



विकसित भारत
अभियान
1947-2047

HARYANA STATE HIGHER EDUCATION COUNCIL

No. 06/12-2021 Adv./HSHEC

Dated: 10.01.2025

Important

To
The Vice Chancellors
State Funded and Private Universities
In Haryana

Subject: Regarding providing Feedback on Draft "UGC (Minimum Qualifications for Appointment and Promotion of Teachers and Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2025" and

Draft "Guidelines on Cadre Ratio, Period of Probation & Confirmation, Leaves, Teaching Days, Academic, Research and Administrative Commitments, Seniority and Code of Professional Ethics for Teachers and other Academic Staff in Universities and Colleges"

Respected Vice Chancellors,
Namaste

Greetings from Haryana State Higher Education Council.

Your kind attention is invited to the Council letter no. 12/5-2020 P-X Adv./HSHEC dated 05.01.2025 regarding release of Draft UGC Regulations, 2025 by Hon'ble Education Minister of Education, Shri Dharmendra Pradhan Ji with a request for attending the programme in online mode via the shared link on 06.01.2025. Hope you might have attended the event on time.

The UGC has now invited feedback on the draft regulation/ guidelines mentioned above vide UGC public notice no. 06-1/2025 (Regulations Feedback) dated 06.01.2025 (copy enclosed). The feedback is to be submitted on e-mail draft-regulations@ugc.gov.in provided by UGC before 05.02.2025.

Hence, a request to submit your valuable feedback in this regard to the UGC and share a copy with the Council at hshecadvisor@gmail.com

KK Agnihotri

KK Agnihotri
Advisor

Haryana State Higher Education Council

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1947 2047

HARYANA STATE HIGHER EDUCATION COUNCIL

Endst. No.: Even

Date: 10-01-2025

A copy for information and necessary action is forwarded to the following:

1. Director, Higher Education, Haryana for kind information and sharing it with the Colleges.
2. Director, Technical Education, Haryana for kind information and sharing it with the Engineering Colleges.

KK Agnihotri

KK Agnihotri

Advisor

Haryana State Higher Education Council

CC:

1. PS/ ACSHE & TE for kind information of Additional Chief Secretary to Govt. of Haryana, Higher Education and Technical Education, Chandigarh.
2. PS/ CP, HSHEC for kind information of the Chairperson, HSHEC
3. Expert NEP-III for uploading on the Council's website.



HARYANA STATE HIGHER EDUCATION COUNCIL

Important

NOTIFICATION

No. 06/12-2021 Adv./HSHEC

Dated: 10.01.2025

Subject: Constitution of Committee for providing feedback on Draft “UGC (Minimum Qualifications for Appointment and Promotion of Teachers and Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2025” and

Draft “Guidelines on Cadre Ratio, Period of Probation & Confirmation, Leaves, Teaching Days, Academic, Research and Administrative Commitments, Seniority and Code of Professional Ethics for Teachers and other Academic Staff in Universities and Colleges”

UGC has invited feedback on Draft “UGC (Minimum Qualifications for Appointment and Promotion of Teachers and Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2025” and Draft “Guidelines on Cadre Ratio, Period of Probation & Confirmation, Leaves, Teaching Days, Academic, Research and Administrative Commitments, Seniority and Code of Professional Ethics for Teachers and other Academic Staff in Universities and Colleges” vide UGC public notice no. 06-1/2025 (Regulations Feedback) dated 06.01.2025 (copy enclosed). The feedback is to be submitted on e-mail draft-regulations@ugc.gov.in provided by UGC before 05.02.2025.

Therefor a committee comprising of the following has been constituted:

1. Prof. Som Nath Sachdeva, Vice Chancellor, Kurukshetra University, Kurukshetra (Chairman)
2. Prof. Shree Prakash Singh, Vice Chancellor, Deenabandhu Chhotu Ram University of Science & Technology, Murthal, Sonipat
3. Prof. Dinesh Kumar, ex-Vice Chancellor, Gurugram University, Gurugram
4. Dr. Ramanand Pandey, Director, Centre of Policy Research & Governance, New Delhi
5. Dr. Manjula Chaudhary, Director, Centre for Distance & Online Education, Kurukshetra University, Kurukshetra
6. Prof. Pawan Kumar Sharma, Dean (Research), Central University of Haryana, Mahendragarh
7. Dr. R.S. Rathore, Dean Academic, Shri Vishwakarma Skill University, Palwal
8. Representative of Higher Education Department dealing with UGC Regulations
9. Representative of Technical Education Department dealing with UGC Regulations

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HARYANA STATE HIGHER EDUCATION COUNCIL

The committee meeting has been scheduled at 11:30 AM on 24.01.2025 in Council's office. All are requested to make it convenient to attend the meeting for their valuable inputs.

Prof. KC Sharma
Chairperson
Haryana State Higher Education Council

Endst. No.:- Even

Date: 10.01.2025

A copy for information and necessary action is forwarded to the following:-

1. Prof. Som Nath Sachdeva, Vice Chancellor, Kurukshetra University, Kurukshetra
2. Prof. Shree Prakash Singh, Vice Chancellor, Deenabandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat
3. Prof. Dinesh Kumar, ex-Vice Chancellor, Gurugram University, Gurugram
4. Dr. Ramanand Pandey, Director, Centre of Policy Research & Governance, New Delhi
5. Dr. Manjula Chaudhary, Director, Centre for Distance & Online Education, Kurukshetra University, Kurukshetra
6. Prof. Pawan Kumar Sharma, Dean (Research), Central University of Haryana, Mahendragarh
7. Dr. R.S. Rathore, Dean Academic, Shri Vishwakarma Skill University, Palwal
8. Director, Higher Education, Haryana for deputing representative of Higher Education Department dealing with UGC Regulations.
9. Director, Technical Education, Haryana for deputing representative of Technical Education Department dealing with UGC Regulations as draft this time also concerning disciplines relating to Engineering/ Technology & Management.

KK Agnihotri

KK Agnihotri
Advisor
Haryana State Higher Education Council

CC:

1. PS/ CP, HSHEC for kind information of the Chairperson, HSHEC, Panchkula
2. PS/ ACSHE&TE for kind information of ACSHE&TE, Haryana, Chandigarh
3. BO, HSHEC
4. Expert NEP-III for uploading on the Council's website.



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते

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अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

No. F. 6-1/2025 (Regulations Feedback)

16 पौष 1946 /6th January, 2025

सार्वजनिक सूचना

UGC has revised 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, 2018 and developed a draft UGC (Minimum Qualifications for Appointment and Promotion of Teachers and Academic Staff in Universities and Colleges and measures for the Maintenance of Standards in Higher Education) Regulations 2025 and Guidelines on Cadre Ratio, Period of Probation & Confirmation, Leaves, Teaching Days, Academic Research and Administrative Commitments, Seniority and Code of Professional Ethics for Teachers and Other Academic Staff in Universities and Colleges. The draft regulations and guidelines were launched by Hon'ble Minister of Education, Shri Dharmendra Pradhan Ji, on 6th January, 2025.

The Draft Regulations and guidelines are uploaded on the UGC website for public consultation.

