

**Dr. D. Y. Patil Institute of Management and
Entrepreneur Development
(D.Y.P.I.M.E.D.)
Pune 410507**

**(AFFILIATED TO SAVITRIBAI PHULE
PUNE UNIVERSITY)**

**CODE OF CONDUCT FOR
TEACHERS**

INDEX

CHAPTER-I : INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

- 1.1 DISCIPLINE
- 1.2 I-CARD
- 1.3 HUMAN VALUES
- 1.4 DRESS CODE
- 1.5 MOBILE PHONE
- 1.6 RAGGING
- 1.7 ATTENDANCE
- 1.8 EXAMINATION
- 1.9 GENERAL
- 1.10 CODE OF CONDUCT FOR PROJECT & PRACTICALS

CHAPTER-II : INSTITUTIONAL CODE OF CONDUCT FOR STAFF

- 2.1 DISCIPLINE
- 2.2 LEAVES

CHAPTER III : CODE OF CONDUCT FOR TEACHING-STAFF

- 3.1 DISCIPLINE
- 3.2 LEAVES
- 3.3 CONTINUOUS ASSESSMENT
 - 3.3.1 CLASSROOM TEACHING
 - 3.3.2 LABORATORY
 - 3.3.3 TEST/ASSIGNMENTS/MID-TERM/UNIVERSITY EXAMINATIONS
 - 3.3.4 APPRAISAL REPORT

CHAPTER IV : CODE OF CONDUCT FOR SUPPORTING STAFF

- 4.1 ADMINISTRATIVE STAFF
- 4.2 ACCOUNTANT
- 4.3 STUDENT SECTION
- 4.4 LAB ASSISTANT
- 4.5 LAB ATTENDANT
- 4.6 CLERK
- 4.7 PEON

CHAPTER V : CODE OF CONDUCT FOR HEAD OF DEPARTMENT

CHAPTER VI : CODE OF CONDUCT FOR DIRECTOR

**CHAPTER VII: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT
COMMITTEE**

CHAPTER VIII : PROFESSIONAL ETHICS

CHAPTER I: CODE OF CONDUCT FOR STUDENTS

1.1 Discipline

- Students must comply with the institute's disciplinary rules and adhere to the academic calendar.
- Acts of indiscipline, including misbehavior, will be met with stringent disciplinary action.
- Any damage caused to institute property through negligence will incur penalties, with the student responsible for compensating the damages.
- Waste disposal must be carried out in designated bins, and vehicles should be parked in authorized areas.
- Unauthorized access to the campus is prohibited, and any involvement in criminal activities will be reported to the authorities.
- Disciplinary action will be taken against students found guilty of harassment, ragging, or other forms of misconduct.
- Prior approval and faculty supervision are required for educational tours.

1.2 Identification Card (I-Card)

- Students must carry their I-card at all times when attending lectures and examinations.
- The I-card must be collected within 15 days of admission for access to the library.
- The loss of an I-card must be reported promptly to the relevant authorities.

1.3 Human Values

- Students are expected to exhibit honesty, integrity, and ethical conduct in all academic and personal endeavors.
- Cooperation and mutual respect towards peers, faculty, and staff are essential.

1.4 Dress Code

- Students are required to wear the prescribed uniform or formal attire while on campus.

1.5 Mobile Phones

- Mobile phones must be switched off in classrooms, laboratories, libraries, and examination halls.
- The institute is not liable for the loss or theft of mobile phones.

1.6 Ragging

- Ragging is strictly prohibited under the Maharashtra Prohibition of Ragging Act, 1999. Any involvement in ragging will result in severe penalties, including suspension, expulsion, and legal action.

1.7 Attendance

- A minimum of 75% attendance per subject is mandatory for all students.
- Students must inform the institute of any illness promptly.

1.8 Examinations

- Students must arrive at least 30 minutes prior to the commencement of examinations.
- Mobile phones and any unauthorized communication devices are prohibited in the examination hall.
- Only essential stationery is permitted during examinations.

1.9 General Conduct

- Use of abusive language or disruptive behavior is prohibited.
- Students should use free time constructively, preferably in the library or designated study areas.

1.10 Project Guidelines

- Students must adhere to the instructions provided by their project guides and ensure timely submission of their projects.

CHAPTER II: CODE OF CONDUCT FOR STAFF

2.1 Discipline

- Staff members are responsible for safeguarding the institute's assets and preventing misuse or damage.
- Full adherence to the institute's rules and regulations is required at all times.
- Staff must dedicate their efforts to furthering the institute's vision, mission, and objectives.
- Punctuality, commitment, and regular attendance are expected from all staff members.
- Participation in college functions as directed by coordinators and department heads is compulsory.
- Staff must refrain from any form of harassment or discrimination based on gender, age, marital status, pregnancy, physical attributes, or disabilities.
- Confidential information related to the institute must be protected and not disclosed unless legally required or authorized.
- Faculty members must maintain impartiality and fairness in their dealings with students.

2.2 Leaves

- Staff members are entitled to casual, medical, earned leaves, and vacation days as per the regulations of SPPU and the Central Office of Marathwada Mitra Mandal.

CHAPTER III: CODE OF CONDUCT FOR TEACHING STAFF

3.1 Discipline

- Faculty members are expected to report to the college at least 10 minutes prior to the scheduled start of lectures.
- Work plans should be designed to achieve the assigned academic goals efficiently and effectively.

3.2 Leaves

- Faculty must obtain leave approval in advance, ensuring adequate arrangements for their responsibilities during their absence.
- In cases of emergency, faculty should inform the Head of Department (HOD) or senior faculty, with appropriate arrangements of work.

3.3 Continuous Assessment

- Faculty members are required to prepare detailed lesson plans, which must be approved by the HOD and Director.
- Course files should be maintained according to institutional standards.
- Unethical practices during assessments are strictly prohibited.
- Faculty should actively engage in professional development to enhance teaching methodologies.
- Regular student feedback must be used to refine and adapt teaching strategies.
- Faculty should report any issues such as habitual absenteeism or behavioral concerns promptly to the relevant authorities.

3.3.1 Classroom Teaching

- Faculty are expected to engage students for the full 60-minute lecture duration.
- Effective use of Information and Communication Technology (ICT) tools is encouraged to facilitate the delivery of lectures.
- Faculty should encourage student questions, provide remedial support, and foster creativity.
- Motivation and encouragement of student participation should be a priority.

3.3.2 Laboratory

- Faculty should ensure that laboratory setups are continuously improved and that teaching methods are engaging for students.

3.3.3 Assessments

- Regular tutorials should be conducted for subjects requiring problem-solving, with advance problems provided to students.
- All assessments, including tests and mock exams, must align with the academic calendar.

3.3.4 Appraisal Report

- Faculty members must submit a Self-Evaluation Report at the end of each academic term.
 - Faculty are encouraged to participate in professional development activities such as seminars, workshops, and conferences, with prior approval.
 - Faculty should contribute to academic literature and curricular development.
-

CHAPTER IV: CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 Administrative Staff

- Confidential reports must be securely maintained and only disclosed when required.
- Administrative staff must undertake additional responsibilities as assigned by the Director.

4.2 Accountant

- Accountants are responsible for preparing, examining, and analyzing financial records and reports.
- Compliance with tax requirements and accurate financial documentation are mandatory.
- Regular financial reporting to the Director is expected.

4.3 Student Section

- The Student Section is responsible for ensuring that student eligibility and related documents are submitted to Savitribai Phule Pune University (SPPU) promptly.
- Verification of student documents and submission of examination forms must be completed on time.

4.4 Lab Assistant

- Lab assistants are responsible for maintaining attendance registers, preparing lab setups, and ensuring cleanliness in the laboratory.

4.5 Lab Attendant

- Lab attendants support lab assistants in preparing for practical sessions and maintaining the laboratory's cleanliness.

4.6 Clerk

- Clerks are responsible for maintaining service books for all staff members and managing departmental records.

4.7 Peon

- Peons are responsible for maintaining cleanliness in classrooms, laboratories, and staff rooms, and must report to the college 30 minutes before the scheduled start time.

CHAPTER V: CODE OF CONDUCT FOR HEAD OF DEPARTMENT (HOD)

- The HOD is responsible for assigning staff workloads, ensuring alignment with institutional standards and academic objectives.
- The HOD ensures faculty members meet the minimum required teaching hours as per SPPU Norms
- The HOD oversees academic planning, ensuring implementation of policies approved by the Director.
- Weekly staff meetings must be held to discuss academic progress and administrative matters.
- The HOD should support faculty development through seminars, workshops, and research activities.
- The HOD is responsible for organizing feedback mechanisms from students, parents, and stakeholders to improve departmental quality.
- Performance reports on staff members should be submitted to the Director.

CHAPTER VI: CODE OF CONDUCT FOR DIRECTOR

- The Director oversees the administration of academic programs and general management to ensure operational efficiency.
- The Director is responsible for financial planning and the review of budgetary provisions and financial statements.
- They are authorized to take necessary actions to maintain discipline within the institute.
- The Director encourages faculty to participate in professional development and supports their academic publishing efforts.
- They provide leadership and direction, ensuring institutional goals are met.
- The Director ensures that management directives are followed, promoting continuous quality improvement in education.
- The Director forwards staff performance evaluations to the Management and submits an annual progress report on institutional development.

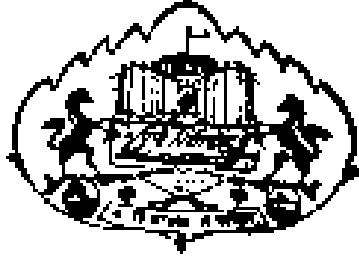
CHAPTER VII: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE (CDC)

- The CDC shall consist of:
 - Chairperson or nominee from the management
 - Secretary or nominee from the management
 - One Head of Department nominated by the Director
 - Three faculty members (at least one woman), elected by the full-time faculty
 - One non-teaching staff member, elected by the non-teaching staff
 - Four local members from diverse sectors, including at least one alumnus
 - Coordinator of the Internal Quality Assurance Committee
 - President and Secretary of the Students' Council
 - Director (Member-Secretary)
 - The CDC is responsible for preparing a comprehensive development plan, including academic, administrative, and infrastructural development.
 - It reviews self-financing courses and recommends improvements to foster research, consultancy, and collaborations.
 - The CDC prepares the annual financial budget and statements, proposes new expenditures, and makes recommendations on student welfare activities.
 - The committee also oversees discipline, safety, and security on campus and submits an annual report to the management and university.
-

CHAPTER VIII: PROFESSIONAL ETHICS

- Staff members must uphold the highest standards of integrity and ethical conduct while on college premises and at any events representing the institution.
- Staff should avoid any practices that conflict with the institutional Code of Conduct.
- Respect for the dignity, privacy, and rights of students and colleagues is mandatory.
- Staff should treat all individuals with courtesy, respect, and sensitivity to cultural, ethnic, and

we follow the guidelines from SPPU for code of conduct



UNIVERSITY OF POONA STATUTES

Statutes Governing Terms and Conditions of Service of
Teachers appointed in the University/Colleges and
Institutions conducted by the University/Affiliated
Colleges/Constituent Colleges/ Recognized Institutions of
the University of Poona

(Under Section 42 and / or 73 of the Poona University Act, 1974)

(As modified up to the 01.04.1992)

Price : Rs. 15/-

1992

UNIVERSITY OF PUNE

Statutes Governing Terms and Condition of Service of the Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/Constituent Colleges/Recognized Institutions of the University of Poona.

(Under Section 42 and / or 73 of the Poona University Act, 1974)

CONTENTS

Statutes

411	..Definition
411-A	..Teacher
411-B	..Teacher of the University
412	.. Pay Scales
413	..Appointment of Head of the University Department/Principal /Vice-Principal
414	..Responsibilities of the Head of the University Department/Principal
415	..Recruitment of Teacher of Constituent and Affiliated Colleges/Recognized Institutions
415-A	..Deed of Contract
416	..Reservation of Posts
417	..Probation
418	..Service Book
419	..Blank
420	..Assessment of Teacher's Work
421	..Increment
422	..Seniority of Teachers
423	..Vacation
424	..Leave
424-A	..Special Disability Leave
424-B	..Surrender Leave
424-C	..Encashment of unutilized Earned Leave on Superannuation.
425	..Blank
426	..Application for a Post or Examinership Elsewhere
427	..Superannuation
428	..Blank
428-A	..Leave Travel Concession
429	..Seeking Release

430	..Blank
433	..Authorities, Competent to inflict Penalties.
433-A	..Procedure for Inflicting Penalties
433-B	..Infliction of Major Penalty without holding Enquiry under S. 433-A
434	..Blank
435	..Expenses for Arbitration under Section 74 of the Act.
436	..Life Worker
437	..Blank
438	..Contractual Appointment
439	..Minority Institution
551	..Travelling and Daily Allowance for Examiner
552	..Travelling and Daily Allowance for University Employees Order of the Vice-Chancellor under Section II (6) (b) of the Poona University Act, 1974
	APPENDIX A
	APPENDIX B
	APPENDIX C
431	..Grounds for taking Disciplinary Action against a teacher
432	..Penalties

UNIVERSITY OF POONA

Statutes Governing Terms and Conditions of Service of the Teachers appointed in the University/Colleges and Institutions conducted by the University/Affiliated Colleges/ Constituent Colleges/Recognized Institutions of the University of Poona

(Under Section 42 and / or 73 of the Poona University Act, 1974)

¹**Statute 411.** The definitions given in the Act and in the Statutes shall be applicable to these Statutes, unless there is anything repugnant in the subjects or context

(1) "Act" means the Poona University Act, 1974.

(2) "Appointing Authority" means the authority competent to make appointments to the different posts specified therein. The Appointing Authority for the University/Colleges and Institutions conducted by the University shall be the Executive Council. The Appointing Authority for the Affiliated College/Recognized Institution, shall be the Management of the College/Recognized Institution or the authority constituted by the Management as per its constitution.

(3) "Competent Authority" means the authority competent to exercise different powers in the Act and Statutes specified therein.

(4) "Continuous service" means a service rendered by the teacher without any break under the same competent authority.

Explanation:- Leave of any kind granted to the teacher while in service does not constitute a break under the definition.

(5) (a) "Contract", in the case of teacher of the University means the contract entered into in writing between the Teacher and the Registrar or Competent Authority or Officer or Person to whom the power is delegated by the Executive Council.

(b) "Contract" in the case of teacher other than of the University means a contract entered into in writing between the Teacher of the Affiliated College/Recognized Institution and the Chairman/President of the Governing Body/Managing Committee or Person to whom the power is delegated.

(6) "Executive Council" means the Executive Council specified as authority of the University under Section 19 of the Act and constituted under Section 23.

(7) "Honorarium" means payment granted to the teachers as remuneration for special work or work of an occasional character.

(8) "Lien" means the title of the teacher to hold, substantively either immediately or on termination of period or periods of absence, to the permanent post.

(9) "Management" means a Body or a Society or an Institution which has applied for starting/running of a college or recognized institution and which has been duly started/recognized as such; and includes the Governing Body or the Managing Committee or any other body by whatever name it is designated which actually conducts.

1. Statute 411 came into force w.e.f. 23.12.1981.

The affairs of the college/institution and which has been so recognized by the University for the purpose of these statutes as employer.

(10) "Personal pay" means additional pay granted to save the teacher from loss of substantive pay in respect of permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; and in exceptional circumstances, on other personal considerations.

(11) "Probation" means an appointment made on trial on specified condition for a stipulated period to a post for determining one's fitness for eventual substantive appointment to the post.

(12) "Registrar" means the Registrar of the University.

(13) "Temporary appointment" means appointment made on purely temporary basis either in a permanent post or tenure post or against a temporary post.

(14) "Time scale of pay" means a scale in which pay rises, subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum.

(15) "Vice-Chancellor" means the Vice-Chancellor of the University.

¹ **Statute 411-A.**

“The teacher of the University, Professor, Associate Professor, Assistant Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method, Director of Physical Education, Principal (including acting or officiating), Vice-Principal" Assistant Director of Physical Education, Director or Dean of Students' Welfare, Librarian, Deputy-Librarian, Assistant Librarian, Senior Assistant-cum-Lecturer, Lecturer-Instructor, Research Associate whether full-time, part-time or honorary, in the University/College/ Recognized Institution shall be the teacher for the purpose of sub-section (30) of section 2 of the Act.”

Statute 411-B.

The Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Research Associate, Research Assistant, whether full-time, part-time or honorary appointed or recognized, for imparting instructions or guiding research, in the University or in any College or Institution conducted by the University, or in the Post-graduate Centre conducted by the University in an affiliated college or recognized institution shall be the teacher of the University for the purpose of sub-section 31 of section 2 of the Act.

²Statute 412. Pay Scales:

(A) (I) Pay scales of different categories of the teachers in the University Departments shall be as follows:

1. Professor:

Rs. 1500-60-1800-100-2000-Assessment-125 /2-2500

2. Librarian:

Rs. 1500-60-1800-100-2000-Assessment-I 25/2-2500

3. Reader:

Rs. 1200-50-1300-60-1600-Assessment-60-1900

4. Deputy Librarian:

Rs. 1200- 50-1300-60-1900

1. Statute 411-A and 411-B came into force w.e.f. 27.04.1981.

2. Statute 412 came into force w.ef. 15.07.1985.

5. Lecturer:

Rs. 700-40-1100-50-1300-Assessment-50-1600

6. Assistant Librarian:

Rs. 700-40-1100-50-1600

7. Demonstrator/Tutor:
Rs. 500-20-700-25-900
8. Director of Physical Education:
Rs. 700-40-1100-50-1300-Assessment-50-1600
9. Assistant Director of Physical Education/P.T.I./Instructor in Physical Education:
Rs. 700-40-1100-50-1300-Assessment-50-1600

(II) Teachers in the Conducted/Constituent/Affiliated Colleges:

1. Principal:
 - (a) Rs. 1500-60-1800-100-2000-Assessment-125-2-2500 (Scale for Principal of College having enrolment of students more than the number as may be determined by the Government from time to time).
 - (b) Rs. 1200-50-1300-60-1600-Assessment-60-1900 (Scale for Principal of College having enrolment of students less than the number as may be determined by the Government from time to time).
2. Lecturer:
Rs. 700-40-1100-50-1300- Assessment- 50-1600
3. Librarian:
Rs. 700-40-1100-50-1300-Assessment-50-1600
4. Director of Physical Education:
Rs. 700-40-1100- 50-1300- Assessment- 50-1600
5. Assistant Director of Physical Education / P.T.I. / Instructor in Physical Education:
Rs. 700-40-1100-50-1600
6. Demonstrator/Tutor/Master of Method:
Rs. 500-20-700-25-900

Scales of posts of teachers not covered above shall be fixed as and when such posts are instituted by the competent authority.

