

**UNIVERSITY CALENDAR**  
**Volume – III Part - A**

**Part - A : ORDINANCES**  
**(As amended upto March, 2022)**



**Indira Gandhi University**  
**Meerpur-Rewari**

**(Established under Haryana Act. No. 29 of 2013)**

**Bandaru Dattatraya**

Governor, Haryana



**बंडारु दत्तात्रेय**

राज्यपाल, हरियाणा

## Message

**Date 14-03-2022**

I am pleased to know that Indira Gandhi University, Meerpur, Rewari, has now formulated its own Rules and Regulations Calendars (Volumes I-1V), which will make the functioning of the university, established under Haryana Act No. 29 of 2013, smoother and faster. I look forward to seeing the University Calendar of Rules and Regulations!

As a seat of learning, every university has to have its own set of Rules and Regulations which should be adhered to in totality to maintain the highest level of transparency in its functioning and efforts to meet the stated grand goals.

I will also take this opportunity to call upon faculty members, students and staff of Indira Gandhi University, Meerpur, to promote the culture of entrepreneurship, research, development, innovation and extra-curricular activities in tune with the new National Education Policy-2020.

Similarly, concerted efforts should go on generating e-content, introducing online/offline tutorial classes and exposing students to emerging technologies such as Internet of Things, Blockchain Technologies, Drones, 3D Printing, Artificial Intelligence, Automation, Solar Panels and so on. We wish to see our students as job givers, and not just to be job seekers!

Best Wishes!

  
**(Bandaru Dattatraya)**

Web.-<http://haryanarajbhavan.gov.in>



**Vice Chancellor**

## **MESSAGE**

I deem it my pleasure and privilege to dedicate to IGU its very own Calendar Volume I and Volume II. As is well known, the University Calendar serves as the Constitution for a University as it contains Acts and Statutes, Rules and Regulations etc. It provides guidelines to all the statutory functionaries of a university about the procedures involved and taking appropriate decisions which are in sync with the ethos of the university. In essence, it provides a glimpse into the ecosystem of the university at large and hence its significance is unparalleled.

Atmanirbharta or self-reliance is one of the most exalted objectives in every sphere as outlined by Hon'ble Prime Minister too. Ever since the inception of Indira Gandhi University in 2013, this is the first time that we have designed our own Calendar. For almost 9 years, IGU had been following the Calendar of MDU, Rohtak. This is itself posed a lot of challenges as we had to keep a vigilant eye on the changes introduced by MDU in its Calendar from time to time.

Bringing out its own Calendar is a proud moment not only for me as a Vice-Chancellor of this university but for all the teaching and non-teaching employees. It gives an insight into the self-belief and a zeal on the part of IGU to carve a niche of its own.

In issuing this Calendar, we have taken the first pivotal step. This will pave the journey ahead when revisions and re-revisions will be introduced as and when required.

I thank all the functionaries who have meticulously put together this Calendar and heartily congratulate all those associated with IGU on this momentous occasion. I particularly thank Prof. S.C. Arora, Prof. A.S. Yadav, Dr. Sonu Madan and Mr. Ravindra for their tireless efforts in making this project a success.

**Prof. S.K. Gakhar**

# **UNIVERSITY CALENDAR**

**Volume – III**

**PART-A : ORDINANCES**

**INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**

(A State University Established under Haryana Act No. 29 of 2013)

# UNIVERSITY CALENDAR

## Volume – III

### PART-A : ORDINANCES

<b>Sr. No.</b>	<b>Contents</b>	<b>Page No.</b>
1.	Qualifications for Appointment of Teachers and Equivalent Cadres in University and Colleges	3-85
2.	The Indira Gandhi University Service & Conduct Rules for Non-Teaching Employees	86-145
3.	Departmental Committees and Duties and Functions of Chairpersons/Directors	146-149
4.	Establishment Committee	150
5.	Library Committee	151
6.	Protection against Sexual Harassment	152-158

**CHAPTER - 1**  
**QUALIFICATIONS FOR APPOINTMENT OF**  
**TEACHERS AND EQUIVALENT CADRES IN**  
**UNIVERSITY AND COLLEGES**

**1.1 Qualification for the post of Assistant Professor (Universities and Colleges)**

- (i) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been laid down by the UGC through its regulations, and so adopted by the State Government vide letter No. 7/66-2003 C IV (3) dated 17.7.2009. (Appendix-I)
- (ii) The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level.
- (iii) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.
- (iv) A relaxation of 5% may be provided at the Graduate and Master's level for the Scheduled Caste / Scheduled Tribe / Differently abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (v) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

- (vi) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
- (vii) Qualifications for teachings posts in professional disciplines regulated by Statutory Bodies such as AICTE, Pharmacy Council of India, etc. shall be the same as prescribed by these Statutory Bodies and approved by the State Govt. from time to time.

## **1.2 Qualifications for the post of College Principal**

- (i) Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- (ii) A Ph.D. Degree in concerned / allied / relevant discipline in the institution concerned with evidence of published work and research guidance.
- (iii) Associate Professor / Professor with a total experience of fifteen years of teaching / research / administration in Universities, Colleges and other institutions of higher education.
- (iv) The period of time taken by candidates to acquire M.Phil and / or Ph.D. Degree shall not be considered as teaching / research experience to be claimed for appointment to the post of Principal.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables 1 to IX of Appendix II.

## **1.3 Qualifications for the direct recruitment of Professor and Associate Professor in Universities.**

### **A. Professor -**

- (i) An eminent scholar with Ph.D. qualification(s), in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications in Refereed Journals.

- (ii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii) A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricular and courses, and technology - mediated teaching learning process.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of Appendix II.

OR

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

**B. Associate Professor**

- (i) Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.
- (ii) The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- (iii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (iv) A minimum of eight years of experience of teaching and/or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / Industry excluding the period of Ph. D. research with evidence of published work and a minimum of 5 publications as books and / or research papers in refereed journals only / policy papers.
- (v) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.



- (vi) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of Appendix II.

#### **1.4 Qualifications for Music and Dance Disciplines**

##### **A. Assistant Professor (Universities and Colleges) :**

- (i) Good academic record with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.
- (ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/ Institutions.
- (iii) NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.

##### **B. Associate Professor (Direct Recruitment for Universities only) :**

- (i) Good academic record with doctoral degree, with performing ability of high professional standard.
- (ii) Eight years of experience of teaching at the University, College level and / or research in University / national level institutions excluding the period spent for obtaining the research degree has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- (iii) Contribution to educational innovation such as designing of new courses, curricula and / or outstanding performing achievement in the field of specialization.

**C. Professor (For Universities) :**

- (i) An eminent scholar with a doctoral degree and actively engaged in research with ten years of experience in teaching in University/ College and / or research at the University / National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.
- (ii) The Ph.D Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii) A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of Appendix II.

OR

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

**1.5 Qualifications for Drama Discipline (Universities) :**

**A. Assistant Professor :**

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

- (ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.
- (iii) Without prejudice to the above, NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.

**B. Associate Professor :**

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

**C. Professor :**

- (i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and / or research at the University / National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.
- (ii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE

- (iii) A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of Appendix II.

OR

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

**1.6 Qualifications for Visual (Fine) Arts Disciplines (Universities)**

**A. Assistant Professor**

- (i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.
- (ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification, candidates, who are, or have been awarded a Ph. D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/ Institutions.
- (iii) Without prejudice to the above, NET / SLET / SET shall also not be required for such Master's Programmes in disciplines for which NET / SLET / SET is not conducted.

**B. Associate Professor :**

- (i) Good academic record with doctoral degree with performing ability of high professional standard.
- (ii) Eight years of experiences of teaching in a University / College and/ or research in University / national level institutions excluding the period spent for obtaining the research degree of M.Phil/Ph.D.
- (iii) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- (iv) Contributions to educational innovation such as designing new courses and / or curricula and / or outstanding performing achievements in the field of specializations.

**C. Professor :**

- (i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and / or research at the University / National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.
- (ii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (iii) A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of Appendix II.

OR

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

**2. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE :**

It is hereby clarified that where the University / College / Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage Equivalent</b>
'O' Outstanding	5.50 - 6.00	75-100
'A' Very Good	4.50 - 5.49	65-74
'B' Good	3.50 - 4.49	55-64
'C' Average	2.50 - 3.49	45-54
'D' Below Average	1.50 - 2.49	35-44
A. Poor	0.50 - 1.49	25-34
B. Fail	0 - 0.49	0-24

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

**A. UNIVERSITY LIBRARIAN**

- (i) Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- (ii) At least thirteen years as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian.
- (iii) Evidence of innovative library service and organization of published work.
- (iv) **Desirable** : A M.Phil/Ph.D. Degree in Library Science/ Information Science / Documentation / Archives and manuscript - keeping.

**B. DEPUTY LIBRARIAN**

- (i) A Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- (ii) Five years experience as an Assistant University Librarian / College Librarian.
- (iii) Evidence of innovative library service and Organization of Published work and professional commitment, computerization of Library.
- (iv) **Desirable** : A M.Phil./ Ph.D. Degree in Library Science / Information Science / Documentation / Archives and manuscript keeping / computerization of Library.

**C. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- (i) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks for an equivalent grade in a point scale wherever grading system is followed and a consistently good academic record with knowledge of computerization of library.
- (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

**3.2 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS**

**A. University Director of Physical Education and Sports**

- (i) A Ph.D. in Physical Education.
- (ii) Experience of atleast ten years as University Deputy Director or fifteen years as University Assistant DPEs College (Selection Grade).
- (iii) Participation in at least two national /international seminars/ conferences.
- (iv) Consistently good appraisal reports.

QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE

- (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (vi) Evidence of having produced good performance teams athletes for competitions like State /National /Inter-University /Combined University etc.

**B. University Deputy Director of Physical Education and Sports/  
College Director of Physical Education and Sports**

- (i) A Ph.D. in Physical Education candidates from outside the University system in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the University concerned.
- (ii) Eight years experience as University Assistant DPES / College DPES, with a benefit of two years and one year for Ph.D. and M.Phil Degree holders.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams / athletes for competitions like State / National / Inter-University / Combined University, etc.
- (v) Passed the physical fitness test in accordance with this notification.
- (vi) Consistently good appraisal reports.

**C. University Assistant Director of Physical Education / College  
Director of Physical Education and Sports**

- (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- (ii) Record of having represented the University / College at the Inter-University / Inter-Collegiate competitions or the State and / or National Championships.
- (iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (iv) Passed the physical fitness test conducted in accordance with the provisions of this notification.



### 3.3 PHYSICAL FITNESS TEST NORMS

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

(c) **NORMS FOR MEN**

12 Minutes Run / Walk Test

Up to 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 metres	1500 metres	1200 metres	800 metres

**NORMS FOR WOMEN**

8 Minutes Run / Walk Test

Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 Metres	800 metres	600 metres	400 metres

### 4.1 SELECTION PROCEDURES

- (1) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightage given to the performance of the candidate in different relevant dimensions and his / her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in Tables I to IX of Appendix II and prescribed by the State government from time to time. The Selection Committees may assess the ability for teaching and/ or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever Selection Committees are prescribed.
- (2) In all the Selection Committees of direct recruitment of teachers and other academic staff in Universities and Colleges provided herein, an academician representing Scheduled Caste / Scheduled Tribe / OBC / Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant and if any of the members

of the Selection Committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a College Vice Chancellor or Acting Vice Chancellor of the University to which the College is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- (3) (i) Besides the indexed publications documented by various discipline specific databases, the University shall draw through committee(s) of subject experts and ISBN / ISSN experts : (a) a comprehensive list of National / Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals /periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically. Till such time, screening / screening committees will assess and verify the categorization and scores of publications.
- (ii) In respect of Indian language publications, equivalence in quality shall be prescribed for the University by a Co-ordination Committee of experts to be constituted by the Chancellor of the University.
- (iii) At the time of assessing the quality of publications of the candidates during their appointments / promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline - specific databases.

**4.2** The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma given in Appendix - III based on the API criteria. Without prejudice, and in addition, to the requirements provided for selection of Associate Professor under this Regulation, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in Colleges shall be, during the period of service as Assistant Professor, on a graded scale is as follows :

- (a) for those who possess a Ph.D. Degree, I (one) publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis ;

- (b) for those with a M.Phil Degree, 2 publications made during the period of service as Assistant Professor, in addition to the M. Phil thesis; and
- (c) for those without Ph.D. or M.Phil. qualification, at least 3 publications during the period of service as Assistant Professor.

*Provided* that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

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

- 4.3** The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma given in Appendix-III based on the API criteria and reprints of five major publications of the candidates.

*Provided* that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage - II.

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

- 4.4** The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall also involve the following:

- (a) Assessment of aptitude for teaching, research and administration;
- (b) Ability to communicate clearly and effectively ;
- (c) Ability to plan, analyze and discuss curriculum development, research problems and College development / administration;
- (d) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture; and
- (e) Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma given in Appendix - III

**4.5** In the selection process for posts involving different nature of responsibilities in certain disciplines / areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in this chapter as per API based PBAS proforma for both direct recruitment and CAS promotions.

**4.6** While the API :

- (a) Tables I and III of Appendix II are applicable to the selection of Professors / Associate Professors / Assistant Professors in Universities and Colleges :
- (b) Tables IV, V and VI of Appendix II are applicable to Directors/ Deputy Directors / Assistant Directors of Physical Education and Sports ; and
- (c) Tables VII, VIII and IX of Appendix II are applicable to Librarians / Deputy Librarians and Assistant Librarians

#### **5.1 CAREER ADVANCEMENT SCHEME REGULATIONS:**

The new Career Advancement Scheme shall be effective prospectively i.e. from the date of notification. Provided that in the event any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these regulations on or after date of notification, the promotion of such candidate shall be governed by the provisions of these regulations. Provided further that the candidates become eligible for promotion under Career Advancement Scheme during the period from 01.09.2009 to date of notification their cases shall be governed by the provisions of the existing scheme as per Notification dated 08.12.2000 and their pay shall be fixed in accordance with FD notification dated 20.08.2009, 27.08.2009 and 02.09.2009.

**5.2** The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II (A) of **Appendix II** provides norms for direct recruitment of teachers to different cadres, while Tables II (A) and Table II (B) provide for CAS promotions of teachers in Universities and Colleges respectively, which accommodate these differences.

**5.3** The API based system through the PBAS proforma for CAS promotions shall be implemented in a prospective manner from the date of notification, which for API scores under categories I and II shall be initially based on the annualized API scores earned by the teachers as depicted in Tables II (A) and II (B), or by Librarian / Physical Education and Sports cadres as depicted in Tables V (A) and V (B), Tables VIII (A) and VIII (B). This annual API scores for categories I and II can be compounded prospectively as and when the teachers (or Librarian / Physical Education and Sports cadres, as the case may be) become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion.

**Illustration :** If a teacher is considered for CAS promotion in 2011, one year API score of 2010-11 for categories I and II only is required; If a teacher is eligible for CAS promotion in 2012, then two years API scores of categories I and II for 2010-11 and 2011-12 cumulatively would be required and so on.

**5.4** A teacher who wishes to be considered for promotion under CAS may submit in writing to the University / College, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the University / College the Performance Based Appraisal System proforma as given in Appendix - III duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the University/College should immediately initiate the process of screening / selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in this Chapter, as on 31 December, 2008 and till 21st July 2011, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

**5.5** Candidates who do not fulfill the minimum score requirement under the API Scoring System as per Tables II (a and b) of Appendix II or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got reassessed.

CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS in the Tables of Appendix – II.

- 5.6** The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors / equivalent cadres in Librarians / Physical Education from one AGP to the other higher AGP for private Colleges shall consist of :
- (i) Dean of Colleges of the concerned University
  - (ii) Higher Education Commissioner's nominee
  - (iii) VC's nominee
  - (iv) Subject Expert
  - (v) Principal of the College concerned;
- The quorum for the committee shall be three including the one subject expert / University nominee need to be present.
- 5.7** The Screening cum Evaluation Committee in case of the University as mentioned in Statute 22 (b) on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology given as per the minimum requirement specified : (a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
- 5.8** All the selection procedures outlined above, shall be completed on the day of the Selection Committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the Selection Committee in the minutes.
- 5.9** CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- 5.10** The incumbent teacher must be on the role and active service of the Universities / Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion.
- 5.11** Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the University concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

**5.12** In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

**5.13** (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

**6. STAGES OF PROMOTION UNDER CAREER ADVANCE-MENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS / PROFESSORS**

(a) Entry level Assistant Professors (Stage-1) it would be eligible for promotion under the career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3) provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 5.3 of this chapter.

(b) An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.

(c) An entry level Assistant Professor possessing M.Phil, Degree or post-graduate Degree in professional courses approved by the relevant statutory body, such as LL.M./ M.Tech./M.Pharma. etc., shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

(d) An entry level Assistant Professor who does not have Ph.D. or M.Phil or a Master's Degree in the relevant professional course shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.

- (e) The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in the chapter.
- (f) Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).
- (g) Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- (h) Associate Professor in case of Universities completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix II stipulated in these Regulations, and (b) an assessment by a duly constituted Selection Committee as suggested for the direct recruitment of Professor. Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
- (i) Ten percent of the positions of Professors in a University, with a minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology through a duly constituted Expert Committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. Additional credentials are to be evidenced by :
  - (a) post-doctoral research outputs of high standard;
  - (b) awards / honours / and recognitions;
  - (c) additional research degrees like D. Sc., D. Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in Science and Technology. The selection is to be conducted by the University by receiving duly filled PBAS proformas from eligible Professors based on seniority, three time in



number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II (A) of Appendix-II for teachers in University Departments. No separate interview need to be conducted for this category.

**7. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS ETC.**

- (a) Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology shall be eligible for the higher grade (stage 2).
- (b) Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system, and PBAS methodology shall be eligible for the higher grade (stage 2).
- (c) Assistant Librarian / College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology shall become eligible for the next higher grade (stage 2).
- (d) Assistant Librarian / College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil shall, after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology, move to the next higher grade (stage 2).
- (e) On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian / equivalent posts and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology. They shall be

designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.

- (f) After completing three years in the above grade, Deputy Librarians/ equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology.

**8. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION AND SPORTS PERSONNEL**

- (a) Assistant DEP&S in the entry level grade / College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education shall, after completing service of four years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology, shall move to next higher grade (stage 2).
- (b) Assistant DEP&S / College DPE&S in the entry level grade, possessing M.Phil. in Physical Education shall, after completing service of the five years in the entry level stage (stage 1), be eligible for the next higher grade (stage 2) on satisfying the API scoring system and PBAS methodology.
- (c) Assistant DPE&S / College DPE&S in the entry level grade, without the relevant Ph.D. and M.Phil, shall, after completing service of six years as Assistant DPE&S / College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology shall be placed in the next higher grade (stage 2).
- (d) After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed, Assistant DEP&S (Senior Scale) / College DPE&S (Senior scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPES/ Assistant DPEs (Selection Grade) / College DPEs / Selection Grade as the case may be.
- (e) After completing service of three years in stage 3 and subject to satisfying API / scoring system and PBAS methodology prescribed in this notification. Deputy DPE&S/ Assistant DPE&S (Selection Grade) /College DPE&S (Selection Grade) shall move to the next higher grade (stage 4). They shall continue to be designated as Deputy DEP&S /Assistant DPE&S (Selection Grade) /College DPE&S (Selection Grade)

**9. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT. etc. funded by State / Central Government, should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix II - Table No. II provide that :

- (a) The essential qualifications of the post hold were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor/(Lecturer), Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned Institutions, for such appointments.
- (f) The previous appointment was not as Guest Lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that :
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointment on the recommendation of duly constituted Selection Committee; and
  - (iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.

- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

**10. PERIOD OF PROBATION AND CONFIRMATION**

- (1) The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- (2) The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- (3) Subject to this Clause, it is obligatory on the part of the University / the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- (4) Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by the State Government.
- (5) All other State Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

**11. APPOINTMENTS ON CONTRACT BASIS (For Universities)**

- (a) The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session.
- (b) For Colleges as per existing practice or as decided from time to time.

## **12. Honorary Professors**

1. Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Honorary Professor in the University for such period as may be determined by it.
2. An Honorary Professor is expected to be associated with normal academic activities of the department to which he is attached for which adequate facilities will be provided by the department concerned.
3. Persons invited to join the University as Honorary Professors may be paid travelling expenses, accorded hospitality etc. in the manner as may be decided by the Vice-Chancellor.

