

ANNEXURE - III

Item No. 37



DIBRUGARH UNIVERSITY TEACHERS' SERVICE CONDITIONS ORDINANCE, 1974
(AMENDED UP TO 12.08.2021)

(As approved by the Executive Council, D.U. in the 346 Meeting held on
12.08.21 giving effect from 0)

**DIBRUGARH UNIVERSITY TEACHERS' SERVICE CONDITIONS ORDINANCE,
1974 (AMENDED UP TO 12.08.2021)**

(As approved by the Executive Council, D.U. in the 346th Meeting held on
12.08.21 giving effect from _____)

- Short title & Commencement** : 1. (a) This Ordinance may be called "Dibrugarh University Teachers' Service Conditions Ordinance", 1974 (as amended upto _____)
(b) It shall come into force with effect from such date as the Executive Council, by resolution, directs, i.e. _____
- Application** : 2. It shall apply to all teachers appointed by the University
- Definitions** : 3. In this Ordinance, unless there is anything repugnant to the subject or context of the Act and Statute, -
(a) "Article" means an article of this Ordinance;
(b) "Teacher" means a teacher appointed as per Dibrugarh University Act against a substantive post by the University to teach in the postgraduate and undergraduate programmes maintained by the University and includes a Professor, Associate Professor, Assistant Professor or such other grade as the University may create from time to time;
(c) "University" means the Dibrugarh University
(d) "Government" means the State Government of Assam and the Government of India, as the case may be.
(e) 'UGC' means the University Grants Commission as constituted by the Government of India.
- Grades of teachers** : 4. There shall be the following grades of teachers in the University.
(a) Senior Professor
(b) Professor
(c) Associate Professor
(d) Assistant Professor, and
(e) Such other grades as the University may create from time to time.
- Recruitment and qualifications** : 5. (I) The direct recruitment to the posts of Assistant Professors,
(a) Associate Professor, Professor and Senior Professor in the University shall be on the basis of merit through an all-India advertisement and selections by the duly constituted

Selection Committees as per the Dibrugarh University Act, 1965/ Statutes/Ordinances of the University.

- (b) The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, Assistant Librarian, Deputy Librarian, Librarian will be as prescribed by the UGC Gazette Notification dated 18th July, 2018 and its subsequent amendments.
- (c) The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test – SLET/SET) shall be essential for the appointment of Assistant Professors.
- (d) NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in the University.

Provided however:

- (i) that candidates have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree, 2009) and/or,
 - (ii) that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in the University.
- (e) NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted. The decision on this regard shall be taken by the IQAC of the University

- (f) A minimum of 55% marks (or an equivalent grade in a point scale where grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.
- (g) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (h) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (i) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- (j) The Ph.D Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (k) The Ph.D Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment
- (l) The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in the University with effect from 01.07.2021.
- (m) The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching position.
- (n) Decision on research publications in peer-reviewed or referred journals shall be taken by the IQAC of the University in conformity with established procedures.

5. (II) Direct Recruitment:

(1) Senior Professor

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

The eligibility criteria are as follows:

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

(2) Professor

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications in peer reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including/experience of guiding candidates for research at doctoral level.

Or,

An outstanding professional with established reputation in the relevant field who has made significant contributions to the knowledge in the concerned/allied and relevant disciplines to be substantiated by credentials, provided he/she has ten years of experience.

(3) Associate Professor

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

- (iii) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of 7 (seven) publications in peer reviewed or UGC listed journals and a total research score of 75 as per the criteria given in Appendix II, Table 2.

