**
  - Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
  - The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
  - Norms and standards for various academic activities are set by the Savitribai Phule Pune University, Pune, UGC, IQAC and College Development Committee of the College.
- **Section 4 (1) (b) (v) / Manual — 5:**
- **Rules, regulations and instructions used**
  - Statutes and Ordinance of Savitribai Phule Pune University, Pune.
  - Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Savitribai Phule Pune University, Pune b) Government of Maharashtra State c) Joint Director of Education, Pune. d) UGC e) Rules and regulations

of Rayat Shikshan Sanstha, Satara f) Standard code rules g) Maharashtra Civil services rules

- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Savitribai Phule Pune University, Pune and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India, and UGC, except where the University has its own provisions with regard to teaching and non-teaching staff.

• **More information is available at following websites.**

- <https://htedu.maharashtra.gov.in/en/>
- [www.cdjcollege.com](http://www.cdjcollege.com)
- [www.rayatshikshan.edu](http://www.rayatshikshan.edu)
- [www.erayat.org](http://www.erayat.org)
- [www.ugc.ac.in](http://www.ugc.ac.in)
- [www.naac.gov.in](http://www.naac.gov.in)
- [www.unipune.ac.in](http://www.unipune.ac.in)
- <http://bcud.unipune.ac.in/>
- <http://exam.unipune.ac.in/>
- [www.mahaeschol.maharashtra.gov.in](http://www.mahaeschol.maharashtra.gov.in)
- [www.dhepune.gov.in](http://www.dhepune.gov.in)
- <https://mahadbtmahait.gov.in/>
- <https://scholarships.gov.in/>
- [http://www.unipune.ac.in/university\\_files/scholarships.htm](http://www.unipune.ac.in/university_files/scholarships.htm)

• **Section 4 (1) (b) (vi) / Manual - 6:**

• **Official documents and their availability**

Following documents are available in the College with various officers under Principal.

Sr. No.	Person with whom information is available	Documents
1	Lecturer	Student attendance, tutorial, academic diary, internal examination record,
2	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook, muster book, Audited statement, Assessment Report, Employee service book and personal file, Cheque register, dead stock register, voucher files
3	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals

4	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

- **Following documents are available in the college office**
  - The college Timetable
  - Examination Schedules
  - Scholarship Notices
  - Admission Forms
  - Administrative Notices
  - Students Records (General Register)
  - Students, Internal Assessment Records
  - Examination results
  - The College prospectus
  - Staff information and College directory ( Muster, Service Books and Personal files)
  - Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
  - Composition and proceedings of various Committees
- **Section 4 (1) (b) (vii) / Manual - 7:**
- **Mode of public participation**
  - The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
  - The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
  - The College organizes NSS and NCC camps.
  - The college organizes programmes circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, No Vehicle Day”
  - The college celebrates Birth and Death Anniversaries of eminent personalities.
- **Citizens / Stakeholders /Public Interaction**
  - Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs and Industrial stake holders.
  - The college oragnises the lecture series of Extra- Mural Education, Dr.B.R.Ambedkar Lecture series, Jaykar Lecture series etc. This program to is open to all public as well.

- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
  - Feedback is taken from parents, students, teachers, alumni and industry about curriculum and campus experience.
  - Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
  - The support, suggestions and cooperation of all the stakeholders are always welcome.
  - The college organises various programs / lectures for creating social legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.
- **Section 4 (1) (b) (viii) / Manual - 8:**
  - **Councils, Committees, Faculties, Departments, etc. under the College**

The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are:

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee

**Note:** The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.














- **Section 4 (1) (b) (ix) / Manual - 9:**

- **Directory of officers and employees**







- Directory of officers and employees is available in the college office as well as on the college website.