Provided the employees mentioned in above categories shall be treated as teachers only if they are imparting instructions or guiding research at the University or College level.

2.The scales of pay of University Teachers and Principals and Teachers in Colleges who elect to retain their scales of pay existing prior to 01.01.1973 in accordance with Government Resolution,

Education and Youth Services Department No. USG/ 1177(129387/(XXXII) (CELL), dated 25.10.1977 shall be as follows:

University Teachers:

(1)	Professor (Senior Scale)	..Rs. 1600-100-1800
(2)	Professor	..Rs. 1100-50-1300-60-1600
(3)	Reader	..Rs. 700-50-1250
(4)	Lecturer	..Rs. 400-40-800-50-950
(5)	Demonstrator/Tutor	..Rs. 300-20-400

College Teacher:

(1)	Principal	..Rs. 800-50-1250
(2)	Principal	..Rs. 700-40-1100 plus Principal's Allowance ..Rs. 100/- p.m.
(3)	Senior Lecturer	..Rs: 700-40-1100
(4)	Lecturer (Senior Scale)	..Rs. 400-30-640-40-800
(5)	Lecturer (Junior Scale)	..Rs. 300-25-600
(6)	Demonstrator/Tutor/ Master of Method	..Rs. 250-15-400

Note:—The scales of pay mentioned at (A) (1) above are the revised scales of pay recommended by the University Grants Commission and approved by the State Government for implementation with retrospective effect from 01.01.1973 vide Government Resolution, Education and Youth Services Department No. USG/1177/129387/XXXII/(CELL)/dated 25.10.1977 and No.UGC/1177/XXXII/CELL/ dated 13.01.1978 and other Government Resolutions and Government order, issued from time to time in the respect. The formula and principles for fixation of pay of teachers who were in service in the University/College on 01.01.1973, shall be as shown in Appendix 'A' statutes.

Explanation 1: (a) The Demonstrator/Tutor in the Department of University recruited on or before 03.10.1975 who did not possess at the time of his initial recruitment the minimum qualifications prescribed for the post of Demonstrator/Tutor by the University shall be eligible for the revised scale of Rs. 500-900. However, he shall be required to attain the said qualifications within a period of five years from 13.01.1978. If he fails to do so, his future increments will be withheld till he acquires the said qualifications.

The Demonstrator/Tutor in the University recruited after 3.10.1975 and who does not possess the minimum qualifications prescribed by the University for the post shall, however, continue to draw pay in the unrevised scale of pay i.e. Rs. 300-20-400, be appointed as Lecturer in the upgraded post of Lecturer as per norms laid down in the aforesaid Government Resolution of 25.10.1977 but who possesses at the time of his initial appointment as Demonstrator/Tutor/Master of Method qualifications prescribed by the University for the post of Demonstrator/Tutor/Master of Method shall be eligible for the revised scale i.e. Rs. 500-900.

However, the Demonstrator/Tutor/Master of Method working in College who does not possess at the time of his initial appointment as Demonstrator/Tutor/Master of Method qualifications prescribed by the University for the post of Demonstrator/ Tutor/

Master of Method shall continue in the unrevised scale of pay i.e. Rs. 250-15-400.

(c) Posts of Demonstrators/Tutors in the University Departments/Colleges are to be upgraded into those of Lecturers and in order to help the process of progressive abolition of the cadre of Demonstrator/Tutors, no new recruitment to his cadre shall be made by the University/College hereafter.

Explanation 2:

The principal of the College possessing qualifications prescribed by the University for the post of Lecturer with 10 years' degree teaching experience or a Doctorate Degree with five years' degree teaching experience shall be entitled or get the scale of Rs. 1500-2500.

Explanation 3:

The revised pay-scales are inclusive of dearness allowance admissible on 01.01.1973. The teacher who elects to retain the old scale shall continue to get the dearness allowance admissible on the old scale prior to 01.01.1973.

Explanation 4:

The teacher shall be eligible to get the dearness allowance equal to the increases in dearness allowance sanctioned and made effective by the State Govt. for its employees from time to time after 01.01.1973. Similarly he shall also be eligible to get the house rent allowance and other allowances as may be sanctioned by the State Govt. from time to time.

Explanation 5:

The above scales shall be applicable to all teachers except those in the Faculties of Medicine (excluding Ayurvedic Medicine) and Engineering.

(B) Fixation of pay at the time of appointment:

Unless otherwise recommended by the Selection Committee and approved by the Appointing Authority and subject to the directives of the University Grants Commission and the State Government in this behalf the pay of a teacher on appointment shall be fixed as shown below:

(a) Where an appointee had been employed earlier as a teacher in a University, in India or a College affiliated to it-

- (i) When the appointment is against a post carrying an identical scale of pay; the last pay drawn only be allowed and the date of increment retained.
- (ii) When the appointment is in a higher scale of pay, the pay of the appointee shall be fixed at the minimum of the higher scale. If his pay in his earlier appointment is more than the minimum of the scale, the pay of the appointee shall be fixed in the higher scale at the next stage above his last pay. If during the period of the next 12 months the pay of the teacher in the lower post becomes higher than the pay fixed in the higher post his pay be refixed on such date at the next stage in the higher post with reference to the enhanced pay in the lower post.

(b) When an appointee was not employed in a University or its affiliated Colleges, normally he be given the minimum of the scale of pay.

A statement showing the pay admissible under (a) above on the basis of the last pay drawn shall invariably be placed before the Selection Committee and the Competent Authority for information.

¹**Statute 413. Appointment of Head of the University Department/ Principal/Vice-Principal:**

(A) Appointment of the Head of the University Department:

The Vice-Chancellor shall appoint the Head of the Department. If there is only one Professor in the University Department, he shall be designated as Head of the University Department, and if there is no Professor and only one Reader, such Reader shall be designated as Head of the Department. If there are more than one Professor/Reader the Vice-Chancellor may nominate one of them as Head of the Department for a period of three years.

(B) Appointment of Principal :

1. Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non-vacation post.

2. The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee consisting of the following :

- (a)* Chairman, Governing Body of the College;
- (b)* One member of the Governing Body;
- (c)* Two nominees of the Vice-Chancellor;
- (d)* One nominee of the Director of Higher Education.

The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice-Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.

3. *(a)* The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

(b) The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, on going back to his original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.

1. Statute 413 came into force w.e.f. 23.12.1981.

¹4. *In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.*

²Statute 414. Responsibilities of the Head of the University Department/ Principal:

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- (a) Academic growth of the University Department/College.
- (b) Participation in the teaching work, research, and training programmes of the University Department/College.
- (c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University Department/College, for academic competence of the Faculty Members.
- (d) Admission of students and maintenance of discipline of the University Department/College.
- (e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- (f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (g) Observance of provisions of Accounts Code.
- (h) Correspondence relating to the administration of the University Department/ College.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare of the University Department/College, and maintenance of records.
- (j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- (k) Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (l) Assessing reports of teachers and maintenance of Service Books.
- (m) Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.

1. **Statute 413 (B) (4)** came into force w.e.f. 24.02.1984.

2. **Statute 414** came into force w.e.f. 23.12.1981.

- (n) Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- (o) Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.

- (p) Safe-guard the interests of teachers/non-teaching staff members and the Management.
- (q) Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

¹Statute 415. Recruitment of Teachers of Constituent and Affiliated Colleges/

Recognized Institutions.

1. There shall be Selection Committee for making recommendations to the Management for appointment of teachers.

Every Selection Committee shall consist of:

- (a) Chairman, Governing Body of the College or/his Institution nominee from amongst members of the Governing Body.
- (b) A nominee of the Vice-Chancellor.
- (c) One Expert to be nominated by the Vice-Chancellor.
- (d) One nominee of the Director of Higher Education, not below the rank of Deputy Director of Higher Education.
- (e) Principal of the College/Head of the Recognized Institution.
- (f) Head of the concerned Department of the College/Institution.
- ²(g) If the post is reserved one, the Vice- Chancellor shall nominate one additional member, belonging to Scheduled Caste or Scheduled Tribe or Denotified or Nomedic Tribe who should preferably an expert on the subject.

2. Procedure:

- (a) All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.
- (b) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.

- (c) The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.

1. **Statute 415** came into force w.e.f. 23.12.1981.

2. **Statute 415** (1) (g) was inserted w.e.f. 10.01.1990.

- (d) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.

- (e) The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts.

Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. Thereafter the decision of the Competent Authority, if approved by the Vice-Chancellor, shall be final.

3. *Filling in of Temporary Vacancy:*

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy.

If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the Competent Authority:

- (a) The Chairman of the Governing Body or his nominee.
- (b) The Principal of the College/Head of the Recognized Institution concerned.
- (c) The Head of the Department of the College/Head of the Recognized Institution, in the subject concerned, if any.
- (d) One expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the College/Head of the Recognized Institution shall be the Secretary of the Committee.

4. The teacher (already in service or newly appointed) shall sign the deed of contract in the form given in Appendix "B".

¹Statute 415. (A) Deed of Contract:

The University teacher (already in Service or newly appointed) shall sign the deed of contract in the form given in Appendix "B"

¹Statute 416. Reservation of Posts:

Reservation of posts for Scheduled Castes (SC), Scheduled Tribes (ST), Denotified Tribe and Nomedic Tribes (DTNT).

1. Statute 415 (A) and Statute 416 came into force w.e.f. 24.02.1984.

(1) The University, Affiliated Colleges and Recognized Institutions shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as under:

(a)	Scheduled Castes	..	13%
(b)	Scheduled Tribes	..	7%
(c)	Denotified Tribe and Nomedic Tribes	..	4%

(2) If a candidate belonging to any of the reserved categories above, is selected on merit, he shall be counted against the general (unreserved) post, provided that the total number of candidates from all the three categories together with those selected on merit do not exceed 40 % of the total vacancies to be filled in on any occasion of recruitment.

(3) Subject to the general orders issued by the State Government, from time to time, in respect of recruitment of candidates from the reserved categories, vacancies reserved for a particular category shall be filled in by a candidate belonging to any other categories, if the candidate belonging to that particular category is not available for appointment. If no candidate is available out of any of the three categories, the post may be kept vacant for six months and readvertised for the reserved category. Even after readvertising the post three times at an interval of six months each in such a manner a suitable candidate belonging to any of the reserved categories is not available, the post may be filled in by advertising the same for open category.

Provided that the post shall be filled in temporarily by a suitable candidate belonging to open category, if the candidate belonging to reserved category does not become available in response to the advertisement.

¹Statute 417. Probation:

1. The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.

2. The Principal of the conducted College or the Head of the University Department concerned shall maintain Assessment Reports of the teacher on probations in the performa prescribed for the

purpose by the Vice-Chancellor, for every six month, and complete it at the end of each term of the academic year. The Principal of the conducted College or the Head of the University Department under whom the teacher is working shall send to the Registrar at least two months before the date of expiry of the period of probation, his assessment report with definite recommendations for confirmation in service or otherwise. In case the teacher appointed on probation for a period of less than 24 months is not to be confirmed at the end of his probationary period or his probationary period is to be extended, a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction. The Executive Council shall be the deciding authority in these cases. In the case of teachers of Affiliated Colleges, the Principal will maintain Assessment Reports in a similar manner and forward the recommendations to the Chairman, Governing Body for further instructions. The Governing Body shall be the deciding authority in these cases.

1. Statute 417 came into force w.e.f. 23.12.1981

3. The Assessment Report of the Principal of Conducted College/Head of the University Department on probation shall be maintained by the Vice-Chancellor, or the Principal of Affiliated College by the Chairman of the Governing Body and will be placed before the Competent Authority at least two months before the date of expiry of the period of probation with definite recommendations of confirmation in service or extension of probationary period or otherwise.

4. If the University/Governing Body terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is reemployed by the same College or a College under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service and confirmation, subject to his carrying good Assessment Report.

¹Statute 418. Service Book:

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University /College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

¹Statute 420. Assessment of Teachers Work:

1. In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.

In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

- (a) For evaluation of six monthly report during the period of probation.
- (b) For confirmation in service.
- (c) For Assessment at the time of crossing Assessment Bar in ²[pay scales.]
- (d) For consideration at the time of interview for a higher post.
- (e) Once every three years for determining whether the teacher continues to take his work seriously.
- (f) On other occasions when required for specific purposes.

2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by Head of the University Department/Principal or Vice-Chancellor/Chairman, Governing Body in the case of Heads of University Departments/Principals with a view to making improvement in the work, by the person concerned, if the report is adverse.

- 1. Statutes 418,420 came into force w.e.f. 23.12.1981.
- 2. These words were substituted for the original w.e.f. 07.10.1987.

The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably.

3.The assessment report referred to above shall be made by the persons indicated hereinbelow on the recommendations of the immediate Head under whom the member

of the staff is working :

<i>Assessing Authority</i>	<i>Person to be assessed</i>
(i) Vice-Chancellor	..Head of the University Department /Principal of the conducted College.
(ii) Head of the University Department and Principal of conducted college	..The teacher working in the Department Conducted College concerned..
(iii) Chairman, Governing Body	..Principal of Affiliated College/Head of Recognized Institution.
(iv) Principal of Affiliated College/ Head of Recognized Institution	..Head of the Department in Affiliated College/Recognized Institution.
(v) Principal/Head of Recognized Institution in consultation with the Heads of the Departments in the Affiliated Colleges/Recognized Institutions respectively.	..The Teacher in the Department of Affiliated College/Recognized Institution.

4 The Committee consisting of the following members shall consider the Assessment Report for various purposes laid down in Statute 420 (1) and will also recommend the crossing of the Assessment Bar in the case of the teacher.

- (a) *University Department:*
 - (i) the Vice-Chancellor.

(ii) the Head of the University Department/expert in the subject nominated by the Vice-Chancellor.

(iii) the nominee of the Executive Council.

(b) Conducted College:

(i) the Vice-Chancellor.

(ii) Principal of the College concerned.

(c) Affiliated College/Recognized Institution:

(i) the Chairman, Governing Body or his nominee.

(ii) the Principal of the College concerned/Head of the Recognized Institution.

(iii) the Head of the Department in the subjects, if any, or an expert in the subject nominated by the Chairman/Governing Body.

(iv) Two experts in the subject nominated by the Vice-Chancellor.

However, in case where assessment of the Head of the Department/Principal/Head of the Institution is concerned, in place of the Head of the Department/Principal/Head of Institution, the words "an outside expert nominated by the Competent Authority" be substituted.

5. On the recommendation of the Committee referred to above the Executive Council/Governing Body shall permit the teacher to cross the Assessment Bar in the scale prescribed. If the report is adverse, he will not cross the Assessment Bar till the authorities concerned recommend that he be permitted to cross the Assessment Bar.

¹Statute 421. Increment:

1 An increment shall be drawn as a matter of course unless it is withheld under Statute 433.

2. Service as laid down in the following clauses and in such other manner, as the Competent Authority may determine from time to time, shall count for increments in a time scale:

(a) Service in a time-scale post shall count for increment in that time-scale, provided that service rendered in post carrying lower time-scale will not be counted for increment in the higher post.

(b) Leave, other than extra-ordinary leave without pay, shall count for increment in the time-scale of the post in which the teacher has been confirmed.

(c) The teacher while holding one post if appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increment in the time-scale applicable to such lower post.

(d) The service rendered in a time-scale post during the period of probation shall count for increment.

- (e) The service rendered in a temporary time-scale post shall count for increment.
- (f) Where a person who is allowed to keep a lien reverts to his original post, that period of lien shall count for increment.

¹Statute 422. Seniority of Teachers:

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

1. (a) Seniority of the teacher in the University in a cadre shall be determined on the basis of the date of continuous appointment.
- (b) Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College /Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.
2. The Life Member or Life Worker, if any, shall be treated on par with other teachers while determining their seniority.
3. The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.
4. As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.

1. Statute 421 and 422 came into force w.e.f. 23.12.1981.

5. (a) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- (b) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
6. In respect of teachers whose length of continuous service is the same the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior.
7. However, the seniority of teachers who have changed the College/Institutions before 04.10.1975, shall not be disturbed provided they have been duly appointed and confirmed in their respective posts.

8 Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Reader, a Reader senior to a Lecturer, a Lecturer senior to a Demonstrator/Tutor/Master of Methods.

¹Statute 423. Vacation:

The teacher is entitled to ninety days vacation during the period of 12 months commencing from the beginning of the academic year. The teacher shall be expected to undertake such work in the University/College during the vacation, relevant to his duties as a teacher, as may be assigned to him by the Competent Authority.

Provided however, that the teacher shall not be assigned such work by the Competent Authority for more than 30 days of vacation, and for the period for which he is required, to undertake this work he shall earn leave at the rate of one-third of the days spent.

Provided further that such work does not yield extra remuneration to him.

The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor/Principal/Head of the Recognized Institution.

²Statute 424. Leave:

(1) *Special Leave:*

- (a) The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.³University Grants Commission (U.G.C.) or any other Central Body like Department of Science and Technology, Government of India (DST), Council of Scientific and Industrial Research (CSIR), Indian Council of Agricultural Research (ICAR), and Indian Council of Medical Research (ICMR) etc.

1. Statute 423 came into force w.e.f. 23.12.1981.

2. Statute 424 came into force w.e.f. 03.01.1986.

3. Amendment to Statute 424 (1) (a) came into force w.e.f. 19.02.1990.

- (b) The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special leave not exceeding 15 days in a year.
- (c) The teacher attending the examination work of the University shall be treated to be on special leave.
- (d) The teacher who is deputed/sponsored by the University/College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf of UNESCO or similar other organisation or under Colombo Plan or Cultural Exchange Scheme or Collaboration Schemes or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.