I request you kindly to share your valuable feedback on the Draft Regulations on or before 5th February, 2025 in the following email address:
draft-regulations@ugc.gov.in

भवदीय,

(मनिष जोशी)

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the2025

Draft UGC (Minimum Qualifications for Appointment and Promotion of Teachers and Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2025

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(l) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018” (Regulation No.F.1-2/2017(EC/PS) dated 18th July 2018) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following regulations, namely:-

1.0 Short title, application and commencement:

- 1.1 These regulations may be called the UGC (Minimum Qualifications for Appointment and Promotion of Teachers and Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education Institutions) Regulations, 2025.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act, or State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification. However, the date of implementation of the revision of pay shall be 1st January 2016.
- 1.4 These regulations specify the minimum qualifications, experience, and accomplishments for appointment and promotion of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Additional Librarian, Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports, Additional Director of Physical Education & Sports and Director of Physical Education & Sports; and appointment of Principal and Vice-Chancellor in higher education institutions (HEIs).
- 1.5 For the purposes of direct recruitment and promotion in teaching posts in disciplines relating to affiliated colleges and university education, *inter alia* in the fields of health, medicine, special

education, agriculture, veterinary and allied fields, teacher education, physiotherapy, occupational therapy, standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail. For disciplines relating to Engineering/Technology and management education in universities, these regulations shall apply.

Provided that where any regulatory authority has laid down no such norms and standards in disciplines offered by affiliated colleges, UGC regulations herein shall be applicable till the concerned regulatory authority prescribes any norms or standards.

- 1.6 All HEIs shall, as soon as possible, but not later than six months of the coming into force of these regulations, take effective steps to amend their statutes, ordinances, or other statutory provisions governing it to bring the same in accordance with these regulations.
- 1.7 The overall selection procedure for direct recruitment and promotion under CAS shall incorporate a transparent and objective methodology of analysis of the merits and the credential of the application to make the system more credible; universities/colleges may assess the ability for teaching and/or research aptitude through a seminar or a lecture.

2.0 Definitions. —In these regulations, unless the context otherwise requires, -

- i. “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- ii. “Career Advancement Scheme” (CAS) means a scheme for granting personal promotion to individuals from one academic level to a higher academic level holding a substantive sanctioned post in a higher education institution;
- iii. “College” means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
- iv. “Commission” means the University Grants Commission established under the University Grants Commission Act, 1956 (3 of 1956);
- v. “Constituent college” means a college operating under the administrative, academic, and financial control of a university;
- vi. “Credit” means the number of hours of instruction required per week over a semester as defined in the National Credit Framework (NCrF)
- vii. “Degree” means a degree specified under sub-section (3) of section 22 of the Act;

- viii. "External Subject Expert" means a renowned expert not below the academic level 14 in the subject who is not an employee or retiree from the Higher Educational Institution where the recruitment/promotion takes place;
- ix. "Grade" means a numerical weight allotted to each letter grade on a 10-point scale;
- x. "Higher Education Institution" (HEI) means a university established or incorporated by or under a Central Act, Provincial Act, or State Act as referred to under clause (f) of section 2 of the Act, institution or college recognized by or affiliated to such university and an institution deemed to be a university under section 3 of the Act which is offering programmes through conventional mode or online or open and distance learning mode, in the area of higher education or research therein;
- xi. "Indian languages" means languages included in the 8th schedule of the Indian Constitution.
- xii. "NET" means National Eligibility Test (NET) conducted to determine the eligibility for the post of Assistant Professor in Indian HEIs;
- xiii. "Ordinance" means a law or rule made by an authority;
- xiv. "Orientation Course" means a course to create awareness among young faculty members about the profession and their institution;
- xv. "Peer review" means evaluation of scientific, academic, or professional work by experts in the same field;
- xvi. "Programme" means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;
- xvii. "Promotion" means the movement of an employee from a lower academic level to a higher academic level;
- xviii. "Qualification" means a certificate, diploma, or degree awarded by a recognized HEI on successful completion of a particular higher education programme after due assessment and evaluation;
- xix. "Quorum" means the minimum number of members of a body that is required to be present at a given meeting;
- xx. Relevant / Allied subject means a subject that may be related to the main subject under consideration, either as a single discipline or, multidiscipline, or inter-discipline;
- xxi. "Recruitment" means an overall process of identifying, screening, shortlisting, and interacting with candidates for positions in a HEI;
- xxii. "Refresher Course" means a course that reviews and updates a topic to keep the faculty members abreast of developments in the subject;
- xxiii. "SET or SLET" means State Eligibility Test (SET) or State Level Eligibility Test (SLET) conducted at the State level to determine the eligibility for the post of Assistant Professor in HEIs of that particular State;

- xxiv. "Selection Committee" means a committee entrusted with the responsibility of selecting candidates for a specific position or role in the HEIs;
- xxv. "Supervisor" means a teacher/researcher recognized by HEIs to supervise the Ph.D. scholar for his/her research;
- xxvi. "Teacher" means professors, associate professors, assistant professors, and such other academic staff as may be appointed for imparting instructions or conducting research including the adjunct faculty or professor of practice or visiting faculty;
- xxvii. The words and expressions used in these regulations and not defined but defined in the Act shall have the same meanings respectively assigned to them;

3.0 General Conditions: Recruitment and Promotion

- 3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the HEIs shall be based on merit through an all-India advertisement, followed by selection by a duly constituted Selection Committee as per the provisions made under these regulations.
- 3.2 If the discipline/subject chosen in the 4-year undergraduate programme (NCrF level 6) or postgraduate programme (NCrF level 6.5/7) is different from the chosen discipline/subject in Ph.D, the discipline/subject in which a candidate obtained Ph.D. shall be considered eligible for appointment as Assistant Professor, Associate Professor or Professor in that discipline/subject.
- 3.3 If the discipline/subject chosen in the 4-year undergraduate programme (NCrF level 6) or postgraduate programme (NCrF level 6.5/7) is different from the chosen discipline/subject in NET/SET, the discipline/subject in which a candidate qualified NET/SET shall be considered eligible for appointment as Assistant Professor in that discipline/subject.
- 3.4 A relaxation of 5% marks shall be allowed at the undergraduate (NCrF level 5.5/6) or at the postgraduate (NCrF level 6.5/7) level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/EWS/Persons with Disabilities category.
- 3.5 One or more qualifications (Class 12/equivalent, UG, PG & Ph.D.) in Indian language medium may be encouraged.
- 3.6 Publication of book chapters and books in Indian languages may be encouraged.
- 3.7 A relaxation of 5% marks shall be provided to the Ph.D. Degree holders who have obtained their postgraduate Degree before 19th September 1991.
- 3.8 Notable contributions to be considered by the selection committee for recruitment and promotion of university & college teachers are: (1)

Innovative Teaching Contribution; (2) Research or Teaching Lab Development; (3) Consultancy / Sponsored Research funding as a Principal Investigator or Co-Principal Investigator; (4) Teaching contributions in Indian languages; (5) Teaching-Learning and Research in Indian Knowledge System; (6) Student Internship / Project Supervision; (7) Digital Content Creation for MOOCs; (8) Community Engagement and Service; (9) Startup, as per the intellectual property policies of the HEI, registered with the Registrar of Companies (ROC) as a founding promoter, successfully raising funding through government, angel or venture funds to support the startup.

3.9 Notable contributions to be considered by the selection committee for recruitment and promotion of academic staff (Librarian cadre) are: (1) Innovative Information Service Designed and/or Implemented; (2) User Interaction Activities Designed or involved in; (3) Leveraging Web-based Resources for Library users; (4) Managing users and Resources in a Consortium; (5) Digital Content Creation for MOOCs; (6) Digital Library Management; (7) Services for persons with disabilities; (8) Implementation and Management of Multilingual Collections (Physical and Electronic) and Services; (9) Innovative and Sustainable Green Library Spaces and Activities.