**Rayat Shikshan Sanstha's  
Chandraroop Dakale Jain College of Commerce, Shirampur  
Teaching Staff - 2018-2019**







Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Approval Letter No	Appointment Date	Photo
1.	Dr. L. D. Bhor	Principal	B.Com ,M.Com, M.Phil, Ph.D.	32 Years	37400- 67000	CC0/2329 Dated : 05/08/2013	01/10/1986	
2.	Dr.S. N. Gawali	Asso. Professor	M.Com., Ph.D.	34 Years	37400- 67000	CC0/1950 Dated 15/05/1990	12/07/1983	
3.	Dr.D. B. Ghotekar	Asso. Professor	M.Com., Ph.D	30 Years	37400- 67000	CC0/37/556 1 Dated : 15/12/1986	12/08/1987	
4	Dr. B. S. Waghmare	Asso. Professor	M.Com., M.Phil	30 Years	37400- 67000	CCO/1290 Dated 12/09/2007	12/12/1987	






5	Mr. S. Y. Deshmukh	Asso. Professor (Director of Physical Education)	M.P.Ed. SET	25 Years	37400-67000	CCO/240 Dated 06/08/2003	26/01/1993	
6	Dr. Bawke B. B.	Asso. Professor	M.A., B.Ed, SET, Ph.D.	25 Years	37400-67000	CCO/4291 Dated 06/08/2003	01/07/1993	
7	Dr. S.B. Sayyed	Asso. Professor	M.A., M.Phil,Ph.D.	24 Years	37400-67000	CCO/522 Dated: 01/03/2018	01/02/1994	
8	Dr. R. P. Kalamkar	Asst. Professor	M.Com, M.Phil, Ph.D.	15 Years	15600-39100	CCO/1290 Dated: 12/09/2007	26/03/2003	
9	Mr. Vivek M More	Asst. Professor (Librarian)	B.A., M.LIS, NET,SET PGDBM (Marketing)	8 Years	15600-39100	CCO/1724 Dated 07/02/2011	1/09/2010	
10	Mr. V. B. Nagpure	Asst. Professor	M.com, SET	5 years	15600-39100	CCO/522 Dated: 01/03/2018	06/02/2013	
11	Mr. Kekane M. A.	Asst. Professor	M.com, NET	5 years	15600-39100	CCO/2045 Dated 09/07/2013	04/02/2013	

**Honrary Lecturer 2018-2019**


Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay	Photo
1.	Mr. Y. V. Chandratre	Full Time Lecturer Computer	B.C.S., M.C.M., M.C.A.,	25 Years	Consolidated Basis	
2.	Dr. B. G. Tupe	Full Time Lecturer Economics	M.A., Ph.D.	12 Years	Consolidated Basis	
3.	Dr. P. S. Gujar	Full Time Lecturer in Commerce	M.Com, Ph.D	09 Years	Consolidated Basis	
4.	Miss. S. K. Salave	Full Time Lecturer in Commerce	MBA	2 Years	Consolidated Basis	
5.	Miss. M. B. Jagtap	Full Time Lecturer in Economics	M.A. (Eco) NET	06 Years	Consolidated Basis	
6.	Mr. S. V. Kulakarni	Full Time Lecturer in Commerce	M.Com, Net	4 Years	Consolidated Basis	








7.	Miss. S. A. Duggal	Full Time Lecturer in B.B.A	MCA	4 Years	Consolidated Basis	
8.	Miss. B. S. Bhawasari	Full Time Lecturer in B.B.A	MCA	5 Years	Consolidated Basis	
9.	Mr. P. D. Joshi	Full Time Lecturer in B.B.A	MCA	5 Years	Consolidated Basis	
10.	Mr. S. D. Sasane	Full Time Lecturer in B.B.A	MCA	3 Years	Consolidated Basis	
11.	Mr. R. D. Lande	Full Time Lecturer in B.B.A	BCS	3 Years	Consolidated Basis	
12.	Mr. K. R. Datir	Full Time Lecturer in Commerce	M.Com, SET	2 Years	Consolidated Basis	






13.	Mr. S. A. Mahale	Full Time Lecturer in Commerce	M.Com, SET	1 Years	Consolidated Basis	
14.	Mr. S. D. Pawar	Full Time Lecturer in Commerce	M.Com, SET	1 Years	Consolidated Basis	
15.	Mr. G. B. Zagare	Full Time Lecturer in Commerce	M.Com, SET	1 Years	Consolidated Basis	
16.	Mr. Shaikh A. A.	Full Time Lecturer in Commerce	M.Com, SET	6 Month	Consolidated Basis	
17.	Mr. A. D. Nabge	Full Time Lecturer in BBA	MCS	6 Month	Consolidated Basis	