(4) Assistant Professor

- (i) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or have been awarded Ph.D Degree in accordance with the UGC Regulation, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET / SLET / SET. Ph. D. Degree (under new regulation).
- (iii) The candidates who had registered for Ph. D. on or before July 11 2009, shall be governed by the provision of the then existing Ordinance/ Regulations of the Institutions awarding the degree and such Ph. D. candidates shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in University subject to the fulfilment of the following conditions:
- (a) The Ph.D. degree of the candidate has been awarded in regular mode only;
 - (b) The Ph.D. thesis has been awarded by at least two external examiners;
 - (c) An open Ph.D. viva voce of the candidate has been conducted;
 - (d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal;
 - (e) The candidate has presented at least two papers, based on his / her Ph. D. work in conference / seminars sponsored / funded / supported by UGC / ICSSR / CSIR or any similar agency.

(iv) NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

The Ph.D. degree has been obtained from a foreign University/ Institution with a ranking among top 500 in the World University

Ranking (at any time) by any one of the following (i) Quacquarelli Symonds (QS) (ii) the Time Higher Education (THE) or (iii) the Academic ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai)

5. (III)

Direct Recruitment of teachers in the University shall be governed by the UGC Gazette Notification titled "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" dated 18th July, 2018 and its subsequent amendments from time to time.

Methods of recruitment

6. : Appointment to the post of a teacher may be made by any of these methods, namely --

- (a) Direct recruitment;
- (b) Deputation from the State Government or the Government of India or from other Universities or Institutions ; and
- (c) Contract

Provided that the Vice-Chancellor may for a period not exceeding one academic session excluding summer vacation, Semester breaks make temporary appointment otherwise than by anyone of these methods.

Procedure for direct recruitment : 7. Appointment by direct recruitment shall be made according to the following procedure, namely-

- (a) Any permanent vacancy in the post of a teacher shall be advertised in newspapers having wide circulation and in the University website.

- (b) For the purpose of selection, the Vice-Chancellor may, constitute a Scrutiny Committee to shortlist the list of eligible candidates for interview at such place and such time as s/he deems fit.

The Selection Committee formed under section 29 of the Dibrugarh University Act, 1965 (as amended) shall interview the shortlisted candidates at such place and at such time as the Vice Chancellor deems fit.

Provided that to assess the eligibility of a candidate to be appointed, the Selection Committee may hold a written test, seminar, lecture as and when necessary.

The Selection Committee shall prepare a list of names for each vacancy. If suitable candidates are available the number of such names for each vacancy shall be not less than two. The Selection Committee shall also indicate the order of preference in the list of names.

Provided that in exceptional cases, the Selection Committee may consider the name of any academically outstanding person may not have formally applied. For this purpose, the Vice-Chancellor may prepare a list of names of such persons in consultation with the experts in the subject inside and outside the University.

- (c) The Executive Council shall consider the recommendations of the Selection Committee and make appointment to fill up each vacancy from the respective list of names.
- (d) If the Executive Council does not accept any of the recommendations it shall refer the matter to the Chancellor stating clearly the reasons for not agreeing with the Selection Committee and the decision given by the Chancellor thereon shall be final.
- (e) The inclusion of the name of any person in the Selection list confers no right on him/her to claim any post.
- (f) The Selection Committee while selecting a candidate for Assistant Professor, Associate Professor, Professor and Senior Professor shall consider the following aspects.
 - (i) For Assistant Professor, merit, efficiency, teaching skills, research experience and API score (not mandatory) can be deduced from the candidate's academic activities. It be noted that the candidate shall have to submit his/her API score only in the prescribed Proforma attached with the Application Form. (Annexure-I)
 - (ii) For Associate Professor, Professor and Senior Professor the candidate shall have to have minimum teaching experience, academic qualification, research activities, teaching skills etc. as required for the respective posts as mentioned under eligibility criteria in addition to minimum API score as per the latest UGC Regulations applicable on the date.
 - (iii) The Selection Committee while selecting a candidate for appointment shall consider the Academic Performance Indicator (API), based appraisal system at the institutional level as per the proforma of indicative PBAS (Performance Based Appraisal System) wherever

applicable. The Selection Committee shall take into consideration in the minimum API score to be obtained by an applicant for selection as a teaching, as indicated in the Appendices of this ordinance.