3.10 Notable contributions to be considered by the selection committee for recruitment and promotion of academic staff (Director, Physical Education and Sports cadre) are: (1) Contribution to the inclusion of persons with disabilities in sports / physical activities; (2) Building partnerships with local schools, Sports Club and Community Organizations to promote sports and Physical Activity; (3) Developing Specialized Training Programmes to help Student-Athletes reach their full potential; (4) Organizing Health and Fitness Workshop, Seminars and Wellness Campaigns; (5) Mentoring Students interested in Pursuing Career in Sports, Fitness and related Fields; (6) Developing Strategies to Enhance Performance of teams/athletes for inter-college/inter-university/State/National level competitions; (7) Promotion of Indigenous Indian Games; (8) Digital Content Creation for MOOCs; (9) Organizing competitions and conducting coaching camps for students in a university or college of at least two weeks duration.

3.11 The research publications should be in peer-reviewed journals, and the book chapter or book must be published by a recognized academic or professional publisher with a reputation for rigorous peer review and quality editing. Self-published book chapters or books will not be considered. The selection committee shall decide whether the research publications are in a peer-reviewed journal, whether the publication of a book/book chapter is by a reputed publisher, and whether the contributions are notable, based on the recommendations of the three external subject experts of the selection committee constituted in accordance with these regulations.

3.12 The Ph.D. Degree shall be a mandatory qualification for promotion to Assistant Professor (Academic Level 12), Associate Professor (Academic Level 13A) and Professor (Academic Level 14) in

universities and colleges.

- 3.13 The time candidates take 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 a research degree simultaneously with teaching assignments without taking any kind of leave shall be counted as experience for direct recruitment/ promotion. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave to pursue Ph.D. degrees
- 3.14 No person shall be appointed to the post of University and College teacher, Librarian, or Director of Physical Education and Sports in any university or in any of the colleges or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in these regulations.
- 3.15 A teacher representing SC/ST/OBC/ Minority / Women / Persons with disabilities is to be nominated by the Vice-Chancellor (a) if any of the candidates belonging to any of these categories is the applicant and (b) if any of the members of the selection committee does not belong to these categories. The teacher, so nominated for this purpose in the selection committee, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- 3.16 The candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / By-laws / regulations of the Institution awarding the degree, and such Ph.D. Candidates shall be exempted from the NET/SLET/SET requirement for recruitment and appointment of Assistant Professor, Assistant Librarian, Assistant Director of Physical Education and Sports in a University / College.
- 3.17 For colleges coming under the purview of State Governments/Union Territories, direct recruitment to the post of Assistant Professor, Associate Professor, and Professor shall be either as per these regulations or as per the rules of the State Government by following the minimum qualifications as given in these regulations.

4.0 Direct Recruitment

4.1 Minimum Qualifications, Experience, and Accomplishments (For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communication, Engineering/Technology, Management, Drama, Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture etc. in Universities and Colleges)

4.1. I. Assistant Professor (Academic Level 10):

- i) A UG degree (NCrF Level 6) with at least 75% marks or a PG Degree (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree (NCrF Level 8).
or
A PG degree (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and qualification in the National Eligibility Test (NET) conducted by the UGC, CSIR, ICAR etc. or a similar test like SLET/SET
or
A PG degree (NCrF Level 7; e.g. M.E., M. Tech.,) with at least 55% marks (or an equivalent grade).

Either the above qualifications or the following qualifications can be used for the disciplines of Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture, Drama etc.

At least a UG degree (NCrF Level 5.5/6) with five years of professional experience and fulfilling the following criteria:

- i) Commendable professional achievement at the State or National level through authenticated proof; and
- ii) Adequate knowledge of theory and ability to teach with logical reasoning and illustrations in the discipline.

Note: Fulfillment of the above two criteria shall be determined by the selection committee based on the recommendation of the three external subject experts of the selection committee constituted in accordance with these regulations.

4.1. II. Associate Professor: (Academic Level 13A):

For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communication, Engineering/Technology, Management, Drama, Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture etc.

- i) A UG degree (NCrF Level 6) with at least 75% marks or a PG Degree (NCrF Level 6.5/7) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree (NCrF Level 8).
- ii) A minimum of eight years teaching and/or research experience in a University / College or a minimum of eight years experience in teaching and/or research in a position equivalent to that of an Assistant Professor/Associate Professor in a research institution or any other Indian or foreign institutions of comparable standards. The research experience shall be counted as per the clause 3.13.
- iii) A minimum of eight research publications in peer-reviewed journals or publication of eight book chapters or publication of a

book as an author or two books as a co-author by a reputed publisher or eight granted patents. A combination of research publications, book chapters and granted patents totalling eight can be considered.

- iv) Notable contributions in at least four areas out of the nine given at 3.8.

Either the above qualifications or the following qualifications can be used for the disciplines of Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture, Drama, etc.

At least a UG degree (NCrF Level 5.5/6), with ten years of professional experience and fulfilling the following criteria:

- i) Commendable professional achievement at the State or National level through authenticated proof; and
- ii) Adequate knowledge of theory and ability to teach with logical reasoning and illustrations in the discipline.

Note: Fulfillment of the above two criteria shall be determined by the selection committee based on the recommendations of the three external subject experts of the selection committee constituted in accordance with these regulations.

4.1. III. Professor: (Academic Level 14):

For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communication, Engineering/Technology, Management, Drama, Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture etc.

- i) A UG degree (NCrF Level 6) with at least 75% marks or a PG Degree (NCrF Level 6.5/7) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree (NCrF Level 8).
- ii) A minimum of ten years of teaching and/or research experience at the level of Assistant Professor/Associate Professor in a University / College / Indian or Foreign Research Institutions of comparable standards, of which at least three years should be at the level of an Associate Professor or equivalent. The research experience shall be counted as per the clause 3.13.
- iii) A minimum of ten research publications in peer-reviewed journals or publication of ten book chapters or publication of four books as an author or eight books as a co-author by a reputed publisher or ten granted patents. A combination of research publications, books, book chapters and granted patents totalling ten, can be considered.
- iv) As a sole supervisor, one doctoral candidate was awarded a Ph.D. degree, or as a co-supervisor, two doctoral candidates

were awarded Ph.D. degrees.

- v) Notable contributions in at least four areas out of the nine given at 3.8.

Either the above qualifications or the following qualifications can be used for the disciplines of Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture, Drama etc.

At least a UG degree (NCrF Level 5.5/6) holder with fifteen years of professional experience and fulfilling the following criteria:

- i) Commendable professional achievement at the National or International level through authenticated proof; and
- ii) Adequate knowledge of theory and ability to teach with logical reasoning and illustrations in the discipline.

Note: Fulfillment of the above two criteria shall be determined by the selection committee based on the recommendations of the three external subject experts of the selection committee constituted in accordance with these regulations.

4.1. IV. Assistant Librarian (Academic Level 10) in Universities and Colleges

- i) A UG degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6) with at least 75% marks or a PG Degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 8).

Or

A PG degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and qualification in the National Eligibility Test (NET) conducted by the UGC or a similar test like SLET/SET in Library Science, Information Science or a relevant/allied discipline.

4.1. V. Deputy Librarian (Academic Level 13 A) in universities

- i. A UG degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6) with at least 75% marks or a PG Degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 8).
- ii. A minimum of eight years experience as an Assistant Librarian in a University / College.
- iii. Notable contributions in at least four areas out of the nine given at

4.1. VI. Librarian (Academic Level 14) in universities

- i. A UG degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6) with at least 75% marks or a PG Degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree in Library Science, Information Science, or a relevant/allied discipline (NCrF Level 8).
- ii. A minimum of ten years of experience at the level of Assistant Librarian/Deputy Librarian/Additional Librarian in a University / College / Indian or Foreign Research Institution of comparable standards, of which at least three years should be at the level of a Deputy Librarian/Additional Librarian.
- iii. Notable contributions in at least four areas out of the nine given at 3.9.