(2) *Casual Leave:*

- (a) The teacher shall be entitled to 15 days casual leave in an academic year.
- (b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.
- (c) The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

(3) *Earned Leave:*

- (a) The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one-eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.
- (b) The teacher other than the one included in (a) above shall be entitled to one twenty seventh of the period spent on duty and the period of earned leave as provided in the proviso to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

(4) *Study Leave:*

- (a) The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave on full pay and allowances, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.
- (b) The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.
- (c) The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.
- (d) In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.
- (e) The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.
- (f) The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave.

After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favour of the University/College/Institution in the prescribed form.

(g) The teacher who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

(h) *The teacher:*

(a) who is unable to complete his studies within the period of study leave granted to him, or

(b) who fails to rejoin the service of the University/College/Institution on the expiry of his study leave, or

(c) who rejoins the service of the University/College/Institution but leaves the service without completing the prescribed period of service after rejoining the service, or

(d) who within the said period is dismissed or removed from the service by the University/College/Institution as per the procedure provided in the Statutes elsewhere,

shall be liable to refund to the University/College/Institution the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study;

Provided that if the teacher has served in the University/College/Institution for a period not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of amount calculated as above.

In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University/College/Institution as amount of equivalent to his four months' pay and allowances last drawn as well as other expenses incurred by the University/College/Institution in connection with the courses of study.

Provided further that if the teacher on study leave fails to fulfil the purpose for which he was granted study leave or leaves the service of the University/ College/Institution without completing the prescribed period of service, he will be required, in addition to refunding the amount as above, pay the University/ College/Institution by way of penalty a sum of Rs. 2000/- if the study leave is for one year or less and Rs. 3000/- if the study leave is for more than a year.

Explanation:

If the teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purposes of recovery of dues under these Statutes.

- (e) Notwithstanding the above, the Competent Authority may order that nothing in these rules shall apply to the teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Executive Council/ Governing Body may, in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under these rules.
- (i) The period of study leave shall count as service for the purpose of retirement benefits if the teacher rejoins the University/ College/Institution on the expiry of study leave and serves for the Bond period.

¹(5) *Sabbatical Leave:*

The Professor of the University shall be entitled to Sabbatical Leave, on full pay and allowances, for a period of one semester, at the end of continuous service of six semesters, or two semesters after continuous service of twelve semesters, on the post of Professor in the University,

1. Statute 424 (5) came into force w.e.f. 01.04.1986.

for undertaking study/research and/or writing purpose, within the country or abroad. The Professor shall not be entitled to the Sabbatical Leave if he has less than three years of service in the University before the age of superannuation. The Professor shall be allowed to draw the normal increments on the due dates and the period of leave shall count as continuous service for purpose of pension/retirement benefits, provided that the Professor rejoins the University on the expiry of his leave. The Professor shall report to the University on return from such leave the nature of study/research/writing-work undertaken during such leave.

(6) *Leave to teachers elected to the Parliament or the State Legislature:*

The teacher elected to the Parliament or State Legislature shall be entitled to the leave during the Session of the Parliament or the Legislature of which he is a member. He shall not be entitled to pay during this period. This leave shall not be debited to any other kind of leave and shall not affect the date of increment. This period will be considered as continuous service for the purposes of normal benefits.

(7) *Medical Leave:*

- (a) The teacher shall be entitled to leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The medical leave

shall be granted on the production of medical certificate from the Registered Medical Practitioner. The teacher shall produce another certificate at the time of rejoining the duty that he is medically fit.

- (b) Teacher suffering from disease like Tuberculosis/Cancer/ Paralysis/Leprosy etc. shall be entitled to special medical leave to the extent of one year in his entire career on full pay, in case he has exhausted all his earned leave and medical leave admissible. The teacher shall produce a Medical Certificate from the Medical Board appointed by the University/College/Recognized Institution or from any specialised Medical Institute/Hospital/Clinic /Sanitorium/Civil Surgeon for the purpose of availing special medical leave, and before resumption of duty from such leave that he is medically fit. Special leave for T.B. etc. may be granted two times in ordinary course, and for third time after the teacher is examined by the Medical Board.

(8) *Maternity Leave:*

- (a) The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.
- (b) The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.
- (c) In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
- (d) The teacher may prefix or suffix this leave to other leave to her credit.

(9) *Extra-Ordinary Leave:*

- (a) The permanent teacher shall be granted extra-ordinary leave without pay if no other leave by rule is admissible and available to his credit. The Extra-ordinary leave may be granted in combination with any other leave admissible and available except casual leave and shall not be debited to any leave account.
- (b) The temporary teacher shall be granted extra ordinary leave without pay if no other leave is by rule admissible to his credit, subject to following:
 - (i) maximum for 3 months at a time;
 - (ii) maximum for 6 months including 3 months, as above, on medical ground where the teacher has completed 3 years of continuous service.
 - (iii) maximum for 12 months, on medical ground where the teacher has completed 5 years of continuous service.

- (iv) maximum for 12 months, for undergoing treatment for cancer or mental illness where the teacher has completed one year of continuous service.
- (v) maximum for 18 months, for undergoing treatment on T.B., Leprosy, etc. where the teacher has completed one year of continuous service.
- (vi) maximum for 24 months, for prosecution of higher studies which are in the public interest.

¹(10) *Leave Preparatory to Retirement:*

The teacher shall be entitled to avail, leave to his credit, prior to the date of his retirement. The teacher shall, however, proceed on such leave before the new academic session begins. He shall apply for such leave at least three months prior to the date on which he proposes to proceed on leave. In no case this leave shall be granted to the teachers beyond the date of superannuation.

(11) *Combination of Leave:*

Except otherwise provided, the teacher may be granted any kind of leave after these statutes in combination with or in continuation of any other kind of leave or vacation except casual leave up to a limit to be decided by the Competent Authority.

1. Statute 424 (10) came into force w.e.f. 11.08.1987.

(12) *Leave Sanctioning Authority:*

The sanctioning authority for different kinds of leaves to teachers shall be as under:-

(A) For the teacher in the University Department/Conducted College:

<i>Type of leave</i>	<i>Sanctioning Authority</i>
1. (a) All types of leave to Head of University Department/Principal of Conducted College except where otherwise specified.	..The Vice-Chancellor
(b) Duty leave and Casual Leave to Head of the University	..The Vice-Chancellor
2. Study leave, Sabbatical leave, Deputation Leave, Special Medical Leave, Leave Without Pay, Leave Preparatory to Retirement to Heads of the Department Principal/Teacher.	..The Executive Council
3. All types of leaves to teacher except as specified at (2) above.	..The Head of the University Department /Principal.

(B) For teachers in Affiliated Colleges and Recognized Institutions:

1. Duty leave and Casual leave to Principal/Head of the Recognized Institution.	..The Chairman, Governing Body
2. Study leave, Sabbatical leave, Special Medical leave, Deputation leave, Extra-ordinary leave without pay, leave prior to	..The Governing Body

- retirement to teacher.
3. All types of leaves to teacher other than specified at (2) above. ..The Principal of affiliated College/Head of the Recognized Institution.

Provided that the authority to sanction leave may further be delegated to the Vice-Chancellor/Registrar/Chairman/Principal/Head of the Recognized Institution by the-Competent Authority.

¹Statute 424 (A): Special Disability Leave:

The teacher disabled by injury or illness caused on in consequence of the due performance of his official duty or in consequence of his official position shall be entitled to Special Disability Leave on full pay only when the injury or illness is sustained as a result of a risk which is beyond the ordinary risk, attached to the post. Such leave not exceeding 4 months at a time shall be sanctioned by the Competent Authority on production of a certificate covering the requirements from Medical Board constituted by the Competent Authority and shall not be debited to any other kind of leave.

1. Statute 424 (A), (B), (C) came into force w.e.f. 11.08.1987.

Statute 424 (B) Surrender Leave:

The teacher shall be entitled to encash earned leave up to 30 days on full pay and allowances except house rent allowance along with not less than 30 days of earned leave actually availed at a time, out of normal accumulation of earned leave not exceeding 180 days.

Statute 424 (C) Encashment of Unutilised Earned Leave on Superannuation:

The teacher shall be entitled to encash earned leave in balance to his credit on the date of his superannuation subject to a maximum of 180 days.

In case the teacher is required to serve till the end of academic session beyond the date of his superannuation he shall be entitled to encash the balance of earned leave to his credit on the date of his actual retirement from service.

¹Statute 426. Application for a post or Examinership elsewhere:

(1) The Teacher, who wishes to apply for a post or examinership elsewhere, shall forward his application through the Competent Authority. Ordinarily, the forwarding authority shall not withhold such application.

(2) If the teacher of the University who wishes to accept the invitation for a post elsewhere or for a examinership in other University, he shall accept the invitation extended to him only after he has obtained permission of the Competent Authority.

(3) The teacher shall be entitled to examination remuneration only in respect of external examination conducted by the University/College at present or which may be introduced as a measure of examination reforms (including semesters system). No remuneration shall be payable to the teacher for internal assessment irrespective of the fact whether the marks obtained by a student in such internal assessment/home examination are decided to be taken into account while declaring the final result of the student.

²(4) *The remuneration admissible to the teacher under 1, 2 and 3 above is limited to Rs. 1800/-in a single financial year. If the amount of remuneration is more than Rs. 1800/-the 50% of the excess amount shall be credited to University/College/Recognized Institution's Account.*

³Statute 427. Superannuation:

The age of superannuation of the teacher shall be sixty years and thereafter no further extension in service shall be given.

However the University/Management may re-employ teacher, who is due to superannuate in the middle of the academic year, on attaining the age of 60 years till the end of the academic year only. During the period of re-employment which will be deemed as temporary service, the teacher shall not earn increment and shall not contribute to the Provident Fund. The period of re-employment shall also not count for the purpose of payment of gratuity.

-
1. Statute 426 came into force w.e.f. 23.12.1981.
 2. Statute 426 (4) came into force w.e.f. 24.02.1984.
 3. Statute 427 came into force w.e.f. 23.12.1981.

¹Statute 428. (A) Leave Travel Concession:

The teacher proceeding to his home-town or otherwise and back shall be entitled to Leave Travel Concession (allowance) as per the rules and at the rates prescribed by the government for their servants from time to time, and as adopted by the Competent Authority.

²Statute 429. Seeking Release:

(1) (a) The teacher shall not leave the service of the University/College/ Recognized Institution without giving to the University/Governing Body three months notice, if he is confirmed, or one month's notice if he is on probation or in lieu thereof pay to the University/Governing Body an amount equivalent to three months' or one month's salary, as the case may be.

(b) The Principal appointed in a College conducted by or affiliated to the University or Head of the Recognized Institution shall not leave the service without giving three months' notice if on probation or six months' notice if confirmed to the University/Management or in lieu of notice pay to the University/Governing Body an amount equivalent to three months' or six months' salary as the case may be.

(c) Where a teacher is appointed on a specific contract, the period and conditions of contract shall not be inconsistent with the conditions as laid down herein.

(d) The University/Governing Body, at its discretion may waive the above notice period in part or in full.

(2) *Handing Over Charge:*

The teacher before leaving service shall hand over the charge of his post to a duly authorised person and shall return to the University/College/Recognized Institution/Library/Department, all books, furniture, etc. issued to him and shall pay up in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar/Principal/Head of the Recognized Institution shall recover the amount due from such teacher on account of the above items from his last salary. The last salary will not be paid to the teacher concerned until a clearance certificate is issued by the Head of the Department/Principal/Head of the Recognized Institution concerned

(3) *Discharge Certificate :*

The Registrar/Principal/Head of the Recognized Institution will give a discharge certificate to the teacher who leaves service after due notice or to the teacher whose services are terminated after making sure that the teacher leaving service, has paid off all amounts due from his to the University/College/Recognized Institution.

The discharge certificate shall be given to the teacher within a period of 15 days .of his application, unless a written statement of any amount or equipments or books due from the teacher concerned is delivered to him.

1. Statute 428 (A) came into force w.e.f. 24.02.1984.

2. Statute 429 came into force w.e.f. 23.12.1981.

¹Statute 431. Grounds for taking any disciplinary action against a teacher:

No disciplinary action shall be taken or punishment inflicted on the teacher confirmed in service except on one or more of the following grounds :

(i) Misconduct

(ii) Act or omission involving moral turpitude.

(iii) Willful and persistent neglect of duty.

(iv) Incompetence.

²(v) Engaging in/and or conducting private tuitions/coaching.

Provided that the ground of incompetence shall not be used against the teacher after he has served the University/College/Institution for a period of five years or more including the period of probation.

Explanation:

I. Misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Ordinances, Regulations and Rules relating to the duties and responsibilities of teachers and violation of code of conduct.

II. Moral turpitude shall carry the same meaning as under the general law.

III. Willful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission; and failure to discharge any of the duties prescribed under Act, Statutes, Ordinances, Rules and Regulations.

IV. Incompetence shall include failure to keep his knowledge up-to-date inspite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the teaching work because of inability to teach.

³Statute 432. Penalties:

1. The penalties that can be inflicted on one or more of the grounds mentioned in S. 431 shall be the following and shall be classified into minor and major penalties,

(I) *Minor Penalties:*

- (i) Reprimand, Warning or Censure,
- (ii) Withholding of Increments

(II) *Major Penalties:*

- (i) Reduction to a post in the lower pay-scale to a lower stage of increment in the employees' own pay-scale.
- (ii) Termination of service,
- (iii) Compulsory retirement.
- (iv) Removal from the service of the University/College/Recognized Institution
- (v) Dismissal from the service of the University/College/Recognized Institution

1. Statute 431 came into force w.e.f. 09.10.1981

2. Amendment to Statute 431 (v) came into force w.e.f. 03.07.1989

3. Statute 432 came into force w.e.f. 09.10.1981

Provided however that the following shall not amount to penalty for the purposes of these statutes:

(i) Stoppage of increment of the teacher at the assessment bar in the time-scale of pay on the ground of his unfitness to cross the bar.

(ii) Non-promotion of the teacher, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post for which the teacher is eligible.

(iii) Reversion of the teacher appointed on probation in any other grade or post to his permanent grade or post during or at the end of the period of probation, in accordance with the terms of his appointment, or the rules and order governing such probation.

(iv) Reversion of the teacher officiating in a higher grade or post, to a lower grade or post, on the ground that the teacher is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with this conduct.

(v) Recall of the services of the teacher whose services had been borrowed from or lent to some outside authority at the disposal of such authority.

(vi) Termination of the services-

(a) of the teacher appointed on probation during of at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation, or

(b) of the temporary teacher in accordance with the rules made in that behalf by the University; or

(c) of the teacher employed under an agreement, in accordance with term of such agreement.

2. Specification of details of the penalties—

(i) Withholding of increment (s).

When an increment or increments of the teacher is/are withheld the authority imposing the punishment shall specify in its order—

(a) the increment/number of increment (s) withheld.

(b) the period for which they are withheld.

(c) Whether the stoppage of increments shall have effect on the future increments, and

(d) Whether the period for which the increments are withheld shall be exclusive of the leave (except casual leave and other leave taken on valid grounds) taken during the period.

(ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher's own pay scale.

The authority imposing this punishment shall specify in its order—

(a) The period for which such reduction shall be effective, and

(b) Whether on restoration the order of reduction shall have effect on future increments.

3. Notwithstanding anything contained in the Statutes and in other Rules of the University/College/Recognized Institution, if any, the teacher who is reverted to a lower stage of increment in his own time-scale of pay as a measure of punishment shall not ordinarily be restored to his original pay-scale from which he was reverted or to the original incremental stage in his own time-scale of pay unless the period stipulated in his order of punishment is completed.

¹Statute 433. Authorities competent to inflict penalties:

The power to inflict penalties on the teacher of University Department/Conducted College shall vest in the Executive Council and in case of teacher in the affiliated College/Recognized Institutions in its Management.

¹Statute 433-A. (1) Procedure for inflicting Penalties:

On a complaint being received against a teacher or *suo moto*, the competent authority as specified in S. 433 shall first determine itself and record in writing or have it determined by any person or committee appointed by it for the purpose, if there is a *prima facie* case against the teacher for infliction of either minor penalty/penalties or major penalty/penalties.

(2) *Procedure for infliction of minor penalty/penalties:*

In case it is found that a *prima facie* case for the infliction of a minor penalty/penalties against the teacher exists, the competent authority or an officer authorised by it for the purpose shall give in writing to the teacher concerned, the grounds thereof and a fair opportunity to explain, either on his own or through his representative, why such penalty/penalties be not inflicted on him.

The Competent Authority or officer authorised shall hear and receive the explanation of the teacher, personally or through his representative, and shall offer him fair opportunity to present his case.

The Competent Authority or officer authorised shall determine the quantum of punishment, by taking into consideration explanation furnished by the teacher, which shall bear reasonable relation to the lapse or omission of the teacher.

(3) *Procedure for infliction of major penalties:*

(A) *Suspension:*

(i) If the teacher is alleged to be guilty of an offence of a criminal nature involving moral turpitude and if there are reasons to believe that in the event of the offence being proved against him he would deserve to be removed or dismissed from service, the Competent Authority as specified in S. 433 shall first decide whether the person concerned should be placed under suspension.

(ii) The Competent Authority shall issue order of suspension of the teacher, the order of appointment of the Inquiry Officer/Committee, charge-sheet (including statement of allegations) and list of evidence, simultaneously.

(iii) The Inquiry Authority shall commence inquiry and complete the same expeditiously.

1. Statute 433 and 433-A came into force w.e.f. 09.10.1981.

(iv) The teacher under suspension shall be paid the salary at half the pay and allowances admissible thereon for period of first three months of suspension, at the rate of 75 % of the pay and allowances admissible thereon for the period of next three months, and at the rate of full pay and allowances admissible thereon, thereof.

(B) *Appointment of an Inquiry Officer/Committee:*

The Competent Authority as specified in S. 433 above shall appoint an Officer or a Committee to hold the departmental inquiry into the conduct of the teacher concerned.