- (g) In case of Selection of Professor from the outside the academic stream / and an outstanding professional with established reputation in the relevant field, who had made significant contribution to the knowledge in the concerned/ allied/ relevant/ discipline, to be substantiated by credentials, the University shall follow appropriate procedure as deemed fit.
- (h) In the selection process for posts involving different nature of responsibility in certain disciplines/ areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the concerned institution while developing API based PBAS proforma for both direct recruitment and CAS promotions.

Recruitment

On Deputation

- : 8. The Executive Council may appoint any person as a teacher for specified period on deputation from any State Government or the Government of India or any University or any other Institution, provided he/she possesses the minimum basic academic and other qualifications laid down in this ordinance. The terms and conditions of such deputation shall be determined by negotiation with the respective Government, University or Institution.

***Appointments on
Contract basis***

- : 9. The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications for appointment on contract basis should be the same as those of the regular teachers. However, the selection procedure for teachers on contract basis may be different from that of the regular teachers. The Selection committee for recruitment of teachers on contractual basis shall be constituted by the Executive Council as with the following members.

- (i) Vice-Chancellor as Chairperson
- (ii) Concerned HOD (Member Secretary)
- (iii) One external expert
- (iv) One Professor/Associate Professor from the department concerned / allied disciplines.

Teaching Days**: 10. (a)**

Teaching days in an academic year in the University shall be as follows :

	Number of weeks : 6-days a week pattern	Number of weeks : 5-day a week pattern
<i>Teaching and Learning Process</i>	30 weeks (180 days)	36 weeks (180 days)
Admissions/ Examinations preparation for Examination	12	6
Vacation	8	8
Public Holidays (to increase and adjust teaching days accordingly) Total	2	2
Total	52	52

Workload**: 11. (i)**

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure should be provided by the University. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University.

The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

- (ii) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

In case of curtailment of vacation by administration, the University teachers will be credited with 1/3rd of the curtailed period as Earned Leave. The benefit shall not accrue to a teacher for remunerative work during vacation.

***Career
Advancement
Promotion Scheme***

- : 12. (i) The University shall provide for a Career Advancement Scheme, hereinafter referred to as CAS for eligible teachers.

Provided that when a teacher is promoted to a higher grade under CAS, there shall be no resultant vacancy in the post of the lower grade held by him/ her. In case of relinquishment of the post by such an incumbent the resultant vacancy shall occur at the level of the substantive post held by him/her.

CAS promotion of teachers in the University shall be governed by the provisions of the UGC Gazette Notification titled "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" dated 18th July, 2018 and its subsequent amendments from time to time.

- (ii) Every year Registrar of the university shall invite application from eligible teachers of the University for consideration of promotion under CAS and screening committee(s) for screening the applications, shall recommend the cases if any, for holding interview(s) for selection of the candidate found qualified by the Committee(s), by the Statutory Selection Committee. The University shall endeavour to complete the process of CAS promotional in a particular year within a period of 6 (six) months from the date of seeking applications from the teachers for promotion under CAS.

- (iii) The Registrar shall issue a general Notification twice a year in the month(s) of April and October calling for applications for CAS promotions from eligible candidates.

Counting of past services for direct recruitment : 13.

At the time of recruitment in the University a service agreement should be executed between the University and the teacher concerned and a copy thereof shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.

The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub clauses contained therein and as per Tables 1 to 5 of Appendix II of as per eligibility 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 dated 18th July, 2018 shall form part of the service agreement/record.

Inter-se seniority between the directly recruited and teachers promoted under CAS:

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

Incentives for Ph.D/ M.Phil and other higher qualification : 14.

Incentives for Ph.D/ M.Phil and other higher qualification shall be governed by 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 dated 18th July, 2018 and its subsequent amendments from time to time.

Date of joining : 15.