4.1. VII. Assistant Director in Physical Education and Sports (Academic Level 10) in Universities and Colleges

Eligibility (A or B) :

A.

- i. A UG degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6) with at least 75% marks or a PG Degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 8).

or

A PG degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and qualification in the National Eligibility Test (NET) conducted by the UGC or a similar test like SLET/SET in Physical Education and Sports or Sports Science or a relevant/allied discipline.

- ii. Passed the physical fitness test conducted in accordance with these regulations.

Or

- B.** A medal winner in the Asian Games / Commonwealth Games / Asia Cup / Asian Para Games / Para Sports at the Commonwealth Games who has an undergraduate degree (NCrF level 5.5/6) in any

discipline. In the case of Bharatiya sports, the medal winner in that sport at the national level shall be considered equivalent.

**4.1. VIII. Deputy Director in Physical Education and Sports (Academic Level 13 A) in Universities
Eligibility (A or B) :**

A.

- i. A UG degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6) with at least 75% marks or PG Degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 8).
- ii. A minimum of eight years experience as an Assistant Director of Physical Education and Sports in a HEI.
- iii. Notable contributions in at least four areas out of the nine given at 3.10.
- iv. Passed the physical fitness test in accordance with these regulations.

Or

- B. A participant in the Olympic Games / World Cup/ World Championship / Paralympics who has at least a UG degree (NCrF Level 5.5/6) in any discipline.

4.1. IX. Director of Physical Education and Sports (Academic Level 14) in universities

Eligibility (A or B) :

A.

- i. A UG degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6) with at least 75% marks or PG Degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 6.5) with at least 55% marks (or an equivalent grade) and a Ph.D. Degree in Physical Education and Sports or Sports Science or a relevant/allied discipline (NCrF Level 8).
- ii. A minimum of ten years experience at the level of Assistant Director/ Deputy Director/Additional Director of Physical Education and Sports in a University / College/Indian or Foreign Research Institution of comparable standards, of which at least three years should be at the level of a Deputy Director/Additional Director.

- iii. Notable contributions in at least four areas out of the nine given at 3.10
- iv. Passed the physical fitness test in accordance with these regulations.

or

- B. A medal winner in the Olympic Games / World Cup / World Championship / Paralympics with at least a UG degree (NCrF Level 5.5/6) in any discipline.

4.1. X. Physical Fitness Test Norms for the Selection of Assistant Director/ Deputy Director/Director of Physical Education and Sports

- (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) Persons with disabilities are exempted from physical fitness tests.
- (c) 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			
Up to 30 Years	Up to 40 Years	Up to 45 Years	Above 45 Years
1800 meters	1500 meters	1200 meters	800 meters

NORMS FOR WOMEN			
8 MINUTES RUN-WALK TEST			
Up to 30 Years	Up to 40 Years	Up to 45 Years	Above 45 Years
1000 meters	800 meters	600 meters	400 Meters

4.2. Composition of Selection Committees (For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communication, Engineering/Technology, Management, Drama, Yoga, Music, Performing Arts, Visual Arts,

and Other Traditional Indian Art Forms like Sculpture etc. in Universities and Colleges)

4.2. I. Selection Committee Composition for Assistant Professor, Assistant Librarian, Assistant Director of Physical Education and Sports (Academic Level 10), Associate Professor, Deputy Librarian, Deputy Director of Physical Education and Sports (Academic Level 13 A) and Professor, Librarian and Director of Physical Education and Sports (Academic Level 14) in the Universities shall be the following:

- i) The Vice-Chancellor shall be the Chairperson of the Selection Committee.
- ii) A teacher (not a member of either the academic or the administrative bodies of the University or its affiliated colleges) not below the rank of Professor to be nominated by the Visitor/Chancellor/ Equivalent Authority, wherever applicable.
- iii) Three external subject experts nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory bodies of the university.
- iv) Dean of the Faculty, wherever applicable.
- v) Head/Chairperson of the Department/School.

Note: (1) Five members, including at least two external subject experts, shall constitute the quorum, (2) A teacher representing SC/ST/OBC/ Minority / Women / Persons with disabilities is to be nominated by the Vice-Chancellor (a) if any of the candidates belonging to any of these categories is the applicant and (b) if any of the members of the selection committee does not belong to these categories. (3) The recommendations of the Selection Committee shall be placed before the Syndicate/ Executive Council /Board of Management / Governing Body or equivalent statutory body of the HEIs for appropriate decision.

4.2. II. Selection Committee Composition for Assistant Professor, Assistant Librarian, Assistant Director of Physical Education and Sports (Academic Level 10), Associate Professor (Academic Level 13 A) and Professor (Academic Level 14) in the colleges shall be the following:

- i) The Chairperson of the Governing Body or equivalent statutory body of the college shall be the Chairperson.
- ii) The Principal of the College.
- iii) Head of the Department.
- iv. Three external subject experts selected by the Chairperson of the College governing body or equivalent statutory body from a panel of five names approved by the relevant statutory bodies of the affiliating university and recommended by the Vice-Chancellor.

Note: (1) Five members, including at least two external subject experts,

shall constitute the quorum,

(2) A teacher representing SC/ST/OBC/ Minority / Women / Persons with disabilities is to be nominated by the Vice-Chancellor (a) if any of the candidates belonging to any of these categories is the applicant and (b) if any of the members of the selection committee does not belong to these categories.

(3) The recommendations of the Selection Committee shall be placed before the Syndicate/ Executive Council /Board of Management / Governing Body or equivalent statutory body of the HEIs for appropriate decision.

(4) At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher. A copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

5.0. Career Advancement Scheme (CAS)

5.1. General Conditions:

Faculty members selected through direct recruitment in HEIs may be eligible for promotion under the Career Advancement Scheme as per the provisions given in these regulations.

1. To avail of promotion under the CAS, the applicant should be an employee of the HEI on the date of consideration by the Selection Committee.
2. For the purpose of assessment, all periods spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, and Deputation, shall be counted subject to the condition that such leave/deputation is undertaken with the prior approval of the competent authority following the due procedure prescribed under applicable UGC guidelines/regulations and / or government norms.
3. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, the said post shall revert back to its original cadre on his/her superannuation.
4. If a candidate fulfills the minimum eligibility criteria for promotion, he/she may submit an application to the university at any time during the year.
5. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of promotion as prescribed in these regulations. The rules and regulations of the respective Central/State Government shall apply for all other matters of seniority.
6. Granting of Academic Level 15 to Professors at Academic Level 14: Granting of Academic Level 15 to Professors at Academic Level 14 should be limited to 10% of professors positions at Academic Level 14.

The seniority level is strictly assigned by the date of promotion to professor (Academic level 14) rather than the date of granting of professor (Academic level 15).

5.2. Minimum Qualifications, Experience, and Accomplishments (For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communication, Engineering/Technology, Management, Drama, Yoga, Music, Performing Arts, Visual Arts, and Other Traditional Indian Art Forms like Sculpture etc.)

5.2. I. Eligibility Criteria for Assistant Professor (From Academic Level 10 to 11, Academic Level 11 to 12), Associate Professor (Academic Level 13 A), and Professor (Academic Level 14 and Academic Level 15) in universities.