The Officer/Committee to be so appointed shall not be the person who has made any preliminary investigation into the conduct of the teacher.

(C) *Charge-Sheet and Statement of defence:*

The Competent Authority shall prepare the charge-sheet and serve it on the teacher concerned. The charges shall be very specific and shall also be accompanied by the statement of allegations on which the charges are based. Copies of relevant documents which have been relied upon while framing the charges shall also be supplied to the teacher concerned. A reasonable time (not less than three weeks) shall be allowed to the teacher concerned for submitting his written statement of defence and list of documents and persons, he desires to examine in his defence and to state whether he desires to be heard in person and whether he desires to defend himself personally or through representative.

(D) *Oral Hearing:*

If the teacher concerned so desires, an oral hearing shall be held.

(i) On receipt of the written statement of defence of the teacher charged, the inquiry Authority shall fix a suitable date for the oral hearing at which the teacher concerned shall be heard in person. The Inquiry Authority shall examine at the oral hearing the witnesses, if any, on behalf of the University/College/Recognized Institution in the presence of the teacher charged. He shall be allowed to cross-examine the witnesses, if he so desires.

The teacher charged shall also be allowed to present at the oral hearing his own witnesses, if any. In that case, however, the teacher charged shall give an advance intimation regarding his intention to produce witnesses on his behalf, on failure to do so the hearing will proceed further without hearing the witnesses of the teacher charged. Such witnesses may be cross-examined by the Competent Authority or its representative.

(ii) The deposition of the teacher charged and of the witnesses examined at the oral hearing shall be recorded in writing in a narrative form and not in the form of question and answers. The depositions thus recorded shall be read out on the spot to the teacher charged or the witnesses, as the case may be, and their signatures taken on each deposition in token of having been read out to him. A certified copy of such depositions shall be supplied to the teacher concerned on request.

Explanation: Even if the teacher charged does not specifically or otherwise express a desire to be heard in person, an oral hearing shall be held to record the statement of witnesses, if any, on behalf of the University/College/Recognized Institution and to corroborate the evidence on hand. The teacher charged shall be informed of the date and time fixed for the oral inquiry, and shall also be told that witnesses on behalf of the University/College/Recognized Institution will be examined at the oral hearing and that he may, if he so desires, remain present and examine them.

(E) *Final statement of defence of the teacher charged:*

Immediately after the oral hearing is over, the Inquiry Authority shall ask in writing the teacher charged, to state within a week's time whether he has anything further to state in the light of the proceedings at the oral hearing.

(F) *Report of the Inquiry Officer/Committee:*

(i) After the oral hearing is over and the teacher charged has given his final statement of defence, the Inquiry Authority shall prepare his inquiry report on the basis of the evidence (both documentary and otherwise) before him. He shall submit his report in triplicate to the Competent authority within one month of conclusion of the enquiry together with the following accompaniments:

- (1) Statement of defence given by the teacher charged in reply to the charge sheet.
- (2) Proceedings of the oral hearing.
- (3) Final statement of defence, if any, given by the teacher charged.
- (4) Copies of other documents, if any, relied upon by the Inquiry Officer/Committee.

(ii) Besides, the above records, the report shall contain a statement of findings on each charge and the grounds thereof.

(G) *Action to be taken on the Inquiry Report:*

On receipt of the Inquiry Reports the Competent Authority shall decide within one month the action to be taken in the light of the findings of the Inquiry Authority. In case any of the charges against the teacher concerned are held as proved, the Competent Authority shall decide the punishment to be inflicted on him and shall give him notice asking him to show cause within two weeks, why the proposed punishment should not be inflicted on him. The person concerned shall invariably be supplied with a copy of the Inquiry Report along with the show cause notice, if any.

Explanation: Although this Statute contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to the Competent Authority to inflict one of the minor penalties if it so decides.

(H) *Final action:*

On receipt of a reply to the show cause notice from the teacher charged, the penalty/penalties shall be finally decided and communicated within two weeks, by the Competent Authority, taking into consideration the reply given and his previous service record.

- (l) 1 (a) If the teacher is fully exonerated, the period of suspension shall be treated as duty for all purposes, and the teacher shall be reinstated in his post forthwith.
- (b) If suspension of a teacher is followed by any punishment according to the provisions mentioned above, the competent authority shall make a specific order regarding recovery, if any, that might be made out of the pay and allowances already paid to him during his period of suspension.

2. The period of suspensions of the teacher shall be mentioned in the service book of the teacher. The final decision of the inquiry shall also be recorded in the service book.

¹Statute 433-B. Infliction of major penalty without holding enquiry under S. 433-A:

If the teacher is convicted of an offence of a criminal nature involving moral turpitude by a Court of Law, he shall be dismissed or removed from the service of the University/College/Recognized Institution, immediately on receipt of the official copy of the decision of the Court of Law, without following the procedure laid down in Statute 433-A.

Explanation: Conviction within the meaning of this Statute shall mean conviction by a Court of Law from whose order no appeal is preferred by the party, or conviction by a final court of appeal.

¹Statute 435. Expenses for Arbitration under Section 74 of the Act:

All expenses of the umpire/member appointed by the Chancellor/University under Section 74 of the Poona University Act shall be borne by the University and the expenses of the members nominated by the teacher shall be borne by the teacher concerned.

The expenses of conduct of proceedings shall be borne by the University/College/ Institution.

²Statute 436. Life Worker:

Where there exists in a College or in an Institution a cadre of life members, such life member will be free to serve on terms voluntarily accepted by him subject to terms and conditions prescribed by the University. However, the other terms and conditions will be applicable to him as applicable to other Teachers, Principals, etc. under these Statutes. The age limit for retirement and rules of superannuation mentioned in Statute 427 above shall be applicable to him.

²Statute 438. Contractual Appointment:

The service conditions and leave rules given below will apply to the temporary teacher appointed in the University/College/Recognized Institution on a contract basis for a specific period or purpose.

1. *Temporary Teacher:*

The temporary teacher is ordinarily one who is appointed to a temporary post, on a full-time basis, may be in a temporary leave vacancy or to a permanent post when a permanent appointment is not made. Such appointment shall be for a fixed period or for duration of a particular project or work which normally should not exceed one year, except in special circumstances, such as Research Project or

a project of an academic nature, if permitted by the Executive Council/Governing Body. He may be considered as vacation or non-vacation staff as per the nature of work.

2. *Termination of Service, etc.:*

(a) The services of the temporary teacher whose appointment is for less than six months may be terminated at any time by the University/Governing Body without giving any notice or without assigning any reason therefor.

If the temporary teacher who has served for less than six months wishes to resign from the service he may do so without giving notice.

1. Statute 433 B-and 435 came into force w.e.f. 09.10.1981.

2. Statute 436, 438 came into force w.e.f. 23.12.1981.

(b) If the services of the temporary teacher exceed six months he can be relieved by the University/Governing Body by giving one month's notice and in lieu thereof pay one month's salary.

In case the temporary teacher wishes to leave the service, he shall have to give one month's notice and in lieu thereof pay one month's salary.

3. *Increment:* Service rendered in a temporary post on a graded scale shall account for increment, provided the post carries such graded salary scale.

4. *Provident Fund:* The temporary teacher shall not be entitled to subscribe to the Provident Fund of the University/College/Recognized Institution.

5. *Application for a post or examinership elsewhere and acceptance of the same:*

If the temporary teacher who wishes to apply for a post or examinership elsewhere he shall forward his application for the post or examinership through the Registrar/ Principal of the College/Head of the Recognized Institution in which he is serving. He will also accept the same after obtaining the permission of the concerned authority.

6. *Handing Over Charge:*

The temporary teacher before leaving service shall hand over the charge of his post to a duly authorised person and shall return to the University/College/Recognized Institution/Library/Department, all books, furniture etc., issued to him and shall pay in full all charges due by him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar/Principal/Head of the Recognized Institution shall recover the amount due by such teacher on account of the above items from his last salary. The last salary will not be paid to the teacher concerned until a clearance certificate is issued by the Head of the University Department/College/Institution concerned.

7. *Discharge Certificate:*

The Registrar/Principal/Head of the Recognized Institution shall give a Discharge Certificate, to a temporary teacher who leaves service after due notice, or to a teacher whose services are terminated after making sure that the teacher leaving service, had paid of all amounts due by him to the University/College/Recognized Institution.

8. *Leave Rules:*

(a) *General:* Leave cannot be claimed as a right. Discretion to refuse or revoke leave is reserved with the Vice-Chancellor, Chairman, Governing Body or his nominee.

(b) *Casual Leave:* The teacher appointed on temporary basis will be entitled to casual leave as per rules prescribed under Statute 424.

(c) *Extra-Ordinary Leave Without Pay:* Extra-Ordinary Leave Without Pay may be granted under special circumstances up to a period of 15 days at a time and such leave will not be granted for more than once during the term of services.

(d) *Other Leave:* The teacher who is appointed to a temporary post for a period exceeding one year, will be entitled to the benefits of sick leave and other leaves as approved for permanent teacher but only after he completes one year's continuous and active service.

(e) *Sanctioning Authority:* The sanctioning authority for granting Casual Leave and other leave, except as specified under Statute 438 will be the Head of the University Department/Principal/Head of the Institution under whom he is working.

9. *Vacations:* The temporary teacher holding a teaching post only will be entitled to vacations as prescribed under Statute 423. Non-vacation person will be eligible to earned leave, as per Statutes, if they complete one year's active service.

10. *Other Conditions:* (a) The temporary teacher will be bound by Statutes of Conduct and Discipline applicable to permanent teachers and will follow the Statutes related to duties laid down for permanent teachers.

(b) The temporary teacher shall be allotted supervision and other examination work as allotted to permanent teachers.

(c) The temporary teacher shall be assigned co-curricular, administrative work related to training programme and other extra-curricular activities, besides actual teaching as assigned to permanent teachers.

(d) The mode of recruitment will be the same as laid down in the Act, and Statutes.

¹Statute 439. Minority Institutions:

Notwithstanding anything contained in the provisions of the foregoing statutes, any affiliated college or recognized institution which satisfies the University authorities as regards its minority

character within the meaning of article 30 (1) of the Constitution of India, shall stand exempted from the application of such Statutes from 411 to 438, as determined by the University authorities not to be applicable to minority institutions or may be governed by such separate Statutes which the University might frame for minority institutions only, in this regard, from time to time.

²Statute 551. Travelling and Daily Allowance for Examiner

- (1) In this statute unless there is anything repugnant in the subject or context the term "Examiner" means and includes paper-setter, moderator, supervisor or any other person entrusted with the work relating to examination for which separate University remuneration is paid as per prescribed rules.
- (2) The examiners undertaking journey for examination work shall be entitled to the same rates of travelling and daily allowances and be subjected to the same rules as are applicable to the corresponding categories of Government servants as modified by the State Government, from time to time.

Note 1: Professionals/practitioners/part-time teachers appointed as examiners shall be eligible for travelling and daily allowances at the rates applicable to Government servants drawing pay in the pay slab of Rs. 1000 to Rs. 1999.

Note 2: The daily allowances for days of journey and for performance of examination work shall be calculated on the minimum time normally required for journey and for such work.

Note 3: The current rates of travelling and daily allowances applicable to Government servants are mentioned in Appendix C, to this statute.

- (3) Whenever an examiner attends to examination work and/or any other University work in continuation thereof on consecutive days only travelling allowance will be paid.

1. Statute 439 came into force w.e.f. 09.10.1981.

2. Statute 551 came into force w.e.f. 01.04.1984.

- (4) Whenever the same examiner has to attend the meeting or meetings to transact examination work continuously for five days with an interval of one day between them, only one travelling allowance shall be paid by payment of daily allowance for intervening day by travelling it as a continuous halt.
- (5) If an examiner has received or claimed Travelling Allowance for whole or part of the journey from any other body or authority, that journey or part thereof shall be excluded from the total distance travelled by him.

- (6) The Kilometreage allowance admissible to an examiner travelling in his own car/hired car or motor cycle/scooter with the prior permission of the Dy. Registrar (Exams.) will be at applicable rates limited to the rail fare of the class of accommodation to which he is entitled to travel between the places connected by rail. If the places are so connected such examiner shall be entitled to Kilometreage for journey from residence to the nearest railway station and an amount equal to First Class railway fares between the nearest railway station and the place of examination work. The vehicle number under which the journey is performed shall be furnished in all such cases.
- (7) In all cases travelling allowance including the conveyance allowance shall be calculated from the Head Quarters/Registered Address of the examiner to the place where he is required to perform examination work. The registered address shall be his normal place of actual duty, provided however, that the examiner performing journey from a place other than his registered address shall be entitled to the travelling (conveyance) allowance either from his Registered address or from the place of his actual journey which-ever is less.
- (Note: The Registered address of the part-time lecturer who is appointed as examiner shall be his residential address.)
- (8) The journey between places having circuitous railway routes i.e. Dhule, Amalner, Dondaicha, Dharangaon, Nardana, Nandurbar, Shindkheda, etc. and which are directly connected by road will be calculated only by the shortest and direct road routes and paid accordingly.
- (9) When two or more examiners travel in one and the same conveyance only one examiner who owns conveyance or has hired it, shall be paid road kilometreage as per provision of this Statute. The other examiners shall draw daily allowances as admissible.
- (10) When an examiner travels by a vehicle supplied at the expenses of the University, he shall be paid daily allowance at the rates prescribed in the provision of this Statute.
- (11) Notwithstanding anything contained in the provisions of this statute the Vice-Chancellor shall have power to sanction,
- (a) The usual daily allowance and travelling allowance amounting to actual fare for sea travel and Air travel.

OR

- (b) The actual travelling and halting expenditure incurred by the examiner for examination purposes in special circumstances looking to the needs of each case.
- (12) If the viva-voce of the Ph.D. candidate is held at a place other than Pune, the candidate shall be paid IInd class rail fare or actual S.T. fare each way from Pune or from the place of his residence to the venue of the viva-voce whichever is less.
- (13) (a) The examiners required to attend to examination work at their normal place of duty shall not be entitled to travelling allowance and D.A. If the examination work is to be done at any other place at the same station a Local Conveyance Allowance @ Rs. 15/-

per day shall be admissible at Pune and Nasik including Nasik Road and Rs. 8/- at other places (to an external examiner from his registered address to the place than his normal place of duty for conducting practical examination, attending meeting/s or doing any other examination work).

- (b) Local conveyance allowance shall be admissible to the external examiner who has drawn Travelling Allowance and D.A. from any other sources but who is required to attend examination meeting/s or to do any examination work.
 - (c) The examiner shall be entitled to another conveyance allowance if he attends more than one meeting in a day with an interval of more than two hours between the conclusion of the first meeting and the beginning of the next meeting.
- (14) No claim for travelling and daily allowance shall be entertained if it is submitted after the lapse of 6 months from the date on which it was due, provided, however, that any time barred claim, if otherwise admissible may be entertained for payment with a deduction of 5% up to one year only. No claim shall be entertained after the period of one year.
- (15) Whenever the same person attends two consecutive meetings, one as an examiner and second as a member of the University authority he will be paid travelling allowance, as per rules, applicable to Examiners only, in addition he shall be entitled to daily allowance applicable to member for the day of the University meeting.
- (16) The claims for Travelling and Daily Allowances, shall become due after expiry of one month from the date of the completion of journey in connection with the examination. The examiners attending University Office for examination meeting or for any other examination work may draw the travelling allowance for their return journey before the completion of such journey.
- (17) In regard to matters not covered by the provisions of this Statute all restrictions imposed on the concessions allowed to Government servants, under the B.C.S. Travelling Allowance Rules as amended from time to time; shall be applicable in case of examiners.

¹Statute 552: Travelling and Daily Allowance for University Employees.

The member of the teaching and/or non-teaching staff of the University undertaking tour of University business, shall be entitled to the same rates of travelling and daily allowances and be subjected to the same rules as are applicable to the corresponding categories of Government servants, as modified by the State Government from time to time

1. Statute 552 came into force w.e.f. 30.06.1982.

UNIVERSITY OF POONA



ORDER

The Government of Maharashtra had approved the implementation of revised pay-scales for University and College teachers with effect from 01.01.1973 by Government Resolution Education and Youth Services Department, No. USG. 1177/129387/XXXII (CELL), dated 25.10.1977, and for Librarians and Physical Education staff by Government Resolution, Education and Employment Department, No. USG. 4280/ 157972/(275)/UNI-4, dated 18.04.1984. After appointment of the Fourth Pay Commission for Central Government employees, the University Grants Commission had appointed a Committee under the Chairmanship of Professor Mehrotra to examine the present structure of emoluments and conditions of service of University and College teachers. After considering the Mehrotra Committee's Report, the University Grants Commission submitted its recommendations to the Government of India in February 1987. After examination of the Report, the Government of India evolved a scheme of pay revision for the University and College teachers and other measures for improvement of standards in higher education. By their letter, dated 17.06.1987, and subsequent letters dated 07.09.1987 and 22.07.1988, the Government of India recommended to the State Government to implement this scheme. The question of implementing this Government of India's scheme of revision of pay-scales of University and College teachers, and other relevant guidelines and notifications issued by U.G.C. from time to time, was under consideration of the State Government of Maharashtra. After careful consideration of the Government of India's package scheme 1986 for maintenance of standards in Higher Education, and after an agreement with the Maharashtra Federation of University and College Teachers' Organisation, the Government of Maharashtra has now decided to implement the terms and conditions of service as detailed in the Government Resolution, Education and Employment Department No. N.G.C. 1286/1224/UNI-4 dated 27.02.1989.