A person appointed to the post of a teacher whether by direct recruitment or on deputation against a substantive post shall join within one month of the date of issue of appointment order,

failing which the appointment order is liable to be cancelled. Provided that in exceptional circumstances the Vice-Chancellor may extend this period. However, in case of a teacher appointed on temporary basis, he/she be required to join within fifteen days from the date of issuing the appointment order.

Agreement before joining : 16.

A person appointed to the post of a teacher shall execute an agreement with the University before joining the post to the effect that he/she shall strictly abide by the provisions of the Act and the Ordinance. A teacher on temporary service shall be bound by the terms and conditions of contract. A teacher shall also undertake in the agreement to submit to the Vice-Chancellor a self-appraisal report of his/her performance annually.

Probation : 17.

Every person appointed to the post of a teacher by direct recruitment shall be on probation for a minimum period of one year.

Provided that the period of probation may, for good and sufficient reasons to be duly recorded, be extended by the Executive Council for another period not exceeding one year.

- (a) The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- (b) The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- (c) Subject to this Clause 11, it is obligatory on the part of the University to issue an order of confirmation to the incumbents within 45 days of completion probationary period after due process of verification of satisfactory performance.

Discharge of a probationer : 18.

- (i) A teacher on probation shall be liable to be discharged by the Executive Council –
 - (a) With one month's notice or one month's pay in lieu thereof, if his/her service during the period his/her probation is not satisfactory. Such decision shall be taken after obtaining the opinion of the Department concerned; or
 - (b) With one month's notice or one month's pay in lieu thereof, if, from evidence received, and after

hearing him/her about his/her qualifications, nationality, medical certificate, age, character and antecedent, (such antecedents being verified from the Head of the Organisation he/she last attended), the Executive Council is satisfied that he/she is ineligible or otherwise unsuitable for holding that post; or

(c) With one month's notice or one month's pay in lieu thereof, if he/she fails to comply with any provisions of this Ordinance; or

(d) With three months notice, or three months pay in lieu thereof at any time during the period of probation, in case, the post is abolished.

(ii) A teacher promoted to higher grades under Career Advancement Scheme may be reverted to his/her original post if his/her service during the period of probation is not satisfactory or/and if he/she fails to comply with any provision of this Ordinance.

Confirmation

:19. Every teacher appointed permanently to a post either direct recruitment or by promotion shall, on satisfactory completion of his/her period of probation, be confirmed in that post unless he/she is considered unfit for confirmation under any of these Articles.

Seniority

: 20. (a) Seniority of members of each grade of teachers in reach Department shall be determined according to their dates of joining, subject to the condition that one who joins in the morning hours shall be senior to another who joins in the afternoon.

Provided that teachers of a grade appointed after the same meeting of the Executive Council shall be determined according to their position in the selection list prepared and recommended by the Selection Committee and accepted by the Executive Council. Thus a person ranked higher in the select list shall be senior to another ranked below him or her in the list, if he or she joins within the stipulated period, the stipulated period being normally 30 (thirty) days or a period dully allowed by the University under exceptional circumstances.

Provided further that a teacher, who fails to join within the stipulated days, shall forfeit the benefit of seniority according to his or her position in the select list. In such

cases, seniority shall be determined according to one's date of joining.

- (b) The inter-se-seniority in each grade of teachers of all departments taken together, shall be determined on the basis of their position in the select list prepared and recommended by the Selection Committee and accepted by the Executive Council. Thus persons, who are given the first position in the select list of their respective departments shall be senior to those who are given the second position, and so on, if they join within the stipulated period.

Provided that the seniority of teachers given the same position in the select lists for different department shall be determined according to their dates of birth, the one whose date of birth is earlier being senior to another whose date of birth is later, if they join within the stipulated period.

Provided further that a teacher, who fails to join within the stipulated period, shall forfeit the benefit of seniority according to his/her position in the select list. In such cases, seniority shall be determined according to one's date of joining.