5.2. II. Assistant Professor (Academic Level 10 to Academic Level 11)

Eligibility:

- a) An Assistant Professor who has completed (a) four years of service with a Ph.D. degree (NCrF - Level 8) or (b) five years of service with a M.Phil. or a PG Degree (NCrF - Level 7) or (c) six years of service with a PG degree (NCrF - Level 6.5), and satisfies the following conditions:
 - i. Attended one Orientation course of 21 days duration on teaching methodology and completed any one of the following: Refresher Course or Research Methodology Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.).
 - ii. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.
 - iii. Contributions such as one research publication in peer-reviewed journals or publication of a book chapter or publication of a book as an author or two books as a co-author by a reputed publisher or one granted patents, during the assessment period.

5.2. III. Assistant Professor (Academic Level 11 to Academic Level 12)

Eligibility:

- i. An Assistant Professor who has completed five years of service in Academic Level 11.
- ii. A Ph.D. Degree in the relevant/allied discipline.
- iii. Completed any of the following: one Refresher Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.

- iv. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.
- v. Contributions such as three research publications in peer-reviewed journals or publication of three book chapters or publication of a book as an author or two books as a co-author by a reputed publisher or three granted patents during the assessment period.

Note: A combination of research publications, book chapters and granted patents totalling three can also be considered.

5.2. IV. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- i. An Assistant Professor who has completed three years of service in Academic Level 12.
- ii. A Ph.D. Degree in the relevant/allied discipline.
- iii. Completed any of the following: a Refresher Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.).
- iv. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.
- v. Contributions such as three research publications in peer-reviewed journals or, publication of three book chapters or publication of a book as an author or two books as a co-author by a reputed publisher or three granted patents during the assessment period.

Note: A combination of research publications, book chapters and granted patents totalling three can also be considered.

- vi. As a sole supervisor, at least one doctoral candidate registered for a Ph.D. degree, or as a co-supervisor, two doctoral candidates registered for Ph.D. degrees.

5.2. V. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- i. An Associate Professor who has completed three years of service in Academic Level 13 A.
- ii. A Ph.D. degree in the relevant/allied discipline.
- iii. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.
- iv. Contributions such as three research publications in peer-reviewed journals or publication of three book chapters or publication of a book as an author or two books as a co-author by a reputed publisher or three granted patents during

the assessment period.

Note: A combination of research publications, book chapters and granted patents totalling three can also be considered.

- v. As a sole supervisor at least one doctoral candidate awarded Ph.D. degree or as a co-supervisor, two doctoral candidates awarded Ph.D. degrees.

5.2. VI. Professor (Academic Level 14) to Professor (Academic Level 15)

Eligibility:

- i. A Professor who has completed ten years of service in Academic Level 14 can be granted the Academic Level 15 on fulfillment of the following eligibility criteria:
- ii. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.
- iii. Contributions such as ten research publications in peer-reviewed journals or publication of ten book chapters or publication of three books as an author or six books as a co-author by a reputed publisher or ten granted patents.
- iv. As a sole supervisor, at least five doctoral candidates were awarded Ph.D. degrees, or as a co-supervisor, ten doctoral candidates were awarded Ph.D. degrees.
- v. Favorable reviews from three eminent subject experts, out of the panel of names approved by the relevant statutory bodies of the university, who are not below the rank of a Professor (Academic Level 15).

5.3. Eligibility Criteria for Assistant Professor (From Academic Level 10 to 11, Academic Level 11 to 12), Associate Professor (Academic Level 13 A), and Professor (Academic Level 14) in colleges

5.3. I. Assistant Professor (Academic Level 10 to Academic Level 11)

Eligibility:

- a) An Assistant Professor who has completed (a) four years of service with a Ph.D. degree (NCrF - Level 8) or (b) five years of service with an M.Phil. or a PG Degree (NCrF - Level 7) or (c) six years of service with a PG degree (NCrF - Level 6.5), and satisfies the following conditions:
 - i. Attended one Orientation course of 21 days duration on teaching methodology and completed any one of the following: Refresher Course or Research Methodology Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.).
 - ii. Notable contributions in at least four areas out of the nine

given at 3.8 during the assessment period.

5.3 II. Assistant Professor (Academic Level 11 to Academic Level 12)

Eligibility:

- i. An Assistant Professor who has completed five years of service in Academic Level 11.
- ii. A Ph.D. Degree in the relevant/allied discipline.
- iii. Completed any of the following: one Refresher Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
- iv. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.

5.3.III. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- i. An Assistant Professor who has completed three years of service in Academic Level 12.
- ii. A Ph.D. degree in the relevant/allied discipline.
- iii. Completed any of the following: A Refresher Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.).
- iv. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.

5.3 IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- i. An Associate Professor who has completed three years of service in Academic Level 13A.
- ii. A Ph.D. degree in the relevant/allied discipline.
- iii. Notable contributions in at least four areas out of the nine given at 3.8 during the assessment period.
- iv. A minimum of ten research publications in peer-reviewed journals out of which three research publications shall be published during the assessment period or a minimum of ten book chapters, out of which three book chapters shall be published during the assessment period or publication of four books out of which one shall be published during the assessment period or ten granted patents, out of which three shall be granted during the assessment period.

Note: A combination of research papers or book chapters or

granted patents totalling ten of which three shall be a combination of research papers or book chapters or granted patents during the assessment period or Publication of four books as an author or eight books as a co-author by a reputed publisher out of which one book as an author or two books as a co-author shall be published during the assessment period.

5.4 Eligibility Criteria in University / College for Assistant Librarian (From Academic Level 10 to 11, Academic Level 11 to 12), Deputy Librarian (Academic Level 13 A), and Additional Librarian (Academic Level 14)

11): 5.4 I. Assistant Librarian (Academic level 10 to Academic level

Eligibility:

An Assistant Librarian in a University / College who has completed (a) four years of service with a Ph.D. degree (NCrF - Level 8) or (b) five years of service with an M.Phil. or a PG Degree (NCrF - Level 7) or (c) six years of service with a PG degree (NCrF - Level 6.5), and satisfies the following conditions:

- i. Attended one Orientation course of 21 days duration and completed any one of the following: Seminar/workshop/training on automation and digitalization or short-term courses in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
- ii. Notable contributions in at least four areas out of the nine given at 3.9 during the assessment period.

5.4.II. Assistant Librarian (Academic level 11 to Academic level 12):

Eligibility:

- i. Assistant Librarian in a University / College who has completed five years of service in Academic Level 11.
- ii. Completed any of the following: Seminar/workshop/training on automation and digitalization or short-term courses in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
- iii. Notable contributions in at least four areas out of the nine given at 3.9 during the assessment period.

5.4. III. Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 13A):

- i. Assistant Librarian in a University / College who has completed three years of service in Academic Level 12.

- ii. Completed any of the following: Seminar/workshop/training on automation and digitalization or short-term courses in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
- iii. Notable contributions in at least four areas out of the nine given at 3.9 during the assessment period.

5.4 IV. Deputy Librarian (Academic Level 13A) to Additional Librarian (Academic Level 14):

- i. Deputy Librarian in a University / College who has completed three years of service in Academic Level 13A.
- ii. A Ph.D. Degree in the relevant/allied discipline.
- iii. Completed any of the following: Seminar/workshop/training on automation and digitalization or short-term courses in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
- iv. Notable contributions in at least four areas out of the nine given at 3.9 during the assessment period.

Note: The above provisions shall apply only to the persons in the librarian cadre employed in a library of a university or college.