## **13. Professor Emeritus**

### **Eligibility**

1. The University may confer the title of 'Professor Emeritus' on any Professor of the University after his retirement, if he has served in that capacity for atleast 10 years in the Indira Gandhi University out of a total of 15 years service in this organisation.
2. The title will be conferred only on the scholar who has made outstanding contribution to his subject through his published work. Number of such publications in the last 7 years of his career should be substantial.
3. The Professor should have been constantly engaged in the research through out his career upto the year of his superannuation as apparent by research and review publications in National and International journals of repute, research project guided, theses supervised and/or books, monographs etc. favourably reviewed by competent authority in the field.
4. He has supervised some major research projects assigned by well-known agencies.
5. He has been a recipient of national/international award/fellowship from extremely reputed national/International agency. It must be checked that the agency does not merely award this honour against some sort of payment of money.

### **Terms and Conditions**

1. The title of "Professor Emeritus" shall be for life and carry with it no financial commitment for the University or responsibility of providing residential accommodation even for a limited period. However, he will be entitled for office accommodation and lab,

facility (if required) in the Department in the first 5 years of his tenure as Professor Emeritus.

2. He shall not be a member of any administrative body of the University such as Board of Studies, Faculty, Executive Council, Court etc. though he shall be the ex-officio member of the Academic Council without voting right for a period of 5 years in the beginning of his tenure as Professor Emeritus.

#### **Procedure**

- (i) The aspirant shall approach the Vice-Chancellor with unsigned bio-data within 6 months before his retirement.
- (ii) The Vice-Chancellor shall ask three senior Professors of the Department and in case the number of Professors in the Department is less or nil then the remaining number of very senior Professors from the Departments of allied subjects in the University to consider the bio-data and give verdict within one month for further processing the case. The Vice-Chancellor will ultimately send copies of the bio-data to a committee consisting of the following :
  - (i) One nominee of the University Grants Commission.
  - (ii) One nominee of the Academic Council.
  - (iii) Three outside experts, out of a panel supplied by the concerned Chairperson of the Department.
- (iii) The bio-data and reports of these outside experts shall be put before the Academic Council for consideration and approval.
- (iv) If approved by the Academic Council, the case shall be placed before the Executive Council for the final conferment of the title.
- (v) Exercise of conferment should not take more than a year from the date of submission of the bio-data.

#### **14. Visiting Professors, Associate Professors Or/ Assistant Professors**

1. Distinguished persons, having special competence in one or other of the field of study covered by University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Visiting Professors /Associate Professors or Assistant Professors, as the case may be, in the University. These Visiting Professors/Associate Professors or Assistant Professors can be drawn either from within India or abroad.
2. Such Visiting Professors /Associate Professors or Asstt. Professors will, according to the arrangements entered into in each individual

case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University.

3. Persons invited as Visiting Professors / Associate Professors or Asstt. Professors may be paid such salary and honorarium, travelling expenses, hospitality etc. as may be decided in each case by the Vice-Chancellor. Provided that a Visiting Professor from abroad may be paid the salary upto Rs. 30,000/- p.m. plus travelling expenses as may be fixed by the Vice-Chancellor in each case.
4. Subject to the above, the Vice-Chancellor will determine at his discretion such other terms and conditions as may be required in the case of any Visiting Professor/Associate Professors or Asstt. Professors including the duration of the appointment.

## APPENDIX - I

From

Higher Education Commissioner, Haryana, Panchkula

To

All the Principals of Govt./Non-Govt.

Affiliated Colleges in the State.

Registrar, M.D. University, Rohtak.

Registrar, Kurukshetra University, Kurukshetra.

Registrar, Ch. Devi Lal University, Sirsa.

Registrar, Bhagat Phool Singh Vishwavidyala, Khanpur  
Kalan (Sonapat).

Memo No. 7/66-2003 C-IV (3)

Dated Panchkula, the 17-07-2009

Subject : Qualifications for the appointment of Lecturers/Librarians

The State Govt. has considered and approved the draft rules for the qualifications for the appointment of Lecturers / Librarians in substitution to the existing rules as prescribed in Haryana Education (College Cadre) Group-B Service (Amendment) Rules, 2006. These draft rules have been prepared in accordance with latest Regulations, 2009 No. F.I.-1/2002 (PS) Exemp. dated 01.06.2009 of the UGC. The draft rules as approved by the Govt. are as under -

"NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Universities/Colleges/ Institutions.

Provided, however, that candidates who are or have been awarded Ph.D. degree in compliance of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment as Assistant Professor or equivalent positions in Universities/Colleges/Institutions.

Provided further that the candidates who have acquired Ph. D. upto 31st May, 2009 shall also be exempted from the requirement of the



minimum eligibility condition of NET/SLET for recruitment and appointment to the posts of Lecturers or equivalent positions in Universities / Colleges / Institutions.

Provided further that those candidates who have been enrolled for Ph.D. upto 31st May, 2009 shall become eligible for exemption from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment to the posts of Lecturers or equivalent positions in Universities / Colleges Institutions only on acquisition of Ph.D. degree.

NET shall not be required for such Master's programmes in disciplines for which there is no NET."

The process regarding getting these draft rules notified is under progress with the Govt. It has further been decided that in the meantime, if any Lecturer / Librarian / teacher is recruited then it shall be according to the draft rules as mentioned above.

You are requested to take action accordingly.

- Sd -

Under Secretary to Govt. of Haryana  
Higher Education Department, Panchkula

Endst. No. Even                      Dated Panchkula, the 17.07.2009

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

1. PS/CM, PS/EM & PS / FCEL
2. Superintendent Colleges - I / Library / UNP Branch
3. PS / Higher Education Commissioner

- Sd -

Under Secretary to Govt. of Haryana  
Higher Education Department, Panchkula

**APPENDIX - II (Table - 1)**

**SCORES FOR ACADEMIC PERFORMANCE  
INDICATORS (APIs) IN RECRUITMENT AND CAREER  
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF  
UNIVERSITY/COLLEGE TEACHERS**

**Category I : Teaching, Learning and Evaluation Related Activities**

*Maximum Scores Allocated : 125*

*Min. API Score Required:75*

<i>Sr. No.</i>	<i>Nature of Activity</i>	<i>Max. Score</i>
<b>1.</b>	<b>Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated</b>	
	Lectures, seminars, tutorials, practicals, contact classes should be based on verifiable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. <b>(To be calculated out of the total possible classes to be held or number of classes mentioned in the syllabus)</b>	<b>50</b>
<b>2.</b>	<b>Lectures or other teaching duties in excess of the UGC norms</b>	
	If a teacher has taken classes exceeding UGC norms, then 0.25 scores to be assigned for each extra hour of unpaid class.	<b>10</b>
<b>3.</b>	<b>Preparation and imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students</b>	
	a) Preparation and imparting of knowledge/instructions as per curriculum with the prescribed material (Text book / Manual etc.) : 15 points	<b>20</b>

	(b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc. : 5 points for each paper or manual.	
<b>4.</b>	<b>Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.</b>	
	Updating of courses, design of curriculum : 5 points per paper per course	<b>10</b>
	Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each)	<b>10</b>
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/software etc. on regular basis.  (Use of any one of these in addition to Chalk & Board : 10 points)	<b>20</b>
	Developing and imparting Remedial/Bridge Courses (each activity : 5 points)	<b>10</b>
	Developing and imparting soft skills/ communications skills/ personality development courses/modules, etc. (each activity 5 points)	<b>10</b>
	Developing and imparting specialized teaching-learning programmes in Physical Education, Library; innovative compositions and creations in Music, Performing and Visual Arts and other traditional areas (each activity : 5 points)	<b>10</b>
	Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning, e-library skills to students, etc.  a) Workshop / Training course : 10 points each b) Popularization programmes : 5 points each	<b>10</b>

	Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity : 5 points)	<b>10</b>
	<b>Maximum Aggregate Limit for Sr. No. 4</b>	<b>20</b>
<b>5.</b>	<b>Examination Related Work</b>	
	College/University semester / Annual Examination work as per duties allotted (Supdt. -in-Chief/Supdt./Deputy Supdt. - 10 points per semester, Invigilation - 5 points per semester for atleast five duties, Evaluation of answer scripts - 5 points up to 100 answer scripts and one point for each subsequent block of 100 answer books subject to maximum of 15 points, Question paper setting-5 points per paper subject to maximum of 15).  (100% compliance = 20 points)	<b>20</b>
	College/University examination / Evaluation responsibilities for internal assessment / sessionals/seminars/assignment / continuous assessment work as allotted. (100% compliance=15 points)	<b>15</b>
	Examination work such as coordination, or flying squad duties etc. (2 points per week per duty)	<b>10</b>
	<b>Maximum Aggregate Limit for Sr. No. 5</b>	<b>25</b>

**NOTE :** *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

**Category II**  
**CO-CURRICULAR, EXTENSION AND PROFESSIONAL  
DEVELOPMENT RELATED ACTIVITIES**

*Maximum Scores Allocated : 50*

*Min. API Score Required:15*

<i>Sr. No.</i>	<i>Nature of Activity</i>	<i>Max. Score</i>
<b>1.</b>	<b>Extension, Co-curricular and Related Activities</b>	
	Institutional Co-curricular activities for students such as field studies/ educational tours /industrial tour/ field training/ quiz contest/ declamation contest/ debate/ industry implant training etc. 5 points each for teacher incharge one additional members.	<b>10</b>
	Positions held/ Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Women Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)	<b>10</b>
	Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs. 1 lakh for the education of the poor needy /meriterious student, organizing a blood donation camp (5 points each)	<b>10</b>
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme(s) or contributing by participating or accompanying a team in any of the programme(s) at intra/interdepartmental or intercollegiate or interUniversity levels). (a) Interdepartmental College level : 5* points each (b) Interdepartmental : 10* points each (c) Intercollegiate : 10* points each (d) Inter-University : 15* points each  <b>*Teacher incharge/Convener will get full points and member will get half points for the event.</b>	<b>15</b>

	Community work such as values of National Integration, Environment democracy, social work, Human Rights, Peace, Scientific temper, flood or drought relief, small family norms, free plantation, energy conservation, Library literacy programme. etc. through lectures /awareness programmes or through TV /Satellite /EDUSAT /Radio etc. 5 points each.	<b>10</b>
	<b>Maximum Aggregate Limit for Sr. No. 1</b>	<b>20</b>
<b>2.</b>	<b>Contribution to Corporate life and Management of the department and institution through participation in a academic and administrative committees and responsibilities -</b>	
	Contribution to Corporate life in Universities /Colleges through meetings popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related /scientific/ legal etc. issues, or articles in College magazine and University volumes (5 points each)	<b>10</b>
	<p>Institutional Governance responsibilities.</p> <p>DAA, DR&amp;D, Dean of Colleges, DSW, Proctor, Provosts (Boys Hostels/Girls Hostels) 15 points each.</p> <p>Deans of Faculties, Director UIET, Director Distance Education, Principal.</p> <p>Chairperson /Head /Director,. Librarian, NAAC Co-ordinator, Director IQAC, Coordinator SAP : 10 points each</p> <p>Vice-Principal. Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, Deputy Co-ordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/ Executive Council /Academic Council /IQAC /IAEC /Human Ethics Committee/ High Powered Purchase Committee, GSC ASH. House Allotment Committee, to coordinate the activities at departmental College level related to various committees constituted at the University level, NAAC Committee, Health Advisory Committee, membership of UG/PG Board of Studies, membership of</p>	<b>15</b>

	Governing Bodies of Colleges/Institutions. Secretary of the Departmental Committee, etc. 7 points each.  (Full points for completed year and proportionate score for less period).	
	Participation in committees concerned with any aspect of departmental or Institutional activity such as admission (including online admission), budget/ purchase, time table campus development, inspection, library, students welfare, Guidance & counselling, placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice-Chancellor/Chair-person/ Director/Principal/Head/ University Court/ Executive Council / Academic Council / Staff Council etc. (Convener: 7 points each, Member : 5 points each)	<b>15</b>
	Organization of Conferences / Seminars / Symposia / Workshops / Training as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary/ Joint-Secretary / Treasurer etc.  a)Conferences / Seminars / Symposia : <ul style="list-style-type: none"> <li>i) International level (10 points each)</li> <li>ii) National / Regional (7 points each)</li> </ul> b)Workshop / Training (1 point each day subject to maximum of 7 points)  As member of the organizing committee of a) i) above (5 points each)  As member of the organizing committee of a) ii) or b) above (3 points each)  Member of the Advisory Committee of a) i) above (3 points each)  Member of the Advisory Committee of a) ii) above (2 points each)	<b>10</b>
	Organization of Faculty Development Programmes/ Technology Based Entrepreneurship Development	<b>15</b>

	Programme as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary / Joint Secretary / Treasurer etc. (5 points each).	
	<b>Maximum Aggregate Limit for Sr. No. 2</b>	<b>15</b>
<b>3.</b>	<b>Professional Development Activities</b>	
	Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each) : Visits abroad (excluding for conference / seminar / symposia / workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair / Rapporteur (5 points each)	<b>10</b>
	Invited lectures in orientation courses / refresher courses (5 points each)	<b>10</b>
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/ subjects/technologies (5 points each)	<b>10</b>
	Membership / participation in State/Central Bodies / Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc, (5 points each)	<b>10</b>
	Membership of professional associations / bodies / academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University / Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each)  Evaluation of Ph.D. Thesis (5 points each), M. Phil Dissertation (3 points each)  Conducting Viva-Voce of Ph.D. (5 points each) ; M.Phil (3 points each)	<b>10</b>



	Office bearers of professional bodies including Teachers' Association, Teachers' Club, Alumni Association, Academic Societies etc. (5 points each)	<b>10</b>
	Publication of articles in News Papers, Magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	<b>10</b>
	<b>Maximum Aggregate Limit for Sr. No. 3</b>	<b>15</b>

**Note :** *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

### Category III. Research and Academic Contributions

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between University and Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the Screening /Selection committee.

Sr. No.	APIs	Engineering and Technology / Agriculture / Veterinary Sciences/ Medical Sciences / Physical Sciences / Life Sciences / Pharmaceutical Sciences	Faculties of Arts & Languages/ Humanities / Social Sciences / Library/ Education/ Management Sciences/ Commerce/ Law/ Performing and Visual Arts	Max. points for University and College teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
<b>III A</b>	Research Papers* published in	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45 Publication		
		Refereed Journal with impact factor of 2 and more but less than 5	Refereed Journal with impact factor of 2 and more but less than 5	35 Publication		
		Refereed Journal with impact factor of 1 and more but less than 2.	Refereed Journal with impact factor of 1 and more but less than 2	30 Publication		
		Refereed Journal with impact factor of more than zero but less than 1	Refereed Journal with impact factor of more than zero but less than 1	25 Publication		
		Refereed and Indexed	Refereed and indexed	20 Publication		

		Refereed	Refereed Journals (Fine Arts participation in International exhibition /workshop with one's own work-15 points each)	15 Publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Non-refereed but recognised and reputable journals and periodicals, having ISBN/ ISSN numbers (Fine Arts participation in international exhibition /workshop with one's own work 10 points each, state level 5 points each).	10 Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers etc. (Abstracts not to be included).	10 Publication		
<b>III B</b>	Research Publications* (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by International Publishers with an established peer review system with ISBN.	Text or Reference Books published by International Publishers with an established peer review system with ISBN.	50 /sole author (book) and 10 each chapter in an edited book		
		Subject Books by National Level publishers/ State and Central Govt. Publications with ISBN/ ISSS numbers	Subject Books by National level publishers /State and Central Govt. Publishers with ISBN /ISSN members (Fine Arts Solo exhibition of one's work).	25/ sole author (book) and 5 each chapter in an edited book		

		Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN / ISSN numbers	15/sole author (book) and 3 each chapter in an edited book.		
		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	10 / Chapter		
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories.	Chapters in knowledge based Volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 /Chapter		
<b>III C</b>	<b>Research Projects</b>					
i)	Sponsored Projects carried out/ongoing mobilized	(a) Major Project (Amount with grant above Rs. 30.00 lakhs)	a) Major Project (Amount mobilized with grant above Rs. 5.00 lakhs)	20/Project		
		(b) Major Projects (Amount mobilized with grants above Rs. 5.00 lakhs upto Rs. 30.00 lakhs)	b) Major Projects (Amount Mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs)	15/ Project		

		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 upto Rs. 5.00 lakhs)	c) Minor Projects (Amount mobilized with grants above Rs. 25,000 upto Rs. 3.00 lakhs)	10/Project		
ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 10 lakhs and Rs. 2 lakhs, respectively		
		Amount mobilized between Rs. 20,000/- and Rs. 10.00 lakhs	Amount mobilized between Rs. 10,000/- and Rs. 2.00 lakhs	5 for <Rs. 10 lakhs and <Rs. 2 lakhs, respectively		
iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/ each major project and 10/ each minor project		
iv)	Projects outcome / outputs	Patent / Technology transfer / Product / Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50 / each for international level		
<b>III D</b>	<b>Research Guidance</b>					
i)	M.Phil (I.G.U.)	Degree awarded only	Degree awarded only	3/ each candidate		

ii)	Ph.D.(I.G.U.)	Degree awarded	Degree awarded	10/each candidate
		i) Thesis submitted	i) Thesis submitted	7/each candidate
<b>III E</b>	<b>Training Courses and Conferences / Seminars / Symposium / Workshop papers</b>			
i)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development programmes (Max. 30 points)	a) Not less than two weeks duration b) One week duration	a) Not less than two weeks duration b) One week duration	20 / each 10 / each
ii)	Papers in Conferences / Seminars / Symposia / Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional / State level d) Local-University/College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional / State level d) Local - University / College level	10 / each 7.5 / each 5 / each 3 / each
iii)	Invited for conferences/ Seminars / workshops /	a) International	a) International	10 / each

	symposia to deliver lectures / Chair sessions	b) National	b) National	7.5 / each		
		c) Regional / State level	c) Regional/State level	5 / each		
		d) Local-University/College level	d) Local-University/College level	5 / each		

+ To be filled by the candidate

# For office use only.

\* The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equilly 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First/ Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

\*\* API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (ii).

However to define the level of Seminar that at least participants from two places/Universities/Colleges attend the seminar to be considered as State level/ Regional level; Participants from at least two states/region qualify it to be a National Seminar. Accordingly, participants from at least two nationals must attend considered it as an International Seminar. In addition to the certificate the participant must submit a certified copy from the organizers to the participants attending the seminar to determine its level.

**Note :** *Date of publication of research paper will be 1st January in case Journals published annually, 1st day of the half year in case of Journals published half yearly, 1st day of the quarter in case of Journals published quarterly, 1st day of the month in case of Journals published monthly and likewise.*

1 Ammended vide E.C. Reso. No.26 of 29.06.2016

**APPENDIX - II : TABLE - II (A)**

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE 1 TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHT AGES FOR EXPERT ASSESSMENT**

<b>Sr. No.</b>		<b>Assistant Professor / equivalent cadres (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Associate Professor / equivalent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)</b>	<b>Professor (Stage 5) to Professor (Stage 6)</b>
I.	Teaching - Learning Evaluation Related Activities (Category I)	75 / year	75 / year	75 / year	75/ year	75 / year
II.	Co-curricular, Extension and Profession related activities (Category II)	15 / year	15 / year	15 / year	15/ year	15 / year
III.	Minimum total average annual Score under Categories I & II*	100 / year	100 / year	100 / year	100/ year	100 / year



IV	Research and Academic Contribution (Category III)	10 / year (40/ assessment period)	20/ year (100 / assessment period)	30/year (90 / assessment period)	40/ year (120 / assessment period)	50 / year (500 assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage- 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points Screening Committee to verify API scores	30% Contribution to Research. 50% Assessment of domain knowledge and teaching practices. 20% Interview performance.	50% Contribution to Research. 30% - Assessment of domain knowledge and teaching practices. 20% Interview performance.	50% Research 50% Performance evaluation and other credential by referral procedure

\* Teacher may score 10 points either Category I or category II to achieve the minimum score required under Category I + II

**Note :** Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000, respectively.

**APPENDIX - II : TABLE - II (B)**

**MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHT AGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)**

<b>Sr. No.</b>		<b>Assistant Professor / equivalent cadres (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Associate Professor / equivalent cadres (Stage 4)</b>	<b>Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts</b>
I.	Teaching-Learning Evaluation Related Activities (Category I)	75 / year	75 / year	75 / year	75/ year
II.	Co-curricular, Extension and Profession related activities (Category II)	15 / year	15 / year	15 / year	15/ year
III.	Minimum total average annual Score under Categories I & II*	100 / year	100 / year	100 / year	100/ year
IV	Research and Academic Contribution (Category III)	5 / year (20/ assessment period)	10/ year (50 / assessment period)	15/year (45 / assessment period)	20/ year (60 / assessment period)

	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage- 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points Screening Committee to verify API scores	20% Contribution to Research. 60% Assessment of domain knowledge and teaching practices. 20% Interview performance.	30% Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% Interview performance.