AND WHEREAS the terms and conditions of service of the teachers, including the Principals of Colleges, are to be laid down by the Statutes made under Sections 42 (1) and 73 of the Poona University Act, 1974, and their qualifications laid down by the directions of the authorities or the University;

AND WHEREAS these Statutes and directions have not so far been repealed by the Senate and the authorities of the University as the case may be;

AND WHEREAS the Academic Council and the Executive Council will consider and recommend to the Senate the draft Statutes and the Academic Council will make recommendations to the Executive Council in the matter of prescribing qualifications for teachers in the University and in the affiliated colleges and recognized institutions including Principals, having regard to the provisions of the said Government Resolution dated 27.02.1989, in course of time, and it will be quite some time before the Senate of the University approves these draft Statutes and the Chancellor's assent is received;

AND WHEREAS Section 24 (1) (xxx) and (xxx-a) of the Poona University Act, 1974, empowers the Executive Council of the University to ensure that appointments of teachers in the University and in the Affiliated Colleges and Recognized Institutions are made in accordance with the qualifications and subject to the terms and conditions of service and discipline and duties prescribed by or under the Statutes or Ordinances;

AND WHEREAS the scales of pay recommended by the University Grants Commission, as accepted by the Government of India and approved by the State Government, are to be made effective from 01.01.1986 as laid down in the Government Resolution dated 27.02.1989, and can be implemented only after the Statutes are made with regard to the revised scales of pay and other measures for improvement of standards in Higher Education in all categories of full-time teachers employed in the

University and affiliated Colleges and recognized institutions of Arts, Science, Commerce and Education, other than those managed and maintained by the State Government.

THEREFORE, I, Professor Shridhar Chandrashekhar Gupte, Vice-Chancellor of the University of Poona in exercise of the powers conferred upon me under Section 1 (6) (b) of the Poona University Act, 1974, hereby direct that—

Coverage:

1. The revised scales and other measures for improvement of standards in higher education are applicable to all categories of full-time teachers employed by the University of Poona and by non-Government Colleges and Recognized Institutions, in the faculties of Arts, Science, Commerce and Education that are affiliated to University of Poona. The revised scales of pay are also applicable to the Teachers, Principals, Librarians, Instructors of Physical Education, Directors of Physical Education in the affiliated unaided Colleges and Recognized Institutions in Arts, Science, Commerce and Education faculties affiliated to University of Poona. However, these Colleges will not be entitled for any financial assistance from the State Government and the same will be the case with the unapproved (not covered under 100% salary grant) posts in the University, affiliated aided Colleges and Recognized Institutions.

The revised scales are not applicable to teachers who retired on or before 31.12.1985 and who worked on re-employment on that date including those whose period of re-employment was extended after that date.

Date of Effect:

2. The revised scales of pay shall be implemented with effect from 01.01.1986 and made applicable to the existing teachers in the University and affiliated Colleges & Recognized Institutions and Principals in the non-Government affiliated Colleges in Arts, Science, Commerce and Education, other than those managed and maintained by the State Government who exercised option for revised scales of pay, as well as to the teachers and Principals appointed hereafter in the said Colleges.

Pay Scales:

3. The revised scales of pay which shall be made effective from 01.01.1986 are as shown in Appendix I.

Manner of Fixation of Pay:

4 The formula and principles for fixation of pay of teachers in the revised scales shall be as indicated in Appendix II. The pay of the individual teachers and the date of increment shall be fixed in accordance with the formula and principles stated therein.

Option for the Revised Scales of Pay:

5 Within a period of three months from the date of the issue of the Government Resolution the teachers/Librarian/Physical Education staff of the University Departments, affiliated Colleges (aided and unaided) and Recognized Institutions will have

to opt in the prescribed form (Appendix III) for the revised pay scale. The teachers opting for the new scales will have to enter into an agreement as mentioned in Appendix IV with the University/College/Managements/Managements of Recognized institutions, about their acceptance of terms and conditions mentioned in the said Government Resolution. The option once exercised shall be final. Those who do not exercise the option within the period of three months from the date of issue of the Government Resolution shall be deemed to have opted for the revised scale.

Note 1:— The teachers/Librarians/Directors of Physical Education/Instructors of Physical Education who were in service on 01.01.1986 and who were not in service after 01.01.1986 on account of termination, death, discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge

on disciplinary grounds and could not exercise the option within the time-limit will be deemed to have opted for the revised scales of pay with effect from 01.01.1986 and should be held entitled to the benefit of these rules.

Recruitment and Qualifications:

6. Recruitment to the posts of Lecturers, Readers and Professors, Librarians and of Physical Education staff in the existing scale of pay of Rs. 700-1600 in the University and that of Lecturer/Librarian/Physical Education staff in affiliated Colleges and Recognized Institutions shall be on the basis of merit through All India Advertisement and selection, provided that the incumbents who fulfil the criteria prescribed in this Government Resolution/directions will be eligible for promotion to the post of Reader.

7. The minimum qualifications required for appointment to the post of Lecturers, Readers and Professors, Librarians and of Physical Education staff in the existing pay scale of Rs. 700-1600 will be those prescribed by the University Grants Commission from time to time. Generally the minimum qualifications for appointment to the post of Lecturer in the scale of pay of Rs. 2200-4000 shall be Master's degree in the relevant subject with at least 55% marks, or its equivalent grade, and good academic record as defined by the University Grants Commission.

8. Only those candidates who, besides fulfilling the minimum qualifications prescribed for the post of Lecturer, Librarian & Physical Education Staff have qualified in a comprehensive test to be conducted for the purpose will be eligible for appointment. The detailed scheme for conducting the test including its design, the agencies to be employed in the conduct of the test, content, administration, etc. will be worked out by the University Grants Commission keeping in view the requirement of the media of instruction followed by the different Universities and Colleges & other relevant considerations. For purpose of recruitment to the post of Lecturer/ Librarian/ Director/Instructor of Physical Education in Colleges and Principals of Colleges, the composition of the Selection Committee has already been laid down in Appendix accompanying Government Resolution, Education and Youth Services Department No. USG. 1177/129387/XXXII (Cell), dated 25.10.1977. The same procedure should continue to be in operation till it is suitably replaced by the Comprehensive test to be prescribed by the University Grants Commission. In order to enable all the members of the Selection Committee to attend the meeting a minimum notice of fifteen days from the date of issue of letter is necessary. The existing system of evaluation for the purpose of selection to the post of Lecturer/Librarian/Director of Physical Education/Instructor of Physical Education and Principal will remain in force till the details of the comprehensive test are received from the University Grants Commission. This evaluation system shall be followed by the aforesaid Selection Committees to ensure minimum standards.

Similarly, selection of Teachers/Asstt. Librarians/Deputy Librarian/Director/Deputy Director/Asstt. Director of Physical Education in the University shall continue to be made in accordance with the provisions in the Poona University Act, 1974 and the Statutes made thereunder, till University Grants Commission communicates aforesaid procedure.

9. In order to encourage research, in continuation of Post-graduate studies, candidates, who, at the time of their recruitment as Lecturers/Librarian/Physical Education Staff possess Ph.D. or M.Phil. degree will be sanctioned three and one advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing incumbents without research degree and those similarly situated recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degrees, but

will not be eligible for advance increments. Existing incumbents with research degrees will also be eligible for a similar benefit.

10. The revised scale of pay of tutors and demonstrators is for the existing incumbents of the position in the University and affiliated Colleges and Recognized Institutions. There shall be no future recruitment to this category.

Career Advancement:

11. Every Lecturer/Assistant Librarian/Librarian/Director/Instructor of Physical Education/Assistant Director of Physical Education, in the existing scale of Rs. 700-1600 will be placed in a senior scale of Rs. 3000-5000 if he has:

- (a) completed 8 years of service after regular appointment with relaxation as provided in para 9 above;
- (b) participated in two refresher courses/summer institutes, each of approximately 4 weeks' duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the University Grants Commission;
- (c) consistently satisfactory performance appraisal reports.

Explanation:—All such incumbents in the existing scale of Rs. 700-1600, who have completed 8 years of service on 01.01.1986, will be placed through a process of screening, selection as indicated below in the scale of Rs. 3000-5000. The benefit of service provided in para 9 will be available for the initial placement also.

12. Every Lecturer, Library and Physical Education staff in the senior scale will be eligible for promotion to the post of Lecturer (Selection Grade/Reader/Deputy Librarian/Deputy Director of Physical Education in the scale of pay of Rs. 3700-5700, if he has:

- (a) completed 8 years of service in the senior scale provided that the requirement of 8 years will be relaxed if the total service of the lecturer is not less than 16years;
- (b) Obtained a Ph.D. degree, or an equivalent published work;
- (c) made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications contribution to educational renovation, design of new courses and curricula, etc.

OR

- (c) made significant contribution to the development of Library Services/Physical Education in the University/College as evidenced by self-assessment, reports of referees, professional improvement in the Library Services/Physical Education activities, etc. as the case may be.
- (d) participated in two refresher courses/summer institutes each of approximately 4 weeks' duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the University Grants Commission, after placement in the senior scale;

and

(e) consistently good performance appraisal reports.

13. Promotion to the post of Lecturer (Selection Grade)/Reader/Deputy Librarian/Deputy Director of Physical Education will be through a process of selection by a Selection Committee to be set up under the Statutes of this University in accordance with the guidelines to be laid down by the University Grants Commission. The posts of Lecturers (Selection Grade)/Readers/Deputy Librarians/Deputy Directors of Physical Education, will be created for this purpose by upgrading a corresponding number of lecturers in the University and Colleges.

14. Those incumbents in the senior scale who do not have Ph.D. degree or equivalent published work and who do not meet the scholarship and research standards or other criteria of a Reader/Deputy Librarian/Deputy Director of Physical Education, but fulfil the other criteria mentioned in para 12 above and have a good record in teaching and/or participation in extension activities, will be placed in the grade of Rs. 3700-5700, subject to the recommendations of the Committee mentioned above. They will be designated as Lecturers/Assistant Librarians/Assistant Directors of Physical Education in the Selection Grade. Posts in the Selection Grade will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader & if found suitable, could be given the designation of Reader/Deputy Librarian/Deputy Director of Physical Education, as the case may be.

The University Grants Commission would evolve suitable criteria for creation of more posts of Professors and Readers in the University and Colleges. These guidelines, as and when communicated by the U.G.C. will be considered by the State Government.

15. The Librarians who were in service on or before 31.12.1972 and who are not fulfilling the condition of qualifications as prescribed by the University Grants Commission but who are entitled to the revised pay scale of Rs. 2200-4000 with effect from 01.01.1986 shall not be allowed to count their service prior to 01.01.1986 for the purpose of promotion to the post in senior scale or in selection grade.

16. The number of posts of Lecturers/Assistant Director/Deputy Director/ Director/Instructor of Physical Education/Assistant Librarian/Librarian in the pay scale of Rs. 700-1600 held by persons who are assessed to be suitable for the senior scale, or promoted through process of selection as designated Reader/Lecturer (Selection Grade, or equivalent designation as mentioned in the Government of India's scheme will depend upon the availability of suitable persons in a particular category. The number of posts will vary from year to year on account of resignation, death, superannuation, promotion

and fulfilment of conditions by the persons yet to be assessed/selected for the respective pay scale. The University and Colleges shall take annual review and take further action as per the procedure prescribed in the Government Resolution.

Continuing Education and Appraisal of Performance

17. Participation of teachers at regular intervals in appropriate continuing education programme is envisaged as an integral part of the professional development of teachers. The University Grants Commission, the Indira Gandhi National Open University, the State Government and other appropriate agencies will be advised to take steps to introduce programme of continuing education for this purpose through a variety of means. While there cannot and need not be any rigid requirement of participation in formal programmes, evidence of commitment of continuing education of any recognized means, as may be specified by the University Grants Commission, will be an essential requirement for career

advancement. Pending the organisation of such programmes of the quality and on the scale required for giving effect to the implementation of the measures envisaged in para 21 of Appendix I of the Government of India Scheme, relaxation from the requirement of participation in such programmes for specified periods & for specific categories of posts will be granted by the University in accordance with guidelines to be laid down by the University Grants Commission.

Performance Appraisal of Teachers:

18. Regular and systematic appraisal of performance of teachers shall be considered as an essential element in the management of Education and this has been taken into account in the design for the career development of teachers. Under Government Resolution, Education, Employment and Youth Services Department No. MES 1080/ USG/1177/I29387/XXXII (Cell), dated 29.05.1980, Government had prescribed the self-assessment form for teachers, to be used as a regular feature every year for their self-assessment. Until the University has framed, as per the guidelines issued by the University Grants Commission, the necessary statutes relating to the procedure (including the composition of screening/selection committee) for promotion to the senior scale/selection grade, existing Assessment Committees (constituted to assess the performance of a teacher before he is allowed to draw the increment after the stage of Rs. 1300 in the existing pay scale of Rs. 700-1600) including a representative of the Director of Education (Higher Education), Maharashtra State, Pune, will be entrusted with the implementation of the process of Selection for promotion to the Senior scale as well as Selection Grade. While considering the placement of lecturers in Senior Scale and Selection Grade, the Assessment Committee/Selection Committee concerned would take into consideration the performance of the teacher as reflected in this self-assessment form and all such recommendations shall be forwarded by the University to the Director of Education (Higher Education), Maharashtra State, Pune.

19. The evaluation of the performance of teachers will be done in accordance with the report of the task force appointed by the University Grants Commission for Performance Appraisal of Teachers (1988) (Appendix V). However, till it becomes operational the existing screening mechanism/selection procedure or those prescribed on a provisional basis by the University/State Government will apply to all placement promotions to the senior scale/Selection Grade Lecturers and Readers.

20. Work-load:

- (A) Teacher in the University/College will have a work-load of not less than 40 clock hours in a week.
- (B) (a) Out of the 40 clock hours mentioned in (A) above, a teacher in an affiliated college should be present on the official premises of the college for about 20 to 24 clock hours in a week (about four clock hours on an average).
- (b) Out of the time that a teacher in an affiliated college is present on the official premises of the college as mentioned in (a), above, the time spent on lecturing, tutorials, practicals, demonstrations would be as follows:
 - (i) 17 lectures + 3 tutorials/ = 20 x 50 minutes, 1,000 minutes.

In case of subjects under the Science Faculty, 20 periods of 50 minutes each would include both lectures and practicals as well as tutorials, if any.

- (ii) If, unfortunately, tutorials are not held, then 18 lectures of 50 minutes each = 900 minutes.

21. In case of demonstrators/tutors, if any, doing purely practicals/demonstration work or tutorials, the norm regarding work-load will be 20 practicals/demonstrations or tutorials of 50 minutes each.

22. The residual time for which a lecturer, demonstrator/tutor in an affiliated college should be present on the official premises of the college (vide B (a) above) should be devoted to seminars, co-curricular activities, extension work, testing/internal examinations, etc. as will be decided by the University.

23. Keeping in view the regulation of the U.G.C. vide F. 1-17/83 (CP) dated, 25.11. 1985 and guidelines circulated by their letter No. F. 1-28/84 (CPP) Vol. III, dated 18-25.11.1988 the University has prepared and circulated a suitable pattern of work-load for University teachers from the academic year 1989-90.

24. The rate of remission in work-load of a teacher who is teaching both under-graduate and post-graduate classes and work-load for the Principal/Vice-Principal and Head of Department shall be the same as prescribed vide Government Resolution dated 01.06.1981 and 01.09.1981 except that duration of a period will be 50 minutes. In other words, the total number of periods prescribed for a post of Principal/Vice-Principal/Head of the Department shall remain the same.

25. The staffing pattern (work-load pattern) for Colleges of Education prescribed vide Government letter No. STC 2279/104723/(407/79)/XXVII, dated 01.07.1980, will continue to operate. As per the staffing pattern, one teacher is admissible for every 10 students duly permitted by the State Government, in addition to the post of Principal.

Protection to teachers:

26. The above revised work-load should be implemented without additional staff. It should also be ensured that the services of permanently approved full-time or part-time teachers or similar teachers who have been approved on hourly basis, working in clear vacancies, are not terminated merely on the ground that they were rendered surplus as a result of the revised work-load. Such permanently approved surplus full-time or part-time or hourly basis teachers, will be absorbed as such, in course of time in the same college or any other affiliated college in the District against any fresh vacancies or additional work-load which may be created in future. The detailed mechanism regarding operation of absorption of such surplus staff will be communicated separately.

Vacation:

27. The illustrative calendar for an academic year as laid down in sub-para (VII) of para 1 of Government Resolution, Education and Youth Services Department No. USG. 1177/129387/XXXII (CELL), dated 25.10.1977 would continue to be in operation in future also. The number of actual teaching days in an academic year in the University or in affiliated colleges of the University shall not, however, be below 180 days excluding the preparation days and examination days. The teaching days shall be those days on which classes-such as lectures, tutorials, seminars, laboratory work are conducted. The admission work as well as the examination work will be so arranged by the University so as to enable the Principals to complete the same, during the vacations.

Other conditions of service:

28. The period of probation of a teacher shall not exceed a period of 24 months of continuous service. A lecturer appointed on probation should ordinarily be confirmed only after he has completed appropriate short-term orientation programmes and his performance appraisal reports are satisfactory. The University Grants Commission has been requested by the State Government to make arrangements to ensure that facilities are available for organising orientation programmes to cover all lecturers appointed in and after the academic year 1988-89.

Superannuation and re-employment:

29. The age of superannuation for teachers shall be 60 years and thereafter no extension in service shall be given. However, it is open to the University or a College to re-employ a superannuated teacher according to the existing guidelines framed by the University Grants Commission, up to the age of 65 years. However, salary expenditure for such re-employed period beyond 60 years of age will not be held admissible for purpose of grant-in-aid.

Grievance Redressal Mechanism:

30. Appropriate mechanism for the redressal of teachers' grievances will be established in the University and Colleges, according to the guidelines to be issued, separately.

Code of Conduct:

31. The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall be applicable to the teachers (including Principals, Librarians, Directors of Physical Education and Instructors of Physical Education) of the University, the affiliated Colleges and the Recognized Institutions.

Fixation of pay and preferring claim for payment of arrears:

32. The University will take action to frame suitable statutes under relevant provisions of the Poona University Act, 1974, with a view to implementing the scheme of revision of scales of pay of teachers in the University and in its affiliated colleges and Recognized Institutions, after keeping in view the provisions contained in Government Resolution, Education and Employment Department No. NGC/1286/1224/UNI-4, dated 27.02.1989.