Scales of Pay : 21. Pay scales, designations and stages of promotion under CAS of Incumbent and newly appointed Assistant Professors/ Associated Professors/ Professors shall be governed by the provisions 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 dated the 18th July, 2018 and its subsequent amendments from time to time.

Special Pay : 22 The Executive Council may, from time to time, grant special pay or honorarium for any of the posts either individually or with reference to a grade of posts.

Increment : 23 (i) An increment after confirmation shall ordinarily be drawn as a matter of course, unless it is withheld as a result of any disciplinary proceeding.

- (ii) The Executive Council may, in recognition of exceptional merits of a teacher, grant such advance increments to the teacher as it deems fit.
- (iii) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Matrix as applicable for the respective stage in the Pay Matrix, and it shall be granted on 1st July of the concerned year and subject to fulfilment of the conditions laid down by the Government of Assam/UGC, etc.

Pay during suspension

: 24. A teacher under suspension shall during the period of suspension be entitled to such allowances as are prescribed below:

- (a) For the first six months, 50% of the basic pay plus admissible allowances in full.
- (b) After the first six months 75% of the basic pay plus admissible allowances in full.
- (c) If the teacher is exonerated in the proceeding-then the balance of his/her pay shall be paid to him/her in full.
- (d) If any penalty is imposed on him/her as a result of the proceeding, then the Executive Council may either refuse him/her the entire balance of his/her pay, or grant such part of the balance of his/her pay as it deems fit.

Termination of service

: 25. The services of any teacher may be terminated under the following circumstances and in the following manner, namely-

- (i) If he/she is on probation, - then, according to the provisions of Article 18 (i), above;
- (ii) If he/she has been appointed temporarily for a specified period,- then, without any further notice, at any time within the specified period;
- (iii) If he/she has been appointed permanently and has satisfactorily completed the period of probation and confirmed the post in which he/she has been confirmed is abolished, - then, on three months' notice or on payment of three months' pay in lieu of notice, or on payment of pay for such period if the notice falls short of three months;
- (iv) If he/she has been declared to be physically or mentally unfit for performing his/her normal duties by a Medical Board constituted under the direction of the Executive Council which should include at least one specialist in the branch to which the disability relates - then on payment of 4 (four) months' pay.
- (v) If he/she has been on contract service, then subject to the terms and conditions of the contract, at any time.

- (vi) If he/she has been on deputation, then subject to the terms and conditions of deputation at any time.

*Procedure of
Disciplinary
proceeding*

:26. In case of any disciplinary proceeding, the following procedure shall be duly followed:

- (a) The Vice-Chancellor may, when he/she deems it necessary according to the gravity of the allegations and after establishing prima facie, draw disciplinary proceeding against the teacher concerned, with or without suspension, and report the same to the Executive Council in its next sitting.
- (b) The Executive Council shall cause due investigation of the allegations reported by the Vice-Chancellor and shall frame the charges. The Executive Council shall appoint an Enquiry Committee consisting of a maximum of 3 (three) members. The accused person shall be intimated in writing about the constitution of the Enquiry Committee and about the charges against him/her and shall be given not less than three weeks' time to submit his/her replies to the charges in writing.
- (c) The Committee shall hear the teacher if he/she so desires and take such evidence as it considers necessary. The teacher shall, if he/she so desires, be given opportunity of seeing all relevant documents.

Provided that the accused shall be given opportunity to engage and advocate or nominate someone on his/her behalf.

- (d) The Committee shall after conclusion of the enquiry submit a report to the Executive Council stating its findings clearly.
- (e) The Executive Council may, on being satisfied that the charges have been duly proved, impose any one or more of the following penalties according to the gravity of the charges:
- (i) Censure.
 - (ii) Withholding of increment.
 - (iii) Recovery of money proved to be misappropriated.
 - (iv) Debarring from future promotions for a period as decided by the Executive Council and membership of decision making bodies.
 - (v) Reduction in rank.
 - (vi) Compulsory retirement.
 - (vii) Removal.
 - (viii) Dismissal.