\* Teacher may score 10 points either Category I or category II to achieve the minimum score required under Category I + II

**Note :** Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

## **EXPLANATORY NOTE FOR TABLES II (A) AND II (B)**

1. All Universities / Colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment Cells (IQACs) of the Universities/ Colleges for follow up by the Universities / Colleges authorities in order to facilitate this process. All teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate implementation of these regulations from 31.12.2008 in the CAS promotion the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in Universities / Colleges for one year only with the minimum average scores as depicted in Table II (A) and (B) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions) maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor the publication requirement shall be met over the two previous stages.

6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
7. If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II (A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8.
  - (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
  - (b) If, however, the candidate finds that he/she fulfils the eligibility conditions at a late date and applies on that date and is successful, his/her promotion will be deemed to be from the date of application.
  - (c) If the candidate does not succeed in the first assessment but succeeds in an eventual assessment, his/her promotion will be deemed to be from the later date.

**APPENDIX - II TABLE - II (C)**

**Minimum Scores for APIs for direct recruitment of teachers in University Departments / Colleges, Librarian / Physical Education cadres in Universities / Colleges, and weightages in Selection Committee to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	<b>Assistant Professor / equivalent cadres (Stage 1)</b>	<b>Associate Professor / equivalent cadres (Stage 4)</b>	<b>Professor / equivalent cadres (Stage 5)</b>
Minimum API Scores	Minimum Qualification as Stipulated in these regulations.	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages = 100)	<ul style="list-style-type: none"> <li>a) Academic Record and Research Performance (50%)</li> <li>b) Assessment of Domain Knowledge and Teaching Skills (30%)</li> <li>c) Interview Performance (20%)</li> </ul>	<ul style="list-style-type: none"> <li>a) Academic Background (20%)</li> <li>b) Research performance based on API score and quality of publications (40%)</li> <li>c) Assessment of Domain knowledge and Teaching Skills (20%)</li> <li>d) Interview Performance (20%)</li> </ul>	<ul style="list-style-type: none"> <li>(a) Academic Background (20%)</li> <li>(b) Research performance based on API score and quality of publications (40%)</li> <li>(c) Assessment of Domain knowledge and Teaching Skills (20%)</li> <li>(d) Interview Performance (20%)</li> </ul>

**NOTE : For Universities / Colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000, respectively.**

**APPENDIX - II TABLE - III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

<b>Sr. No.</b>	<b>Promotion of Teachers through CAS</b>	<b>Service requirement</b>	<b>Minimum Academic Performance Requirements and Screening / Selection Criteria</b>
1.	Assistant Professor / equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage I and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as I.I.M., M.Tech., M.V.Sc., M.D., M.Pharma or six years of service who are without Ph.D./ M.Phil./ PG Degree in Professional Courses.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II (A) /II (B) of Appendix II.</li> <li>(ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.</li> <li>(iii) Screening-cum-Verification process for recommending promotion.</li> </ul>
2.	Assistant Professor equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) /II (B) of Appendix II.</li> <li>(ii) One Course /Programme from among the categories of Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of 2/3 weeks duration.</li> <li>(iii) Screening-cum-Verification process for recommending promotion.</li> </ul>

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with three years of completed service in Stage 3.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) / II (B) of Appendix II.</li> <li>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil holders and an exemption of two publications will be given to Ph. D. holders.</li> <li>(iii) One Course/Programme from among the categories of Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.</li> <li>(iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.</li> </ul>
4.	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Associate Professor with three year of complete service in Stage 4.	<ul style="list-style-type: none"> <li>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) / II (B) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores. If required.</li> <li>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</li> <li>(iii) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.</li> </ul>



5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	<p>(i) Minimum yearly / cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix II.</p> <p>(ii) Additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard; (b) awards /honours / recognitions /patents and IPR on products and processes developed/ technology transfer achieved; and (c) Additional research degree like D.Sc., D. Lit., LL.B. etc.</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.</p>
----	--	---	--

\* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

**NOTE : Stage 1, 2, 3, 4, 5, and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.**

**APPENDIX - II TABLE - IV**

**ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY DIRECTOR/ DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION**

**CATEGORY - I: Teaching, Training, Coaching, Sports Person Development and Sports Management Activities**

*Max. Score Allocated : 125*

*Min. API Score Required : 75*

<i>Sr. No.</i>	<i>Nature of Activity</i>	<i>Max. Score</i>
1.	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours. (20 points)	<b>40</b>
2.	Extending services, sports facilities and training on holidays to the institutions and organisations.	<b>10</b>
3.	Organizing and conducting sports and games competitions at the international / National / State / Inter University / Inter Zonal Levels. (25 points) Organizing and conducting coaching camps / sports person development / training programmes. (15 points)	<b>40</b>
4.	Upgradation of scientific and technological knowledge in Physical Education and Sports. (10 points) Identifying sports talents and mentoring sports excellence among students. (10 points)	<b>20</b>
5.	Development and maintenance of play fields, purchase and maintenance of the other sports facilities.	<b>15</b>

**Note :** *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

**CATEGORY II : Co-curricular, Extension and Professional Development Related Activities** (Please see category - II given in Appendix II : Table I)

**CATEGORY III : Research and Academic Contributions.** (Please see Category - III given in Appendix II : Table I)

**APPENDIX - II : TABLE - V (A)**  
**MINIMUM NORMS OF APIS AS PROVIDED IN APPENDIX - II TABLE IV TO BE APPLIED FOR THE CAREER  
 ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY  
 DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES OF  
 EXPERT ASSESSMENT IN SELECTION COMMITTEES**

<b>Sr. No.</b>		<b>Assistant Director of Physical Education (Stage 1 to Stage 2) (Senior Scale)</b>	<b>Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade) (Stage 3)</b>	<b>Deputy Director Physical Education Assistant Director Physical Education (Selection Grade) Stage 3 to Stage 4</b>	<b>Deputy Director Physical Education Assistant Director Physical Education (Selection Grade). (Stage 4) to Director of Physical Education (Stage 5) (University only)</b>
I	Teaching, training, coaching, sports person development and sports management activities (Category I)	75 / year	75 / year	75 / year	75/ year
II	Extension and Profes- sion related activities (Category II)	15 / year	15 / year	15 / year	15/ year
III	Minimum total average	100 / year	100 / year	100 / year	100/ year

	API annual Score under Categories I & II*				
IV	Research and Academic Contribution (Category III)- Minimum annual score required to be assessed cumulatively	10 / year (40/ assessment period)	20/ year (100 / assessment period)	30/year (90 / assessment period)	40/ year (120 / assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage points in the Expert Assessment (Total weightage - 100 Minimum required for promotion is 50)	No Separate points, Screening Committee to verify API scores	No Separate points. Screening Committee to verify API scores	30% Research Evaluation. 50% Assessment of domain knowledge and skills in sports. 20% Interview performance.	50% Research evaluation. 30% Assessment of domain knowledge and organisation track record with vision plan. 20% Interview performance.

\* Candidate may score 10 points from either Category I or category II to achieve the minimum score required under Category I + II

**Note :** Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

**APPENDIX - II : TABLE - V (B)**  
**MINIMUM APIs AS PROVIDED IN TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS)**  
**PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE**  
**DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT**  
**ASSESSMENT IN SELECTION COMMITTEES**

Sr. No.	Categories of Criteria	Minimum average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for expert assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3)	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4)
I	Teaching, training coaching, sports person development and sports man-agement activities (Category I)	75 / year	75 / year	75 / year
II	Extension and Profession related activities (Category II)	15 / year	15 / year	15 / year
III	Minimum total average API annual Score under Categories I & II*	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III) - Minimum annual	5 / year (20 / assessment period)	10 / year (50 / assessment period)	15 / year (45 / assessment period)

	score required- to be assessed cumulatively.			
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage - 100 Minimum required for promotion is 50)	No Separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Evaluation 50% - Assessment of domain knowledge and skills in sports 20% - Interview performance

\* Candidate may score 10 points from either Category I or category II to achieve the minimum score required under Category I + II

**Note :** Stages 1, 2, 3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

**APPENDIX - II : TABLE - V (C)**

**MINIMUM APIS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS  
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS REGULATION)**

<b>Minimum Norm / Criteria</b>	<b>Assistant Director of Physical Education / College Director of Physical Education (Entry Stage - Stage I)</b>	<b>Deputy Director of Physical Education in University (Stage 4)</b>	<b>Director of Physical Education in University (Stage 5)</b>
API Score (Research and Academic Contribution - Category III)	-----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria / weightages (Total Weightage = 100)	(a) Track Record of Championship won (30%) (b) Sports and Athletic Skills (40%) (c) Interview performance (30%)	a) Research papers (3 Nos.) evaluation (20%) b) Organisational skills / Plans of sports (30%) c) Interview Performance (30%)	a) Research papers (5 nos.) evaluation (50%) b) Organisational track vision plan (25%) c) Interview Performance (25%)

**NOTE : Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000, respectively.**

**APPENDIX - II TABLE - VI**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF**  
**PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES**

Sr. No.	Promotion of Physical Education Cadres through CAS	Service requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria
1.	Assistant DPE / College DPE to Assistant DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage I with Ph.D or five years of service who are with M.Phil or six years of service who are without Ph. D. / M/Phil.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II (A) of Appendix II for University DPEs cadres in Universities and in Table V (B) of Appendix II for cadres in Colleges.</li> <li>(ii) One Orientation and one Refresher Course of 3/4 weeks duration.</li> <li>(iii) No separate interview points for the Screening-cum-Evaluation process of recommending promotion.</li> </ul>
2.	Assistant DPE (Senior Scale) / College DPE (Senior Scale) to Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) (Stage 2 to Stage 3)	Assistant DPE (Senior Scale)/ College DPE (Senior Scale) with completed service of five years in stage 2.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for University DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges.</li> <li>(ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period.</li> <li>(iii) No separate interview points for the Screening-cum-Evaluation process of recommending promotion.</li> </ul>



3.	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) (Stage 3 to Stage 4)	Deputy DPE / Assistant DPE (Selection Grade / College DPE (Selection Grade) with three years of completed service in Stage 3.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for University DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges.</li> <li>(ii) Minimum three publications over twelve years. For promotion in colleges an exemption of one publication for M.Phil holders and exemption of two publications for Ph.D. holders.</li> <li>(iii) Evidence of having produced teams / athletes.</li> <li>(iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for University DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges.</li> </ul>
4.	University DPE (Stage 5)	Deputy DPEs in University with three years of completed service in Stage 4.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for DPEs in Universities. These may be achieved over two assessment periods, if required.</li> <li>(ii) A minimum of five publications over two assessment periods (six years)</li> <li>(iii) Evidence of having produced teams / athletes</li> <li>(iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for University DPEs.</li> </ul>

\* The explanatory note provided for Tables II (A) and for II (B) for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

**NOTE : Stage 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000, respectively.**

**APPENDIX - II TABLE - VII**

**ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT / CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN (UNIVERSITY), DEPTY LIBRARIAN AND ASSTT. LIBRARIAN / COLLEGE LIBRARIAN.**

**CATEGORY - I: Procurement, organisation, and delivery of knowledge and information through Library services.**

*Max. Score Allocated : 125*

*Min. API Score Required : 75*

<i>Sr. No.</i>	<i>Nature of Activity</i>	<i>Max. Score</i>
1.	<b>Library resources organization / services</b>	
	Library resources organisation and maintenance of books, journals, reports (Technical processing of documents)	30
	Acquisition of learning resources (Acquisition Section)	30
	Circulation operations (Circulation Section)	30
	Periodical / Serial management (Periodical Section)	30
	Provision of library reader - services, literature retrieval services to researchers and analysis of reports	30
	Departmental Library management and services	30
	Over all Management and control of various library activities using Library management software (Acquisition, processing, circulation, serial control)	30
	Provision of assistance to the departments of University / College with the required inputs for preparing reports, manuals and related documents (Bibliography related services)	10
	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters. etc.	20

	<b>Maximum Aggregate limit for Sr. No. 1</b>	<b>40</b>
<b>2.</b>	<b>ICT and other new technologies application for upgradation of library services</b>	
	Application of ICT in libraries various operations e.g. automation of catalogue (20 points of each operation)	20
	Learning resources procurement functions	20
	Library resources organisation	20
	Circulation operations including membership records	20
	Serial subscription system	
	Reference and information services	20
	Library security (technology based methods such as RFID, CCTV)	15
	Development of library management tools (software).	25
	Intranet management	20
	<b>Maximum Aggregate limit for Sr. No. 2</b>	<b>30</b>
<b>3.</b>	<b>Development, organisation and management of resources</b>	
	e- resources including their accessibility over intranet/ Internet	15
	Digitization of library resources	20
	e-delivery of information, etc.	10
	<b>Maximum Aggregate limit for Sr. No. 3</b>	<b>25</b>
<b>4.</b>	<b>User awareness and instruction programmes</b>	
	Orientation lectures, users training in the use of library services as e-resources	15
	Knowledge resources user promotion programmes like organizing book exhibitions	10
	Other interactive latest learning resources, etc.	10
	<b>Maximum Aggregate limit for Sr. No. 4</b>	<b>20</b>
<b>5.</b>	<b>Additional services</b>	
	Extending library facilities on holidays (0.5 point per additional unpaid duty, maximum upto 10 points)	10

	Shelf order maintenance	5
	Building of library user manual (section wise user manual of its operation)	10
	Building and extending institutional library facilities to outsiders through external membership norms	5
	<b>Maximum Aggregate limit for Sr. No. 5</b>	<b>10</b>

**Note :** *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

**CATEGORY II : Co-curricular, Extension and Professional Development Related Activities** (Please see category - II given in Appendix II : Table I)

**CATEGORY III : Research and Academic Contributions.** (Please see Category - III given in Appendix II : Table I)

**APPENDIX - II : TABLE - VIII (A)**

**MINIMUM APIs AS PROVIDED IN APPENDIX - II TABLE VII TO BE APPLIED FOR THE PROMOTION OF LIBRARY STAFF OF UNIVERSITIES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS)**

<b>Sr. No.</b>		<b>Assistant Librarian to Assitant Librarian (Senior scale) (Stage 1 to Stage 2)</b>	<b>Deputy Librarian/ Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)</b>	<b>Deputy Librarian/ Assistant Librarian (Selection Grade) (Stage 3 to Stage 4)</b>	<b>Librarian (University Only) (Stage 4 to Stage 5)</b>
I	Procurement, Organisation and delivery of knowledge and information through library services (Category I)	75 / year	75 / year	75 / year	75 / year
II	Extension and Profession related activities (Category II)	15 / year	15 / year	15 / year	15 / year
III	Minimum total average API annual Score under Categories I & II*	100 / year	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III) - Minimum annual score	10 / year (40 / assessment period)	20 / year (100 / assessment period)	30 / year (90 / assessment period)	40 / year (120 / assessment period)

	required- to be assessed cumulatively.				
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage - 100 Minimum required for promotion is 50)	No Separate points, Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and organizational skills. 20% Interview performance	50% - Library publication work. 30% - Assessment of innovative Library services. 20% Interview performance.

\* Candidate may score 10 points from either Category I or category II to achieve the minimum score required under Category I + II

**Note :** Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000, respectively.

**APPENDIX - II : TABLE - VIII (B)**

**MINIMUM WEIGHT AGE POINTS (WP) NORMS OF THE APIS AS PROVIDED IN APPENDIX TABLE VII TO BE APPLIED FOR THE PROMOTION OF LIBRARY STAFF OF COLLEGES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Sr. No.		College Librarian to College Librarian (Senior Scale) (Stage 2)	College Librarian (Senior scale) (Stage 2) to College Librarian (Selection grade) (Stage 3)	College Librarian (Selection Grade) (Stage 3 to Stage 4)
I	Procurement, Organisation and delivery of knowledge and information through library services (Category I)	75/ year	75/ year	75/ year
II	Extension and Profession related activities (Category II)	15/ year	15/ year	15/ year
III	Minimum total average API annual Score under Categories I & II*	100/ year	100/ year	100/ year
IV	Research and Academic Contribution (Category III)- Minimum annual score required to be assessed cumulatively	5/ year (20/ assessment period)	10/ year (50/ assessment period)	15 / year (45/ assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage-100 Minimum required for promotion is 50)	No separate points, Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on automation and organizational skills. 20% - Interview performance

\* Candidate may score 10 points from either Category I or category II to achieve the minimum score required under Category I + II

**Note :** Stages 1, 2, 3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000, respectively.

**APPENDIX - II : TABLE - VIII (C)**

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN  
UNIVERSITY DEPARTMENTS / COLLEGES  
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS REGULATION)**

<b>Minimum Norm / Criteria</b>	<b>Assistant University Librarian / College Librarian (Stage I)</b>	<b>Deputy Librarian in University (Stage 4)</b>	<b>Librarian (University only) (Stage 5)</b>
API Score (Research and Academic Contribution - Category III)	-----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria / weightages (Total Weightage = 100)	<ul style="list-style-type: none"> <li>a) Teaching/Compute and Communication skills by a lecture demonstration (30%)</li> <li>b) Record of Library management skills (20%)</li> <li>c) Interview performance (50%)</li> </ul>	<ul style="list-style-type: none"> <li>a) Library related research / Theme papers (3 Nos.) Evaluation (50%)</li> <li>b) Library automation skills and organizational plans (20%)</li> <li>c) Interview Performance (30%)</li> </ul>	<ul style="list-style-type: none"> <li>a) Library Research papers (Five) evaluation (60%)</li> <li>b) Organisational track record of innovative library service and vision plan (20%)</li> <li>c) Interview Performance (20%)</li> </ul>

**NOTE : Stages 1, 4 and 5 correspond to scales as given and the AGP of Rs. 6000, 9000 and 10000, respectively.**



**APPENDIX - II TABLE - IX**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN  
CADRES IN UNIVERSITIES AND COLLEGES**

<b>Sr. No.</b>	<b>Promotion of Librarian Cadres through CAS</b>	<b>Service requirement</b>	<b>Minimum Academic Performance Requirements and Screening / Selection Criteria</b>
1.	Assistant University librarian / College Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph.D. or five years of service who are with M.Phil or six years of service who are without Ph.D./ M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table VIII (A) of Appendix II for Librarian cadres in University and in Table VIII (B) of Appendix II for College Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration. (iii) No separate interview points for the Screening-cum-Evaluation process of recommending promotion.
2.	Assistant University Librarian (Senior Scale) / College Librarian (Senior scale) to Assistant University Librarian (Selection grade) / College Librarian (Selection grade) (Stage 2 to Stage 3)	Assistant University Librarian (Senior Scale) / College Librarian (Senior Scale) with completed service of five years in Stage 2	Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII (A) of Appendix II for Librarian cadres in Universities and in Table VIII (B) of Appendix II for College Librarian cadres. Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. No separate interview points for the screening-cum-Evaluation process of recommending promotion.
3.	Deputy University Librarian / Assistant University Librarian	Assistant University Librarian (Selection grade) / College	i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII (A) of

	(Selection grade) / College Librarian (Selection grade (Stage 3 to Stage 4))	Librarian (Selection grade) with three years of completed service in Stage 3)	<p>Appendix II for Librarian cadres in Universities and in Table VIII (B) of Appendix II for Colleges Librarian cadres.</p> <p>ii) Three publications over twelve years. In colleges an exemption of one publication will be given to M.Phil holders and two publications to Ph.D. holders.</p> <p>iii) Additionally, one course / training under the categories of Library automation / Analytical tool development for academic documentation.</p> <p>iv) A Selection Committee process as stipulated in this regulation and in Table VIII (A) of Appendix II for University and in Table VIII (B) of Appendix II for Librarian cadres in Colleges.</p>
4.	Librarian (University) (Stage 5)	Deputy Librarian in University with three years of completed ser-vice in Stage 4.	<p>i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII (A) of Appendix II for Librarian (University). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4, if required).</p> <p>ii) A minimum of five publications over current and previous assessment periods.</p> <p>iii) Evidence of innovative library service and organization of published work.</p> <p>iv) A Selection Committee process as stipulated in this regulation and in Table VIII (A) of Appendix II for Librarian (University).</p>