**CHB Lecturers 2018-19**

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay	Photo
1.	Dr. B. G. Ghodake	Assistant Professor (Marathi)	M.A.Ph.D	11 Years	As Per Govt. Rules	

**Non-Teaching 2018-19**

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Appoint. Date	Photo
1.	Shri. R. D. Bhingardive	O.S	H.S.C	35 Years	9300-34800	11.10.1984	
2.	Shri. B. B. Raut	Head Clerk	S.S.C	25 Years	9300-34800	21.11.1995	
3.	Shri. S. Y. Hase	Senior Clerk	M.A.B.ED	26 Years	5200-20200	05.03.1992	
4.	Shri. S. P. Patel	Junior Clerk	S.S.C	35 Years	5200-20200	17.12.1984	
5.	Shri. S. V. Gunjal	Junior Clerk	M.A	4 Years	5200-20200	11.01.2014	

6.	Shri. P. P. Satralkar	Lib.Atten.	S.S.C	26 Years	5200-20200	05.03.1992	
7.	Shri. M. B. Phatangare	Lib.Atten.	H.S.C	26 Years	5200-20200	05.03.1992	
8	Shri. S. E. Shinde	Peon	H.S.C	04 Years	4440-7440	10.01.2014	
9	Shri. B. R. Gangurde	Peon	H.S.C	04 Years	4440-7440	10.01.2014	
10	Shri. R. V. Mate	Peon	H.S.C	04 Years	4440-7440	16.01.2014	

• **Section 4 (1) (b) (x) / Manual - 10:**

• **Monthly remuneration received by each of its employee**

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Savitribai Phule Pune University, Pune and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

▪ **Teaching Staff :-**

S. N.	Name of Teacher	Designation	Qualification	Experience	Pay
1.	Dr. L. D. Bhor	Principal	B.Com ,M.Com, M.Phil, Ph.D.	32 Years	193726
2.	Dr. S. N. Gawali	Asso. Professor	M.Com., Ph.D.	34 Years	192720
3.	Dr. D. B. Ghotekar	Asso. Professor	M.Com., Ph.D	30 Years	192720
4	Dr. B. S. Waghmare	Asso. Professor	M.Com., M.Phil	30 Years	17272
5	Mr. S. Y. Deshmukh	Asso. Professor (Director of Physical Education)	M.P.Ed. SET	25 Years	158498
6	Dr. Bawake B. B.	Asso. Professor	M.A., B.Ed, SET, Ph.D.	25 Years	177827
7	Dr. S.B. Sayyed	Asso. Professor	M.A., M.Phil, Ph.D.	24 Years	163236
8	Dr. R. P. Kalamkar	Assistant Professor	M.Com, M.Phil, Ph.D.	15 Years	93205
9	Mr. Vivek M More	Asst. Professor (Librarian)	B.A., M.LIS, NET, SET, PGDBM (Marketing)	8 Years	72894
10	Mr. V. B. Nagpure	Assistant Professor	M.com, SET	6 Years	64326
11	Mr. Kekane M. A.	Assistant Professor	M.com, SET	6 Years	64326

▪ **Non-Teaching Staff :-**

S.N.	Name of Teacher	Designation	Qualification	Exp.	Pay
1.	Shri. R. D. Bhingardive	O.S	H.S.C	35 Years	49968
2.	Shri. B. B. Raut	Head Clerk	S.S.C	25 Years	42484
3.	Shri. S. Y. Hase	Sr. Clerk	M.A.B.ED	26 Years	37065
4.	Shri. S. P. Patel	Jr. Clerk	S.S.C	35 Years	40266
5.	Shri. S. V. Gunjal	Jr. Clerk	M.A	4 Years	22374
6.	Shri. P. P. Satralkar	Lib. Atten.	S.S.C	26 Years	35075

7	Shri. M. B. Phatangare	Lib. Atten.	H.S.C	26 Years	35378
8	Shri. S. E. Shinde	Peon	H.S.C	04 Years	16730
9	Shri. B. R. Gangurde	Peon	H.S.C	04 Years	16730
10	Shri. R. V. Mate	Peon	H.S.C	04 Years	16730