Provided that in case of imposition of any of the penalties mentioned at (iv) to (viii) above, the teacher shall be given not less than three weeks' time to show cause against the proposed penalty.

- (f) After duly considering the explanation of the teacher, the Executive Council shall finally impose such penalty as it deems fit, provided that no penalties mentioned in (v), (vi), (vii), or (viii) of Clause (e) above, shall be imposed unless a resolution to that effect has been passed in the meeting of the Executive Council duly notified and attended by at least 7 (seven) of its members.

Retirement

:27. Every teacher of the University shall retire as per provision of the relevant Statutes of the University.

Provided that irrespective of the date of birth, the date of retirement shall be the last day of the month.

Provided further that a teacher may retire voluntarily with full superannuation benefit after attaining 55 years of age or after serving the University continuously for 25 years.

**Re-employment of
Superannuated
Teachers**

:28. The Executive Council may, on the recommendation of the Vice-Chancellor, re-employ a retired teacher as per Rules governing such re-employment.

Provided that a re-employed teacher after the expiry of the period of re-employment may be re-employed further in honorary capacity on such terms and conditions as may be fixed by the Executive Council.

Resignation

- :29.**
- (i) A teacher who has been confirmed in his post may resign from notice in writing, or refunding three months' pay in lieu of notice.
 - (ii) A teacher appointed temporarily may resign with one month's notice in writing, or refunding one month's pay in lieu of notice.
 - (iii) No resignation shall be effective, unless it is accepted by the Executive Council.
 - (iv) The Executive Council may in special circumstances permit a teacher to resign with a shorter notice.
 - (v) A teacher resigning from the service of the University without the prescribed notice shall not be entitled to draw any pay and other benefits due but not yet drawn, except where the Executive Council directs otherwise in any special circumstance.

Code of Conduct : 30.

- (a) Every teacher shall at all times contribute towards the growth of a healthy and vibrant academic life and atmosphere in the University and shall attend to his/her duties as specified by competent authorities of the University.
- (b) A teacher shall not engage in any trade or business or any other employment or private tuition.

Provided that a teacher may undertake work of a social or charitable nature or work of a literary, academic, artistic, cultural or scientific character, or any work in connection with examination of any University or Public Service Commission.

Provided further that a teacher may provide consultancy to a reputed/recognized organization/institutions as per regulations approved by the Executive council from time to time.

- (c) No teacher shall offer himself/herself as a candidate for election to a Legislative Body or for holding office of any political organization without prior permission from the Executive Council.

Provided that a teacher may seek election to a Local Body with prior permission of the Executive Council but shall not be entitled to accept any office there under.

Provided further that a teacher seeking election to a Legislative Body shall be on leave as admissible under the rules from the date of filing his/her nomination paper till the announcement of the results of the election if he/she happens to be defeated in election; but if he/she is elected to such Legislative Body then he/she shall be on leave till the termination of the period of membership of such Legislative Body. Such a teacher, however, shall not be allowed to retain lien on his/her post for a period exceeding 6 (six) years at a time.

- (d) No teacher shall engage himself/herself or participate in any demonstration which is prejudicial to the good name, growth and advancement of the University.
- (e) No teacher shall canvass or bring any political or other undue influence to bear upon any officer or authority of the University to further his/her interest in matters relating to his/her service.
- (f) A teacher shall not refuse to accept examination work of D.U. pertaining to his/her subject, to act as the Head of the Department and Chairperson of the DMC, as and when offered to him/her. Every teacher shall maintain absolute secrecy on all matters relating to setting and

moderation of examination papers, assessment of answer scripts, tabulation of marks, sorting of examination papers and all other matters relating to examinations which require maintenance of secrecy.