\* The explanatory note provided for Tables II (A) and for II (B) for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

**NOTE : Stage 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000, respectively.**

## ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of the PBAS proforma before filling out this section)

*Note : Those teachers, who are eligible for promotion upto 20th July 2011 at any stage, are not required to submit score from categories I & II, i.e., scores from only category III is required for promotion due before 21st July 2011.*

## CATEGORY- I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Maximum Scores Allocated : 125

Minimum API Score Required : 75

## 1. Lectures, Seminars, Turorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sr. No.	Course/Paper	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record	Average of the percentages	API Score

\* Lectures (L), Seminars (S), Turorials (T), Practical (P), Contact Hours (C)

## 2. Lectures or other teaching duties in excess of the UGC norms

Sr. No.	Course / Paper	Mode of Teaching	Hours per week	API Score
<b>Total</b>				

**3. Preparation and Imparting of knowledge / instructions as per curriculum ; syllabus enrichment by providing additional resources to students**

Sr. No.	Course/paper	Reading/Instructional material consulted & prescribed (a)	API Score (Max. 15) of (a)	Additional Resource provided (b)	API Score of (b)	Total API Score (Max. 20)
						Average (a) + Total (b)
Average API (a)				Total API (b)		

**4. Use of participatory and innovating teaching-learning methodologies, updating of subject content, course improvement etc.**

Sr. No.	Short Description	API Score
	Total Score (Max. Score 20)	



**CATEGORY - II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

*Maximum Scores Allocated : 50*

*Minimum API Score Required : 15*

Sr. No.	Nature of Activity	Score Earned
<b>1.</b>	<b>Extension, Co-curricular and Related Activities</b>	
	<b>Total Score (Max. Limit : 20 points)</b>	
<b>2.</b>	<b>Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities</b>	
	<b>Total Score (Max. Limit : 15 points)</b>	

<b>3. Professional Development Related Activities</b>	
<b>Total Score (Max. Limit : 15 points)</b>	

**Total API Score Earned**

**CATEGORY-III : RESEARCH AND ACADEMIC STANDARDS**

**III. A : Research Papers Published in Journals or Conference Proceedings**

<b>Sr. No.</b>	<b>Title with name of author(s) as appearing in the publication</b>	<b>Journal, Volume, year, Page Numbers</b>	<b>Whether indexed/ refereed/ Non - refereed or Conference Proceedings</b>	<b>Impact factor, if any</b>	<b>ISSN / ISBN No., if any</b>	<b>Whether you are first / Principal / Corresponding author or Supervisor/mentor or other author</b>	<b>API Score</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							



**III B : Books published**

<b>Sr. No.</b>	<b>Whether Text of Reference Book published by International Publishers/Subject books by National level publishers or State and Central Govt. Publications with ISSN / ISBN / Subject Books by other local publishers with ISSN / ISBN</b>	<b>Title with name of authors as appearing in the publication</b>	<b>Book Title, Editor, Publisher, Year, Page Numbers</b>	<b>ISSN/ISBN No. If any</b>	<b>Total No. of authors</b>	<b>API Scores (To be shared equally by all methods)</b>
1.						
2.						
3.						
4.						
5.						

**III. B (ii) : Research Publications (Chapter in Books / Monograph other than refereed Journal articles)**

<b>Sr. No.</b>	<b>Chapter in a Book / Monograph</b>	<b>Title with name of authors as appearing in the publications</b>	<b>Book Title, Editor, Publisher, Year, Page Numbers</b>	<b>Whether contributed to edited knowledge based volume published by International publishers or in knowledge based volume of Indian/National level publishers with ISSN/ISBN Numbers and with numbers of National and International Directories</b>	<b>ISSN/ ISBN No. if any</b>	<b>Total No. of authors</b>	<b>API Scores (To be shared equally by all methods)</b>
1.							
2.							
3.							
4.							

**III. C (i) & (ii) : Research Projects**

Sr. No.	Title & Type of Projects (Sponsored/Consultancy) (Major / Minor)	Carried out / on Going	Funding Agency	Period	Grant / Amount Mobilized (Rs. in lakhs)	API Score
1.						
2.						
3.						
4.						

**III. C (iii) : Completed Projects Quality Evaluation**

Sr. No.	Title & Type of Projects (Major / Minor)	Funding Agency	Period	Grant / Amount Mobilized (Rs. in lakhs)	Whether accepted from Funding Agency	API Score
1.						
2.						

**III. C (iv) : Projects Outcome / Outputs**

Sr. No.	Title & Type of Projects (Major / Minor)	Funding Agency	Period	Grant / Amount Mobilized (Rs. in lakhs)	Whether Patent/ Technology Transfer/Product/Process/ Major Policy of Govt. (Bodies at Central and State Level)	API Score
1.						
2.						

**III. D : Research Guidance**

Class	No. of Students	Thesis / Dissertation Submitted	Degree Awarded	API Score
M. Phil.				
Ph. D.				

**E (i) : Refresher Course, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes**

Sr. No.	Programme	Duration	Organized by	API Score
<b>Total Score (Max. Limit : 30 points)</b>				

**III. E (ii) : Participation and Papers presented in Conferences / Seminars /Workshops / Symposia etc.**

Sr. No.	Title of the paper presented	Presented by	Title of the Conference/ Seminar etc & Organizer	Date (s) of the event	Whether International / National / State / Regional/University or College level	Whether published in the proceedings	API Score

**III. E (iii) : Invited for conferences / seminars / workshops / symposia to deliver lectures / Chair sessions**

<b>Sr. No.</b>	<b>Whether Lecture delivered/ Academic Session Chaired</b>	<b>Title of the Lecture delivered</b>	<b>Title of Conference/ Seminar etc.</b>	<b>Date (s) of the event</b>	<b>Organizer</b>	<b>Whether International / National/State / Regional University or College level</b>	<b>API Score</b>
1.							
2.							
3.							
4.							

**OTHER RELEVANT INFORMATION**

**Please give details of any other credential / significant achievement not mentioned earlier :**

<b>Sr. No.</b>	<b>Details (Mention Year, Venue etc. where relevant)</b>

**Total API Score earned.**

## INDIRA GANDHI UNIVERSITY MEERPUR REWARI

### Application Form for promotion of Teachers under Career Advancement Scheme (CAS)

Paste a latest  
Passport size  
Photograph

**IMPORTANT NOTE :**

The candidate is required to fill in this form along with PBAS proforma (Ten copies)

1. Post applied for \_\_\_\_\_ Department \_\_\_\_\_
2. Name of the Candidate (in Capital Letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Man/Woman \_\_\_\_\_ Married/Unmarried \_\_\_\_\_ Nationality \_\_\_\_\_
5. Are you physically handicapped ? \_\_\_\_\_
6. Whether you belong to SC/ST/BC/ESM ? \_\_\_\_\_
7. Date of birth and place \_\_\_\_\_
8. Date of Joining \_\_\_\_\_
9. Present Designation \_\_\_\_\_
10. Date of Placement in the Reader/Selection Grade \_\_\_\_\_
11. Date of Placement of Assistant Professor Stage II Stage III \_\_\_\_\_
12. Date of Placement as Associate Professor/Professor \_\_\_\_\_
13. API Score Earned under various categories : \_\_\_\_\_

Category I :

**Average of the sessions under consideration =**

Category II :

**Average of the sessions under consideration =**

Category III :

14. Educational Qualifications : (Strike off which is not applicable) :

Exam. Passed	University/ Board	Year of Passing	%age of Marks	Division	Subject studied Including options	Awards/ Medals/ Prize/Merit, if any
Matric or Equivalent						
Hr. Sec./ Pre. Uni./ 10+2/Inter						
B.A./B.Sc./ B.Com.						

M.A/M.Sc. or any other Master's Degree (Name the subject)						
NET						
M.Phil						
Ph.D.			Subject .....			
			Title of the Thesis .....			
Any other Exam.						

15. Total teaching experience (full time) in College/ University : Under-Graduate \_\_\_\_\_ Post-Graduate \_\_\_\_\_
16. Total Rresearch Experience \_\_\_\_\_
17. Field(s) of Specialization \_\_\_\_\_
18. Employment Details (in Chronological Order) :

Sr. No.	Name of Institution	Designation	From	To
(i)				
(ii)				
(iii)				
(iv)				

19. Guidance/Supervision of Ph.D. Thesis :
- (a) Number of Candidates registered at present \_\_\_\_\_
- (b) Number of Candidates who have completed Ph.D. \_\_\_\_\_
20. Language(s) known      Read      Write      Speak
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
21. Present Basic Pay \_\_\_\_\_ AGP \_\_\_\_\_ in the Pay Band of Rs.
- \_\_\_\_\_ Total Emoluments \_\_\_\_\_

22. Publications :

Publications	Total (Attach the list with details)	During the period under consideration for promotion (Attach ten copies of the list with details)	Major Publications as per requirement (Attach ten copies of the publications)
Books			
Papers in Journals			
Chapters in Books			
Papers in the Proceedings of the Conferences			
Patents			
Additional Information, if any			

23. List of Enclosures (Give supportive documents of the claims made in the application) :

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

I certify that the foregoing information given by me is correct, complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstances which may impair my fitness or employment.

Date : \_\_\_\_\_

Signature of the candidate

Permanent Address :

Correspondence Address (in Capital Letters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

Forwarded by

Email : \_\_\_\_\_

Head / Dean

Mobile No. \_\_\_\_\_



## CHAPTER - 2

### THE INDIRA GANDHI UNIVERSITY SERVICE & CONDUCT RULES FOR NON-TEACHING EMPLOYEES

#### PART - I

2 These rules may be called the Indira Gandhi University Non-Teaching Employees (Terms and conditions of service) Rules, 2020-21.

#### 2.1 Provision for Existing employees

Every person holding a post under the University at the commencement of these Rules shall, on such commencement, be deemed to have been appointed under the provisions of these rules and shall be entitled to such pay as drawn by him immediately before such commencement.

#### 2.2 Definitions and Interpretations :

In these Rules, the following terms and expressions shall have the meaning hereby assigned to them :

- (i) The "Act" means the Indira Gandhi University, Meerpur Act, 2013 (Haryana Act No. 29 of 2013) as amended from time to time.
  - (ii) 'Active Service' means the time spent :
    - (a) on duty;
    - (b) on subsidiary leave;
    - (c) on recognized vacation or earned leave or medical leave.
  - (iii) 'Appointing Authority' means the authority competent to make appointment to a post which an employee for the time being holds.
  - (iv) 'Average Monthly Salary' means the salary which an employee has earned during active service of one year immediately preceding the day on which he proceeds on leave, divided by 12 months on which the calculation is made.
  - (v) 'Cadre' means establishment strength of a service or a part of a service sanctioned as a separate Unit. For the purpose of forming cadres, the entire University shall constitute a single unit.
4. 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes T.A. and Dearness Allowance, but does not include a sumptuary allowance nor the grant of a free passage by sea, road and air to or from any place in India.

5. 'Day' means a calendar day, beginning and ending at midnight. However, absence from headquarters, which does not exceed twenty four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
6. 'Duty' means and includes -
  - (a) Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break. However, in the case of an apprentice, on confirmation, either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship shall not be counted for purpose of leave as service rendered substantively in a permanent post.
  - (b) Joining time.
  - (c) Casual time.
7. 'Employee' means -
  - (a) Any person in the service of the University, which includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority; and
  - (b) Also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
8. 'Family' means a University employee's wife or husband, as the case may be, residing with and dependent upon the employee and legitimate children and step children residing with and wholly dependent upon the employee. In the case of Traveling Allowance Rules, it includes, in addition, parents, sisters, and minor brothers, if residing with and wholly dependent upon the employee.

**NOTE :**

1. The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law/Personal Law of the employee.
2. The term 'dependent child' or 'dependent children' used in this rule includes major sons and married daughters so long as they are residing with and are wholly dependent on the parent (the employee) and subject to fulfillment of this condition, it includes widowed daughter also.
3. Nor more than one wife is included in the term 'family'.

4. An adopted child shall be considered to be a legitimate child if under the personal law of the employee, adoption is legally recognized as conferring on it the status of a natural child.
9. 'Fee' means recurring or non-recurring payment to an employee from a source other than the funds of the University, whether made directly to an employee or through the intermediary of the University.
10. 'Foreign Service' means service in which an employee receives his pay with the sanction of the University from a source other than the funds of the University.
11. 'Honorarium' means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
12. 'Joining Time' means the time allowed to an employee to join a new post or to travel to or from one station to another to join a post.
13. 'Leave Salary' means the monthly amount paid by the University to an employee who is on leave.
14. 'Lien' means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including, a tenure post, to which he had been appointed substantively.
15. 'Month' means a calendar month. In calculation, a period expressed in terms of months and days, complete calendar month irrespective of the number of days on each, should first be calculated and the odd number of days calculated subsequently.
16. 'Officiating' means an employee may officiate in a post when he performs the duty of a post on which another person holds lien. An employee may also officiate in vacant post on which no other employee holds a lien.
17. 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes dearness pay, special pay or a personal pay, if any, but no allowance.
18. 'Permanent employee' means a person confirmed in permanent post.
19. 'Permanent Post' means a post carrying definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

20. 'Personal Pay' means additional pay granted to an employee either:
- (a) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure.

OR

- (b) in exceptional circumstances on other personal considerations.
21. 'Prescribed Authority', Save as otherwise provided, "Prescribed Authority" means the Vice-Chancellor/Registrar, as the case may be, or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any specific rule.
22. 'Presumptive Pay' means the pay to which an employee would be entitled had he held the post substantively while performing its duties; but it does not include special pay if the employee performs or discharge that very work of responsibility on consideration of which the special pay was sanctioned.
23. 'Probation' : A person on probation on a post is one appointed (by selection/promotion) to a post for determining his fitness for eventual substantive appointment to that post.
24. 'Salary' means the amount of the monthly pay and allowances granted by the University to an employee.
25. 'Service' means the whole period of continuous service including period spent on leave.
26. 'Special Pay' means an addition in the nature of pay to the emoluments of post granted in consideration of (a) special duties or (b) of a specific addition to the work or responsibility.
27. 'Subsistence Allowance' means monthly allowance paid to an employee who is not in receipt of pay or leave salary.
28. 'Substantive Pay' means the pay other than the special pay or personal pay to which an employee is entitled to on account of holding a post to which he has been appointed substantively.
29. 'Temporary Post' means a post carrying a definite rate of pay sanctioned for limited time.

30. 'Time Scale Pay' means pay which rises by periodical increments from minimum to a maximum.
31. 'Qualifications' means the qualification prescribed for a post. The appointing authority shall be the competent authority to prescribe the qualifications.
32. 'Traveling Allowance' means an allowance granted to an employee to cover the expenses granted to him/her which he/ she incurs while traveling on official duty of the University.
33. The term 'experience' means the service rendered in the University after regular appointment on the post.
34. 'University' means the Indira Gandhi University, Meerpur.

## **PART - II**

### **2.3 Power to Interpret and Implement Rules**

In case of ambiguity as to the meaning and import of any provision, the Vice-Chancellor shall have the power to interpret these rules and issue such administrative instructions as may be necessary to give effect to them.

### **2.4 Extent of Application**

These rules shall apply to all non-teaching employees of the University except those falling in the following categories :

- (a) Persons on deputation from Govt. of India/ any State Government or any Statutory Board or Corporation who will be governed by the terms and conditions of the deputation;
- (b) persons appointed on part time basis;
- (c) persons appointed on contract who will be governed by the terms of contract;
- (d) work charge employees;
- (e) Casual Labour;
- (f) 'persons appointed under the Self Financing Scheme, who shall be governed exclusively by the rules framed under the Scheme';
- (g) any class of employees or any individual employee serving in connection with the affairs of the University who may be specifically exempted from the operation of these rules. The appointment and conditions of service in the case of the above categories of employees shall be determined by Executive Council.

## 2.5 Classification of Categories

- (i) Class A - The post of Deputy Registrar, equivalent and above.
- (ii) Class B : Persons from Superintendent and equivalent and up to the level of Assistant Registrar but not included in category A above.
- (iii) Class C : Persons from Clerk and upto the level of Deputy Superintendent and equivalent but not included in categories A and B above.
- (iv) Class D : Persons including all other Class-IV employees of the University.

## 2.6 Appointing / Punishing Authority

**2.6.1** The appointing authority for various categories of University employees shall be as under :

- (i) Executive Council - For Class 'A' posts.
- (ii) Vice-Chancellor - For Class 'B' posts upto Rs. 4800/-.
- (iii) Registrar - for Class 'C' and 'D' posts of the administrative offices including Chowkidars/Security Staff in the corresponding scale of pay of the Teaching Departments with the explicit approval of the Vice-Chancellor.

**2.6.2** The authority competent to suspend, charge-sheet and issue-show cause notice against a University employee shall be as under :

- (a) **Vice-Chancellor** - All Class 'A' and 'B' Officers except as defined under Section-9 of the Act but the matter shall be reported to the Executive Council.
- (b) **Registrar** - All Class 'C' and 'D' officials with the approval of the Vice-Chancellor, unless otherwise provided under the Act and Statutes of the University.

**2.6.3** The appointing authority shall be the punishing authority, unless otherwise provided under the Act and Statutes of the University.

**2.6.4** All non-teaching employees shall be under the administrative control of the Head of Institution or the Office to which they are attached. The Head of institution or of the Office shall be under the administrative control of the Vice-Chancellor.

## **2.7 Qualifications, and Age Limit for Appointment**

**2.7.1** The age, educational and other qualifications for appointment to a post and methods of recruitment thereto shall be as prescribed by the Competent authority from time to time.

**2.7.2** Notwithstanding the provision contained in Clause 7.1 above, no one shall be appointed to any post unless he has attained the age of 18 years and is above 50 years as on closing date prescribed for receipt of applications for the post.

### **2.7.3 Relaxation in Age Limit**

- (i) Upper age is relaxable -
  - (a) to the extent of five years for Scheduled Caste/Scheduled Tribe/Backward Class candidates or as may be decided/notified by the Govt. from time to time of Haryana domicile;
  - (b) for Ex-Servicemen - as per instructions of the Haryana Government, as amended from time to time;
  - (c) for those already employed in the University on temporary / adhoc basis - to the extent of period for which the post has been held by him on adhoc / temporary basis;
  - (d) if for certain posts, the upper age limit already prescribed is higher than 50 years on account of any specific ground/ qualifications/experience, such provisions shall continue to remain in force.
- (ii) Upper age limit shall not be applicable in the following cases, provided that the candidate has at least five years service to reach the age of superannuation prescribed for the post;
  - (a) in-service employees of the University holding posts lower than those of Clerks/Steno-typists or equivalent thereto;
  - (b) widows of University employees who die in harness;
  - (c) widows of defence personnel, including BSF/CRPF, who die in harness.

## **2.8 Character Verifications**

**2.8.1** No person shall be appointed to any post in the University, unless he/she satisfies the appointing authority that he/she possesses good character and does not bear any antecedents which render him unsuitable for appointment thereto. Further provided that;

- (i) the appointing authority shall also get the antecedents of the employee verified from appropriate authority as per procedure followed by the Govt./University, as soon after appointment as possible, but before his/her confirmation becomes due;
- (ii) in case, subsequent to the appointment, any adverse facts come to the notice of the University regarding his/her character and antecedents, his/her services shall be liable to be terminated forthwith.

## **2.9 Medical Fitness**

**2.9.1** Every person appointed on probation shall get himself examined by the University Medical Officer or by any other Medical Officer designated by the University for the purposes, and furnish a Certificate from him in the proforma specified.

**2.9.2** In case there is any reasonable doubt with regard to the fitness of a candidate, the Registrar may refer such a case(s) to the panel of doctors specifically constituted for the purpose, whose decision shall be treated as final.

**2.9.3** In the case of women candidates who are found pregnant of 12 weeks or above at the time of medical examination before appointment to posts which do not require any physical training, they shall be deemed to be medically fit and may be appointed to the post straightway.

## **2.10 Temporary & Permanent Service**

- (i) The service of an employee shall remain temporary until he is confirmed on a permanent post under the University.
- (ii) An employee confirmed on any permanent post under the University shall be permanent employee of the University.