■ **Staff on consolidated / CHB Basis -**

S.N.	Name of Teacher	Designation	Qualification	Teaching Experience
1.	Mr. Y. V. Chandratre	Full Time Lecturer Computer	B.C.S., M.C.M., M.C.A.,	25 Years
2.	Dr. B. G. Tupe	Full Time Lecturer Economics	M.A., Ph.D.	12 Years
3.	Dr. P. S. Gujar	Full Time Lecturer in Commerce	M.Com, Ph.D	09 Years
4.	Miss. S. K. Salave	Full Time Lecturer in Commerce	MBA	2 Years
5	Miss. M. B. Jagtap	Full Time Lecturer in Economics	M.A. (Eco) NET	06 Years
6	Mr. S. V. Kulakarni	Full Time Lecturer in Commerce	M.Com, Net	4 Years
7	Miss. S. A. Duggal	Full Time Lecturer in B.B.A	MCA	4 Years
8	Miss. B. S. Bhawasar	Full Time Lecturer in B.B.A	MCA	5 Years
9	Mr. P. D. Joshi	Full Time Lecturer in B.B.A	MCA	5 Years
10	Mr. S. D. Sasane	Full Time Lecturer in B.B.A	MCA	3 Years
11	Mr. R. D. Lande	Full Time Lecturer in B.B.A	BCS	3 Years
12	Mr. K. R. Datir	Full Time Lecturer in Commerce	M.Com, Set	2 Years
13	Mr. S. A. Mahale	Full Time Lecturer in Commerce	M.Com, Set	1 Years
14	Mr. S. D. Pawar	Full Time Lecturer in Commerce	M.Com, Set	1 Years
15	Mr. G. B. Zagare	Full Time Lecturer in Commerce	M.Com, Set	1 Years
16	Mr. Shaikh A. A.	Full Time Lecturer in Commerce	M.Com, Set	6 Month
17	Mr. A. D. Nabge	Full Time Lecturer in B.B.A	MCS	6 Month

\* *Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC, Joint Director Pune and Rayat Shishan Sanstha Satara.*

- The norms of Savitribai Phule Pune University, Pune are followed for the Staff Insurance Scheme.

- **Section 4 (1) (b) (xi) / Manual - 11:**

- **Budget allocated to each agency**

- The budget and the financial estimates are as approved by the College Development Committee, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education, Pune.

### UGC Grant X Plan Period (2002-2006)

Sr.No	Name of The Grant	Amount	Date	Utilized	Refund	Final Amount	NOC
1	Books & Journal	173400	06/11/2006	173400	00	173400	Yes
2	Equipment	173400	06/11/2006	173400	00	173400	Yes
3	PTAC	34680	06/11/2006	34680	00	34680	Yes
4	Building-Computer Lab	381480	06/11/2006	381480	00	381480	Yes
5	Voc.of Edu-Computer Application	1283373	24/05/2006	1283373	00	1283373	Yes
6	Scheme of Coaching Class under Minoeity	700000	20/12/2006	700000	00	700000	Yes
7	Seminar Entrepreneurship & Marketing	50000	09/10/2006	50000	00	50000	Yes
8	Net Work Research Center	70000	03/03/2007	70000	00	70000	Yes
9	Women hostel Building	3293732	12/04/2007	3293732	00	3293732	Yes
10	Carrier oriented Programme Marketing	500000	26/02/2007	500000	00	500000	Yes
<b>Total</b>		<b>6660065</b>		<b>6660065</b>	<b>00</b>	<b>6660065</b>	

### UGC Grant XI Plan Period (2007-2012)

Sr.No	Name of The Grant	Amount	Date	Utilized	Refund	Final Amount	NOC
1	Additional Assistance	50,00,000	31/10/2012	51,27,199	00	10,00,000	Yes
2	Merge Scheme	7,45,000	31/03/2010	10,83,328	1,55,000	3,53,200	Yes
3	MRP Shri.Bhor laxman Daji Final	55,000	10/01/2007	55,368	00	7,500	Yes
4	Sports Infrastructure & Equipment	5,00,000	30/03/2012	5,59,065	5,392	94,608	Yes
5	College Development Scheme	6,10,368	31/03/2010	5,95,796	50,611	2,00,000	Yes
<b>Total</b>		<b>69,10,368</b>		<b>74,20,756</b>	<b>2,11,003</b>	<b>16,55,308</b>	