33. The authorities of the University and affiliated colleges and the Recognized Institutions shall initiate action for fixing the pay of every individual teacher holding any of the positions mentioned in Appendix I after completing the necessary formalities of

obtaining an agreement and an option from each teacher for coming over to the revised scale vide para 5 above. The pay of a teacher, as well as the arrears that would be due to him, shall then be worked out in the forms to be prescribed by the Director of Education (Higher Education), Maharashtra State, Pune.

This pay fixation including the amount of arrears payable to a teacher shall, be got approved from the concerned Regional Administrative Officers, Higher Education Grants. Since the revised scales of pay will be implemented with effect from 01.01.1986, 50% of the arrears on account of implementation of revised scales of pay will be given to the teachers in cash and the remaining 50% will be credited to the General Provident Fund accounts of the respective teachers. The concerned teachers will be allowed to withdraw this amount credited to General Provident Fund accounts, after a period of 3 years, except in cases of retirement, death and resignation.

34. The University/College/Recognized Institution shall submit a statement of expenditure every month on account of revision of scales of pay of University/College/s Recognized Institution teachers to the Director of Education (Higher Education), Maharashtra State, Pune in the prescribed form.

35. As provided in the Government Resolution Education and Employment Department No. NGC 1286/1224/UNI-4, dated 27.02.1989, this scheme of revised scales of pay

for University/College/Recognized Institution teachers/Librarians, Directors of Physical Education/Instructors of Physical Education, is to be implemented by the Director of Education (Higher Education). The Regional Administration Officers, Higher Education Grants of the concerned region, will be the authority for fixation of pay and authority for recommending arrears claims to the office of the Director of Education (Higher Education). The Director of Education (Higher Education) will also prescribe a procedure for keeping separate account of the expenditure on account of revision of pay scales for the purpose of claiming central assistance.

These directions shall remain operative till such time as the Statutes made in these respects replace them.

No. VC/375.	}	
Ganeshkhind,	}	S C Gupte
Pune-411 007	}	Vice-Chancellor
Dated: 22.05.1989	}	

Accompaniments to Order dated 22.05.1989 of the Vice-Chancellor, University of Poona

APPENDIX I

Pay-Scales:—The existing and revised scales of pay sanctioned for different categories of University and college teachers shall be as shown below:

Sr.N o.	Designation of the post	Existing scale of pay	Revised scale of pay
1.	2.	3	4
I. University Teachers:			
1.	Lecturer	700-40-1100-50-1600	2200-75-2800-100-4000
2.	Lecturer (Senior Scale)	—	3000-100-3500-125-5000
3.	Lecturer (Selection Grade)	—	3700-125-4950-150-5700
4.	Reader	1200-50-1300-60-1900	3700-125-4950-150-5700
5.	Professor	1500-60-1800-100-2000- 125/2-2500	4500-150-5700-200-7300
II College Teachers:			

1.	Lecturer	700-40-1100-50-1600	2200-75-2800-100-4000
2.	Lecturer (Senior Scale)	—	3000-100-3500-125-5000
3.	Lecturer (Selection Grade)	—	3700-125-4950-150-5700
4.	Demonstrator/Tutor (Existing incumbents only)	500-20-700-25-900	1740-60-2700-EB-75-3000

III. Government Institutes of Science/Management Studies/Social Sciences:

1.	Professor	1500-60-1800-100-2000- 125/2-2500	4500-150-5700-200-7300
2.	Reader	1200-50-1300-60-1900	3700-125-4950-150-5700
3.	Lecturer	700-40-1100-50-1600	2200-75-2800-100-4000
4.	Lecturer (Senior Scale)	—	3000-100-3500-125-5000
5.	Lecturer (Selection Grade)	—	3700-125-4950-150-5700

IV. College Principals:

Sr. No.	Total enrolment of Junior-Senior Colleges as on 31.12.1988	Experience	Pay Scale (Rs)	
			Existing pay scale	Revised pay Scale
1	2	3	4	5
1.	1000 or less	Minimum experience of 10 years of teaching Under-graduate/Post-Graduate classes	1200-50-1300-60-1900	3700-125-4950-150-5700

Note:—(1) Principal not fulfilling the condition of experience will draw pay in an equivalent scale of Rs. 3200-100-3750-125-4700 till the date he/she fulfills the condition of experience. Afterwards he/she will be held eligible for the pay scale mentioned in column 5 above.

(2) In case some Universities have prescribed less than 10 years of teaching experience, the same should be made 10 year as the minimum condition for future recruitment. The persons

whose appointments as per such old condition of experience are approved by the concerned Universities shall be held eligible for the revised scales of pay as indicated in column 5 above.

1	2	3	4	5
2.	1001-3999	Minimum experience of 10 years of teaching Under-graduate classes	1500-60-1800-100-2000-125/2-2500	4500-150-5700-200-6300

Note:--(1) Principal not fulfilling the condition of experience will draw pay in an equivalent scale of Rs. 4500-150-5700 till the date he/she fulfills the condition of experience. Afterwards, he/she will be held eligible to draw the pay in the pay scale mentioned in column 5 above.

(2) In case some Universities have prescribed less than 10 years of teaching experience, the same should be made 10 years as the minimum condition for future recruitment. The persons whose appointments as per such old condition of experience are approved by the concerned Universities shall be held eligible for the revised scales of pay as indicated in column 5 above.

1	2	3	4	5
3.	4000 and above	Minimum experience of 10 years of teaching Under-graduate classes	1500-60-1800-100-125/2-2500	4500-150-5700-200-7300

Note:--(1) Principal not fulfilling the condition of experience will draw pay in an equivalent scale of Rs. 4500-150-5700-200-6300 till the date he fulfills the condition of experience. Afterwards he will be held eligible to draw the pay in the pay scale mentioned in column 5 above.

(2) In case some Universities have prescribed less than 10 years of teaching experience, the same should be made 10 years as the minimum condition for future recruitment. The persons whose appointments as per such old condition of experience are approved by the concerned Universities shall be held eligible for the revised scales of pay as indicated in column 5.

4. The respective pay scales will be admissible to the concerned incumbent so long as he holds particular post admissible as per stabilised strength of students as indicated under column 2 above.

5. The strength of students as on 31.12.1988 shall be treated as stabilised strength and shall be reviewed only at the time of next revision of pay scale.

6. The Principal must have minimum weekly workload of actual teaching as specified in these orders.

V. Librarians and Physical Education Teachers University:

(a) Library Staff:

Sr. No	Designation of the post	Existing scale of pay	Revised scale of pay
1	2	3	4

1	Assistant Librarian	700-40-1100-50-1600	2200-75-2800-100-4000
2	Assistant Librarian (Senior Scale)	—	3000-100-3500-125-5000
3	Assistant Librarian (Selection Grade)	—	3700-125-4950-150-5700
1	2	3	4

Note:—The existing incumbents of the posts of Librarians who were in service on or before 31.12.1972 and who do not satisfy the qualifications laid down by the U.G.C. for the posts should be held entitled to the pay scale of Rs. 2200-75-2800-100-4000 w.e.f. 1.1.1986.

4	Dy. Librarian	1200-50-1300-60-1900	3700-125-4950-150-5700
5	Librarian	1500-60-1800-100-2000- 125/2-2500	4500-150-5700-200-7300

(b) Physical Education Staff:

1	Director of Physical Education	700-40-1100-50-1600	2200-75-2800-100-4000
2	Director of Physical Education (Sr. Scale)	—	3000-100-3500-125-5000
3	Director of Physical Education (Selection Grade)	—	3700-125-4950-150-5700

Colleges:

(a) Library Staff:

1	Librarian	700-40-1100-50-1600	2200-75-2800-100-4000
2	Librarian (Senior Scale)	—	3000-100-3500-125-5000
3	Librarian (Selection Grade)	—	3700-125-4950-150-5700

Note:—The existing incumbents of the posts of Librarians who were in service on or before 31.12.1972 and who do not satisfy the qualifications laid down by the U.G.C. for the posts should be held entitled to the pay scale of Rs. 2200-75-2800-100-4000 w.e.f. 01.01.1986.

(b) Physical Education Staff:

1	Director/Instructor of Physical Education	700-40-1100-50-1600	2200-75-2800-100-4000
2	Director/Instructor of Physical Education (Senior Scale)	—	3000-100-3500-125-5000
3	Director/Instructor of Physical Education (Selection Grade)	—	3700-125-4950-150-5700

(C) Directors/Instructors of Physical Education and Librarians who are not fulfilling the qualifications as laid down for those posts in the pay scale of Rs. 700-1600 vide

Government Resolution dated 18.04.1984 at the time of their appointments made on or after 1.1.1973 shall be held eligible for the equivalent pay scales as shown below:

Sr.N	Designation of the post	Existing Scale of pay	Equivalent scale
1.	2	3	4
1	Librarian/Director of Physical Education/ Instructor of Education	(1) 425-15-500-EB-15-560-20-700 (2) 550-25-750-EB-30-900 (3) 700-40-1100 (4) 700-40-1100-50-1300	1400-40-1800-EB-50-2300 1640-60-2600-EB-75-2900 200-60-2300-EB-75-3200-100-3500 2200-75-2800-EB-100-3700

Accompaniment to Government Resolution, Education and Employment Department No. UGC. 1286/(1224)/UNI-4, dated 27.02.1989)

APPENDIX II

I. Rules for Fixation of Pay in the Revised Scales:

1. The initial pay of a teacher who elects or is deemed to have elected the revised scale of pay from 1st day of January, 1986 shall be fixed in the following manner, viz.:

(a) In the case of all teachers:

- (i) An amount representing 20% of the basic pay in the existing scale subject to the minimum of Rs. 75 shall be added to the existing emoluments of a teacher;
- (ii) After the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at the stage next, above the amount thus computed: Provided that—
 - (a) if the minimum of the revised scale is more than the amount so arrived at the pay shall be fixed at the minimum of the revised scale.
 - (b) if the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Note 1:—Basic pay means the pay which has been sanctioned for the post held by a teacher substantively or in an officiating capacity or to which he is entitled to by reason of his position in a cadre.

Note 2:—Existing emoluments shall include:

- (a) The basic pay in the existing scale;
- (b) Dearness Allowance and ad-hoc Dearness Allowance admissible as on 01.01.1986 on the basic pay; and
- (c) the amount of 1st Interim Relief (revised under G.R., F.D. No. osiqj 1286/599/Isok—10, dt. 10.11.1986) and 2nd Interim Relief admissible on the basic pay in the existing scale.

The table showing the various stages in the existing pay-scales; D.A. and ad-hoc D.A., 1st and 2nd I. Rs. and 20% of the basic pay subject to the minimum of Rs. 75/-admissible thereon, is given in Appendix II.

Note 3:—Revised emoluments means the basic pay of a teacher in the revised scale admissible to him.

Note 4:—Where the existing emoluments exceeds the revised emoluments in the case of any teacher, the difference shall be allowed as personal pay to be adsorbed in future increases in pay.

Note 5:—Where in the fixation of pay under this rule the pay of a teacher drawing pay at more than 5 consecutive stages in an existing stage gets bunched i.e. pay gets fixed in the revised scale at the same stage, the pay in the revised scale of such of

these teachers who are drawing pay beyond the first five consecutive stages in the existing scale shall be stepped up as under by the grant of increment(s) in the revised scale in the following manner, viz.:

- (a) For teachers drawing pay from the 6th upto the 10th stage in the existing scale—by one increment,
- (b) For teacher drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage—by 2 increments.
- (c) For teachers drawing pay from the 16th upto the 20th stage in the existing scale if there is bunching beyond the 15th stage—by 3 increments.

If by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

Note 6:—Where in the fixation of pay under this rule pay of a teacher who in the existing scale was drawing immediately before the first day of January, 1986 more pay than another teacher junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised scale as that of the junior.

Note 7:—Where a teacher is in receipt of personal pay on 1st day of January, 1986 which together with his existing emoluments as calculated in accordance with above exceeds the revised emoluments, then the difference representing such excess shall be allowed to such a teacher as personal pay to be absorbed in future increases in pay.

Note 8:—In the case of a teacher promoted to a higher post on or after 01.01.1986, the pay of the lower post in the revised scale shall be fixed first under these rules and then the pay fixed in the revised scale of the higher post under normal rules.

Note 9:—In the case of a teacher who is drawing reduced pay as on 01.01.1986 in the existing scale on account of imposition of penalty under the relevant statutes of the University, the pay in such cases should be fixed as under:

- (a) On the basis of pay actually drawn on 01.01.1986, and
- (b) On the basis of pay which would have been drawn but for the penalty.

The revised pay as fixed at (a) above may be allowed from 01.01.1986 to the date of expiry of penalty and the revised pay fixed as at (b) from the date following the date of expiry of the penalty after allowing increment if any that might have notionally fallen due in the revised scale during the period from 01.01.1986 to the date of expiry of the penalty. The next increment in the revised scale will be regulated in accordance with Rule II of these rules.

(b) *Physical Education Staff:*

1.	Director/Instructor of Physical Education	700-40-1100-50-1600	2200-75-2800-100-4000
2.	Director/Instructor of Physical Education (Senior Scale)	—	3000-100-3500-125-5000
3.	Director/Instructor of Physical Education (Selection Grade)	—	3700-125-4950-150-5700

(C) Directors/Instructors of Physical Education and Librarians who are not fulfilling the qualifications as laid down for those posts in the pay scale of 700-1600 vide Government Resolution dated 18.04.1984 at the time of their appointments made on or after 01.01.1973 shall be held eligible for the equivalent pay scales as shown below.

Designation of the Post		Existing scale of pay	Equivalent scale
1.	Librarian/Director of Physical Education/ Instructor of Physical Education	(1) 425-15-500-EB- 15-560-20-700	1400-40-1800-EB- 50-2300
		(2) 550-25-750-EB- 30-900	1640-60-2600-EB- 75-2900
	(3) 700-40-1100	2000-60-2300-EB- 75-3200-100-3500	
	(4) 700-40-1100-50-1300	2200-75-2800-EB-100-3700	

2. Date of Next Increment in the Revised Scale:

The next increment of a teacher whose pay has been fixed in the revised scale in accordance with Rule-1 shall be granted on the date he would have drawn his increment, had he continued in the existing scale;

Provided that in cases where the pay of a teacher is stepped up in terms of Note-5 or Note-6 or Note-7 to rule (i) the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale.

Provided further that in cases xx other than those covered by the preceding proviso the next increment of a teacher whose pay is fixed on 1st day of January, 1986 at the same stage as the one fixed for another teacher junior to him in the same cadre and drawing pay at a lower stage than his, in the existing scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

Provided also that in the case of teachers who had being drawing maximum of the existing scale for more than 'year, as on 1st day of January, 1986 the next increment in the revised scale shall be allowed on the 1st day of January, 1986.

Provided that in cases where a teacher reached the maximum of the pre-revised scale (having annual increment) after the 01.01.1985, the next increment in the revised scale be granted on the completion of service for the full incremental period counting from the date on which he reached the maximum of the existing scale.

Provided further that in cases where the teacher drawing pay in the existing pay scale having biennial increment, reached the maximum of the prerevised scale after 01.01.1985 the next increment in the revised scale shall be admissible on completion of service for the full incremental period counting from the date of election of revised scale of day.

Note 1:—Where a teacher who is held up at the stage of assessment viz. Rs. 1300 in the pay scale of Rs. 700-1600 elects or is deemed to have elected the revised scale, his initial pay in the revised scale

should be fixed under these rules and he should be granted the next increment on the date on which it is due in the revised scale, provided that if the authority competent to allow the teacher to cross the assessment stage certifies that the teacher would have been allowed to draw the increment in the existing scale at an earlier date, the next increment should be granted on such earlier date.

Note 2:—In the case of a teacher who was borne on a prerevised scale of pay having biennial increments and who opts for revised scale of pay, the next date of increment shall be as under:

- (a) where the biennial increment in the prerevised scale was due for payment in 1986, it would be payable on the due date of 1986.
- (b) where the biennial increment in the prerevised scale was due for payment later than 1986, the increment would be admissible on the anniversary of election for the revised scale of pay.

Note 3:—(a) In the case of a teacher whose increment accrued in the prerevised scale on 01.01.1986, such increment should be allowed first on that date and pay fixed in the revised scale thereafter.

- (b) Where increment has been allowed under the third proviso to this rule, the next increment in such a case would accrue on 01.01.1978 subject to the maximum of the revised scale not being exceeded.

3. Fixation of Pay in the Revised Scale subsequent to the First Day of January, 1986:

Where a teacher continues to draw pay in the existing scale and elects to come over to the revised scale from a date later than the 1st day of January 1986, his pay in the revised scale from such date shall be fixed as under:

- (a) In respect of a teacher who draws his increment annually biennially and who opts to switch over to the revised scale of pay from the date of his next increment falling after 01.01.1986 but not later than 31.12.1987 in respect of the post held by him on 01.01.1986, his pay shall be fixed in accordance with the provisions of Rule 1 above. However, such a teacher shall not be eligible for 20% of basic pay subject to minimum of Rs. 75 p.m. for a period from a 01.01.1986 till the date on which he switches over to the revised scale.
- (b) In the case of a teacher who elects to come over to the revised scale later than 31.12.1987, his pay from that date shall be fixed under the normal pay fixation rules and for this purpose his pay in the existing scale shall have the same meaning as of existing emoluments as calculated in accordance with subclause (a) of Rule 1 above, except that the basic pay to be taken into account for calculation of those emoluments will be the basic pay on the later date aforesaid. Such a teacher shall not, however, be eligible for 20% of basic pay in the existing scale subject to a minimum of Rs. 75 per month for fixation of pay in the revised scale.