5.5 Eligibility Criteria in University / College for Assistant Director of Physical Education and Sports (From Academic Level 10 to 11, Academic Level 11 to 12), Deputy Director of Physical Education and Sports (Academic Level 13 A), and Additional Director of Physical Education and Sports (Academic Level 14)

5.5. I. Assistant Director of Physical Education and Sports (Academic Level 10 to Academic Level 11)

Eligibility:

- a. Assistant Director of Physical Education and Sports in a University / College who has completed (a) four years of service with a Ph.D. degree (NCrF - Level 8) or (b) five years of service with an M.Phil. degree or a PG Degree (NCrF - Level 7) or (c) six years of service with a PG degree (NCrF - Level 6.5) and satisfies the following conditions:
 - i. Attended one Orientation course of 21 days duration on teaching methodology and completed any one of the following: Refresher Course or Research Methodology Course, or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
 - ii. Notable contributions in at least four areas out of the nine

given at 3.10 during the assessment period.

5.5.II. Assistant Director of Physical Education and Sports (Academic Level 11 to Academic Level 12)

- i. Assistant Director of Physical Education and Sports in a University / College who has completed five years of service in Academic Level 11.
- ii. Completed any of the following: one Refresher Course or Research Methodology Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.) during the assessment period.
- iii. Notable contributions in at least four areas out of the nine given at 3.10 during the assessment period.

5.5.III. Assistant Director of Physical Education and Sports (Academic Level 12) to Deputy Director of Physical Education and Sports (Academic Level 13A)

- i. Assistant Director of Physical Education and Sports in a University / College who has completed three years of service in Academic Level 12.
- ii. Completed any of the following: a Refresher Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.).
- iii. Notable contributions in at least four areas out of the nine given at 3.10 during the assessment period.

5.5. IV. Deputy Director of Physical Education and Sports (Academic Level 13A) to Additional Director of Physical Education and Sports (Academic Level 14):

- i. Deputy Director of Physical Education and Sports in a University / College who has completed three years of service in Academic Level 13 A.
- ii. A Ph.D. in the relevant/allied discipline.
- iii. Completed any of the following: a Refresher Course or Faculty Development Programme in online mode recognized by the regulatory bodies (UGC, AICTE, etc.).
- iv. Notable contributions in at least four areas out of the nine given at 3.10 during the assessment period.

Note: The above provisions shall apply only to the persons in the Physical Education and Sports cadre.

5.6 DATE OF ELIGIBILITY FOR PROMOTION:

1. When a candidate does not succeed in an assessment, he/she can be re-assessed only after one year from the date of the last

assessment.

2. When a candidate succeeds in an assessment, his/her promotion shall be effected as detailed below:
3. If the assessment is between 1st January and 30th June of a year, promotion shall be granted from 1st July of the year.
4. If the assessment is between 1st July and 31st December of a year, promotion shall be granted from 1st January of the following year.

Note: (1) For all selection committees specified in these regulations, the Head of Department should be either in the same or higher rank/position than the rank/position for which the interview is to be held. (2) The selection of candidates to a higher position shall be based on the credentials and interaction with the selection committee. (3) The recommendations of the Selection Committee shall be placed before the Syndicate/ Executive Council /Board of Management / Governing Body or equivalent statutory body of the HEIs for appropriate decision.

5.7 Composition of the Selection Committee in Universities and Colleges

5.7. I. For Assistant Professor, Assistant Librarian, Assistant Director of Physical Education and Sports (From Academic Level 10 to 11, Academic Level 11 to 12), Associate Professor, Deputy Librarian, Deputy Director of Physical Education and Sports (Academic Level 13 A) and Professor, Additional Librarian, Additional Director of Physical Education and Sports (Academic Level 14) and Professor (Academic Level 15) in the universities shall be the following:

- i) The Vice-Chancellor shall be the Chairperson of the Selection Committee.
- ii) A teacher not below the rank of Professor to be nominated by the Visitor/Chancellor/Equivalent Authority, wherever applicable.
- iii) Three external subject experts nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory bodies of the university.
- iv) Dean of the Faculty, wherever applicable.
- v) Head/Chairperson of the Department/School.
- vi) A teacher representing SC/ST/OBC/ Minority / Women / Persons with disabilities is to be nominated by the Vice-Chancellor (a) if any of the candidates belonging to any of these categories is the applicant and (b) if none of the members of the selection committee belong to these categories.

Note: Five members, including at least two external subject experts, shall constitute the quorum.

5.7. II. For Assistant Professor, Assistant Librarian, Assistant Director of Physical Education and Sports (From Academic Level 10 to 11, Academic Level 11 to 12), Associate Professor, Deputy Librarian, Deputy Director of Physical Education and Sports (Academic Level 13 A) and Professor, Additional Librarian and Additional Director of Physical Education and Sports (Academic Level 14) in the colleges shall be the following:

- i) The Chairperson of the Governing Body or equivalent statutory body of the college shall be the Chairperson.
- ii) The Principal of the College.
- iii) Head of the Department.
- iv) Three external subject experts selected by the Chairperson of the College governing body or equivalent statutory body from a panel of five names approved by the relevant statutory bodies of the affiliating university and recommended by the Vice-Chancellor.
- v) A teacher representing SC/ST/OBC/ Minority / Women / Persons with disabilities is to be nominated by the Vice-Chancellor (a) if any of the candidates belonging to any of these categories is the applicant and (b) if any of the members of the selection committee does not belong to these categories.

Note: Five members, including at least two external subject experts, shall constitute the quorum.

6.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service rendered in National or International HEIs or research organizations as a Post-Doctoral Fellow shall be counted for Assistant Professor, Associate Professor, Professor, and other academic staff, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed in these regulations.
- (b) The position held should be of an equivalent grade to the existing scale or of the pre-revised scale of pay.
- (c) The position held should be in the regular mode and not in a guest or part-time mode.
- (d) The previous full-time Ad-hoc or contractual service (by whatever nomenclature it may be called) shall be counted, provided that:
 - (i) In the case of Indian HEIs or research organizations, the incumbent was appointed on the recommendation of a duly constituted Selection Committee as per UGC regulations. In

the case of international HEIs or research organizations, the incumbent was appointed as per the rules of the respective international HEIs or research organizations;

(ii) The incumbent was drawing total gross emoluments, as per the prescribed pay scale communicated by UGC, not less than the monthly gross emoluments of a regularly appointed Assistant Professor or Associate Professor or Professor as the case may be (Salary certificate should be supported by authenticated proof such as ITR in case of Indian HEIs or research organizations and through other authenticated proof for international HEIs or research organizations).

(e) No distinctions shall be made with reference to the nature of management of the institution where the previous service was rendered (private/public) while counting the past service under this clause.

7.0. Minimum Qualifications, Experience, Accomplishments, Tenure, Selection Committee and Selection Procedure for the appointment of Principal (for UG college - Academic level 13A and for PG college - Academic level 14):

7.1. Minimum Qualifications, Experience, and Accomplishments

- i. Ph.D. degree.
- ii. For PG colleges, a Professor/Associate Professor with a total experience of at least fifteen years of teaching/research in HEIs is essential. For UG colleges, a Professor/Associate Professor with a total experience of at least ten years of teaching/research in HEIs is essential.
- iii. A minimum of ten research publications in peer-reviewed journals or publication of ten book chapters or publication of four books as an author or eight books as a co-author by a reputed publisher or ten granted patents. A combination of research publications, book chapters, and granted patents totalling ten can also be considered.

Note: The research publications should be in peer-reviewed journals, and the book chapter or book must be published by a recognized academic or professional publisher with a reputation for rigorous peer review and quality editing. Self-published book chapters or books will not be considered. The selection committee shall decide whether the research publications are in a peer-reviewed journal, whether the publication of a book/book chapter is by a reputed publisher, and whether the contributions are notable, based on the recommendations of the three external experts of the selection committee constituted in accordance with these regulations.