- (g) No teacher shall, except in accordance with the general or special order of the University or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any other person to whom he/she is not authorized to communicate such document or information including the print and electronic media.
- (h) A teacher of the University shall maintain intellectual honesty integrity as well as financial accountability.
- (i) Contravention of any provision of this Article shall be treated as misconduct.

*Code of
Professional Ethics*

: 31. (A) TEACHERS AND THEIR RESPONSIBILITIES:

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

Teachers should :

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

counselling students as well as assisting the conduct of university and college examinations. including supervision, invigilation and evaluation;

- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.
- (ix) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research; and
- (x) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.

(B) TEACHERS AND THE STUDENTS

Teachers should:

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

(C) TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in dignified manner.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;

- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

(D) TEACHERS AND AUTHORITIES:

Teachers should:

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

(E) Teachers and Non-teaching staff:

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

(F) TEACHERS AND GUARDIANS

Teachers should :

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

(G) TEACHERS AND SOCIETY

Teachers should:

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

- Accountability* : 32. Every teacher shall submit a self-appraisal report of his/her performance in a prescribed proforma to the Vice-Chancellor annually at the end of every Calendar year.
- Relaxation* : 33. If the Executive Council is satisfied that in any particular case the enforcement of any these Articles has caused undue hardship to a teacher, then it may relax the operation of that Article to such extent and under such conditions as it deems fit and proper.
- Leave Rules etc.* : 34. Leave, Leave-salary, Provident Fund, Gratuity, Leave Encashment, Group Insurance, Medical Benefits, Travelling Allowances and other cognate matters relating to teacher shall be governed by the respective rules on these matters separately adopted by the Executive council.
- Interpretation* : 35. The Executive Council shall have the right to interpret any of these Articles whenever circumstances so demand and such interpretation of the Executive Council shall be treated as final.
- Savings* : 36.
 - (a) Decisions taken prior to the commencement of this Ordinance in respect of any matter which is dealt within this Ordinance but for which there no rules previously shall be deemed to have been validly taken.
 - (b) On any matter which are not covered by the provisions of this Ordinance, the relevant rules and practices followed by the Government of Assam shall be referred to.

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

F.No.1-7/2015-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University-2 Section

Shastri Bhavan, New Delhi
Dated 2 November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

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

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

K. K. Tripathy
(Dr. K.K. Tripathy) 8/11/17
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice-Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Shastri Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.07	2.67	2.07	2.67	2.72	2.72
Entry Pay (Rs.)	21,000	25,700	29,900	49,200	53,000	67,000
Acadmic Level	10	11	12	12A	14	15
Rationalized Entry Pay (Rs.)	57,700	68,000	79,800	1,31,400	1,44,200	1,82,200
2	69,400	73,000	82,200	1,35,300	1,48,500	1,87,700
3	81,200	73,100	84,700	1,39,400	1,68,600	1,83,800
4	83,000	78,200	87,200	1,42,600	1,67,000	1,90,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,59,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,800	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	76,200	89,000	1,04,100	1,71,100	1,88,300	
11	77,600	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,800	
13	82,200	98,000	1,13,700	1,87,300	2,05,000	
14	84,700	1,01,200	1,17,100	1,82,900	2,11,000	
15	87,200	1,04,200	1,20,800	1,88,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,800	1,10,600	1,27,900	2,10,800		

K. K. T. / 11-10

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,800	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

K. K. T. / 11-11

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at SI.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of the assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering /Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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

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

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

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

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-

supervisor, both shall get 7 marks each.

- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3

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

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

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

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

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

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none">• Library Resource and Organization and maintenance of books, journals and reports.• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.• Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory - Not falling in above two categories
3.	If library has a computerized database then OR If library does not have a computerized database	Good - 100% of physical books and journals in computerized database. Satisfactory - At least 99% of physical books and journals in computerized database. Unsatisfactory - Not falling under good or satisfactory. OR Good - 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
<p>Note :</p> <ol style="list-style-type: none"> (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. 		

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading		Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.
	Note: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.	