STATEMENT NO. 1 to 8

STATEMENT 1

Existing Scale : Rs. 700-40-1100-50-1600

Revised Scale : Rs. 2200-75-2800-100-4000

Basic Pay as on 01.01.1986	D.A. as on 01.01.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
700	1053-50	70-00	70-00	140-00	2033-50	2200-00
740	1113-70	70-00	74-00	148-00	2145-70	2200-00
780	1173-90	70-00	78-00	156-00	2257-90	2275-00
820	1231-60	70-00	82-00	164-00	2367-60	2425-00
860	1286-80	70-00	86-00	172-00	2474-80	2500-00
900	1342-00	70-00	90-00	180-00	2582-00	2650-00
940	1385-20	70-00	94-00	188-00	2677-20	2725-00
980	1428-40	70-00	98-00	196-00	2772-40	2800-00
1020	1450-00	70-00	102-00	204-00	2846-00	2900-00
1060	1450-00	70-00	106-00	212-00	2898-00	2900-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00
1300	1450-00	70-00	130-00	260-00	3210-00	3300-00
1350	1450-00	70-00	135-00	270-00	3275-00	3300-00
1400	1450-00	70-00	140-00	280-00	3340-00	3400-00
1450	1450-00	70-00	145-00	290-00	3405-00	3500-00
1500	1450-00	70-00	150-00	300-00	3470-00	3500-00
1550	1470-00	70-00	155-00	310-00	3555-00	3600-00
1600	1500-00	80-00	160-00	320-00	3660-00	3700-00

STATEMENT No. 2

Existing Scale: Rs. 700-40-1100-50-1600

Revised Scale: Rs.3000-100-3500-125-5000

Basic Pay as on 01.01.1986	D.A. as on 01.01.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
700	1053-50	70-00	70-00	140-00	2033-50	3000-00
740	1113-70	70-00	74-00	148-00	2145-70	3000-00
780	1173-90	70-00	78-00	156-00	2257-90	3000-00
820	1231-60	70-00	82-00	164-00	2367-60	3000-00
860	1286-80	70-00	86-00	172-00	2474-80	3000-00
900	1342-00	70-00	90-00	180-00	2582-00	3000-00
940	1385-20	70-00	94-00	188-00	2677-20	3000-00
980	1428-40	70-00	98-00	196-00	2772-40	3000-00
1020	1450-00	70-00	102-00	204-00	2846-00	3000-00
1060	1450-00	70-00	106-00	212-00	2898-00	3000-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00
1300	1450-00	70-00	130-00	260-00	3210-00	3300-00
1350	1450-00	70-00	135-00	270-00	3275-00	3300-00
1400	1450-00	70-00	140-00	280-00	3340-00	3400-00
1450	1450-00	70-00	145-00	290-00	3405-00	3500-00
1500	1450-00	70-00	150-00	300-00	3470-00	3500-00
1550	1470-00	70-00	155-00	310-00	3555-00	3625-00
1600	1500-00	80-00	160-00	320-00	3660-00	3750-00

STATEMENT No. 3

Existing Scale: Rs. 700-40-1100-50-1600

Revised Scale: Rs. 3700-125-4950-150-5700

Basic Pay as on 01.01.1986	D.A. as on 01.01.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
700	1053-50	70-00	70-00	140-00	2033-50	3700-00
740	1113-70	70-00	74-00	148-00	2145-70	3700-00
780	1173-90	70-00	78-00	156-00	2257-90	3700-00
820	1231-60	70-00	82-00	164-00	2367-60	3700-00
860	1286-80	70-00	86-00	172-00	2474-80	3700-00
900	1342-00	70-00	90-00	180-00	2582-00	3700-00
940	1385-20	70-00	94-00	188-00	2677-20	3700-00
980	1428-40	70-00	98-00	196-00	2772-40	3700-00
1020	1450-00	70-00	102-00	204-00	2846-00	3700-00
1060	1450-00	70-00	106-00	212-00	2898-00	3700-00
1100	1450-00	70-00	110-00	220-00	2950-00	3700-00
1150	1450-00	70-00	115-00	230-00	3015-00	3700-00
1200	1450-00	70-00	120-00	240-00	3080-00	3700-00
1250	1450-00	70-00	125-00	250-00	3145-00	3700-00
1300	1450-00	70-00	130-00	260-00	3210-00	3700-00
1350	1450-00	70-00	135-00	270-00	3275-00	3700-00
1400	1450-00	70-00	140-00	280-00	3340-00	3700-00
1450	1450-00	70-00	145-00	290-00	3405-00	3700-00
1500	1450-00	70-00	150-00	300-00	3470-00	3700-00
1550	1470-00	70-00	155-00	310-00	3555-00	3700-00

1600

1500-00

80-00

160-00

320-00

3660-00

3700-00

STATEMENT No. 4**Existing Scale: Rs. 1200-50-1300-60-1900****Revised Scale: Rs. 3200-100-3700-125-4700**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1200	1450-00	70-00	120-00	240-00	3080-00	3200-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00
1300	1450-00	70-00	130-00	260-00	3210-00	3300-00
1360	1450-00	70-00	136-00	272-00	3288-00	3300-00
1420	1450-00	70-00	142-00	284-00	3366-00	3400-00
1480	1450-00	70-00	148-00	296-00	3444-00	3500-00
1540	1464-00	70-00	154-00	308-00	3536-00	3600-00
1600	1500-00	80-00	160-00	320-00	3660-00	3700-00
1660	1543-80	80-00	166-00	332-00	3781-80	3825-00
1720	1599-60	80-00	172-00	344-00	3915-60	3950-00
1780	1655-40	80-00	178-00	356-00	4049-40	4075-00
1840	1711-20	80-00	184-00	368-00	4183-20	4200-00
1900	1767-00	80-00	190-00	380-00	4317-00	4325-00

STATEMENT No. 5**Existing Scale: Rs. 1200-50-1300-60-1900****Revised Scale: Rs. 3700-125-4950-150-5700**

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1200	1450-00	70-00	120-00	240-00	3080-00	3700-00
1250	1450-00	70-00	125-00	250-00	3145-00	3700-00
1300	1450-00	70-00	130-00	260-00	3210-00	3700-00
1360	1450-00	70-00	136-00	272-00	3288-00	3700-00
1420	1450-00	70-00	142-00	284-00	3366-00	3700-00
1480	1450-00	70-00	148-00	296-00	3444-00	3700-00
1540	1464-00	70-00	154-00	308-00	3536-00	*3700-00
1600	1500-00	80-00	160-00	320-00	3660-00	*3700-00
1660	1543-80	80-00	166-00	332-00	3781-80	*3825-00
1720	1599-60	80-00	172-00	344-00	3915-60	3950-00
1780	1655-40	80-00	178-00	356-00	4049-40	4075-00
1840	1711-20	80-00	184-00	368-00	4183-20	4200-00
1900	1767-00	80-00	190-00	380-00	4317-00	4325-00

*Pay to be stopped up to Rs. 3825 under Note 5 of rule 1.

STATEMENT No. 6

Existing Scale: Rs. 1500-60-1800-100-2000-125/2-2500

Revised Scale: Rs. 4500-150-5700

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc Increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1500	1450-00	70-00	150-00	300-00	3470-00	4500-00

1560	1476-00	80-00	156-00	312-00	3574-00	4500-00
1620	1512-00	80-00	162-00	324-00	3698-00	4500-00
1680	1562-40	80-00	168-00	336-00	3826-40	4500-00
1740	1618-20	80-00	174-00	348-00	3960-20	4500-00
1800	1674-00	80-00	180-00	360-00	4094-00	*4500-00
1900	1767-00	80-00	190-00	380-00	4317-00	*4500-00
2000	1860-00	80-00	200-00	400-00	4540-00	4650-00
2125	1976-30	80-00	213-00	425-00	4819-30	4950-00
2250	2092-50	100-00	225-00	450-00	5117-50	5250-00
2375	2208-80	100-00	238-00	475-00	5396-80	5400-00
2500	2325-00	100-00	250-00	500-00	5675-00	5700-00

*Pay to be stopped up to Rs. 4650 under Note 5 of rule 1.

STATEMENT No. 7

Existing Scale: Rs. 1500-60-1800-100-2000-125/2-2500

Revised Scale: Rs. 4500-150-5700-200-6300

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc Increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1500	1450-00	70-00	150-00	300-00	3470-00	4500-00
1560	1476-00	70-00	156-00	312-00	3574-00	4500-00
1620	1512-00	80-00	162-00	324-00	3698-00	4500-00
1680	1562-40	80-00	168-00	336-00	3826-40	4500-00
1740	1618-20	80-00	174-00	348-00	3960-20	4500-00
1800	1674-00	80-00	180-00	360-00	4094-00	*4500-00
1900	1767-00	80-00	190-00	380-00	4317-00	*4500-00
2000	1860-00	80-00	200-00	400-00	4540-00	4650-00
2125	1976-30	80-00	213-00	425-00	4819-30	4950-00
2250	2092-50	100-00	225-00	450-00	5117-50	5250-00
2375	2208-80	100-00	238-00	475-00	5396-80	5400-00
2500	2325-00	100-00	250-00	500-00	5675-00	5700-00

*Pay to be stopped up to Rs. 4650 under Note 5 of rule 1.

STATEMENT No. 8

Existing Scale: Rs. 1500-60-1800-100-2000-125/2-2500

Revised Scale: Rs. 4500-150-5700-200-7300

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc Increase of 20% (Minimum of Rs. 75) to be added	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1500	1450-00	70-00	150-00	300-00	3470-00	4500-00
1560	1476-00	70-00	156-00	312-00	3574-00	4500-00
1620	1512-00	80-00	162-00	324-00	3698-00	4500-00
1680	1562-00	80-00	168-00	336-00	3826-00	4500-00
1740	1618-00	80-00	174-00	348-00	3960-00	4500-00
1800	1674-00	80-00	180-00	360-00	4094-00	*4500-00
1900	1767-00	80-00	190-00	380-00	4317-00	*4500-00
2000	1860-00	80-00	200-00	400-00	4540-00	4650-00
2125	1976-30	80-00	213-00	425-00	4819-30	4950-00
2250	2092-50	100-00	225-00	450-00	5117-50	5250-00
2375	2208-80	100-00	238-00	475-00	5396-80	5400-00
2500	2325-00	100-00	250-00	500-00	5675-00	5700-00

*Pay to be stopped up to Rs. 4650 under Note 5 of rule 1.

STATEMENT No. 9

Existing Scale: Rs. 425-15-500-EB-15-560-20-700-(16-Years)

Revised Scale: Rs. 1400-40-1800-EB-50-2300-(20 Years)

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

1	2	3	4	5	6	7
425	756-60	60-00	50-00	85-00	1376-60	1400-00
440	763-00	60-00	50-00	88-00	1401-00	1400-00
455	769-40	60-00	50-00	91-00	1425-40	1400-00
470	775-80	60-00	50-00	94-00	1449-80	1480-00
485	782-10	60-00	50-00	97-00	1474-10	1480-00
500	788-50	60-00	50-00	100-00	1498-50	1520-00
515	794-90	60-00	52-00	103-00	1524-90	1560-00
530	801-30	60-00	53-00	106-00	1550-30	1560-00
545	820-20	60-00	55-00	109-00	1589-20	1600-00
560	842-80	60-00	56-00	112-00	1630-80	1640-00
580	872-90	60-00	58-00	116-00	1686-90	1720-00
600	903-00	60-00	60-00	120-00	1743-00	1760-00
620	933-10	60-00	62-00	124-00	1799-10	1800-00
640	963-20	60-00	64-00	128-00	1855-20	1900-00
660	993-30	60-00	66-00	132-00	1911-30	1950-00
680	1023-40	60-00	68-00	136-00	1967-40	2000-00
700	1053-50	70-00	70-00	140-00	2033-50	2050-00

Note:-Column Nos. 8 to 12 are not applicable to this revised scale.

STATEMENT No. 10

Existing Scale: Rs. 550-25-750-EB-30-900-(13 Years)

Revised Scale: Rs. 1640-60-2600-EB-75-2900-(20 Years)

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
550	827-80	60-00	55-00	110-00	1602-80	1840-00
575	865-40	60-00	58-00	115-00	1673-40	1700-00
600	903-00	60-00	60-00	120-00	1743-00	1760-00
625	940-60	60-00	63-00	125-00	1813-60	1820-00
650	978-30	60-00	65-00	130-00	1883-30	1940-00
675	1015-90	60-00	68-00	135-00	1953-90	2000-00
700	1053-50	70-00	70-00	140-00	2033-50	2060-00

725	1091-10	70-00	73-00	145-00	2104-10	2120-00
750	1128-80	70-00	75-00	150-00	2173-80	2180-00
780	1173-90	70-00	78-00	156-00	2257-90	2300-00
810	1217-80	70-00	81-00	162-00	2340-80	2360-00
840	1259-20	70-00	84-00	168-00	2421-20	2480-00
870	1300-60	70-00	87-00	174-00	2501-60	2540-00
900	1342-00	70-00	90-00	180-00	2582-00	2600-00

Note:—Column Nos. 8 to 12 are not applicable to this revised scale.

STATEMENT No. 11

Existing Scale: Rs. 700-40-1100-(10 Years)

Revised Scale: Rs. 2200-75-2800-EB-100-3700-(17 Years)

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% (Minimum Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs. 1	Rs. 2	Rs. 3	Rs. 4	Rs. 5	Rs. 6	Rs. 7
680	1023-40	60-00	68-00	136-00	1967-40	2200-00
720	1083-60	70-00	72-00	144-00	2089-60	2200-00
760	1143-80	70-00	76-00	152-00	2201-80	2275-00
800	1204-00	70-00	80-00	160-00	2314-00	2350-00
840	1259-20	70-00	84-00	168-00	2421-20	2425-00
880	1314-40	70-00	88-00	176-00	2528-40	2575-00
920	1363-60	70-00	92-00	184-00	2629-60	2650-00
960	1406-80	70-00	96-00	192-00	2724-80	2725-00
1000	1450-00	70-00	100-00	200-00	2820-00	2900-00
1050	1450-00	70-00	105-00	210-00	2885-00	2900-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00

STATEMENT No. 12

Existing Scale: Rs. 700-40-1100-50-1300

Revised Scale: Rs. 2200-75-2800-EB-100-3700-(17 Years)

Basic Pay as on 1.1.1986	D.A. as on 1.1.1986	Interim Relief I	Interim Relief II	Ad-hoc increase of 20% Minimum (Rs. 75)	Total of Columns 1 to 5	Pay in the Revised Scale
Rs. 1	Rs. 2	Rs. 3	Rs. 4	Rs. 5	Rs. 6	Rs. 7
680	1023-40	60-00	68-00	136-00	1967-40	2200-00
720	1083-60	70-00	72-00	144-00	2089-60	2200-00
760	1143-80	70-00	76-00	152-00	2201-80	2275-00
800	1204-00	70-00	80-00	160-00	2314-00	2350-00
840	1259-20	70-00	84-00	168-00	2421-20	2425-00
880	1314-40	70-00	88-00	176-00	2528-40	2575-00
920	1363-60	70-00	92-00	184-00	2629-60	2650-00
960	1406-80	70-00	96-00	192-00	2740-80	2725-00
1000	1450-00	70-00	100-00	200-00	2820-00	2900-00
1050	1450-00	70-00	105-00	210-00	2885-00	2900-00
1100	1450-00	70-00	110-00	220-00	2950-00	3000-00
1150	1450-00	70-00	115-00	230-00	3015-00	3100-00
1200	1450-00	70-00	120-00	240-00	3080-00	3100-00
1250	1450-00	70-00	125-00	250-00	3145-00	3200-00

**Accompaniment to Government Resolution, Education and Employment Department, No. NGC
1286/(1224)/UNI-4, dated 27.02.1989**

APPENDIX III

FORM OF OPTION

I,Substantive holder of the post of
.....
in the scale of Rs.in the College.....hereby.

- (i) elect the revised scale of the post with effect from 1.1.1986;
- (ii) elect to retain the existing/Pre Jan. 86 scale of pay of the post until; the date of my next increment.
the date of my subsequent increment.
raising my pay to Rs.....
I vacate or cease to draw pay in that scale.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date:

Signature

Signed before me

Date:

Signature

(Principal of the College)

(Reviewed the above declaration)

Date:

Signature

(Head of the Institution)

Note:—The option should be exercised separately in respect of substantive and officiating appointments. To be scored out if not applicable.

Accompaniment to Government Resolution, Education and Employment Department No. NGC 1286/(1224)/UNI-4, dated 27.02.1989

APPENDIX IV

FORM OF AGREEMENT

THIS AGREEMENT made thisday of One thousand Nine hundred and Eighty nine between Shri./Smt./Kum. Demonstrator/Tutor/Reader/Senior/Junior Lecturer/Professor of Principal ofCollege/University Established by hereinafter referred to as “the Employee” (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part andCollege/University hereinafter referred to as “the said College/University” of the Other Part.

WHEREAS the Employee has been working as a Demonstrator/Tutor/Reader/ Senior/Junior Lecturer/Professor of.....Principal of the said College/University from theday of 198

AND WHEREAS the Government of Maharashtra has by Government Resolution Education and Youth Services Department bearing No. NGC 1286/(1224)/UNI-4, dated the 27.02.1989 (hereinafter referred to as “the said Resoluton” a copy whereof is annexed hereto) sanctioned a scheme for revision of the pay scales of the University and college teachers and other measures for improving statement in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revise the pay scale of the Employee on the Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Maharashtra by the said Resolution which the Employee has agreed to do.

NOW THIS AGREEMENT WITNESSTH AND IT IS HEREBY AGREED AND DECIDED by and between Parties hereto as follows:

In consideration of the said College/University agreeing to revise the pay scale of the Employee and to pay to him/her the remuneration as may be payable to him/her as per the said relevant revised scale applicable to him/her as specified in the said Resolution, not with standing anything to contrary in

that regard contained in his/her contract of service and/or conditions of service the Employee both hereby:

- (1) agree, accept and duly comply with the terms and conditions specified in the said Government Resolution;
- (2) agree to have these conditions inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter;
- (3) agree that in the event of his failure to abide by these conditions he shall cease to derive benefits of revised pay scales.

IN WITNESS WHEREOF Shri./Smt./Kum. the Employee above-names has hereto set his/her hand and

Common seal of University has been here unto affixed.

.....

Members of the Managing Committee/Governing Body of have set their respective hands the day and year first hereinabove written.

Signed and deliver by

Shri./Smt./Kum.....

the Employee above named in the presence of

1.....

2.....

3.

OR

Signed and delivered by:

1.....

2.....

3.....