## **2.11 Classification of Ministerial Cadre**

Ministerial posts will have two cadres :

- (i) the secretarial cadre which will include, namely, Steno-typists, Junior Scale Stenographers, Senior Scale Stenographers, Personal Assistants and Private Secretaries;



- (ii) the Ministerial cadre which will include Clerks / Typists, Store Keepers, Receptionists, Accountants, Senior Clerks, Assistants, etc., Eligible employees will be promoted within their own cadres subject to Rule 13.1 (ii). The Steno-typists will have their relative seniority in both the cadres.

The existing employees originally appointed in the secretarial cadre and subsequently transferred/promoted on clerical cadres shall have the option to revert to their parent cadre within two months from the date of sub transfer/promotion. The option once exercised shall be final. On such reversion, they shall be entitled to their original seniority in the secretarial cadre.

## **2.12 Mode of Recruitment**

Recruitment to a post may be made :

- (i) by direct recruitment
- (ii) by promotion; and
- (iii) by deputation from Govt. departments and other Institutions.

## **2.13 Procedure of recruitment**

- 2.13.1** (i) Direct appointment shall be made by inviting application through advertisement on the recommendations of the Establishment Committee or any other Committee specifically constituted for the purpose by the Vice-Chancellor/Executive Council as the case may be.
  - (ii) The appointment by promotion shall be on seniority cum-merit basis. Seniority alone shall be no criterion for promotion. Suitability and efficiency will also be equally important determining factors in the matter of promotion.
  - (iii) If no suitable candidates are available from within the University for a particular post(s), the post shall be filled through open competition by inviting applications through advertisement where internal candidates may also compete with others.
  - (iv) In the case of internal candidates, minimum qualifications as prescribed by the University in respect of various posts may be relaxable. This fact should be mentioned in the advertisement.
- 2.13.2** The posts of Controller of Examinations and Finance Officer being selection posts shall be filled up only by direct recruitment after inviting applications as per procedure specified under Clause 13.1 (i) *ibid*. The Vice-Chancellor shall constitute the Selection Committee for considering applications received in response to advertisement and for making recommendation to the Executive Council. The minimum qualifications for these posts shall be such as may be prescribed by the competent authority from time to time.

- 2.13.3** <sup>1</sup>The posts of Deputy Registrar and Assistant Registrar shall be filled by direct recruitment.
- 2.13.4** <sup>1</sup>(a) 75% of the total posts of Superintendent and below shall be filled up by direct recruitment and 25% by promotion.
- (b) In the secretarial cadre, the post of Steno-typists shall be filled by direct recruitment only.
- (c) The posts of Senior and Junior Scale Stenographers shall be filled by promotion on the basis of seniority-cum-merit from amongst Junior scale Stenographers and Steno-typists in the University respectively subject to their qualifying the test in shorthand and computer typing at the rate of 8000 depressions per hour.
- (d) <sup>3</sup>The posts of Personal Assistant may be filled from amongst the senior Stenographers on seniority-cum-merit.
- (e) The posts of Private Secretary and Secretary to Vice-Chancellor shall be filled by promotion from amongst the P.A. and P.S., as the case may be, on seniority-cum-merit basis. The Vice-Chancellor shall have the option to have his P.A./P.S./ Secretary of his choice from amongst the University staff.
- 2.13.5** (i) <sup>2</sup>The following categories of Class-IV employees shall be considered for promotion to the post of Daftries and that options from Peons be also sought for promotion to the post of Daftries with the stipulation that they will be considered for further promotion to the post of Clerk strictly according to the date of joining on the post of Daftris.
1. Lady Attendant
  - b. Groundman
  - c. Groundman-cum-Gardner
  - d. Waterman/Water Woman
  - e. Animal Attendant
  - f. Telephone Attendant
- (ii) 20% quota of the total posts of Lab Attendants shall be filled up through promotion from amongst Class-IV employees excluding Peons and other Class-IV employees of the Library, University Press, Hospitality Wing and the staff of the Engineering Wing, who are Matriculate with Science and have 7 years regular service.

---

1. Amended by the E.C. vide Reso. No. 25 of dt. 21.11.2018  
 2. Added by the E.C. vide Reso No. 39 of dt. 04.03.2015.  
 3. Amended by the E.C. vide Reso No. 28 of dt. 29.06.2016.

## **2.14 Adhoc Appointments**

**2.14.1** Notwithstanding anything contained in the above rule, the Executive Council, may, by a general or special order, and subject to such conditions as it may specify in such order, delegate to any authority in the University the power to make adhoc appointments for a period not exceeding six months to meet the exigencies of service.

**2.14.2** In case it becomes necessary to extent the period of such adhoc appointment beyond the period of six months, the matter shall be placed before the Executive Council, along with the reasons therefore, for approval. However, in no case, such an adhoc appointment shall continue beyond a period of one year.

## **2.15 Transfer**

- 2.15.1** (a) The power to transfer of a University employee upto the rank of Assistant shall rest with the Registrar, provided that transfers within the branch may be made by the Head of the Branch; and
- (b) The power to transfer an employee of the rank of Deputy Superintendent and above shall rest with the Vice-Chancellor.
- (c) A University employee cannot be transferred substantively to a post carrying a scale of pay lower than that of the permanent post on which he holds a lien, except at his own written request or on account of proven inefficiency and/or misbehaviour.

### **NOTE :**

1. Provided that a University employees of the rank of Assistant Registrar and below should ordinarily be transferred at least once in three years.
2. Further provided that nothing contained in Sub Clause (c) above shall prevent re-transfer of an employee to the post on which he holds a lien.

### **Joining Time**

**2.15.2** Joining time will be admissible to an employee on transfer to enable him to join a post at another station.

### **Calculation of Joining Time**

**2.15.3** On transfer, joining time shall be calculated as follows

- (a) From one post to another in  
the same office establishment : NIL
- (b) From one post to another not *One day including gazetted*  
involving any change of station : *holiday*

- (c) From one station to another :
- (i) For preparation : Six days
- (ii) For Journey : One day for each 500 kilo meters by rail or 150 km. by road by Motor Vehicle.

**NOTE :**

1. Travel by road not exceeding 8 K.M. to or from railway station at the beginning or end of the journey does not count for joining time.
2. If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post, shall be included in his leave. On expiry of leave, the employee may be allowed normal joining time.
3. When holidays follow joining time, the normal joining time may be deemed to have been extended to cover such holidays.
4. Sundays are not included in the calculation of joining time.
5. In the case of privilege leave, joining time is admissible even if the orders of transfers are received while on leave.

**Payment during Joining time**

- 2.15.4** An employee on joining time shall be regarded as on duty and shall be entitled to pay as follows :
- (a) On transfer to a new post while on duty in the old post : pay which he would have drawn on the old post or pay which he will draw on taking charge of the new post, whichever is less.
  - (b) During joining time on return from leave; pay equal to leave salary admissible if he had been on privilege leave for the portion of joining time.

**Overstay of Joining Time**

- 2.15.5** An employee who does not join his post within the stipulated joining time, shall not be entitled to pay or leave salary after the expiry of joining time. Not joining duty after the expiry of joining time shall be construed as misconduct and willful absence from duty.

**2.16 Seniority**

- 2.16.1** The seniority of an employee within the cadre shall be reckoned from the date of his/her substantive appointment to the post in his/ her respective cadre. A Confirmed employee shall be senior to those who are on probation and those who may be appointed in that cadre in an officiating capacity.

- (i) Provided that persons appointed in a substantive or officiating capacity to any category of post prior to the date these rules came into force shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing formula applicable to their cases.
- (ii) Provided further that in no case the inter-se-seniority of an employee which has already been determined in accordance with the rules prevailing prior to the date of commencement of these (amended) rules, shall be re-opened.

- 2.16.2** (i) The inter-se-seniority of persons appointed by direct recruitment shall be determined by the order of merit in which they are selected for appointment by the Establishment/ Selection Committee irrespective of their dates of joining duty, provided they join within the time limit specified in the letter of appointment. After expiry of such limit, the seniority shall be reckoned from the actual date of joining if extended by the Vice-Chancellor.
- (ii) A person appointed as a result of an earlier selection shall rank senior to those appointed as a result of a subsequent selection against any subsequent/fresh advertisement.

**2.16.3** If more than one persons are appointed to a particular category of posts by promotion under a single order, their inter-se-seniority shall remain the same as in the lower category of posts from which they have been so promoted.

**2.16.4** A person promoted shall be junior to a person appointed by direct recruitment if the date of selection/promotion happens to be the same.

**NOTE :**

*Separate live roster of vacancies in a cadre which are to be filled by direct recruitment and by promotion according to the respective quotas shall be maintained.*

**2.16.5** When an employee is reduced to a lower scale of pay, he shall be placed at the lowest stage of such scale unless the prescribed authority, for reasons to be recorded in writing specifically directs otherwise.

## **2.17 Probation and Confirmation**

**2.17.1** Every person appointed permanently to a post under the University after the commencement of these rules, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year, after the satisfactory completion of which the appointing authority may, by an order in writing confirm his probation, provided that the total period of probation including extension shall not exceed two years.

Provided further that the appointing authority may allow continuous period spent on duty, if any, on the same post on adhoc basis or on temporary/leave vacancy/deputation when followed by regular appointment to count towards period of probation for the purpose of confirmation.

**2.17.2** If it appears to the appointing authority that at any time during or at the end of the period of probation a probationer has not made sufficient use of the opportunities or his work and conduct have not been found satisfactory and the appointing authority feels that the probationer is not suitable for holding that post or has not completed the period of probation satisfactorily, the appointing authority may :

- (i) In case of a person appointed by promotion : revert him to the post held by him immediately prior to such promotion or extends the period of his probation to the extent as specified under these rules.
- (ii) In case of a person appointed by direct recruitment terminate his service or extend the period of his probation to the extent as specified in Clause 17.1 of these rules.

**2.17.3** A probationer reverted or removed from service during or at the end of the period of probation shall not be entitled to any additional compensation whatsoever other than usual emoluments payable under rules.

## **2.18 Date of Commencement of Probation of persons first appointed Temporarily**

If a person having been appointed temporarily to a post is subsequently appointed on probation against a permanent post in the same cadre, he shall commence his probation from the date of his subsequent appointment or from such earlier date as the appointing authority may determine.

## **2.19 Crossing of Efficiency Bar**

Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be granted to a University employee without the specific sanction of the authority empowered to withhold increments.

## **2.20 Notice required for termination / discontinuation / resignation from service:**

**2.20.1** A permanent employee can leave or discontinue his services in the University by giving a three months prior notice to the Registrar/ Vice-Chancellor, as the case may be, of his intention to leave or discontinue service. Provided that the period of such notice may be waived in part or in full by the appointing authority for good and sufficient reasons to be recorded in writing by passing the order.

Provided further that the employee, in lieu of such notice, shall be liable to pay to the University, a sum equal to his pay and allowances for the duration falling short of the prescribed period. The University shall have the authority to deduct/adjust any amount due to him from the University on this account, if any.

**2.20.2** The services of a temporary/contractual employee may be terminated with such notice as may be specified in terms of his appointment or on payment of pay and allowances in lieu of such notice by either side. The period of notice may, however, be waived by the appointing authority for good and sufficient reasons.

Provided that no notice of resignation shall be necessary in the case of :

- (i) Work charged staff;
- (ii) Appointment of temporary nature without any specific period or till further orders.

**2.20.3** The appointing authority may terminate the services of an employee appointed on probation at any time during the period of his probation without assigning any reason, on giving one month's notice or one month's salary in lieu thereof.

**2.21 Handing over charge :**

An employee before leaving the University service or on transfer shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him. He shall also pay all charges due from him for occupation of residential quarter, water, conservancy and electricity charges, etc. If he fails to do so, University may recover the amount due from him on account of these and any other such charge from his last salary or from the University contribution to his Provident Fund.

**2.22 Increments :**

- (i) An increment shall be drawn as a matter of course but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work and before doing so, shall give an opportunity to the employee to make any representation that he may desire to make and shall take such representation into consideration as laid down in Part-III of the rules. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing any future increments.
- (ii) Increment shall accrue on the 1<sup>st</sup> day of the month they become due.

**2.23 Service counting for increment**

The following service shall count for increment in a time scale:

- (i) (a) All duty in a post on a time scale counts for increment in that time scale;
- (b) If a University employee holding one post is appointed to officiate on 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.
- (c) Service rendered on a post carrying lower time scale will not count for increment;



- (ii) Period spent on foreign service or deputation shall count for increment and released at the time of his rejoining on his substantive post.
- (iii) Service rendered in a temporary post shall count for increment provided the appointment to the post has been made in a prescribed time scale.
- (iv) Leave other than Extraordinary Leave without pay, counts for increment in the time scale of the post in which the employee has been confirmed. It should also count for increment in the time scale applicable to the post held on regular or officiating capacity provided the employee would have continued to officiate but for his proceeding on leave.

**NOTE :**

1. Extraordinary Leave without pay may count for increment under the orders of the competent authority under the circumstances as detailed in leave rules.
2. Service rendered on a post in a time scale during the period of probation shall count as service towards increment.
3. A period of overstay of leave does not count for increment unless the period is allowed by the competent authority to be converted into leave other than Extraordinary Leave (without pay) on consideration of gravity of circumstances.

**2.24 Higher start/Advance Increment(s) :**

The appointing authority may sanction a higher start than the minimum of the grade pay on the first appointment if it deems fit and proper. Such higher start shall be specified as being equal to a specific number of grade increments in the time scale of the post.

**NOTE :**

1. In cases where higher start has been given to an employee, he shall be entitled to increment in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of a specific order to the contrary, he should be placed in exactly the same position as regards future increments as an employee who has so reached;
2. (i) The grant of special increment(s) to a University employee on obtaining higher qualifications shall not affect the date of his annual increment.  
(ii) Such increment(s) may be given strictly as per Haryana Government Rules/Policy.

## **2.25 Fixation of Pay**

**2.25.1** Unless the appointing authority grants in an individual case a higher starting salary than the minimum of the pay scale, a person who has been appointed to a post, shall on assuming duties, draw the minimum of the pay scale as his initial pay.

**2.25.2** The initial pay of an employee, who is appointed to another higher post, shall be regulated as under :

If he holds a lien on a permanent post, at the stage next above his substantive pay in respect of the old post but if the minimum of the new post is higher than his substantive pay in the old permanent post, he will draw the minimum as initial pay.

### **NOTE :**

1. *If the pay of an employee in his substantive post is increased by the grant of an annual increment in that post, his pay shall be accordingly re-fixed from that date in the higher post in which he is officiating.*

2. *In the case of an employee whose officiating pay on re-fixation under Note (1) above, carries his pay above the efficiency bar stage in the time scale of the officiating post; the employee concerned should be deemed to have automatically crossed the efficiency bar at the time of re-fixation of officiating pay.*

**2.25.3** The holder of a post, the pay of which is changed shall be treated as if he was transferred to a new post in the new pay, subject to such restriction as the competent authority may in each case lay down. Normally, it shall be fixed in new scale at the stage next above the pay drawn in the old scale, provided that a University employee may at his option retain his old post until the date of his next increment in the old scale.

## **2.26 Fixation of Pay on Reduction to a Lower Post**

On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of such lower grade or of the pay scale of such lower post. If he is reduced to a lower grade or post or to a lower stage in his own time scale, the authority ordering the reduction shall also state in the same order the period for which it shall be effective and whether it shall operate to postpone future increment and if so to what extent.

**2.27 Special pay, Personal pay, Honorarium and Fee**

- (a) The Executive Council/Vice-Chancellor may sanction to an employee in any special circumstances such special pay, personal pay, honorarium or fee on such conditions as it may deem fit and satisfactory discharging of certain responsibilities of general or some special nature during or outside in addition to his own normal duties.
- (b) Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by an amount by which the recipient pay may be increased and such pay shall cease by an amount equal to his personal pay.

**2.28 Date of reckoning of pay and allowances**

An employee shall commence to draw the pay and allowances of a post from the date he assumes the charge of that post, if the charge is assumed in the forenoon, otherwise from the following date and shall cease to draw the same from the date he ceases to hold that charge on whatever account.

**2.29 Pay & Allowances for holding additional charge of a post :**

The competent authority may appoint an employee to hold temporarily one or two independent posts at one time and allow dual charge allowance only if the period of additional charge exceeds 30 days. The employee holding charge of additional post(s) exceeding 30 days shall be entitled to:

- (i) If the pay of the additional post is higher than that of his own post, the difference between the initial stages his own pay scale and the pay scale of the higher posts on which he officiates;
- (ii) If the additional post is lower than his own post; or, is of the same nature and borne on the same cadre, no additional pay;
- (iii) If the current duty charge of another post of equivalent status is held, no additional pay. However, if current duties are of strenuous nature and justify the grant of an honorarium, he may be allowed honorarium at the rate of 10 per cent of the minimum basic pay of his substantive pay; OR
- (iv) 5 percent of the minimum basic pay of the post on which he officiates if he has no substantive pay subject to the condition that the amount of honorarium shall not, in any case, exceed the amount which would otherwise be admissible for holding full charge of the additional post.

**NOTE :**

*This rule does not apply to Superintendents and other subordinate administrative staff.*

**2.30 Payment during suspension :**

**2.30.1** During the period of suspension, an employee shall receive only subsistence allowance at the rate half of his pay and allowances admissible on the amount which he was drawing immediately preceding his suspension.

**2.30.2** A suspended person shall not be entitled to any leave for the period of suspension.

**2.30.3** Where the period of suspension exceeds six months, the suspending authority may vary the amount of subsistence amount for any period subsequent to the period of first six months as follows :

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the next six months if the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.

(ii) In case the prolongation is directly attributable to the employee, the subsistence allowance may be reduced by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of six months.

**2.30.4** The competent authority suspending an employee should serve a charge sheet upon such employee within three months of the issue of suspension orders.

**30.5** On receipt of the reply of the charge-sheet from the suspended employee, the competent authority should appoint an Enquiry Officer within one month of the receipt of the reply.

**30.6** No payment under rule 30.1 & 30.3 shall be made to an employee under suspension unless he furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

Provided that in case of an employee who is dismissed or removed from service, but is deemed to have been placed or continued to have been under suspension from the date of such dismissal or removal and who fails to produce such a certificate for any period or periods during which he is so deemed to have been placed or continued to have remained under suspension, he shall not be entitled to the subsistence and other allowances equal to the amount by which his earnings fall short of subsistence and other allowances that would otherwise be admissible to him.

Provided further that where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing in the aforementioned proviso shall apply to him.

### **2.31 Payment on reinstatement**

An employee on reinstatement after dismissal, removal or suspension may be allowed the following payment by the authority competent to order reinstatement:

(a) If he is honourably acquitted of the charge(s) : Full pay and, by an order to be separately recorded, any allowances drawn immediately before removal, dismissal or suspension. The whole period of absence to be treated on duty.

(b) **If not honourably acquitted**

Such proportion of pay and allowances as the reinstating authority may order provided that such proportion shall not be less than the subsistence allowance admissible during suspension. The period of absence will not be treated as duty unless the re-instating authority for reasons to be recorded so directs.

**NOTE :**

1. *The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been made during the period of an employee's suspension, removal, dismissal or reduction.*
2. *The reinstating authority may, on good and sufficient reasons to be recorded, allow conversion of the period of suspension into one of leave of the kind due and admissible to him in a case falling under (b) if the employee makes a written submission in this regard.*

### **2.32 Cessation of Pay & allowances :**

Pay and allowances of an employee, who is dismissed or removed from service, shall cease from the date of such dismissal or removal.

### **2.33 Office liable to be declared vacant :**

If an employee absents himself from duty for seven days consecutively without express permission of the competent authority, the office held by him shall be declared vacant, after following due process, and the employee shall forfeit salary for the period of such absence.

### **2.34 Abolition of post :**

A three months' notice shall be given to a permanent University employee before his services are dispensed with on the abolition of his post as a result of retrenchment or otherwise. In case the University fails to give the three months' notice and the employee has not been provided with other employment, his emoluments for the period for which the notice actually falls short of stipulated three months, shall be paid to him in addition to the retirement benefits to which he may be entitled under the University rules.

### **2.35. Resignation :**

**2.35.1** A University employee resigns his job, by serving a three months' notice or by giving such notice as may be required under the terms of appointment held by him with the approval of the appointing authority.

**2.35.2** Resignation from a service or a post, unless it is allowed to be withdrawn in public interest by the appointing authority, shall entail forfeiture of past service.