### UGC Grant XII Plan Period (2012-2017)

Sr.No	Name of The Grant	Amount	Date	Utilized	Refund	Final Amount	NOC
1	Development Assistance	440000	06/03/2014	440000	00	00	No
2	Development Assistance	268750	04/01/2013	268750	00	00	No
3	IQAC Grant	3,00,000	10/03/2014	3,03,804	00	00	No
4	National Seminar	1,00,000	12/03/2013	1,04,040	00	25,000	Yes
5	National Seminar	1,50,000	30/03/2016	1,51,696	00	30,000	Yes
6	MRP Shri.Gawali Shirish Nana	55,000	12/06/2013	55,000	00	22,500	Yes
7	Travel Grant Shri.Barhate Gorakh	71,473	08/09/2014	71,473	00	00	Yes
8	Travel Grant Shri.Adik Baban R.	66,773	14/07/2017	66,773	00	00	Yes
9	Junior Research Fellowship 2015-16	2,67,100	29/03/2016	2,67,100	00	00	-
10	MRP Principal.Shri.Sanjay Kamble	1,10,000	05/02/2013	00	00	00	00
11	MRP Shri. Ghotekar Dnyeshwar B.	70,000	05/02/2013	00	00	00	00
<b>Total</b>		<b>18,99,096</b>		<b>18,21,494</b>	<b>00</b>	<b>77,500</b>	

- **Section 4 (1) (b) (xii) / Manual - 12:**
- **Manner of execution of subsidy programmes**
  - Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
  - Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
  - Leave Encashment(As per norms and procedure prescribed by Government of Maharashtra)
  - Scholarships(As per norms and procedure prescribed by Government of Maharashtra and Central Government)
  - Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- **Section 4 (1) (b) (xiii) / Manual - 13:**
- **Concessions granted by the College**
  - Reservation policies of Government of India in principle as approved by the Savitribai Phule Pune University, Pune are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.
- **Section 4 (1) (b) (xiv) / Manual - 14:**
- **Information available in Electronic form**
  - All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
  - Information made publicly available can be accessed at college website. All the information about the college is available on our website and in the college office.
- **Section 4 (1) (b) (xv) / Manual - 15:**
- **Means, methods and facilities available to citizens for obtaining information**
  - Unrestricted Access to Website.
  - Citizens may seek the information in the Officer of the college on working days during office hours.



- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
- **Library Timing** : From 10.00 a.m. to 6.00 p.m. on all working days.
- **Weekly Holiday** will be on **Sunday**.

● **Section 4 (1) (b) (xvi) / Manual – 16**

**Public Information Officer**

**Shri. R. D. Bhingardive (O.S.)**

Chandraroop Dakale Jain College of Commerce, Shrirampur.

Mobile 9623912921, Email: raosahebbhingardive63@gmail.com

**Appellate Authority**

**Dr. L. D. Bhor**

Principal, Chandraroop Dakale Jain College of Commerce, Shrirampur.

Mobile: 9421479220, Email: bhorlaxman808@gmail.com

● **Section 4 (1) (b) (xvii) / Manual - 17:**

● **Other Useful Information**

- **Chandraroop Dakale Jain College of Commerce** popularly known as "C. D. Jain College" is one of the well reputed branches of the Rayat Shikshan Sanstha. It is located at Shrirampur which is a new township, developed and progressed basically as a business town
- **It is Affiliated to Savitribai Phule Pune University, Pune (Permanent Affiliation from UG-1989, PG-2006 )**
- **Recognised by Government of Maharashtra**
- **Recognised by UGC (From 1971)**
- **Accredited by NAAC during 2004 – 2012**
- **Re-Accredited by NAAC during 2012-2017**
- **Applied for NAAC Re-Accreditation 3<sup>rd</sup> Cycle**
- **Submitted online Proforma for NIRF on 22/11/2017 with NIRF Institutional ID-IR-1-C-C-C-41785**
- **Every year we conduct National and State Level Seminar**

Necessary Information about the college will be available from the College Website and the College Office. This information is updated from time to time on the College website.