7.2 Tenure

- i) A Principal shall be appointed for a period of five years, with eligibility for reappointment for one more term by following the procedure prescribed for selection of Principal. However, she/he can serve as a Principal for only two terms in the same college.
- ii) After completing his/her terms as Principal, the incumbent shall rejoin his/her parent organization with the designation of professor and in the professor grade, provided he/she fulfills the eligibility criteria for professor.

7.3 Selection Procedure and Selection Committee:

The Selection of the Principal shall be through an all India newspaper advertisement and by a duly constituted Selection Committee as per the provisions made under these regulations.

The Selection Committee for the post of Principal shall have the following composition:

- i) The Chairperson of the Governing Body or equivalent statutory body of the college shall be the Chairperson.
- ii) One member of the Governing Body or equivalent statutory body of the college to be nominated by the Chairperson who shall be an expert in academic administration.
- iii) Three external experts nominated by the Vice-Chancellor of the affiliating university, out of the panel of names approved by the relevant statutory bodies of the university.

Note: (1) Four members, including at least two external experts, shall constitute the quorum, (2) A teacher representing SC/ST/OBC/ Minority / Women / Persons with disabilities, is to be nominated by the Vice-Chancellor (a) if any of the candidates belonging to any of these categories is the applicant and (b) if any of the members of the selection committee do not belong to these categories (3) The recommendations of the Selection Committee shall be placed before the Syndicate/ Executive Council /Board of Management / Governing Body or equivalent statutory body of the HEIs for appropriate decision.

8.0. Appointments on Contract Basis

The teachers may be appointed against the vacant sanctioned faculty positions on a contract basis for a maximum period of six months, only when it is essential. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed total 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 for more than

one academic session and may be renewed after review for another academic session.

9.0. Professor of Practice:

HEIs may engage experts/professionals/practitioners from industries/other professions for teaching and research. The engagement of the Professor of Practice will be exclusive of the sanctioned posts. The number of Professors of Practice in a HEI, at any point in time, should not exceed 10% of the sanctioned posts in a HEI. The provisions given in the UGC Guidelines for engaging Professors of Practice in HEIs shall be applicable with regard to tenure, selection procedure, duties and responsibilities, etc.

10.0 Minimum Qualifications, Experience, Accomplishments, Selection Committee, and Selection Procedure for the Appointment of Vice-Chancellor in Universities.

10.1 Vice-Chancellor

- i. A distinguished person possessing high academic qualifications and demonstrated administrative and leadership capabilities, strong alignment to constitutional values, strong social commitment, belief in teamwork, pluralism, ability to work with diverse people, with a flair for innovation and a global outlook in higher education, along with the overall vision of the institution and abilities to manage complex situations with a minimum of ten years of experience as (i) a Professor in an HEI or (ii) at a senior level in reputed research or academic administrative organizations or (iii) at a senior level in industry, public administration, public policy and/or public sector undertakings, with a proven track record of significant academic or scholarly contributions, shall be eligible to be appointed as Vice-Chancellor.
- ii. The selection for the Vice-Chancellor post shall be through an all India newspaper advertisement and public notification. Applications can also be sought through nomination or a talent search process by a Search cum Selection Committee.
- iii. The Chancellor/Visitor shall constitute the Search cum Selection Committee comprising three experts. The members of such Search-cum-Selection Committee shall be eminent persons with a proven track record of excellence (either Directors/Vice Chancellors or former Directors/Vice Chancellors of HEIs) and shall not be connected in any manner with the University concerned or its colleges. If the Vice-Chancellor or any member of the EC/Syndicate/ BoM/Equivalent body is an applicant for the Vice-Chancellor's post, they have to recuse themselves from the meeting during the discussion of the agenda item wherein the

nominee of the EC/Syndicate/ BoM/Equivalent body is to be decided. In case of violation, the applicant shall be disqualified as a candidate for the post of Vice-Chancellor.

- iv. The following shall be the constitution of the Search cum Selection Committee.
 - a) a nominee of the Visitor/Chancellor, who shall be the Chairperson of the Search cum Selection Committee.
 - b) a nominee of the Chairman, University Grants Commission.
 - c) a nominee of the apex body of the university such as Syndicate/ Senate/Executive Council / Board of Management/ Equivalent Body of the University.
- v. The conditions of service of the Vice Chancellor shall be prescribed in the Statutes of the respective University in conformity with these Regulations.
- vi. The composition of the Search cum Selection Committee shall be mandatory for the selection of Vice-Chancellors of all Universities established or incorporated by or under a Central Act, Provincial Act or State Act and recognized under Clause (f) 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.
- vii. The Search-cum-Selection Committee shall short-list the candidates and interact with the short-listed candidates to prepare a panel of 3-5 names for submission to the Visitor/Chancellor.
- viii. The Visitor/Chancellor of the university shall appoint the Vice-Chancellor out of the panel of names recommended by the Search-cum-Selection Committee.
- ix. The Vice-Chancellor shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy years, whichever is earlier, and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:
- x. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent, making him/ her eligible for all service-related benefits.
- xi. If a Vice-Chancellor is not appointed as per these regulations, such an appointment shall be null and void.

11.0 Consequences of Violation of UGC Regulations

If any HEI violates the provisions of these regulations, the Commission shall constitute an enquiry committee to look into the

violations. If the violations are established by the enquiry committee set up by the Commission, the HEI shall be:—

- (a) Debarred from participating in UGC schemes.
- (b) Debarred from offering degree programmes.
- (c) Debarred from offering ODL and online mode programmes.
- (d) Removed from the list of HEIs maintained under Sections 2(f) and 12B of UGC Act 1956.

The HEI shall be subjected to one or more of the above actions. Further, UGC may take additional punitive actions as per the decision of the Commission on a case-to-case basis.

12.0 Interpretation:

In the event of any conflict or inconsistency with respect to these regulations, the interpretation given by the Commission shall be final and binding.

DRAFT GUIDELINES ON CADRE RATIO, PERIOD OF PROBATION & CONFIRMATION, LEAVES, TEACHING DAYS, ACADEMIC, RESEARCH AND ADMINISTRATIVE COMMITMENTS, SENIORITY AND CODE OF PROFESSIONAL ETHICS FOR TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES

Promotion and co-ordination of University education is the general duty of the UGC. These UGC guidelines are for maintaining cadre ratio, service conditions, research and administrative commitments, code of professional ethics, etc., for teachers and other academic staff in HEIs.

1. Cadre Ratio for Teaching Posts

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

All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

2. Period of Probation and Confirmation

The minimum period of probation for a teacher shall be one year, extendable by one more year with reasons recorded in writing. The teacher on probation shall be confirmed at the end of the probation period if the performance is found to be satisfactory.

3. Teaching Days

Given the focus of the National Credit Framework (NCrF) on holistic education, teachers are required to play a key role in the implementation of NCrF. The Universities/Colleges shall have at least 15 weeks of teaching-learning days in a semester. The remaining period may be devoted to research and other administrative activities.

In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

4. Academic, Research and Administrative Commitments

4.1 As per the National Credit Framework (NCrF), teaching-learning processes include classroom teaching, practical, innovation labs, class projects, assignments, tutorials; sports and games, physical activities, social work, NCC, examinations, assessments; vocational education, training and skilling, project work, field visits, internship, apprenticeship, etc. Considering the shifting of focus from classroom education to competency and outcome-based learning, the work commitments of the teachers in full employment should not be less than eight hours per working day.