**2.35.3** The appointing authority may in public interest to be stated in writing permit a person to withdraw his resignation on the following conditions:

- (i) that the resignation was tendered by the employee for some compelling reasons which did not reflect on his integrity, efficiency or conduct and the request has been made due to change in those circumstances;
- (ii) that the conduct of the employee during the intervening period was in no way improper or unbecoming of a University employee;
- (iii) that the period of absence from duty between the date of resignation on which it became effective and the date on which the employee is allowed to resume duty as a consequence of acceptance of such withdrawal is not more than 90 days;
- (iv) that the post which was vacated by the employee on the acceptance of resignation or any other comparable post is available; and
- (v) that the period of interruption shall not count as qualifying service for any purpose.

### **2.36 Retirement :**

All whole time employees shall retire on completing the age of 60, provided that the Executive Council may, on the recommendation of the Vice-Chancellor extend the service of any member for a period not exceeding three years, if it is satisfied that such extension is in the interest of the University and provided further that no such employee shall be granted extension beyond the age of 63 years.

### **2.37 Premature / Voluntary retirement :**

**2.37.1** A University employee is eligible to seek premature retirement even before completing 20 years qualifying service on medical grounds if the incumbent is certified to be suffering from some incurable disease or permanent disability which renders him unfit to continue in service.

In case any enquiry involving charges of corruption or disciplinary proceedings of serious nature is/are pending against him, the request for premature retirement on medical grounds may be considered only after he is cleared of the charges.

**2.37.2** A University employee who has put in not less than 20 years' qualifying service may, by giving three months' notice, in writing, to the appropriate authority, retire from the service voluntarily. A notice of less than three months may be accepted by the appropriate authority in exceptional circumstances.

**2.37.3** A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

**2.37.4** A notice of voluntary retirement, given before completion of 20 years' qualifying service shall require acceptance by the appropriate authority if the date of retirement, or the date of expiry of notice, would be earlier than the date on which the employee concerned could have retired voluntarily under the provisions of these rules. Such acceptance shall generally be given in all cases, except those

- (a) in which disciplinary proceedings are pending or contemplated against the employee for imposition of a major penalty of removal, dismissal or reduction in rank would be warranted in the case; or
- (b) in which prosecution is contemplated or may have been launched in a court of law.

Notwithstanding the generality of provision stated above, the Executive Council may, for reasons to be recorded in each such case, accept the notice of voluntary retirement.

Provided further that even where notice of voluntary retirement given by an employee requires acceptance by the appropriate authority, the employee concerned may presume acceptance and the retirement shall be effective in terms of notice, unless the Vice Chancellor / appropriate authority issues an order to the contrary before the expiry of period of notice.

**2.37.5** An employee who retires voluntarily, shall be entitled to retiral benefits such as gratuity, pension, encashment of earned leave as in the case of those who retire on superannuation, as may be admissible under the rules / statutes of the University.

**2.38 Compulsory retirement :**

**2.38.1** The appointing authority shall, if on examination and material placed before him is satisfied that it would be in the public interest to do so, have the absolute right to order compulsorily retirement from service of a University employee by giving him notice of not less than three months' in writing or three months' pay and allowances in lieu of such notice :

- (i) if he is class 'A' employee : after he has attained the age of 50 years;

(ii) If he is a Class 'B' or 'C' employee : after he has attained the age of 55 years.

**2.38.2** The University employee would stand retired immediately on payment of three months' pay and allowances in lieu of notice and shall not be in service thereafter.

**2.39 Service Benefits :**

Employees of the University (other than those specified in Rule 4) shall be entitled to the benefits of the contributory provident fund and gratuity of the University in accordance with the provisions in the Statutes and to pension and insurance scheme as may be instituted by the University for benefits of the employees, from time to time.

**2.40. Termination of service :**

The service of an employee shall be liable to be terminated on any of the following ground :

- (a) Gross negligence in the discharge of duty;
  - (b) Mis-conduct;
  - (c) Insubordination or any breach of discipline;
  - (d) Absence from duty without leave;
  - (e) Physical or mental unfitness for the discharge of duty;
  - (f) Any act prejudicial to the interest of the University or its property.
- Provided that in the case of a permanent employee, an order passed under this Clause except under Sub-clause (e) shall be treated as a major penalty and the procedure laid down in Part-III of these rules shall be followed.

Provided further that where an employee is removed from service for a reason other than specified in Sub-Clause(s) he shall be given three months' notice in writing or be paid three months' salary in lieu of notice period.

**2.41 Service Book :**

**2.41.1** A record of service in respect of every University employee shall be maintained in his service book. The service book shall be maintained by and kept in the custody of the Registrar.

The service book shall not be given to any employee who is proceeding on leave or who quits University service. A certified copy of the service book, may, however, be supplied on request of the employee on retirement, discharge or resignation on payment of a copying fee of Rs. 100/-.



**2.41.2** Every step in an employee's official life including the temporary or officiating promotions of all kinds, increments and leave etc. shall be recorded in his service book and each entry attested under the dated signature of the Head of the Branch or the Registrar as the case may be.

**NOTE :**

1. *Special precaution should be taken at the time of filling up page 1 of the Service Book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The officer authorized to maintain service books shall perform this important function himself personally and attest the date of birth entry in token of his having done so on the basis of physical verification of original record. It shall be based on Matriculation/Higher Secondary Certificate or an equivalent certificate where the date of birth is indicated, and in the case of D (Class IV) employees or holder of other posts, where the minimum academic qualifications is not laid down and the employee have not passed Matric/Higher Secondary Examination, the certificate issued by the University Medical Officer or a Medical Officer designated by the University as in Clause-9 shall be accepted a proof of age.*
2. *In case where only the year of birth of an employee is entered, the 1st of July of that year shall be taken to be the date of birth. If the month is also given, but not the date, 16th of the month shall taken to be the date.*
3. *Date of birth cannot be altered unless the employee concerned applies for correction of his age as recorded, within two years from the date of his entered into University service. University authorities, however, reserve the right to make a correction in the recorded age at any time against the University employee's interest when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage there from. The Registrar will, however, have the discretion to refuse to grant such application and no alteration shall be allowed unless it is proved to his satisfaction that the date of birth as originally given by the applicant was a bonafide mistake and that he has derived no unfair advantage therefrom.*

- 2.41.3**
- (a) The period of suspension and other interruptions in service with full details, warning or other punishment shall be noted in the service book in red ink.
  - (b) Personal certificates and character certificates shall not, however, be entered in the Service Book.

**2.41.4** It is the duty of every employee to see that his service book is properly maintained. He shall also be required to put his signature in Col. 8 as and when there is any change in his emoluments, as a proof of his having verified his entries. The Officer-in-charge of service books may permit the employee concerned to examine his service book should be desired to do so at any time.

**2.42 Personal Files:**

Besides the confidential reports the work and conduct of an official, copies of documents/communications, specified below shall also be placed on his personal files :

- (a) All orders imposing any of the penalties as mentioned in Part-III of this chapter.
- (b) All communications conveying adverse remarks.
- (c) Letters of appreciation for outstanding work performance of an overall assessment of his work and conduct during the year.

**2.43 Confidential Reports**

The Heads of the Departments and the Registrar, as the case may be, shall report confidentially on the work and conduct of the employees, in accordance with rules made by the Executive Council separately in this behalf.

**2.44 Withholding of payment of emoluments of University Employees suspected of having committed embezzlement :**

When an employee is suspected of being concerned directly or indirectly in the embezzlement of University money, stores etc., and is placed under suspension, the authority competent to order his removal may direct that, unless he furnishes security for the reimbursement of the said money, value of stores etc., to the satisfaction of the Registrar, the payment of any sum due to him by the University on the date of suspension shall be deferred until such time as the said authority passes final orders on the charges framed against him.

Provided that such an employee shall be entitled to the payment of a subsistence allowance in respect of the period for which, the admissible emoluments, if any, are withheld.

**2.45 Residuary conditions of service**

Any case which does not fall within the purview of these rules, may be decided in accordance with the rules framed by the Haryana Government for its own employees or in such manner as the Vice-Chancellor/Executive Council, as the case may be, deem fit and proper in each case.

**PART - III**  
**(PUNISHMENT & APPEAL RULES)**

**1. Short Title :**

These rules may be called the Indira Gandhi University Non-Teaching Employees (Punishment & Appeal) Rules.

**2. Definitions :**

In these rules, unless the context otherwise requires :

- (a) **"Appointing authority"** in relation to University employee means-
- (i) the authority empowered to make appointments to the service of which the University employee is for the time being a member; or, to the category of the service in which the University is for the time being included; or
  - (ii) the authority empowered to make appointments to the post which the University employee for the time being holds; or
  - (iii) the authority which appointed the University employee to such service, category or post, as the case may be.
- (b) **"Chancellor"** means the Chancellor of Indira Gandhi University, Meerpur.
- (c) **"Punishing Authority"** means the authority competent under these rules to impose on a University employee any of the penalties specified in rule 5.
- (d) **"Service"** means a service under the University.
- (e) **"University"** means Indira Gandhi University, Meerpur.
- (f) **"University employee"** means any person appointed to a teaching, non-teaching or any other post, in connection with the affairs of the University.

**Explanation :** A University employee whose services are placed at the disposal of another University, Government, Corporation or a local authority, shall, for the purposes of these rules, be deemed to be a University employee serving under the University, notwithstanding that his salary is drawn from sources other than the Funds of the University.

- (g) **"Vice-Chancellor"** means the Vice-Chancellor of Indira Gandhi University, Meerpur.

**3. Application**

**3.1** These rules shall apply to every University employee, but shall not apply to -

- (a) any member of Government service;
- (b) any person in casual employment;
- (c) any person subject to discharge from service on less than one month's notice;
- (d) any person for whom special provision is made in respect of matters covered by these rules or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the University, in regard to matters covered under those special provisions.

**3.2** Notwithstanding anything contained in sub-rule 3.1, these rules shall apply to every University employee temporarily transferred to a service or post coming within sub clause (d) of sub-rule (1) of rule 3 to whom, but for such transfer, these rules would apply.

**3.3** In case any doubt arises whether these rules or any provision(s) of them apply to any person or not, the matter shall be referred to the Vice-Chancellor, who shall decide the same.

**4. Suspension :**

**4.1** The appointing authority or any other authority to which such appointing authority is subordinate or the punishing authority or any other authority empowered in that behalf by the Executive Council by a general or special resolution, may place a University employee under suspension -

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
- (b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

**4.2** A University employee shall be deemed to have been placed under suspension by an order of appointing authority -

- (i) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
- (ii) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

**Explanation :** The period of forty-eight hours referred to in clause (ii) of this sub-rule shall be computed from the commencement of the imprisonment after conviction and, for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

**4.3** Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other direction, the order of suspension shall be deemed to have continued to be in force, on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force, till further orders.

**4.4** Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the punishing authority, on a consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of original order of dismissal, removal or compulsory retirement, as the case may be, and shall continue to remain under suspension until further orders.

**4.5** An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

**4.6** Where a University employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceedings or otherwise, and any other disciplinary proceedings or otherwise, and any other disciplinary proceeding is instituted against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceedings.

**4.7** An order of suspension made or deemed to have been made under this rule may, at any time, be modified or revoked by the authority which made or deemed to have made the order or by any other authority to which that authority is subordinate.

**5. Penalties :**

The following penalties may, for good and sufficient reasons, and as hereinafter provided be imposed on a University employee:

**5.1 Minor Penalties**

- (i) Warning with a copy on ACR file;
- (ii) censure;
- (iii) withholding of grade increment, without cumulative effect;
- (iv) withholding of promotion;
- (v) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

**5.2 Major Penalties**

- (i) Withholding of grade increment(s) with cumulative effect;
- (ii) reduction to a lower stage in the time scale of pay with further directions that as to whether or not the University employee will earn grade increment beyond that lower stage after such reduction;
- (iii) reduction to lower time-scale, grade, post of service shall be a demotion which shall essentially carry with it a bar for future promotion of the University employee to the time-scale of pay, grade, post or service from which he has been so reduced, with or without mention of any specified conditions in the order imposing this penalty;

- (iv) compulsory retirement;
- (v) removal from service which shall not be a disqualification for future employment under the University;
- (vi) dismissal from service, which shall ordinarily be a disqualification for future employment under any public interest.

**Explanation :** The following shall not amount to a penalty within the meaning of this rule :

- (i) Withholding grade increment(s) of an employee for failure to pass departmental examination or non-fulfillment of any such condition in accordance with the rules of orders governing the service or post or the terms of his appointment;
- (ii) stoppage of an employee at the efficiency bar in the time scale on grounds of his unfitness to cross the bar;
- (iii) non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case to a service, grade or post for promotion to which he may be otherwise eligible;
- (iv) reversion to a lower service, grade or post of an employee officiating in a higher service, grade or post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with this conduct;
- (v) reversion to his permanent service, grade or post of an employee appointed on probation to another grade or post during or at the end of the period of probation in accordance with the term of his appointment or the rules and orders governing probation;
- (vi) suspension pending enquiry;
- (vii) termination of the service;
  - (a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the term of his appointment or the rules and orders governing probation;
  - (b) of a person engaged under a contract : in accordance with terms of the contract;
  - (c) of a temporary employee appointed otherwise than under a contract: on the expiration of the period of appointment or on abolition of the post before the due time in accordance with the term of appointment;

(d) of a temporary employee engaged on a tenure posts or offered term appointment : at the expiration of the tenure or term of appointment as specified in the order of appointment or earlier if the arrangement under which such appointment has been made is abolished;

(viii) Compulsory retirement of a University employee in accordance with the provisions relating to superannuation or retirement.

**6. Punishing Authority :**

**6.1** Except, where otherwise laid down in the statutes and the ordinances of the University, the authority competent to appoint shall also be competent to impose any of the penalties specified in Rule 5 upon the persons to whom these rules apply.

**6.2** Notwithstanding generality of provision contained in sub-rule (1) above, the Vice-Chancellor shall be competent to impose any of the minor penalties specified in clauses (i) to (v) of Rule 5, except the officers of the University as defined under Section 9 of the Act.

**7. AUTHORITY TO INSTITUTE PROCEEDINGS :**

**7.1** Except where otherwise provided under these rules, the Executive Council or any other authority empowered by it, by a general or special order may-

- (a) institute disciplinary proceedings against any University employee;
- (b) direct a punishing authority to institute disciplinary proceedings against any University employee on whom that punishing authority is competent to impose under these rules any of the penalties specified in Rule 5.

**7.2** A punishing authority competent under these rules to impose any of the penalties specified in clause (i) to (v) of Rule 5.1, may institute disciplinary proceedings against a University employee for the imposition of any of the penalties specified in clauses (i) to (vi) of Rule 5.2 notwithstanding the fact that such punishing authority is not competent under these rules to impose any of the latter penalties.



## **PART - IV**

### **8. PROCEDURE FOR IMPOSING MAJOR PENALTY :**

- 8.1** No order imposing any of the major penalties specified in clauses (i) to (vi) of Rule 5.2 shall be made against a person to whom these rules are applicable unless he has been given a full and reasonable opportunity of being heard, showing cause and of defending himself against the action proposed to be taken against him.
- 8.2** Whenever the punishing authority is of the opinion that there are grounds for inquiring into truth of any imputation of misconduct or misbehaviour against a University employee, it may itself inquire into or appoint an authority to inquire into the truth thereof to its satisfaction.
- 8.3** Where it is proposed to hold an enquiry against a University employee under these rules, the punishing authority may draw up or cause to be drawn up -
- (i) grounds on which it is proposed to take such action shall be reduced in writing into definite and distinct articles of charges;
  - (ii) a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take up into consideration before passing orders in the case;
  - (iii) a statement of all relevant facts including any admission or confession having been made by the University employee;
  - (iv) a list of documents on the basis of which and a list of witnesses by whom, the articles of charge are proposed to be sustained.
- 8.4** The punishing authority shall deliver or cause to be delivered to the employee, a copy of the articles of charge, the statement of allegations and list of documents and witnesses in support of each article of charge and require him to submit, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he admits the truth of all or any of the allegations, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.
- 8.5** If on receipt of written statement of defence, the punishing authority is of the opinion that imposition of one of the minor penalties specified in clauses (i) to (v) of Rule 5.1 on the University employee would suffice and for that reason the punishing authority does not consider it fit and necessary to inquire into articles of charges any further for imposing one of the major penalties specified in clauses (i) to (vi) of Rule 5.2. It shall make an order imposing any of the minor penalties specified in clauses (i) to (v) of Rule 5.1.

- 8.6** (a) If the punishing authority is not satisfied with the explanation given by the person charged or if the employee desires to be heard in person, an Enquiry Officer shall be appointed to hold a regular enquiry :
- (b) The competent authority may appoint a University employee or a legal practitioner to be known as the 'Presenting Officer' to present on his behalf the case and lead evidence before the Enquiry Officer in support of statement of allegations / articles of charge (s) ;
- (c) The employee against whom a charge is being enquired into, shall be allowed to obtain the assistance of an in-service or retired University employee, if he so desires in order to lead his defence before the Enquiry Officer.
- (d) In case a counsel is engaged by the competent authority to present his case before the Enquiry Officer, the charged employee shall also be entitled to engage the services of a counsel to represent his case in defence.
- (e) The charged employee shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the Enquiry officer may, for reasons to be recorded in writing, refuse to call any such particular witness.
- 8.7** If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under rule 8.3, the decision thereon of the punishing authority shall be final.
- 8.8** All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by registered post to the employee at his last known address.
- 8.9** If the charged employee to whom a copy of article of charges has been delivered does not submit his written statement of defence on or before the date specified for the purpose or does not appear in person before the Enquiry Officer or otherwise fails or refuses to comply with the provisions of this rule, the Enquiry Officer shall proceed to hold the enquiry ex-parte.

- 8.10** The charged employee shall appear in person before the Enquiry Officer on such date and time and at such venue as the Enquiry Officer may, by a notice in writing, specify in this behalf.
- 8.11** On the date fixed for the purpose, oral and documentary evidence on the basis of which charges are proposed to be proved shall be produced by or on behalf of the competent authority before the Enquiry Officer. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the charged employee. The Presenting Officer shall be entitled to re-examine the witnesses on any point on which they have been cross examined, but not on any new matter, without the leave of the Enquiry Officer. The Enquiry Officer may also put such questions to the witnesses as he thinks fit and proper for a fair investigation.
- 8.12** Before the close of the case, on behalf of the competent authority, the Enquiry Officer, may in his discretion allow the Presenting Officer to produce evidence not included in the list given to the charged employee or may himself call for new evidence or recall or re-examine any witnesses and in such case the charged employee shall be entitled to seek, if he so demands, an adjournment for three clear days before the production of such new evidence. The Enquiry Officer shall give to the charged employee an opportunity of inspecting such additional documents submitted/called in evidence before they are taken on the record.
- 8.13** When the charged employee has not admitted in his written statement any of the charges or has not submitted any written statement in his defence, the Enquiry Officer shall ask him to state as to whether he pleads guilty or has any defence to make. If the charged employee pleads guilty to all or any of the charges, the Enquiry Officer shall record his plea, sign the record and obtain the signature of the employee thereon.
- 8.14** The enquiring authority shall return a finding of guilt in respect of those of articles of charges to which the University employee pleads guilty.

**8.15** The Enquiry Officer, shall if the employee fails to appear before him within the specified time, or having reported refuses or omits to plead, require the Presenting Officer to produce the evidence on the basis of which he proposes to prove the charges and shall adjourn the case and afford to the charged employee another but final opportunity :

- (i) To inspect the documents filed with the statement of allegations.
- (ii) To submit a list of witnesses to be examined and to obtain/see a list of documents which are in the custody of the University, indicating relevancy of the documents required by him.
- (iii) apply orally or in writing for the supply of copies of the statements, if any, recorded of witnesses mentioned in the list referred to above, in which case the enquiring authority shall furnish to him such copies as early as possible but, in any case, before the commencement of examination of the witnesses on behalf of the punishing authority.

**8.16** The Enquiry Officer shall, on receipt of the notice from the charged employee for the discovery or production of documents forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Enquiry Officer may for reasons to be recorded in writing, refuse to requisition such of the documents as are in his opinion are not relevant to the case.

**8.17** On receipt of the requisition referred to in Rule 8.15 (ii & iii), the authority having the custody of possession or the requisitioned documents shall produce the same before the Enquiry Officer, unless the Enquiry Officer is satisfied on written requisition by the authority having the custody of possession of the requisitioned documents that such documents are of a confidential nature and should not be produced.

**8.18** When the case for the competent authority is closed, the charged employee shall be required to submit evidence in his defence orally, or in writing as he may prefer. If the defence is made orally, it shall be recorded by the Enquiry Officer and charged employee shall be required to sign the record.