4..... 5 Etc. the present Members
..... of the Managing Committee/Governing Body of
..... in the presence
of

1.....

2.....

APPENDIX V

Performance Appraisal Report-I*

Self Appraisal

A. General Information

- (a) Name
(b) Address (Residential) Ph. No.
(c) Designation
(d) Department
(e) Date of Birth
(f) Area of Specialization

B. Academic Qualifications

Exam. Passed	Board/University	Subjects Year	Division/Grade Merit etc.
High School			
Higher Secondary or Pre-degree			
Bachelor's degree(s)			
Master's degree(s)			
Research degree(s)			
Others (Diplomas/Certificates etc.)			

C. Research Experience and Training

Research Stage	Title of Work/Theses	University where the work was carried out
M. Phil. or equivalent		
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (Give names of students guided successfully)		
Training (please specify)		

*For teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.

D. Research Projects carried out

Title of the Project	Name of the Funding Agency	Duration	Remarks
----------------------	----------------------------	----------	---------

E. Seminar, Conference, Symposia, Workshops etc. attended

Name of the Seminar/Conference/Symposia Workshop etc.	Name of the Sponsoring Agency	Place and Date
---	-------------------------------	----------------

F. Teaching Experience

Courses Taught	Name of University/College/Institution	Duration
(i) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)		
(ii) P.G. (M.A./M.Sc., etc.)		
(iii) M.Phil.		
(iv) Any other		

Total Teaching Experience:.....

- (a) ... Under-graduate (Pass) :.....
- (b) Under-graduate (Hons.) :.....
- (c) Post-graduate :.....

G. Innovations/Contribution in Teaching

- (a) Design of curriculum :
- (b) Teaching methods :
- (c) Laboratory experiment :
- (d) Evolution methods :
- (e) Preparation of resource :
material including books,
reading materials, laboratory
manuals etc.
- (f) Remedial Teaching/Student Counselling
(academic)
- (g) Any other.

H. Extension Work/Community Service:

- (a) Please give a short account of your contribution to:
 - (i) Community work such as values of National integration, secularism, democracy, socialism,

humanism, peace, scientific temper, flood or drought relief, small family norms etc.

(ii) National Literacy Mission.

(b) Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity.

I Participation in Corporate Life:

Please give a short account of your contribution to:

- (a) College/University/Institution
- (b) Co-curricular Activities
- (c) Enrichment of Campus Life
(Hostels, sports, games, cultural activities)
- (d) Students Welfare and Discipline
- (e) Membership/Participation in Bodies/
Committees on Education and National Development.
- (f) Professional Organization of Teachers

J. (a) Membership of Professional Bodies,
Societies etc.

(b) Editorship of Journals

K. Any other information.

(Signature of the Teacher).

Performance Appraisal Report-II*

Self Appraisal

A. General Information

- (a) Name
- (b) Date of Birth
- (c) Address (Residential)
- (d) Designation
- (e) Department
- (f) Area of Specialization
- (g) Date of Appointment
 - (i) in the Institution
 - (ii) in the Present Post
- (h) Honours Conferred

Ph. No.

B. Teaching

(a) Class Taught

Class	Periods
-------	---------

	Assigned per week		Taught in the year		Steps taken for the teaching of periods missed during absence of leave
	**L	T/F	L	T/F	
	(1)		(2)		(3)
(i)	U.G. (B.A./B.Sc. etc., Pass) (B.A./B.Sc. etc. Hons.)				
(ii)	PG (M.A./M.Sc., etc.)				
(iii)	M.Phil.				
(iv)	Any other				

* (To be filled at the end of every academic year)

** L = Lecture T = Tutorial P = Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan synopses of lectures, and reading lists supplied to students.

(d) Details of participation in the following:

(i) University
Evaluation

(ii) Internal
Evaluation

(iii) Paper Setting

(iv) Assessment of
Home assignments

(v) Conduct of Examinations

(vi) Evaluation of Dissertation etc.

C. Details of Innovations/Contribution in Teaching during the year:

(a) Design of curriculum:

(b) Teaching methods

(c) Laboratory experiments:

(d) Evaluation methods:

(e) Preparation of resource material
including books, reading materials,
laboratory manuals etc.

(f) Remedial Teaching/Student
Counselling (academic)

(g) any other

D. Improvement of Professional Competence

(a) Details regarding refresher course/orientation attended,
participation in summer schools, workshops, seminars, symposia

etc. including open university courses/M.Phil., Ph.D.

E. Research contributions:

- (a) Number of students (M.Phil./Ph.D.)
- | At the beginning of the year | Registered during the year | Completed during the year |
|------------------------------|----------------------------|---------------------------|
| M.Phil. | | |
| Ph.D. | | |
- (b) No. of research papers published (Please enclose list)
- (c) Research Projects
- | Title of the Project | Name of the funding agency | Duration |
|----------------------|----------------------------|----------|
|----------------------|----------------------------|----------|
- (d) Details of Seminars, Conferences, Symposia organised.
- (e) Patents taken, if any, give a brief description.
- (f) Membership of Professional Bodies.
Editorship of Journals etc.

F. Extension Work/Community Service.

- (a) Please give a short account of your contribution to:
- Community work such as values of National integration, Secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - National Literacy Mission
- (b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS) or NCC or any other similar activity.

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- College/University/Institution
- Co-Curricular activities
- Enrichment of Campus Life
(hostels, sports, games, cultural activities)
- Students' Welfare and Discipline
- Membership/Participation in Bodies/
Committees on Education and National Development.

(f) Professional organization of Teachers.

H. Assessment

(a) Steps taken by you for the evaluation of the course programme taught

I. General Data

State brief assessment of your performance indicating

(a) achievements, (b) difficulties faced and

(c) suggestions for improvement.

Signature of the Teacher

J. *Verification of factual data:

A. General Information.

B. Teaching.

C. Details of Innovations/Contribution in Teaching, during the year.

D. Improvement of Professional Competence.

E. Research contributions.

F. Extension Work/Community Service.

G. Participation in Corporate Life.

Signature of the Person authorised

* By a person to be nominated by Principal/Vice-Chancellor.

APPENDIX VI

Code of Professional Ethics for University and College Teachers Preamble

I. Goal of Higher Education in our Country:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. Teachers and their Rights:

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

The Code of Professional Ethics

I. Teachers and Their Responsibilities:

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

Teachers should:

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community Service.

II. Teachers and the Students:

Teachers should:

- (i) respect the right and dignity of the student in expressing his/her opinion;

- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration

III. Teachers and Colleges:

Teachers should:

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

IV. Teachers an Authorities:

Teachers should:

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made; and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

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

VI. Teachers and Guardians:

Teachers should:

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

VII. Teachers and Society:

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

APPENDIX "A"

(S. 412)

Formula for Fixation of Pay in the Revised Scales

I. The initial pay in the revised scale shall be fixed in the following manner:

(A) In the case of the teacher drawing basic pay not more than Rs. 1,800/- in the existing scale.

(a) An amount representing five per cent of the basic pay subject to a minimum of Rs. 15/- and a maximum of Rs. 50/- shall be added to the existing emolument of the teacher.

Explanation I:—Existing emoluments means a basic pay plus dearness allowance as on 31.12.1972 plus interim relief, if any, sanctioned during 01.03.1970 and January 1973 and not any other allowance.

Explanation II:—If the amount so computed includes a part of a rupee, then if such part is fifty paise or more, it shall be increased to one complete rupee and if such part is less than fifty paise, it shall be ignored.

(b) After the existing emoluments have been increased and computed as specified in clause (a) the pay shall be fixed in the revised scale at the stage equal to the amount so computed or, if there is no such stage in the revised scale, at the stage next above the amount so computed.

Provided that:

(i) If the amount as computed under clause (a) is less than the minimum of the revised scale, the pay shall be fixed at the minimum of that scale.

(ii) If the amount as computed under clause (a) is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Provided further that, except in case where the pay is fixed at the minimum of the revised scale, if the revised emoluments as determined under this sub-rule, exceeds the existing emolument by more than Rs. 100/- the initial pay shall be fixed at the highest stage in the revised scale at which the revised emolument payable does not exceed the existing emolument by Rs. 100/- and the difference, if any, between the existing emoluments plus Rs. 100/- and the revised emoluments so payable shall be allowed as personal pay to be absorbed in future increment(s).

Explanation:—Revised emolument means the basic pay of the teacher in the revised scale.

(B) In the case of a teacher drawing basic pay exceeding Rs. 1,800/- in the existing scale, the initial pay in the revised scale shall be fixed under the provisions of B.C.S.R. 41, 44 and 57 and for this purpose his pay in the existing scale shall be deemed to include the dearness allowance, if any, drawn by him.

Note 1:— Where the teacher is holding a permanent post and is officiating in a higher post and the scale applicable to these two posts are merged into one scale, the pay shall be fixed under this sub-rule with reference to the officiating post only, provided he has continuously officiated in that post for not less than one year as on 01.01.1973 and the pay so fixed shall be treated as substantive pay. Where such teacher has not completed one year's continuous service in the higher officiating post as on 01.01.1973

his pay in the revised scale shall be fixed separately with reference to his substantive pay and officiating pay in the existing scale and his pay in the revised scale fixed with reference to the officiating pay shall be treated as substantive pay in that scale either on confirmation in the higher officiating post or after rendering service for the period by which it fell short of one year on 01.01.1973, whichever is earlier, provided that in the latter case, it is certified by the appointing authority that he would have continued to officiate in the higher post during this period had the revised scale not been introduced. If, however, the appointing authority certifies that he would have reverted to the lower post during this period, his pay in the revised scale would, from the date on which he would have reverted, be regulated on the basis of the pay fixed on 01.01.1973 with reference to his substantive pay in the lower post.

Note 2:— Where the existing emolument exceeds the revised emolument the difference shall be allowed as personal pay to be absorbed in future increment(s).

Note 3:— Where in the fixation of pay under clause (b) of paragraph (A) or under paragraph (B) the pay of the teacher drawing pay at more than five consecutive stages in the existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage the pay in the revised scale of such of the teacher who is drawing pay beyond the first five consecutive stages in the existing scale shall be stepped upto the stage where such bunching occurs, as under, by the grant of increment(s) in the revised scale in the following manner, namely:

- (a) for teacher drawing pay from the 6th upto 10th stage in the existing scale—by one increment.
- (b) for teacher, drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage—by two increments.
- (c) for teacher drawing pay from the 16th upto 20th stage in the existing scale, if there is bunching beyond the 15th stage—by three increments.

If by stepping up of the pay as above, the pay of one teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of another teacher who was drawing pay to the next higher stages in the same existing scale is fixed, the pay of the latter shall also be stepped upto only to the extent by which it falls short that of the former.

Note 4:— Where in the fixation of pay under clause (b) of paragraph (A) or paragraph (B) the pay of a teacher, who in the existing scale was drawing immediately before 01.01.1973 more pay than another teacher junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior his pay shall be stepped upto the same stage in the revised scale as that of the junior.

Note 5:— Where as on 01.01.1973, the teacher is in receipt of personal pay which together with his existing emolument exceeds the revised emoluments then, the difference representing such excess shall be allowed to such teacher as personal pay to be absorbed in future increments.

II. Date of next increment in the revised scale.

The next increment of the teacher whose pay has been fixed in the revised scale in accordance with rule I shall be granted on the date he would have drawn his increment had he continued in the existing scale;

Provided that in cases where the pay of a teacher is stepped up in terms of Note 3 of the rule I the next increment shall be granted on the completing of qualifying service of twelve months from the date of the stepping up of the pay in the revised scale;

Provided further that, in cases other than those covered by the preceding proviso, the next increment of a teacher whose pay is fixed on the 1st day of January, 1973 at the same stage as the one fixed for another teacher junior to him in the same cadre and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

Explanation:—For the purpose of this rule, increment shall be construed to mean stage in the time scale and not necessarily actual increases in pay (that is to say, where an increment in any scale is not annual, the increment shall be construed as carrying as many as the number of years of service required to be rendered for earning an increment).

APPENDIX "B"

Statute (415) (4)

DEED OF CONTRACT OF SERVICE

This agreement made on the.....day of19.....between Shri./Smt./Kum./Prof./Dr.....hereinafter referred to as "the Teacher" of the first part and the University of Poona a University being a body corporate and constituted under the Poona University Act, 1974, being Maharashtra Act No. XXIII of 1974 hereinafter called "the University or the Management of the affiliated college or recognized institution" of the second part

It is hereby agreed by and between the parties hereto as under:

1. That the University/Management of the affiliated College/Recognized Institution hereby appoints Shri./Smt./Kum./Prof./Dr..... as ainin the scale of Rs..... (Post).....in the University Department of (subject)..... In...../College/..... Institution with effect from the date when the said..... takes charge of the duties of his office and the said..... hereby agrees to abide by the conditions of service, leave rules and conduct, discipline and appeal rules as are prescribed and will be prescribed hereafter by the Statutes.

2. That the said parties agree and undertake to be bound by the Act, Statutes, Ordinances, Regulations, Rules and Orders of the University/Management for the time being in force and as may be

amended and/or modified from time to time and brought into force at a later date and which shall be deemed to form part of the agreement.

3. That the said parties agree that this agreement shall continue in force till the date of superannuation of the Teacher or until determined by notice in writing as required under the Statutes relating to the conditions of service for the University/College/ Recognized Institution teacher.

IN WITNESS Whereof the parties hereto have set their hands and seals on the date of the month and year above mentioned.

Date:

Place:

Signed by the said

Signed and sealed on behalf
of the University/College/
Recognized Institution

.....

.....

(Teacher)

Registrar/Chairman/Director,
University/Management

In the presence of

- 1.
- 2.

APPENDIX "C"

Statute (551) (2)

1. B.C.S.R. 377. Gradation of Government Servants:

For the purpose of calculating travelling allowance Government servants are divided into three grades as follows:

First Grade	.. Rs. 1000/- and above.
Second Grade	.. Rs. 425/- to Rs. 999/-.
Third Grade	.. Below Rs. 425/-.

2. B.C.S.R. 400. Railway Journeys:

Officers of grade I and II shall be entitled to travel by rail by first class and those of grade III by second class. The first and the second grade Officers will be paid 1st class fares for their rail journey each way only if they mention the serial number of the 1st class rail ticket and the date marked on the ticket in their Travelling Allowance bill, they will, otherwise be paid rail fare by second class only.

3. B.C.S.R. 414. I and II—Road Kilometrage:

- (i) The kilometreage allowance admissible to Government servant travelling in a State Transport motor vehicle will be the cost of a single seat only.
- (ii) The rates of road kilometreage for journeys in owned or hired vehicles shall be as follows:–

Grade of Govt. Servants	Owned/hired car		Owned/hired Jeep		Assigned Car		Assigned Jeep		Motor Cycle Scooter	Other means
	Petrol	Diesel	Petrol	Diesel	Petrol	Diesel	Petrol	Diesel		
I and II	125	95	(Figures are in Paisa per kilometer)							
			150	95	110	80	135	80	50	10
III	–	–	–	–	–	–	–	–	50	10

- (iii) The kilometreage allowance admissible to Government servants travelling by hiring a seat in service taxies, which have been authorised by the R.T.O. to run between different places, connected or not connected by rail, will be the actual charge for a single seat paid limited to the railway fare of the class of accommodation to which the Government servant is entitled to travel between the places connected by the rail or limited to road kilometreage applicable to him between the places not so connected.
- (iv) Road Kilometreage for the road journey incidental to Rail/Steamer/Air Journey shall be permitted if the sum of such journeys performed in one calendar day exceeds 5 kilometres.

4. B.C.S.R. 403, 409, 414 II A. Incidental charges for journey period:

Daily allowance shall be held admissible for the entire period of absence from the normal place of duty i.e. including the period taken for journey. For calculating the period of absence, a grace period of 2 hours in the case of Air Journey and one hour in the case of Railway/Steamer/Bus Journeys before the Scheduled departure and a similar grace period after the scheduled arrival time of Train/Steamer/Bus shall be allowed. No such grace period shall be allowed for journey performed in the hired/owned/Government vehicles. Daily allowance payable for journey period including grace period shall be at the ordinary rates.

5. B.C.S.R. 420 and 422. Daily Allowance:

Grade	Pay slab	Ordinary rate	Special rate at Bombay, Pune, Nagpur, Aurangabad, Nasik and Amravati	Rate for staying in Hotels charging scheduled tariff	
				Ordinary rate	Special rate at Bombay, Pune, Nagpur, Aurangabad, Nasik and Amravati
1	2	3	4	5	6
I	2000 and above	37	45	58	70
	1000-1990	35	42	58	70
II	750-999	23	32	40	54
	425-749	18	23	32	40
III	Below Rs. 425	15	19	24	32

(for claiming D.A. for staying at Hotels receipt is necessary.)

- (ii) The Officer who is provided with free lodging or boarding or both, shall be allowed D.A. at reduced rates as shown below—

When only lodging is provided $\frac{3}{4}$ th of the admissible rate.

When only boarding is provided $\frac{1}{2}$ of the admissible rate.

When both lodging and boarding are provided $\frac{1}{4}$ th of the admissible rate.

- (iii) Daily Allowance at full rate shall be admissible for every 24 hours of absence, payment, for fraction of 24 hours being regulated as under:

<i>Duration of Absence</i>	<i>Daily Allowance</i>
Upto 6 hours	..30 percent of the admissible rate.
6 to 12 hours	..50 percent of the admissible rate.
More than 12 hours	..Full D.A.

- (iv) Daily Allowance for prolonged halts shall be admissible at full rate for the first 30 days and at $\frac{3}{4}$ th of the full rate for the remaining period.

Journey on Excursion Tours:

B.C.S.R. 517: Government servants belonging to Educational Institutions who are required to accompany parties of their students on excursion tours should be allowed to draw travelling allowances as on tour.

B.C.S.R. 518: Students in all Educational Institutions may, at the discretion of the competent authority be allowed T. A. as shown below at Government expenses when they go on excursion tours conducted for their benefit.

Rail: Second Class single fare.

Steamer: Second Class single fare.

Road: Actual expenditure not exceeding the rate of kilometreage admissible to Government servants of the third grade.