4.2 The time spent by teachers in teaching-learning processes and the time used for research and other academic activities shall be decided by the HEIs considering the multi-disciplinary education that needs to be promoted in higher education. Teachers are required to be present at the workplace of the HEI during working hours.

However, in case a teacher has administrative responsibilities during the semester, the HEI may consider reducing the number of hours per week spent by the teacher in teaching-learning processes by formulating an institutional procedure.

5. Leaves: General Conditions and Types:

5.1 General Conditions:

- i. Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- ii. The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground. The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- iii. Application for leave on medical grounds shall be accompanied by a certificate of Registered Medical Practitioner holding, graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of the illness. The teacher returning from leave on medical grounds shall produce a certificate of fitness.
- iv. If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery, and whether he would be fit for duty after rest and treatment.
- v. The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- vi. Ordinarily, the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

5.2 Duty Leave:

Duty leave up to 30 days in an academic year may be granted for:

- i. Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
- ii. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College;
- iii. Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
- iv. Work related to funded research projects and Startup companies;

- v. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- vi. For performing any other duty assigned to him/her by the university/college.
 - a) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - b) 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.
 - c) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
 - d) Duty leave should also be given for attending meetings in the UGC, DST, etc., where a teacher is invited to share his/her expertise with an academic body, government agency, or NGO.

5.3 Study Leave For Entry Level Assistant Professor/Assistant Librarian/Assistant Director Of Physical Education And Sports:

- 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 or fellowship (by whatever nomenclature called), **for pursuing further studies, leading to a Ph.D./Post- doctoral qualification** or for undertaking a research project in a higher education institution abroad, the amount of the **scholarship/Stipend/fellowship shall not be linked to the recipient's pay/salary** paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad.
- iii. The study leave **shall be granted to only an entry-level appointee** as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports after a minimum of three years of continuous service. Associate Professor, Deputy Librarian, Deputy Director of Physical Education and Sports, Additional Librarian, Additional Director of Physical Education and Sports, Additional Director of Physical Education and Sports or Professor, Librarian and Director of Physical Education and Sports of a University/College/Institution are not eligible for study leave.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave **shall not be granted to an Assistant Professor/Assistant**

Librarian/Assistant Director of Physical Education and Sports who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

- vi. The study leave shall be granted **not more than twice during one's entire career**. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- viii. With the approval of the Executive Council/Syndicate, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave at the credit of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- ix. The period of study leave shall count as service for the purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serves the institution for the period for which the Bond has been executed.
- x. The study leave granted to a teacher shall be deemed to have been **cancelled in case it is not availed of within 12 months of its sanction**. Provided that where the study leave granted has been so cancelled, the teacher may apply again for such leave.
- xi. A teacher availing of the study leave shall undertake to serve the University/College/Institution for a **continuous period of at least three years** to be calculated from the date of resuming duty on the expiry of the study leave.
- xii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these guidelines.

If the Executive Council or Syndicate permits a teacher to retire within three years of return to duty from study leave on medical grounds or any other exceptional ground, the Executive Council/Syndicate may waive or reduce the amount refundable by a teacher under these guidelines:

- i. After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (ix) to (xii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (ix) to (xii) above.
- ii. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- iii. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

5.4 Sabbatical Leave:

- i. The permanent, whole-time teachers of the university and colleges who have completed **seven years of service as an Associate Professor or a Professor may be granted sabbatical leave** to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii. A teacher 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.
- iii. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies.
- iv. 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.

5.5 Other Kinds of Leave Rules for Permanent Teachers of the Universities/ Colleges:

The following kinds of leave would be admissible to permanent teachers:

- i. Leave treated as duty, *viz.* casual leave, special casual leave, and duty leave;
- ii. Leave earned by duty, *viz.* earned leave, half-pay leave, and commuted leave;
- iii. Leave not earned by duty, *viz.* extraordinary leave; and leave not due;
- iv. Leave not debited to leave account
- v. Leave for academic pursuits, *viz.* study leave, sabbatical leave and academic leave;
- vi. Leave on grounds of health, *viz.*, maternity leave and quarantine leave.

5.6 Casual Leave

- i. The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

5.7 Special Casual Leave

- i. Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
- ii. To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
- iii. To inspect academic institutions attached to a statutory board.
- iv. 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.
- v. In addition, special casual leave to the extent mentioned below, may also be granted;
- vi. To undergo sterilization operation (vasectomy or salpingectomy) under the family welfare programme.
- vii. Leave, in this case, shall be restricted to six working days; and
- viii. To a female teacher who undergoes non-puerperal sterilization. Leave, in this case, shall be restricted to 14 days.
- ix. The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacations by the sanctioning authority on each occasion.

6. Earned Leave

6.1 Earned leave admissible to a teacher shall be:

- 6.1.1 1/30th of the actual service, including vacation; *plus*
- 6.1.2 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods of leave, except casual, special casual, and duty leave, shall be excluded.

- 6.1.3 Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study or training, or leave with a medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as a leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

7. Half-pay Leave

- 7.1 Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner for any private affairs or for any academic purpose.

7.2 *Explanation:*

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

Note: Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves is less than 300 for the purpose of encashment of leave at the time of superannuation as applicable to the employees of the Government of India/State Government.

8. Commuted Leave

Commutated leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of a medical certificate from a registered medical practitioner subject to the following conditions:

- 8.1 Commuted leave during the entire service shall be limited to a maximum of 240 days;
- 8.2 When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- 8.3 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 guidelines unless the

authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

9. Extraordinary Leave

- 9.1 A permanent teacher may be granted extraordinary leave when:
 - 9.1.1 No other leave is admissible; or
 - 9.1.2 Other leave is admissible, and the teacher applies in writing for the grant of extraordinary leave.
- 9.2 The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - 9.2.1 Leave taken on the basis of medical certificates;
 - 9.2.2 Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity and the teacher has no other kind of leave to his credit;
 - 9.2.3 Leave taken for pursuing higher studies; and
 - 9.2.4 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.
- 9.3 Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall, in no case, exceed five years in the entire service period of the individual.
- 9.4 The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

10. 'Leave Not Due'

- 10.1 '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, maybe otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- 10.2 '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.
- 10.3 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 or incapacitating the teacher for further service, a refund of leave salary for the period of leave yet to

be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

11. Maternity Leave

11.1 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.

11.2 Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

12. Child-care Leave

Women teachers having any minor child/children may be granted leave for up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during the entire service period in line with the Central Government women employees. In the cases where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

13. 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.

14. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

15. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, guidelines and Norms as laid down by the Government of India.

16. Code of Professional Ethics

I. Teachers and their Responsibilities :

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

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

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

II. Teachers and students

Teachers should:

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

- reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
 - (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should: -

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

IV. Teachers and Authorities :

Teachers should:

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

v. Teachers and Non-Teaching Staff :

Teachers should :

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

vi. Teachers and 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 feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

17. Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC regulations and their amendments from time to time in this regard.
- ii. All newly recruited Assistant Professors/Assistant Librarians/Assistant Directors of Physical Education and Sports should undergo an Orientation Course, in online mode, recognized by regulatory bodies such as UGC, AICTE, etc.

18. Allowances and Benefits

- (i) Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall

be as applicable to the Central /State Government employees and be governed by the relevant rules as notified by the Central/State Governments from time to time.

- (ii) Pension, Gratuity, ex-gratia compensation etc., as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges, including affiliated and constituent Colleges as the case may be.
- (iii) Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central /State Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under the Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of the respective State Government, as the case may be, for Central/State Universities/Colleges respectively.