- 8.19** The evidence/witness on behalf of the charged employee shall then be produced. The employee may examine such evidence/ witness himself behalf he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Enquiry Officer.  
The Enquiry Officer, may for the reasons to be recorded in writing, refuse to call any witnesses cited by the employee.
- 8.20** The Enquiry Officer, may, after the charged employee closes his case and if the employee has not examined the evidence/witness himself, shall generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- 8.21** The Enquiry Officer may after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the employee, or permit them to file written briefs of their respective cases, if they so desire.
- 8.22** When the statement of allegation against the charged employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any of the punishments prescribed under Rule 5 which may be considered suitable in the circumstances of the case.
- 8.23** It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged during the course of his deposition in defence.
- 8.24** These provisions shall not apply where a person is removed or reduced in rank on the grounds of conduct which had led to his conviction on a criminal charges, or where an authority empowered to remove him or reduce him in rank is satisfied that, for some reason, to be recorded in writing it is not reasonably practicable to give him an opportunity of showing cause against action proposed to be taken against him or if it is considered expedient not to give that person an opportunity.
- 8.25** Whenever an Enquiry Officer, after having heard and recorded the whole or any part of the evidence, is unable to proceed with the enquiry for any reason whatsoever, and is succeeded by another Enquiry Officer, the Enquiry Officer so succeeding, may act on the evidence already recorded by his predecessor. If the predecessor Enquiry Officer has partly recorded and partly recorded by himself,

the evidence on any charge, the successor Enquiry Officer may accept and act on the same and proceed further with the process from that stage onward.

Provided that if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, he may recall, examine, cross-examine and re-examine any such witness as hereinbefore provided.

- 8.26** After conclusion of the enquiry, a report shall be prepared by the Enquiry Officer which shall contain -
- (a) the articles of charges and the statement of the imputations of misconduct or misbehaviour;
  - (b) the defence of the charged employee in respect of each article of charges;
  - (c) an assessment of the evidence adduced and examined in respect of each article of charges;
  - (d) the findings on each article of charges and detailed reasons therefor.
- 8.27** If, in the opinion of the Enquiry Officer, the proceedings of the Enquiry establish any article of charges different from the original articles of the charges, he may record his findings on such particular article of charges.
- Provided that findings on such article of charges shall not be recorded unless the charged employee has either admitted the facts on which such article of charges is based or had been afforded a reasonable opportunity of defending himself against the same.
- 8.28** The Enquiry Officer, where he is not himself the punishing authority, shall forward to the punishing authority the records of enquiry which shall include –
- (a) the enquiry report;
  - (b) the written statement of defence, if any, submitted by the charged employee;
  - (c) the oral and documentary evidence produced during the course of the enquiry;
  - (d) written briefs, if any, filed by the Presenting Officer and/or the charged employee during the course of enquiry;
  - (e) the orders, if any, made by the punishing authority with regard to the enquiry.

**9. ACTION ON THE ENQUIRY REPORT:**

- 9.1** The punishing authority, if it is not itself the enquiring authority may, for reasons to be recorded, in writing, remit the case to the enquiring authority for further enquiry and report and the enquiring authority shall there upon proceed to hold further enquiry according to the provisions contained in rule 8, as far as may be.
- 9.2** After enquiry against a University employee has been completed, and after the punishing authority has arrived at a tentative conclusion in regard to the penalty to be imposed, the employee shall, if the penalty to be imposed is a major penalty provided in sub-clauses (i) to (vi) of Rule 5.2, be supplied with a copy of the report of the Enquiry Officer and be called upon to show cause, within reasonable time, not ordinarily exceeding one month asking him to show cause as to why the enquiry report be not accepted against the particular penalty proposed to be inflicted upon him. Any representation submitted by him in this behalf shall be taken into consideration before further orders are passed.
- 9.3** If the punishing authority disagrees with any part or whole of the findings of the Enquiry Officer, the point or points of such disagreement, together with a copy of the report of the Enquiry Officer and brief statement of the grounds of such disagreement shall also be supplied to the employee calling upon him to show cause, within a reasonable time, not ordinarily exceeding one month, irrespective of whether the report is in favour or against the University employee, as to why a particular penalty proposed be not inflicted upon him.
- 9.4** The disciplinary authority shall consider the representation, if any, submitted by the University employee in this behalf before proceeding further in the manner specified in sub-rules (5) & (6) of this rule.
- 9.5** If disciplinary authority having regard to its findings of the enquiry on all or any of the articles of charges is of the opinion that any of the penalties specified in clauses (i) to (v) of Rule 5.1 should be imposed on the University employee, it shall notwithstanding anything contained in Rule 10, make an order imposing such penalty.
- 9.6** If the punishing authority having regard to the findings of the enquiry on all or any of the articles of charges and on the basis of the evidence adduced during the enquiry, is of opinion that any of the penalties specified in clauses (i) to (vi) of Rule 5.2 should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.

**10. PROCEDURE FOR IMPOSING MINOR PENALTIES :**

**10.1** Subject to rule 8.4 and 9.2, no order imposing on an employee any of the penalties specified in clauses (i) to (v) of Rule 5.1 shall be made except after-

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to take against the proposal;
- (b) holding an enquiry as in rule 8.1 to 8.27 in every case in which the authority is of the opinion that such an enquiry is necessary;
- (c) taking the representation, if any, submitted by the employee under clause (a) and the record of enquiry, if any, held under clause (b) into consideration;
- (d) recording a finding on each imputation of misconduct or misbehaviour.

**10.2** Notwithstanding the procedure specified in Rule 10.1, if the punishing authority after giving reasonable opportunity to the employee to show cause against the imputations of misconduct or misbehaviour leveled against him, is of the opinion that minor penalties as specified in clauses (i) to (v) of rule 5.1 contained in this part should be imposed on the employee, without holding an enquiry in the manner laid down in rule 8.1 to 8.27, he shall record the reasons therefor, in writing, and shall pass a speaking order accordingly.

**11. COMMUNICATION OF ORDER :**

A copy of the order made by the punishing authority along with a copy of the enquiry report, a statement of findings of the punishing authority together with brief reasons for its disagreement with the findings of the Enquiry Officer, if any (unless already supplied) shall be delivered to the employee either by hand or by registered post.

**12. COMMON PROCEEDINGS :**

**12.1** Where two or more University employees are implicated in any case, the authority competent to impose the penalty of dismissal or removal from service on all such employees, may make an order directing that disciplinary action against all of them may be taken, in a common proceedings.

**12.2** If the authorities competent to impose the penalty of dismissal or removal from service on such employees are different, an order for



taking disciplinary action in a common proceedings shall be made by the highest of such authorities.

- 12.3** An order made under rule 12.1 shall specify the authority competent to function as the punishing authority for the purpose of such common proceedings.

## **PART - V**

### **13. APPEALS :**

#### **RIGHT TO APPEAL**

Subject to provision contained in Rule 14, every employee to whom these rules apply, shall be entitled to appeal, against any of the orders not being an order of Chancellor, to such superior authority, as may be prescribed in the University Act/Statues. An appeal against an order/decision of the Executive Council shall lie with the Chancellor as provided in the Act and Statues.

#### **14. ORDERS AGAINST WHICH NO APPEAL LIES :**

Notwithstanding anything contained in this part of the rules, no appeal shall lie against-

- (i) Any order made by the Chancellor;
- (ii) Any order of interlocutory nature or the nature of step-in-aid of efficient disposal of disciplinary proceedings other than order of suspension;
- (iii) Any order passed by an Enquiry Officer during the course of an enquiry under Rule 8.

#### **15. ORDERS AGAINST WHICH APPEAL LIES :**

Subject the provisions of Rule 14, a University employee may prefer an appeal with the next higher authority against any disciplinary action as provided in Section-10 (14) of the University Act and decision of such Appellate Authority shall be final.

#### **16. PERIOD OF LIMITATION :**

An appeal under this part shall be entertained only if such appeal is preferred within a period of thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the Appellate Authority in a rare and exceptional case may entertain an appeal after the expiry of the said period, with reasons to be recorded in writing, if he is satisfied that the appellant has shown some bonafide and sufficient reason as a proof of his inability to prefer the same within the prescribed time limit.

**17. CONSIDERATION OF APPEAL:**

**17.1** In case of appeal against an order of suspension, the Appellate Authority shall consider whether in the light of the provisions of Rule 4 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

**17.2** In the case of an appeal against an order imposing any of the penalties specified in Rule 5 or enhancing any penalty imposed under the said rules, the Appellate Authority shall consider -

- (a) whether the procedure laid down in these rules has been complied with and if not, whether such non-compliance has resulted in the violation of any provision of the Constitution of India or in the failure of justice;
- (b) whether the findings of the punishing authority are vitiated by the evidence on the record; and
- (c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or too severe; and pass orders -
  - (i) either confirming, enhancing, reducing or setting aside the penalty with sufficient reasons to be recorded in writing; or
  - (ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such directions as it may deem fit in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be made unless the appellant has been given a reasonable opportunity to show cause why such a penalty should not be increased.

**17.3** Every employee aggrieved by the order of punishing authority, preferring an appeal shall do so separately in his own name and not collectively.

**18. REVIEW :**

Notwithstanding anything contained in these rules :

- (i) the appellate authority, within 45 days of the date of the order proposed to be reviewed; or
- (ii) any other authority, in this behalf, by the Executive Council by a general or special order, and within such time as may be prescribed in such order, may at any time, either on its own motion or otherwise call for the records of any enquiry and review any order made under these rules from which an appeal is allowed, but from which no appeal has been preferred, and may -
  - (a) confirm, modify or set aside the order; or
  - (b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
  - (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case.

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the proposed/enhanced penalty and holding an enquiry in the manner laid down under the rules.

**19. MANNER OF PRESENTATION OF APPEAL OR REVIEW**

Every appeal or application for review preferred under these rules, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal or application for review shall be submitted through the Head of Office to which the appellant or applicant belongs/belonged.

**20. WITHHOLDING OF APPEALS OR APPLICATION FOR REVIEW :**

An appeal or application for review may be withheld by the Head of the Office, if -

- (a) it is an appeal or application for review in a case in which no appeal or review lies under these rules;

- (b) it is filed after expiry of the prescribed period of limitation and no sufficient and reasonable cause is shown for the delay;
- (c) it is a repetition of a previous appeal or application for review which has already been decided by the appellate or reviewing authority and no new facts or grounds strictly relevant to the case are adduced which may warrant reconsideration of the case.

Provided that in every case the appeal or application for review is withheld, the appellant/applicant shall be informed of the fact and the reasons therefor under intimation to the appellate/reviewing authority.

**21. ORDER OF REINSTATEMENT**

When an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying therein :

- (i) Whether the employee may draw, for the period of his absence from duty, any pay and allowances in addition to his pay and allowance admissible under Rules.
- (ii) Whether such period may be treated as duty for any particular purpose.

**22. REVISION :**

After an appeal or second appeal provided in Rule 13 has been rejected, an employee to whom these rules apply, may apply for revision to such superior authority as may be prescribed by the Executive Council, on grounds of any material irregularity in the proceedings/conduct of the Enquiry Officer/appellate authority or on the discovery of new and important facts/evidence which could not, with due diligence, be produced by him when the orders against him were passed or on account of some mistake or error on the face of record, but such new and important facts/evidence are strictly relevant to the case.

**23. POWER OF SUPERIOR AUTHORITY TO REVISE ORDERS OF AN SUB-ORDINATE AUTHORITY :**

The Vice-Chancellor, on grounds of sufficient reasons to be recorded in writing, may call for and examine the records of any case in which a subordinate authority has passed any order under Rule 10 or has inflicted any of the penalties specified in Rule 5 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce, increase or impose any of the penalties specified in Rule 5.

**24. SAVINGS & POWER TO RELAX RULES**

**24.1** Nothing in these rules shall apply insofar as it is inconsistent with the provisions of the Act, Statutes and Ordinances of the University as amended from time to time.

**24.2** Any matter relating to the conditions of service of an employee for which no provision is made under these rules, shall be determined according to the Haryana State Government Rules on the subject.

**PART - VI (CONDUCT RULES)**

**1. Short title, commencement and application.**

- (i) These rules may be called the Indira Gandhi University, Meerpur Employees (Conduct) Rules.
- (ii) These shall come into force at once.
- (iii) These shall apply to all persons appointed in the University. Provided that nothing in these rules shall apply to:
  - (a) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954; and
  - (b) holders of any post in respect of which the University may, by general or special order, declare that these rules do not apply.

**2. Definition**

In these rules, unless the context otherwise requires;

- (a) 'the University' means the Indira Gandhi University, Meerpur.
- (b) 'University employee' means any person appointed to any service or post in connection with the affairs of the University.

**Explanation :**

A University employee whose services are placed at the disposal of a company, corporation, organization or a local authority by the University, shall for the purposes of these rules be deemed to be a University employee serving under the University notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the University.

- (c) 'members of family' in relation to a University employee includes:
  - (i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employees or not but does not include a wife or husband, as the case may be, separate from the University employees, by a decree or order of a competent court;

## IGUM SERVICE & CONDUCT RULES FOR NON-TEACHING EMPLOYEES

- (ii) Son or daughter or step-son or step-daughter of the University employee and wholly dependent on him, but does not include a child or step child who is no longer in any way dependent on University employee or of whose custody the University employee has been deprived by or under any law;
- (iii) Any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

### **3. General**

1. Every University employee shall at all times;
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a University employee or which is prejudicial to the interests and reputation of the University as a public institution.
2.
  - (i) Every University employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all University employees under his control and authority.
  - (ii) No University employee shall, in the performance of his official duties, or in the exercise of powers conferred on him act otherwise than in his best judgment, except when he is acting under the direction of his official superior.
  - (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinate shall be avoided, as far as possible. When the issuance of oral direction becomes unavoidable in certain circumstances, the official shall confirm it in writing immediately thereafter.
  - (iv) A University employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be duty of the official superior to confirm the direction in writing.

**Explanation :**

Nothing in Clause (ii) of Sub-rule (2) shall be construed as empowering a University employee to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

**4. Employment of near relatives of University employees in companies or firms enjoying University patronage/ Privileges.**

1. No University employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
2. (i) No Class-I officer shall, except with the previous sanction of the University permit his son, daughter or other dependent to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the University.

Provided that where the acceptance of the employment cannot await prior permission of the University or is otherwise considered urgent, the matter shall be reported to the University at the earliest but not later than three months and the employment may be accepted provisionally subject to the permission of the University.

- (ii) A University employee shall, as soon as he becomes aware of the acceptance by member of his family of an employment in any company or firm intimate such acceptance to the prescribed authority and shall also intimate whether he has or had any official dealings with that company or firm.

Provided that no such intimation shall be necessary in the case of Class II Officer, if he has already obtained the sanction of, or sent a report to the University under Clause (i).

3. No University employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any undertaking or any person, if any member of his family is Director/CEO/Owner in that undertaking or under that person or if he or any member of his family is directly interested as a partner in such matter of contract in any other manner and the University employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

**5. Taking part in Politics and Elections**

- (i) No University employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics and nor shall he take part in, subscribe in aid of, or assist in any other manner; any political movement or activity.
- (ii) It shall be the duty of every University employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner, any movement or activity which is or tends directly or indirectly to be, subversive of the University as by law established and where a University employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.
- (iii) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-rule (2), the decision of the University, thereon shall be final.
- (iv) No University employee shall canvass or otherwise, interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority;

**Provided that :**

- (a) a University employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (b) a University employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

**Explanation :**

The display by a University employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.



**6. Joining of Associations by University employees**

No University employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

**7. Demonstration and Strikes**

No University employees shall :

- (i) engage himself or participate in any demonstration which is prejudicial to the interests of sovereignty and integrity of India, the security of the State, friendly relations with foreign state, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in way abet any form of strike in connection with any matter pertaining to his service or that of any other University employee.

**8. Connection with Press or Radio**

- (i) No University employee shall except with the previous sanction of the University, wholly or in part, conduct or participate in the editing or management of, any newspaper or other periodical publication.
- (ii) No University employee shall except with the previous sanction of the University or the prescribed authority or except in the bonafide discharge of his duties ;
  - (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or
  - (b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical
  - (c) either in his own name or anonymously or pseudonymously or in the name of the any other person;

**Provided that no such sanction shall be required :**

- (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or
- (ii) if such contribution; broadcast or writing is of a purely literary, artistic or scientific character.

Provided further that the University may withdraw at any time the sanction so granted if there are reasons to believe that the sanction is being misutilised after affording reasonable opportunity of being heard.

**9. Criticism of University**

No University employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion ;

- (i) which has the effect of any adverse criticism of any current, recent policy or action of the University;
- (ii) which is capable of embarrassing the relations between the University and the Govt.;

Provided that nothing in this rule shall apply to any statements made or views expressed by a University employee in his official capacity or in the due performance of the duties assigned to him.

**10. Evidence before committee or any other Authority**

- (i) Save as provided in Sub-rule (3), no University employee shall except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under Sub-rule (1), no University employee while giving such evidence shall criticize any policy or any action of the University.
- (iii) Nothing in this rule shall apply to :
  - (a) evidence given at enquiry before an authority appointed by the University, Parliament or a State Legislature; or
  - (b) evidence given in any Judicial enquiry; or
  - (c) evidence given at any departmental enquiry ordered by the University or authorities subordinate to the University.

**11. Unauthorized Communication of the Information**

Communication of official information: Every University employee shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act, 2005 (nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or, for improper gains to a University employee or others).

**Explanation**

Quotation by a University employee (in his representation to the Head Office or Head of Department or Governor) of or from any letter, circular or office memorandum, or from the notes on any file, to which he is not authorized to have access or which he is not authorized to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of information with the meaning of this rule.

**12. Subscriptions**

No University employee shall except with the previous sanction of the University or of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

**13. Gifts**

1. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

**Explanation**

The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any other person other than a near relative or personal friend having no official dealings with the University employee.

**NOTE :**

- (i) A casual meal, gift or other social hospitality shall not be deemed to be a gift.
- (ii) A University employee shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organizations etc. having official dealings with the University.

2. On occasions such as weddings, anniversaries, social or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, a University employee may accept gifts from his near relatives and friends but he shall make a report to the University if the value of any such gift exceeds Rs. 500/-.
3. In any other case, a University employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the University, if the value thereof exceeds:
  - (a) Rs. 10,000/- in the case of a University employee holding any class I or class II post; and
  - (b) Rs. 5,000/- in the case of a University employee holding any class III or class IV post.

**13 (A) Prohibition of Dowry**

No University employee shall ;

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

**Explanation**

For the purpose of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended, in its application to the State of Haryana.

**14. Public Demonstration in honour of University employees**

No University employee shall, except with the previous sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employee;

**Provided that nothing in this rule shall apply to :**

- (a) a farewell entertainment of a substantially private and informal character held in honour of a University employee or any other University employee on the occasion of his retirement or transfer of any person who has recently quit the service of University; or

- (b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

**NOTE :**

Exercise of pressure or influence of any sort on any University employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any University employee not belonging to Class III or Class IV, is forbidden.

**15. Private trade or employment**

1. No University employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment; Provided that a University employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of artistic or scientific character subject to the condition that :
- (i) he shall, within a period of one month of his undertaking any such work, report to the University giving full details.
  - (ii) his official duties do not thereby suffer;
  - (iii) he shall discontinue any such work if so directed by the University ;

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the University.

**Explanation - Canvassing by a University employee**

- (i) in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family; or
  - (ii) for a candidate for an elective office referred to in the second proviso, shall be deemed to be a breach to this sub-rule.
2. Every University employee shall report within one month to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
3. No University employee shall, without the previous sanction of the University, except in due discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act 1956 (Act 1 of 1956), or any other law for the time being in

force or any cooperative society for commercial purposes :

Provided that a University employee may take part in the registration, promotion or management of a cooperative society substantially for the benefit of University employees or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law for the time being in force, subject to the conditions that :

- (i) he shall, within a period of one month of his taking part in such activity report to the University giving full details;
- (ii) his official duties do not thereby suffer;
- (iii) he shall discontinue taking part in any such activity if so directed by the University.

Provided further that, if taking part in any such activity involves of an elective office, he shall not seek election to any such office without the previous sanction of the University.

**Explanation - I :**

A "Co-operative Society" means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other relating to Co-operative Societies for the time being in force in any State.

**Explanation - II :**

Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-rule.

4. No University employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

**16. Investment lending and borrowing**

1. No University employee shall indulge in speculative business in any stocks, shares or other investments.

**Explanation :**

Frequent purchase or sale or both of shares securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

2. No University employee shall make, or permit any member of his family or any person acting on his behalf to make investment which is likely to embarrass or influence him in the discharge of his official duties.

3. If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the University thereon shall be final.
4. (i) No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf;
  - (a) lend or borrow money as principal or agent, to or from any person within local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
  - (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;Provided that a University employee may give to or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee but such amount shall not exceed twelve month's emoluments for the construction of house or purchase of built up house and six months' emoluments for the purchase of conveyance and other purposes.  
Provided further that a University employee may, with the previous sanction of the University enter into any transaction referred to in sub-clause (a) or sub-Clause (b).
- (ii) when a University employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provision of sub rule (2) or sub rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

## **17. Insolvency and Habitual Indebtedness**

A University employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency. A University employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the University.

### **NOTE :**

The burden of proving that insolvency indebtedness was the result of circumstances which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

## **18. Movable, immovable and valuable property**

1. Every University employee shall on his appointment to any service or post and thereafter at such intervals as may be specified by the University submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding :

- (a) the immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited or similarly owned, acquired or held by him or his spouse or any other member of his family.
- (c) other movable property inherited or similarly owned, acquired or held by him or his spouse or any other member of his family, and
- (d) Debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family.

### **NOTE : I**

Sub-rule (1) shall not ordinarily apply to Class-IV employees, but the University may direct that it shall apply to any such University employee or class of employees.

### **NOTE : II**

In all returns, the value of item of movable property worth less than Rs. 1,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.



**NOTE : III**

1. Every University employee who is in service on the date of the commencement of these rules shall submit a return under this sub rule on or before such date as may be specified by the University after the date of such commencement.
2. No University employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase sale, gift or otherwise either in his own name or in the name of any member of his family.  
Provided that the previous sanction of the prescribed authority shall be obtained by the University employee if any such transaction is :
  - (i) with a person having official dealings with the University employee, or
  - (ii) otherwise than through a regular or reputed dealer.
3. Where a University employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 10,000.  
Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is :
  - (i) with a person having official dealings with the University employee; or
  - (ii) otherwise than through a registered or reputed dealer.
4. The University or the prescribed authority may at any time, by general or special order, require a University employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the University or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

5. The University may exempt any category of University employee belonging to Class III or Class IV from any of the provisions of this rule except Sub rule (4). No such exemption shall, however, be made without the concurrence of the competent authority of the University.

**Explanation : For the purpose of this Rule :**

1. The expression "movable property" includes:
  - (i) Jewellery, insurance policies, the annual premium of which exceed Rs. 10,000 or one-sixth of the total annual emoluments received from University whichever is less, shares, securities and debentures;
  - (ii) Loans and advances by such University employee whether secured or not; and
  - (iii) Motor Cars, motor cycles, horses, or any other means or conveyance; and
  - (iv) Refrigerators, radios, radiograms and other electronic goods.
2. "Prescribed Authority" means :
  - (a)
    - (i) the Executive Council in the case of University employee holding any Class I and II post except where any lower authority is specified by the University for any purpose.
    - (ii) Vice-Chancellor in the case of a University employee holding any Class III post;
    - (iii) Registrar in the case of a University employee holding any Class IV post;
  - (b) in respect of a University employee on foreign service or on deputation to any other Department or any other University, the Parent Department on the cadre of which such University employee is borne to the Department to which he is administratively subordinate as member of that cadre.

**19. Vindication of Acts and Character of University Employee**

1. No University employee shall, except with the previous sanction of the University, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character.
2. Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

**20. Canvassing**

No University employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of a matter pertaining to his service under the University.

**21. Bigamous Marriages**

1. No University employee shall enter into or contract, a marriage with a person having a spouse living; and
2. No University employee, having a spouse living shall enter into, or contract a marriage with any person; Provided that the University may permit a University employee to enter into, on contract any such marriage as is referred to in sub-rule (1) or sub-rule (2).
3. If it is satisfied that :
  - (a) such marriage is permissible under the customary and/or personal law applicable to such Government employee and the other party to the marriage; and
  - (b) there are other grounds for so doing.

**22. Consumption of Intoxicating Drinks and Drugs**

A University employee shall:

- (a) strictly abide by any law relating to intoxicating drink or drugs in force in any area in which he may happen to be for the time being;
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;
- (c) not consume intoxicating drinks or drugs in public;
- (d) not appear in a state of intoxication in a public place;
- (e) not be present on duty in a state of intoxication; and
- (f) not habitually use any intoxicating drinks or drugs to excess.

**23. Interpretation**

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor for a clarification whose decision thereon shall be final.

**24. Delegation of Power**

The University may, by a general or special order, direct that any power exercisable by it or any Head of Department under the rules (except the powers under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

**25. Repeal and Saving**

Any rules corresponding to the rules in force immediately before the commencement of these rules and applicable to the University employee to whom these rules apply are hereby repealed.

Provided that any other made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

## **CHAPTER - 3**

### **DEPARTMENTAL COMMITTEES AND DUTIES AND FUNCTIONS OF CHAIRPERSONS/DIRECTORS**

#### **3. A. Departmental Committee:**

- 3.1** All the teachers of a Department shall be members of the Departmental Committee. Only confirmed teachers will have voting right. Chairperson of the Department shall be the Chairperson of the Departmental Committee.
- 3.2** (a) The Chairperson shall call meetings of the Departmental Committee at least once in 3 months. A meeting of the Departmental Committee may be requisitioned by 1/3<sup>rd</sup> (but not less than 2 members) of the number of confirmed teachers (not counting those on long leave). To attend a meeting of the Departmental Committee will be part of duty of a teacher.
- (b) The notice for the meeting of the Departmental Committee will be issued at least a week in advance. However, an emergent meeting of the Departmental Committee can be held, if need be, after indicating sufficient ground for the same and giving one day's notice.
- 3.3** The quorum for the meeting of the Departmental Committee shall be 50% of the total strength of the confirmed teachers as per Clause 2(a) above. For want of quorum, a meeting shall be adjourned. There will be no quorum for an adjourned meeting.
- 3.4** The duties/powers of the Departmental Committee shall include the following:
- (i) To consider ways and means of ensuring adequate opportunities and facilities for research for as many teachers as possible within limitations of the Departmental Budget.
  - (ii) To decide on allocation of funds provided by or through the University excluding personal research schemes for research and other academic activities of the Department and for purchase of equipment, chemicals and other requirements.
  - (iii) To consider and propose the Annual and Supplementary budget of the Department.
  - (iv) To make recommendations for changes in syllabi and courses of studies.

- (v) To make recommendations for creation and up gradation of staff positions.
- (vi) To make recommendations for the requirement of non-teaching supporting staff.
- (vii) To prepare and implement detailed duty charts for non-teaching staff.
- (viii) To make recommendations regarding specialization of teaching posts keeping in view the overall growth of the Department.
- (ix) To consider and decide on any other department specific academic or administrative matter brought to its notice by any member.
- (x) Assignment of duties within the Department to various teachers, distribution of teaching work, time table etc.
- (xi) Introduction of new courses and syllabi.
- (xii) To recommend names of eminent teachers for inclusion in the panel of outside subject experts, as also for nomination of external members on various other bodies of the University in keeping with the spirit of statutory provisions as may be existing elsewhere. The Chairperson of the Department shall prepare a list of such names after discussion with other members in a meeting of the Departmental Committee. Area of specialization of each nominee will also be mentioned before the list is forwarded to the Vice-Chancellor. In case of dissension, each dissenting teachers will be allowed to send names of two teachers in case of University Bodies and eight names alongwith their specialization, in case of Selection Committee.
- (xiii) Requisition for purchase of books in the Library.
- (xiv) Proposal for purchase of equipment, etc. for laboratories and other teaching aids.
- (xv) To devise a grievances redressal mechanism in case a student is not satisfied and represents to the Chairperson of the Department regarding his assessment/evaluation in the examinations.
- (xvi) Any other matter relating to the Department.

**Note :** *Decisions of the Departmental Committee shall be taken by simple majority; voting by ballot (secret or otherwise).*

- 3.5** If any member(s) of the Departmental Committee has/have a grievance about any decision of the Departmental Committee/ Chairperson of the Department, the concerned teacher(s) may represent the matter to the Chairperson of the Department in the first instance, who will be obliged to convey his decision on the representation to the person(s) concerned within 3 days of the receipt thereof in the office of the Chairperson of the Department. If the teacher(s) concerned is/are still not satisfied, he/they will be free to represent to the Vice-Chancellor direct, with a copy to the Chairperson.
- 3.6** The Departmental Committee shall elect at the start of every academic year, a Secretary to the Departmental Committee who would be responsible to convene the meetings, in consultation with the Chairperson of the Department and prepare and circulate the necessary agenda for the same.
- 3.7** The main points discussed and decisions taken in a meeting of the Departmental Committee should be recorded by the Secretary of the Departmental Committee in a register maintained for the purpose and all the members should sign the register on the spot. The detailed minutes should be circulated by the Secretary within a week after getting the same approved from the Chairperson of the Department. A copy of the minutes shall be sent to the Academic Branch.

**3.1 B. Duties and Functions of the Chairpersons of the Departments/  
Directors**

The duties and functions of the Chairperson of a University Teaching Department/Director of an Institute shall be as under :

- 3.1.1** Hold meetings of the Departmental Committee at regular intervals, give effect to its decisions, and maintain record thereof.
- 3.1.2** Dispose of promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
- 3.1.3** Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to approved norms of the University and as decided by the Departmental Committee.
- 3.1.4** Exercise due and effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
- 3.1.5** Convene meetings of Board(s) of Studies and Departmental Research Committee as and when required, get their business transacted well in time, and maintain record thereof.
- 3.1.6** Provide necessary support for timely conduct of examinations and prompt and proper evaluation work in respect of the courses offered.
- 3.1.7** Facilitate quick processing and submission of research proposals by the faculty and hassle-free subsequent execution of research projects on approval.
- 3.1.8** Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
- 3.1.9** Promote and maintain healthy work culture in the Department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
- 3.1.10** Maintain effective liaison with the students in order to acquaint himself about their grievances, redress them and effectively draw them into the teaching-learning activities of the Department.
- 3.1.11** Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.
- 3.1.12** Monitor and update the University Website in respect of one's Department/Institute on continual basis.
- 3.1.13** Assign/distribute work to Non-Teaching staff and exercise effective control over the office for efficient functioning of the office.
- 3.1.14** Perform all such functions as are laid down in the Statutes, Ordinance, and Rules of the University, or those laid down by the University Authorities.
- 3.1.15** Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.



## **CHAPTER - 4**

### **ESTABLISHMENT COMMITTEE**

- 4.1** Subject to the control of the Executive Council, the Establishment Committee shall be constituted as follows -
- (i) The Vice-Chancellor Chairman
  - (ii) Two members of the Executive Council nominated by the Vice-Chancellor;
  - (iii) Expert(s) nominated by the Vice-Chancellor whenever deemed necessary by him/her; and
  - (iv) Registrar Member - Secretary

Provided that if there is more than one expert and one of the experts fails to turn up at the meeting of the Establishment Committee after accepting the invitation to attend the same, the proceedings of the meeting shall not be invalidated.

- 4.2** The nominated members shall hold office for two years provided that the member nominated from the Executive Council shall cease to be member of the Establishment Committee as soon as he / she ceases to be member of the Executive Council.

- 4.3** 50% of the members shall form the quorum. Fraction will be ignored while deferring the quorum.

- 4.4** The Committee shall have the following powers and duties -

- (a) to advise the Executive Council on appointments and promotions to the posts of Officers of the level of Assistant Registrar or equivalent and above including officers of the University, Directors/ Principals of the Colleges/Institutes/Regional Centres, constituent colleges etc.
- (b) to consider and to recommend on matters relating to organisation, service conditions etc. of the administrative, ministerial staff, other staff coming within the purview of the committee as may be referred to it, from time to time by the Executive Council or the Vice-Chancellor for opinion and advice.

**CHAPTER - 5**  
**LIBRARY COMMITTEE**

5.1 Subject to the control of the Academic Council, the general management of the University Library shall be the responsibility of the Library Committee. The Library Committee shall consist of the following -

- |  |                  |
|--|------------------|
| 1. The Vice-Chancellor                                     | Chairman         |
| 2. The Dean Academic Affairs                               | Member           |
| 3. All the Deans of Faculties                              | Member           |
| 4. Registrar   | Member           |
| 5. The Chairpersons of<br>Departments                      | Member           |
| 6. Principal, Constituent College                          | Member           |
| Two research scholars nominated<br>by the Vice-Chancellor. |                  |
| 8. Librarian   | Member Secretary |

5.2 The nominated members of the Committee shall hold office for two years.

5.3 The Library Committee shall -

- (a) frame rules for the management of the Library, subject to the approval of the Academic Council;
- (b) arrange for the stock taking of the Library;
- (c) prepare an annual report on the working of the Library for submission to the Academic Council by the end of the December every year;
- (d) prepare the annual budget estimates of the Library for submission to the authorities concerned;
- (e) allocate annual grants for purchase of books and periodicals (both recurring and non-recurring) among the subjects of study and research in the University.

5.4 Two fifths of the members shall form the quorum.

5.5 It shall be the duty of the Librarian to carry on the directions at the Library Committee.

## **CHAPTER - 6**

### **PROTECTION AGAINST SEXUAL HARASSMENT**

#### **6.1 Short Title, Extent and objectives**

These rules are based on the Policy against Sexual Harassment of women at work-place by University in accordance with Hon'ble Supreme Court's guidelines with Vishakha vs. State of Rajasthan case. The Supreme Court had held that sexual harassment of women at work-place is against the dignity of women and violates Articles 14, 15 (1), 19 (1) (g) and 21 of the Constitution of India. The rules seek to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the University and its affiliated colleges. These rules will also apply to outsiders and residents, on the University/ College campus, to the extent specified herein.

#### **6.2. Definitions**

- (i) "University" means Indira Gandhi University, Meerpur.
- (ii) "College" means Govt./Govt. Aided and Private College.
- (iii) "Committee" means the committee to check the menace of sexual harassment & violence against women at their work-place.
- (iv) "Students" include regular students as well as ex-students of University / College.
- (v) "Teaching staff" includes any person on the staff of the University or any College affiliated to or maintained by it, who is appointed to a teaching and/or research post, whether full time, contractual, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.
- (vi) "Non-Teaching staff" includes any person on the staff of the University or any college maintained or affiliated to it, who is not included in teaching staff. It includes employees who are full time, contractual, outsourcing, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.

- (vii) "Member of the University" includes all those included in categories (iii) - (v) above.
- (viii) "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University or by any of its affiliated/maintained colleges.
- (ix) "Outsider" includes any person who is not a member or resident of the University/College. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the University or any College affiliated to or maintained by the University.
- (x) "Campus" includes all places of work and residence in the University or any college affiliated to or maintained by the University. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters and public places (including shopping centres, eating places, parks, streets and lanes) on the University Campus or the campus of any College affiliated to or maintained by the University.
- (xi) "Sexual harassment" includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**Explanation :** "Sexual Harassment" shall include, but will not be confined to the following :

- (a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the University/College.
- (b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or email, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display

of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating and intimidating, hostile, or offensive environment.

- (c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- (d) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University/College is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

### **6.3 Scope**

These rules shall be applicable to all complaints of sexual harassment made :

- (i) by a member of the University / College against any other member of the University / College irrespective of whether the harassment is alleged to have taken place within or outside the campus;
- (ii) by a resident against a member of the University/College or by a member of the University/College against a resident irrespective of whether the harassment is alleged to have taken place within or outside the campus;
- (iii) by an outsider against a member of the University/College or by a member of the University/College against an outsider if the sexual harassment is alleged to have taken place within the campus;
- (iv) by a member of the University/College against an outsider if the sexual harassment is alleged to have taken place outside the campus.

### **6.4 Establishment of Committee**

**At University level :** The Vice-Chancellor shall constitute a Committee to check the menace of sexual harassment & violence against women at their work place.

The qualifications, tenure, terms and conditions of the Chairperson and members of the committee shall be determined by the Vice-Chancellor. The Chairperson of the committee shall be a woman appointed by the Vice-Chancellor from the Senior Professors of the University.

**At College level :** The Principal shall constitute a Committee to check the menace of sexual harassment & violence against Women at their work place.

### **6.5 Composition of the Committee**

**At University level :** The composition of the committee shall be as under:

- (i) Chairperson
- (ii) Two teacher members (out of them one shall be a woman).
- (iii) The topper student of concerned faculty.
- (iv) The female representative of Non-Teaching Association of Indira Gandhi University, Meerpur.
- (v) Chairperson of the Department to which the case relates. In case involving the non-teaching employees, the Registrar or his nominee shall be the member.

**At College level :**

- (i) Chairperson / Principal
- (ii) One Teacher Incharge Women Cell.
- (iii) One female student who is topper of B.A. (II). In case of P.G. Colleges the topper of M.A./M.Sc./M.Com (Previous) may be taken.
- (iv) The Chairperson can co-opt a non-teaching female employee, if the complaint concerns with non-teaching section.

At least half of the number of members of Committee shall be the Quorum for holding a meeting of committee.

### **6.6 Jurisdiction**

The committee at University and College shall have the jurisdiction to entertain the complaints of Sexual Harassment on the campus.

### **6.7 Limitation**

The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment.

**6.8 Manner in which complaints shall be made**

The complaint may be made by any member against any other member in writing before the committee. The complaint shall contain the facts and specific allegations supported by evidence.

At college level, the complaint is made to the Principal/Chairperson of the Committee. A copy of the complaint is also to be submitted with Chairperson of this Committee at University level.

**6.9 Procedure**

After receiving the complaint the meeting of the committee shall be convened by the Chairperson at the earliest at College/University level. The complaint shall be placed before the committee. After considering the complaint, the committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s). No decision shall be taken by the committee against any one without giving the opportunity of hearing. In case of the College, if the matter is not resolved in the College Complaint Committee, the complaint may be referred to Complaint Committee at University level.

**6.10 Findings**

The committee shall decide the complaints at the earliest and recommend the punishment / action to the Vice-Chancellor for approval / decision/ consideration. The punishment / action shall be commensurate with the nature or gravity of incidents.

- A. In case of University / College employees : disciplinary action may be in the form of :
  - (i) Warning
  - (ii) Written apology
  - (iii) Bond of good behaviour
  - (iv) Adverse remarks in the Confidential Report

- (v) Debarring from supervisory duties
- (vi) Denial of membership of statutory bodies
- (vii) Denial of re-employment
- (viii) Stopping of increments / promotion
- (ix) Reverting, demotion
- (x) Suspension
- (xi) Dismissal
- (xii) Any other punishment as may be warranted by the case.

B. In case of students : disciplinary action may be in the form of :

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel / campus
- (v) Suspension for a specified period of time
- (vi) Withholding results
- (vii) Debarring from exams.
- (viii) Debarring from holding posts
- (ix) Expulsion
- (x) Denial of admission
- (xi) Declaring the harasser as "person non gratia" for a stipulated period of time.
- (xii) Any other punishment as may be warranted by the case.

C. In case of third party harassment, the University / College authorities shall initiate action by making a complaint with the appropriate authority as per law.

The recommendation of the committee on punishment / action shall be forwarded to the Vice-Chancellor, whose decision shall be final. Orders of the Vice-Chancellor shall be executed by the respective Chairperson of the Department/Principal of College.



**6.11 Appeal**

Any person / member, dissatisfied / aggrieved by the decision of the committee (University / College) may make an appeal to the Vice-Chancellor within 15 days from the date of notification or communication of decision to him. The Vice-Chancellor may give opportunity to the concerned persons/ members and decide the matter accordingly. The decision of Vice-Chancellor shall be final.

**6.12 Enforcement of orders**

The enforcement of orders / decisions passed above shall be the responsibility of concerned Chairperson of the Department / Principal of the College. In case of non-teaching employees, the orders shall be implemented / enforced by the Registrar.

**6.13 Administrative control**

The Vice-Chancellor shall have the supervisory and administrative control over the committee.

**6.14 Removal of difficulties**

If any difficulty arises in giving effect to the provision of these rules, the Chairperson may remove the difficulties.

**6.15 Savings**

No officer / member shall be liable for any legal proceedings for anything done in good faith in discharge of duties under these rules.